

**Spelman Department**  
**External Reviewers Onsite Visit Schedule**  
**Dates: To be determined**  
**Location: To be determined**

Unless otherwise indicated, all meetings are held in [Location to be determined].

DAY ONE	DAY, DATE
8:15am – 8:45 am	Transportation to Spelman Campus. <b>Location:</b> Please meet as a team in the Hotel lobby at 8:15 am.
9:00am – 9:15am	<b>Welcome Breakfast with Department Chair</b> Welcome meeting with the department chair. Logistics of the 2-day visit will also be reviewed. <b>Attendees:</b> External Review Team Chair, Department
9:15am – 9:45am	<b>Reviewers Orientation Meeting</b> Provost and Department Chair provide <i>introductions &amp; an overview</i> of the institution and the program under review. The objectives of the onsite visit will be discussed, and the reviewers will have the opportunity to ask any general questions. <b>Attendees:</b> External Review Team Department Faculty-(List)
9:45am – 10:00am	<b>Facilities and/or Classroom Tour</b> <b>Attendees:</b> External Review Team Department Faculty-(List)-optional
10:00am - 10:15am	<b>Tea/Coffee Break</b>
10:15am -11:00am	<b>Reviewers Meeting with Campus Administrators</b> Meeting with division chair and other campus administrators engaged in program or curriculum development or support, faculty development, research or student support activities. <b>Attendees:</b> External Review Team Division Chair <b>EXAMPLE ATTENDEES TO INVITE:</b> Dolores Bradley Brennan, Vice Provost for Faculty and Associate Vice President for Academic Affairs Tasha R. Inness, Ph.D., Associate Provost for Research
11:00am -11:15am	<b>Tea/Coffee Break/Beverage Service</b>

\_\_\_\_\_ Department  
**Academic Program Review Onsite Visit Agenda**

---

<b>DAY ONE (Cont'd)</b>	<b>DAY, DATE</b>
11:15am – 12:00pm	<b>Reviewers Meeting with Tenured Department Faculty</b> <b>Attendees:</b> External Review Team Department Faculty-(List)
12:00pm – 1:00pm	<b>Lunch – Location</b> <b>Attendees:</b> External Review Team Department Faculty-(List)
1:00pm – 1:45pm	<b>Reviewers Meeting with Adjunct or Part-Time Faculty</b> <b>Attendees:</b> External Review Team Department Faculty-(List)
1:45pm – 2:00pm	<b>Refreshment Break</b>
2:00pm – 2:45pm	<b>Reviewers Meeting with Program Staff/Support Staff</b> <b>Attendees:</b> External Review Team Program Staff-(List)
2:45pm – 3:30pm	<b>Reviewers Meeting with Current Students</b> <b>Attendees:</b> External Review Team Current Students: (List names for each group) Freshman Sophomore Junior Senior
3:30pm – 4:30pm	<b>Reviewers Break and Planning Time</b>
4:45 pm	<b>Transportation to the hotel</b>
Evening	<b>Dinner as a group or individually. Committee members work independently as needed.</b>

\_\_\_\_\_ Department  
**Academic Program Review Onsite Visit Agenda**

<b>DAY TWO</b>	<b>DAY, DATE</b>
8:15am – 8:45am	<b>External Review Team Transportation to Spelman Campus</b> <b>Location:</b> Please meet as a team in the hotel lobby at 8:15 am.
9:00pm – 9:45pm	<b>External Review Team Breakfast and Debriefing</b> External Review Team can meet to review findings from the previous day, discuss progress and determine if additional information or meetings are required in day 2. <b>Attendees:</b> External Review Team Chair, Department ( <i>optional</i> )
10:00am – 10:30am	Tour of Campus – By Student Ambassadors
10:30am – 10:45am	<b>Reviewer Break</b>
10:45am – 11:15am	<b>Meeting with Related Departments &amp; Special Programs or other Constituents</b> <b>Attendees:</b> External Review Team Related Department Faculty or Other Constituents (List)
11:15am – 12:00pm	<b>External Review Team Planning Meeting*</b> Opportunity for the reviewers to draft any preliminary thoughts or statements to present during the Exit/Close Out Meeting. <b>Attendees:</b> External Review Team
12:00pm – 1:00pm	<b>Lunch</b> <b>Attendees:</b> External Review Team
1:00 pm – 2:00pm	<b>Exit/Close Out Session**</b> The Review Team provides a summary of any preliminary findings or recommendations. This is an opportunity for the team to provide more details. <b>Attendees:</b> <b>External Review Team</b> Pamela E. Scott-Johnson, Ph.D., Provost & VP for Academic Affairs Division Chair, if applicable Program Chair
2:15pm – 4:15pm	<b>External Review Team meets to begin drafting final report</b>
4:30pm	<b>Team departs for the hotel. The group may dine on their own or as a group.</b> - - - - -

\*This time may also be used to accommodate department faculty who may not have been able to meet with the External Reviewers on Day 1 of the visit.

\_\_\_\_\_ Department  
**Academic Program Review Onsite Visit Agenda**

---

**DAY THREE**

**DAY, DATE**

---

**Hotel check-out is at noon. Team members may bring their luggage to campus.**  
Transportation from Spelman to the airport will be provided.

9:00pm – 12:00pm

**Transportation to Spelman Campus**

**Location:** Please meet as a team in the hotel lobby at 8:45 am.

**External Review Team Writing Session (Breakfast provided)**

External Review Team makes additional progress on the final report.

**Attendees:**

External Review Team

12:15pm

**Committee Departs**—Transportation to airport.