

**SPELMAN COLLEGE**  
**ACADEMIC PROGRAM REVIEW ONSITE VISIT**  
 [ENTER DEPARTMENT NAME]  
 [ENTER VISIT DATES]

Day, Date		Location
7:00am - 8:30am	<b>Breakfast</b> <b>Attendees:</b> Review Team Chair/Vice Chair or Program Director	Hotel or TBD
8:35am - 9:00am	Transportation to Spelman Campus with Chair: Rideshare	Depart from: Lobby, Hotel
9:00am – 9:30am	<b>Welcome Session with Department Leadership Team</b> Review of Academic Programs Introductions and overview of Spelman College & Program <b>Attendees:</b> Review Team Chair/Vice Chair or Program Director Provost	TBD
9:30am – 10:00am	<b>Department/Program Tour</b> <b>Attendees:</b> Review Team Chair or Designee	TBD
10:00am -10:45am	<b>Department/Program Leadership</b> <b>Attendees:</b> Review Team Chair/Vice Chair or Program Director	TBD
10:45am – 11:00am	Break	
11:00am – 12:00pm	<b>Curriculum Committee, Specific Program (Major/Minor)</b> <b>Faculty</b> <b>Attendees:</b> Review Team Chair/Vice Chair or Program Director Specific Faculty	

\*Committee members work independently as needed.

Last Updated: 3-16-2023

Day, Date		Location
12:00pm – 1:00pm	<b>Lunch</b> <b>Attendees:</b> Review Team Chair/Vice Chair or Program Director	Faculty Dining Spelman College Cafeteria
1:15pm – 1:45pm	<b>Junior Faculty</b> <b>Attendees:</b> Review Team List Faculty	TBD
1:50pm – 2:50pm	<b>Additional Meetings</b> <b>Attendees:</b> Review Team List Attendees	TBD
2:50pm-3:00pm	<b>Break</b>	TBD
3:00pm – 4:00pm	<b>Senior Faculty</b> <b>Attendees:</b> Review Team List Attendees	DRAFT
4:15pm – 5:15pm	<b>Program Staff and Support Staff</b> <b>Attendees:</b> Review Team List Staff	TBD
5:15pm – 5:30pm	<b>Debriefing</b> External Review Team may meet to review findings from the day, discuss progress and determine if additional information or meetings are required. <b>Attendees: Review Team only</b>	TBD
5:30pm – 6:00pm	<b>Return to Hotel</b> with Chair	
6:30pm – 8:00pm	<b>Dinner (Day 1)*</b> <b>Attendees:</b> Review Team Chair/Vice Chair or Program Director Other Faculty *Review Team may dine with program faculty or own their own.	TBD

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Last Updated: 3-16-2023

Day, Date		Location
7:00am - 8:30am	<b>Breakfast</b> <b>Attendees:</b> Review team only Team members may choose to check out of the hotel	Hotel or TBD
8:30am – 9:00am	Transportation to Spelman Campus: Rideshare	Depart from: Lobby, Hotel
9:30am – 10:00am	<b>Spelman Students: Alumni</b> <b>Attendees (via Zoom):</b> List Attendees	Virtual Meeting (Zoom)
10:00am – 10:15am	<b>Break</b>	
10:15am – 11:15am	<b>Program Lecturers</b> <b>Attendees:</b> Review Team List Program Attendees	TBD
11:15am - 11:30am	Break	
11:30am – 1:00pm	<b>Lunch</b> <b>Attendees:</b> <b>Review Team</b> <b>Current Students:</b> Select a representative mix of students	TBD
1:00pm – 2:00pm	Report Out Session: Review team provides a brief overview of findings. <b>Attendees:</b> Review Team Chair/Vice Chair or Program Director Provost Other faculty as needed.	TBD
2:15pm	Transportation to airport: Rideshare	TBD

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