AGENDA

Wed., Sept. 21st
7:00am – 8:00am Breakfast Offered
Review Team
Location: Committee Workroom at Hotel or on Campus

8:15am – 8:45 am Transportation to Spelman Campus
Location: Hotel lobby

9:00am – 9:30am Welcome Session

9:30am – 10:00am Orientation Meeting
Provost’s and Department Chair provide introductions & an overview of the institution and the program under review. (This is an additional opportunity to orient the external reviewers to the goals and agenda of the on-site visit and to answer any questions related to the review process, reviewer roles or activities during the visit. The review team may also present preliminary questions.)
Attendees: Review Team, Department Chair/Vice Chair, Provost
Location: TBD

10:00 am.-10:45 am Meeting with Division Chair and/or other members of college leadership and/or program self-study committee
Attendees: Division Chair, Administrators or Department Leadership, Faculty Self-Study Committee
Location: TBD

10:45am -11:30am Break

11:30am – 12:00 pm Department Tour and/or Campus Tour
Attendees: Review Team, Department Member (escort)
Departure Location: TBD

12:00pm – 1:00pm Lunch Break – Location: TBD

1:15pm – 2:00 pm Meeting with department lecturers and non-tenure track faculty
Attendees: Lecturers and non-tenure track faculty
Location: TBD

2:00pm – 2:20pm Committee interviews constituent group members:
Group #1: Students
Group #2: Alumni
Location: TBD

2:30pm - 3:00pm Meeting with program staff/support staff
Attendees: Program staff or Other Support Staff
Location: TBD

3:00pm - 3:45pm Meeting with adjunct or part-time faculty
Attendees: Adjunct or Part-Time Faculty
Location: TBD

3:45pm – 4:00pm  Break

4:00pm – 4:45pm  Debriefing
External Review Team can meet to review findings from the day, discuss progress and determine if additional information or meetings are required in day 2. **Attendees:**
External Review Team
Location: TBD

5:00pm  Transportation to the hotel
Dinner as a group or individually

Evening  Committee members work independently as needed.

**DAY TWO:**  TBD

7:00am - 8:30am  Review Team Breakfast (at hotel) or individually

**Team members may choose to check out of the hotel**

8:30am  Transportation to Spelman Campus
**Location:** Hotel lobby
Team members driving in have the option of meeting campus.

9:00am – 10:00am  Meeting with faculty and faculty leadership
*Examples: the Interim VP for Faculty, Director(s) of Teaching Resource Center, the Associate Provost for Research, the Dean of Undergraduate Studies, etc. These meetings are organized as needed and may replace others listed if required.*
**Attendees:** Faculty Leadership
Location: TBD (Can use Zoom or Teams Conferencing Platform as well)

10:00am – 10:15am  Break

10:15am - 11:15am  Meeting with faculty and/or representatives of related departments, special programs, or initiatives within the program. This meeting will give the program the opportunity to highlight any unique or particularly exceptional aspects of the program or to focus on a specific area of concern.
**Attendees:** Related Department or Program Faculty or Faculty Leadership
Location: TBD

11:15am – 12:00pm  Meeting with tenured and tenure-track faculty
**Attendees:** Tenured and Tenure-Track Faculty
Location: TBD (Can use Zoom or Teams Conferencing Platform as well)

12:00pm – 1:00pm  Lunch Served

1:00 pm – 2:00pm  Close Out Session with External Review Team, Program Leadership and the Provost
The Review Team will provide a summary of any preliminary findings or recommendations. This is an opportunity for the team and the department to ask any final questions or provide more details.
Location: TBD

2:15pm/2:30pm  Transportation to hotel if needed for checkout.
Dinner as a group or individual

---Committee Departs---
*Please note that all times listed are Eastern Time Zone