

## Suggested External Review Site Visit Schedule

Activity	Description	Start	End
<b>Day 1</b>			
Meet with Associate Vice President Academic and Quality Assurance Officer	Set stage for the Review (highlight importance of continuous quality improvement and set boundaries for the review). This is also an opportunity for Reviewer(s) to ask questions and clarify issues that may appear in the preparatory documents.	9:00am	09:30am
Meet with Faculty	Discuss strengths and areas of concern of the Program. Identify opportunities for improvement and challenges to the further success of the program	9:30am	11:00am
Break and debrief	15 minutes	11:00am	11:15am
Meet with the Dean	Discuss issues that cross between the academic and administrative process of delivering a program (i.e., funding, research, and planning for the Program).	11:15am	12:15pm
Break and debrief	15 minutes	12:15pm	12:30pm
Lunch	This is an informal, collegial gathering with a group of program representatives.	12:30pm	1:15pm
Meet with Students	Discuss students' experiences in the program, including program strengths and areas for improvement.	1:15pm	2:15pm
Break and debrief	15 minutes	2:15pm	2:30pm
Meet with Program Graduates	Discuss graduates' experiences in the program, including program strengths and areas for improvement, and impact on graduates' personal and/or professional aspirations.	2:30pm	3:30pm
Break and debrief	15 minutes	3:30pm	3:45pm
Program Tour by Program Chair <i>(if required)</i>	Especially valuable for those programs with specialized equipment/facilities.	3:45pm	4:15pm
Meet with Associate Vice President Research and Graduate Studies <i>(graduate programs only)</i>	Discuss issues specific to graduate studies.	4:15	5:00pm
Optional: Dinner	This is an informal, collegial gathering with a group of program representatives.	5:00pm	7:00pm

## Day 2

Preparation time for Reviewers prior to the Exit Interview	A time for the Reviewer to organize notes and thoughts regarding the Exit Interview. Also, this a time for the Reviewer to ask for more information about any particular issue or concern.	8:00am	10:00am
Exit Interview with AVP Academic, Dean of the School/Faculty, and Chair	Reviewer highlights preliminary Commendations. Identifies some preliminary Recommendations and discusses these recommendations for clarification. Reviewer makes additional suggestions for improving the Program. Reviewer(s) asks questions and clarify issues. Reviewer identifies an expected delivery date of written report.	10:00am	11:00am
Meet with Quality Assurance Officer to discuss "Next Steps"	Opportunity to discuss report format, timelines, and for the Reviewer to request additional information.	11:00am	11:30am