

## **Academic Program Review**

### **Example – External Review Team On-Site Visit Agenda**

External Review Team (ERT) on-site visits are usually scheduled over three days, with team members arriving the afternoon of day 1 and departing the afternoon of day 3, depending on their availability. Specific activities and meetings associated with each review may vary depending on the nature and needs of the program.

For programs conducting an accreditation program review, the on-site visit agenda will follow the protocol established by the accrediting body.

Mandatory meetings include:

- Faculty
- Students
- Alumni
- Dean
- Assessment (Director of Assessment and a representative from dean's office)
- Provost

Additional meetings, as appropriate to the program, include:

- Academic Support Services
- Dacus Library
- Career Services
- Advising
- Graduate School
- Outreach Programs
- Program Advisory Boards
- Other

The following example of an on-site meeting agenda serves as a baseline, ensuring a level of basic consistency across academic program reviews. The schedule may be adjusted to meet the needs of the program, the External Review Team, or the accrediting body.

## External Review Team – Visit Agenda

### Name of Program

### Date

#### Day 1, Date

- 2:45PM Program Director/Department Chair meets External Review Team (ERT) at hotel lobby for drive to WU
- 3:00-6:00PM Orientation to review process and review of program documents – Room TBD  
Tour of campus and program facilities
- 6:00-8:30PM Dinner and overview of program – Room TBD  
*Attendees: External Review Team, Dean of the College, Program Director/Department Chair, Self-Study Committee*

#### Day 2, Date

- 8:15AM Program Director/Department Chair meets ERT at hotel lobby for drive to WU
- 8:30-8:50AM ERT meets to organize itself for meetings and interviews – Room TBD
- 9:00-9:45AM Meet with \_\_\_\_\_ – Room TBD
- 10:00-10:45AM Meet with \_\_\_\_\_ – Room TBD
- 11:00-11:45AM Meet with \_\_\_\_\_ – Room TBD
- 11:45-1:00PM Lunch – Location TBD
- 1:00-1:45PM Meet with \_\_\_\_\_ – Room TBD
- 2:00-2:30PM Meet with \_\_\_\_\_ – Room TBD
- 2:45-3:15PM Meet with \_\_\_\_\_ – Room TBD
- 3:15-3:30PM Break
- 3:30-4:00PM Meet with \_\_\_\_\_ – Room TBD
- 4:15-5:00PM Meet with \_\_\_\_\_ – Room TBD
- 5:00-6:00PM Team Meeting – Room TBD
- 6:15-8:00PM External Review Team Dinner and Meeting – Location TBD

**Day 3, Date**

- 8:15AM Program Director/Department Chair meets ERT at hotel lobby for drive to WU
- 8:30-10:30AM External Review Team compiles preliminary findings – Room TBD
- 10:30-11:30AM External Review Team conducts Exit Interview with Dean, Program Director/Department Chair, Director of Assessment, and others as appropriate – Room TBD