Sample Itinerary for External Review

Time	Meeting	Participants
9:00 – 9:15 AM	Welcome and Overview (overview of the program, goals of the review, schedule)	School Director, Program Coordinator
9:15 – 10:00 AM	Meeting with Program Faculty (program mission and goals, curriculum structure, teaching and advising practices, program strengths and challenges)	Program Faculty
10:00 – 10:30 AM	Meeting with Students (student experience in the program, advising and mentoring, preparation for careers or graduate school)	Current majors and/or graduate students
10:30 – 10:45 AM	**BREAK**	
10:45 – 11:15 AM	Assessment and Program Outcomes Discussion (student learning outcomes, assessment processes, use of assessment results for program improvement)	Program Assessment Coordinator, selected faculty
11:15 – 11:45 AM	Meeting with College Leadership (program role within the college/university; resource support; strategic priorities)	Dean and/or Associate Dean
11:45 AM – 12:30 PM	**BREAK**	
12:30 – 1:00 PM	Follow-Up Meeting (clarifications, additional questions from the reviewer)	School Director and Program Leadership
1:00 – 1:30 PM	**BREAK** (reviewer time to review notes)	
1:30 – 2:00 PM	Exit Meeting (reviewer provides initial observations, program strengths, suggestions for improvement)	School Director, Dean, and Provost Office Representative

Provide the reviewer with a digital folder ahead of time containing:

- Program self-study
- Faculty CVs
- Curriculum map
- Sample syllabi
- Assessment plan and reports with student learning outcomes
- Enrollment and graduation data