**A-State**

**Program Review Site Visit Schedule/Agenda**

**Face-to-Face**

**Date of Visit**

**Reviewer Name:**

**Cell Phone:**

**Email:**

**Hotel:**

**Confirmation number:**

**Flight Arrival:**

**Airline/Flight number:**

**Flight Departure:**

**Airline/Flight number:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Date** | **Time** | **Location** | **Escort** |
| Pickup from airport |  |  |  |  |
| Dinner |  |  |  |  |
| Meet with College Dean and Associate Dean/s |  |  |  |  |
| Meet with Department Chair |  |  |  |  |
| Meet with Faculty (without administration present) |  |  |  |  |
| Lunch (this could be included with the student or faculty meeting) |  |  |  |  |
| Meet with Students (without faculty present) |  |  |  |  |
| Meet with external constituents (advisory council, alumni, employers, etc.) |  |  |  |  |
| Exit Interview with:   * Provost * AVC for Assessment and Accreditation * College Dean and Associate Dean/s * Department Chair |  |  |  |  |