

Virtual Program Review Site Visit

Example Schedule

Wednesday, <Month Day>

9:00-9:30 a.m.	Program Review Kickoff
9:30-10:00 a.m.	Meet with Dr. Melissa Shivers, Senior Vice President of Student Life
10:00-10:50 a.m.	Meet with Department's Associate Vice President
11:00-11:50 a.m.	Panel 1: Department Staff, Part I
12:00-1:00 p.m.	Lunch break
1:00-1:50 p.m.	Panel 2: Department Staff, Part II
2:00-2:50 p.m.	Panel 3: Student Stakeholders
3:00-3:50 p.m.	Panel 4: Faculty Stakeholders
4:00-5:00 pm	Committee Work and Discussion Time

Thursday, <Month Day>

9:00-9:50 a.m.	Panel 5: Departmental Operational Support (e.g., Human Resources, Student Life Financial Management, Center for the Study of Student Life, Student Life Marketing and Communications, etc.)
10:00-10:50 a.m.	Panel 6: Student Life Partners, Part I
11:00-11:50 a.m.	Panel 7: Student Life Partners, Part II
12:00-1:00 p.m.	Lunch break
1:00-1:50 p.m.	Panel 8: University Partners
2:00-2:50 p.m.	Panel 9: Other Community Stakeholders
3:00-3:50 p.m.	Panel 10: Meet with Department Director
4:00-5:00 p.m.	Committee Work and Discussion Time

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Friday, <Month Day>

9:00-10:00 a.m. External Committee Prepares for Preliminary Presentation

10:00-12:00 p.m. Presentation of External Committee Preliminary Findings

12:00 p.m. Meeting concludes