# **SAMPLE PANEL VISIT ITINERARY**

****

**[Unit Name/Program]**

Site Visit Itinerary – [Date]

|  |
| --- |
|  |
| **Thursday, [Date]****Room:**  | **Friday, [Date]****Room:**  | **Saturday****[Date]**  |
| **9:00 AM** | Welcome Breakfast – Panel members meet with Associate VP(Academic), Dean of Record, Dean of Grad Studies, AUP Coordinator | **9:00 AM** | Organizational Meeting:Panel & AUP Coordinator | Panel:DraftReportRoom:  |
| **9:30 AM** | **9:30 AM** | Unit Head |
| **10:00 AM** | Organizational Meeting:Panel & AUP Coordinator | **10:00 AM** | *[Unit to determine]* |
| **10:30 AM** | Unit HeadTour of Facilities | **10:30 AM** | *[Unit to determine]* |
| **11:00 AM** | *[Unit to determine]* | **11:00 AM** | *[Unit to determine]* |
| **11:30 AM** | *[Unit to determine]* | **11:30 AM** | *[Unit to determine]* |
| **12:00 PM** | Panel Lunch withUnit Head and 2 Guests | **12:00 PM** | Panel Working Lunch |  |
| **12:30 PM** | **12:30 PM** |
| **1:00 PM** | **1:00 PM** |
| **1:30 PM** | *[Unit to determine]* | **1:30 PM** | *[Unit to determine]* |
| **2:00 PM** | *[Unit to determine]* | **2:00 PM** | *[Unit to determine]* |
| **2:30 PM** | *[Unit to determine]* | **2:30 PM** | *[Unit to determine]* |
| **3:00 PM** | *[Unit to determine]* | **3:00 PM** | Panel confers for exit meetings |
| **3:30 PM** | Coffee Break | **3:30 PM** | Exit Meeting with Dean of Record(Panel shares preliminary findings) |
| **4:00 PM** | *[Unit to determine]* | **4:00 PM** | Exit Meeting with Unit Head(Panel shares preliminary findings) |
| **4:30 PM** | *[Unit to determine]* | **4:30 PM** | Exit Meeting with Unit Head, Faculty, Students, Staff(Panel shares preliminary findings) |
| **5:00 PM** | Suggested time for panel to confer | **5:00 PM** | Suggested time for panel to confer |
|  |
| **7:00 PM** | Working supper for panel to discuss meetings and report writing | **7:00 PM** | Working supper for panel todiscuss meetings and report writing |

**Typical Items Included in the Site Visit Schedule**

Site Visits are normally held on a Thursday and Friday.

* An initial meeting AVPA, Dean of Record, and the review panel usually takes place on Thursday morning.
* An organizational meeting takes place with the review panel and AUP coordinator at the start of each morning.
* On both Thursday and Friday the first unit meeting is usually with the Unit Head (morning coffee).
* On Thursday there is a panel lunch with the four reviewers, the Unit Head, and two guests
* If applicable, a tour of facilities is included on the first day.
* Interviews normally take place with the following people, although other individuals/groups who are identified can also be included:
* Faculty members - individually or in groups
* Students - undergraduate and graduate
* Staff
* Alumni
* Dean/Associate Dean
* Dean of Graduate Studies
* Others, as determined by the unit
* Writing time is provided for the panel on Thursday and Friday either before or after the supper break, and at times throughout the day if the schedule allows.
* The last scheduled meetings are exit interviews (last thing Friday afternoon) with the panel, Dean of Record, Unit Head, and members of the Unit.
* The panel is usually given time before the exit interviews for a meeting to confer.
* The panel has time on Saturday for report writing (usually goes until lunchtime).