**SAMPLE SITE VISIT AGENDA**

**<NAME> DEPARTMENT**

**PROGRAM REVIEW**

Date

Evaluator’s Name

Title and Institution

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| **Time** | **Schedule** | **Location** |
| 9:00 – 10:00 a.m. | Meet with Vice President of Academic Affairs and/or designee, Dean, and Dean GCE if appropriate. | Academic Affairs Conference Room, Sanders Building 203A |
| 10:00 – 10:45 A.m. | Meet with Chair | Chair’s Office |
| 10:45 a.m. – 12:00 p.m. | Meet with Faculty | Dept. Conference Room |
| 12:00 – 1:30 p.m. | Lunch with Department Chair & Faculty | Holmes Dining Commons |
| 1:30 – 2:30 p.m. | Meet with Students | Dept. Conference Room |
| 2:30 – 3:00 p.m. | Library Director | Amelia Galucci-Cirio Library |
| 3:00 p.m. | Exit conversation with Vice President of Academic Affairs and/or designee, Dean and Dean GCE (where applicable) | Academic Affairs Conference Room Sanders 225A |