

Site Visit Schedule
[Program]
[Site Visit Date]

8:45am	(15 mins)	Meet with Office for Educational Effectiveness
9:00am	(75 mins)	Meet with the Self-Study Group
10:15am	(60 mins)	Meet with faculty
11:15am	(60 mins)	External Reviewer time: recap meetings, review materials, & break time
12:15pm	(60 mins)	Lunch with students and alumni
1:15pm	(60 mins)	External Reviewer time: recap meetings, review materials, & break time
2:15pm	(45 mins)	Meet with the Dean
3:00pm	(45 mins)	Meet with the Provost
3:45pm	(60 mins)	External Reviewer time: complete notes on the external review team summary sheet & exit/debriefing meeting with Office for Education Effectiveness
4:45pm	(15 mins)	Exit meeting with the Program
5:00pm		Optional – continuation of External Review team discussions and drafting report

Important Contact Numbers

Irene Girton, Assoc. Dean, Acad. Affairs: 323 259 2590 (w); 310 488 3749 (m)

Program Director: xxx-xxx-xxxx

Eric Frank, Dean of the College/VPAA: 323 259 2980

Brian Harlan (IRAP): 323 323 2830