**OLD DOMINION UNIVERSITY DEPARTMENT REVIEWS**

**ITINERARY FOR EXTERNAL REVIEW TEAM’S SITE VISIT**

|  |
| --- |
| ***Program Review Sample Itinerary*** |
|  |  |  |
| **Travel day** |  |  |
|  |  |  |
| 4:00 p.m. |  | Reviewers Arrive/Dinner |
|  |  |  |
|  |  |  |
| **Day 1 on site** |  |  |
|  |  |  |
| 8:30 a.m. |  | Meet with PhD students (if there is a PhD program) |
|  |  |  |
| 9:00 a.m. |  | Meet with Assistant Professors  |
|  |  |  |
| 9:30 a.m. |  | Meet with Associate Professors  |
|  |  |  |
| 10:00 a.m. |  | Meet with Professors  |
|  |  |  |
| 10:30 a.m. |  | Meet with Master’s students |
|  |  |  |
| 11:00 a.m. |  | Tour facilities and labs  |
|  |  |  |
| 12:00 noon |  | Working lunch on site |
|  |  |  |
| 1:00 p.m. |  | Meet with Department Chair |
|  |  |  |
| 2:00 p.m. |  | Meet with Dean  |
|  |  |  |
| 2:45 p.m. |  | Meet with Graduate Dean |
|  |  |  |
| 3:30 p.m. |  | Work on individual team member assignments and probe for information as needed (on site). |
|  |  |  |
| 4:00 p.m. |  | Begin drafting the Report |
|  |  |  |
| 6:00 p.m. |  | Working dinner for team members to discuss findings, organize the written report, and make individual assignments. |
|  |  |  |
| 7:30 p.m. |  | Continue drafting the report. |
|  |  |  |
| **Day 2 On Site** |  |  |
|  |  |  |
| 8:30 a.m. |  | Working breakfast to review draft report, if desired by team |
|  |  |  |
| 9:00 a.m. |  | Meet with undergraduate students (on site) |
|  |  |  |
| 9:30 a.m. |  | Meet with vice presidents from other divisions |
|  |  |  |
| 10:15 a.m. |  | Work on report |
|  |  |  |
| 12:00 noon |  | Lunch with chair, program directors to discuss report and ask questions |
|  |  |  |
| 2:00 p.m. |  | Exit Meeting with Academic Affairs (Provost, Vice Provost, AVP for Institutional Effectiveness). |
|  |  |  |
| 3:30 |  | Depart for airport |