**OLD DOMINION UNIVERSITY DEPARTMENT REVIEWS**

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

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