

Schedule Example for an Academic Program Review  
 Schedule for the Program Review  
 Date

Date	
7:30 – 8:30 a.m.	Breakfast <ul style="list-style-type: none"> <li>• Review Team</li> </ul>
8:30 a.m.	Review Team will meet in Lobby for transportation to Campus. Department Arranges Transportation.
9:00 – 9:45a.m. Room	Orientation Meeting with Department Leadership <ul style="list-style-type: none"> <li>• Review Team</li> <li>• Department Chair</li> </ul>
10:00 – 10:45 a.m.	Meeting with School Dean or Unit Leader <ul style="list-style-type: none"> <li>• Review Team</li> <li>• Dean or Unit Leader</li> </ul>
11:00 – 12:45 p.m. Room	Lunch <ul style="list-style-type: none"> <li>• Review Team</li> </ul>
1:00 – 1:45 p.m. Room	Tour of Department and Review of Academic Programs <ul style="list-style-type: none"> <li>• Review Team</li> <li>• Department Chair</li> </ul>
2:00 – 2:45 p.m. Room	Meeting with Representatives of Related Departments Within the School (Dept. provides names of representatives for Michele Trent to Invite) <ul style="list-style-type: none"> <li>• Review Team</li> </ul>
3:00 – 3:45 p.m. Room	Meeting with Representatives of Related Departments Outside the School (Dept. provides names of representatives for Michele Trent to Invite) <ul style="list-style-type: none"> <li>• Review Team</li> </ul>
4:00 – 4:45 p.m. Room	Student Interviews (Dept. Invites Students) <ul style="list-style-type: none"> <li>• Review Team</li> </ul>
5:00 p.m.	Review Team Work Time
6:00 – 7:30 p.m.	Dinner (Department Arranges Transportation for Review Team) <ul style="list-style-type: none"> <li>• Review Team</li> <li>• Faculty</li> <li>• Community/Alumni Representatives</li> </ul>
Date	
	Breakfast on your own and check out of hotel
8:30 a.m.	Review Team Members Staying at the Hotel meet in the Lobby for Transportation to Campus. Department arranges transportation. Review Team Members not staying at the hotel will go directly to campus for the first meeting.
9:00 – 9:45 a.m. Room	Faculty Interviews (Dept. Invites faculty to participate) <ul style="list-style-type: none"> <li>• Review Team</li> </ul>
10:00 – 10:45 a.m. Room	Faculty Interviews (Dept. Invites faculty to participate) <ul style="list-style-type: none"> <li>• Review Team</li> </ul>
11:00 – 11:45 a.m. Room	Review Team Work Time <ul style="list-style-type: none"> <li>• Review Team</li> </ul>

11:45 – 12:45 p.m. Room	Lunch <ul style="list-style-type: none"> <li>• Review Team</li> </ul>
1:00 – 1:45 p.m. Room	Concluding Discussion <ul style="list-style-type: none"> <li>• Review Team</li> <li>• Department Chair</li> </ul>
1:45 p.m. – 2:15 p.m. Room	Review Team Work Time <ul style="list-style-type: none"> <li>• Review Team</li> </ul>
2:15 – 3:00 p.m. Room	Concluding Discussion with IU Indianapolis Leadership <ul style="list-style-type: none"> <li>• Review Team</li> <li>• Dean or Unit Leader</li> <li>• <b>Margaret Ferguson</b>, Senior Associate Vice Chancellor for Academic Affairs</li> <li>• <b>Janice S. Blum</b>, Dean, IU Graduate School Indianapolis</li> <li>• <b>Tabitha Hardy</b>, Assistant Dean for Graduate Education</li> <li>• <b>Camy Broeker</b>, Vice Chancellor for Finance and Administration</li> <li>• <b>Michele Trent</b>, Coordinator, Program Review</li> </ul>

***Program Review Support:***

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