

Schedule Example for a Medicine Academic Program Review

Schedule for the Program Review

Date

Date	
7:30 – 8:30 a.m.	Breakfast <ul style="list-style-type: none"> • Review Team
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 Program Leadership <ul style="list-style-type: none"> • Review Team • Department Chair
10:00 – 10:45 a.m.	Meeting with School Dean or Unit Leader <ul style="list-style-type: none"> • Review Team • Dean or Unit Leader
11:00 – 12:45 p.m. Room	Lunch <ul style="list-style-type: none"> • Review Team
1:00 – 1:45 p.m. Room	Tour of Department and Review of Academic Programs <ul style="list-style-type: none"> • Review Team • Department Chair
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"> • Review Team
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"> • Review Team
4:00 – 4:45 p.m. Room	Student Interviews (Dept. Invites Students) <ul style="list-style-type: none"> • Review Team
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"> • Review Team • Faculty • Community/Alumni Representatives
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"> • Review Team
10:00 – 10:45 a.m. Room	Faculty Interviews (Dept. Invites faculty to participate) <ul style="list-style-type: none"> • Review Team
11:00 – 11:45 a.m. Room	Review Team Work Time <ul style="list-style-type: none"> • Review Team

11:45 – 12:45 p.m. Room	Lunch <ul style="list-style-type: none"> • Review Team
1:00 – 1:45 p.m. Room	Concluding Discussion <ul style="list-style-type: none"> • Review Team • Department Chair
1:45 p.m. – 2:15 p.m. Room	Review Team Work Time Review Team
2:15 – 3:00 p.m. Room	Concluding Discussion with IU Indianapolis Leadership <ul style="list-style-type: none"> • Review Team • Thomas D. Hurley, Associate Dean, Research & Graduate Studies, IU School of Medicine • Lauren A. Easterling, Director, Trainee Services, IU School of Medicine • Janice S. Blum, Dean, IU Graduate School Indianapolis • Tabitha Hardy, Assistant Vice Chancellor for Graduate Education • Margaret Ferguson, Senior Associate Vice Chancellor for Academic Affairs • Michele Trent, Coordinator, Program Review

Program Review Support:

- Michele Trent
Program Review Coordinator
Planning and Institutional Improvement
Office: 317-274-4111; Cell: 317-407-1231
Email: mtrent@iupui.edu