

Schedule Example for a Student Affairs and
Cocurricular Programs and Services 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. Unit Arranges Transportation
9:00 – 9:45a.m. Room	Orientation Meeting with Unit Leadership <ul style="list-style-type: none"> Review Team Unit Leadership
10:00 – 10:45 a.m.	Meeting with Division Vice Chancellor or Dean <ul style="list-style-type: none"> Review Team Vice Chancellor
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 Unit and Review of Programs <ul style="list-style-type: none"> Review Team Unit Leader
2:00 – 2:45 p.m. Room	Meeting with Representatives of Related Departments Within the Division (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 Division (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/Staff 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	Staff Interviews (Dept. Invites staff to participate) <ul style="list-style-type: none"> Review Team
10:00 – 10:45 a.m. Room	Staff Interviews (Dept. Invites staff 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 • Unit Leader
2:15 – 3:00 p.m. Room	Concluding Discussion with IU Indianapolis Leadership <ul style="list-style-type: none"> • Review Team • Respective Vice Chancellor or Dean • Margaret Ferguson, Senior Associate Vice Chancellor for Academic Affairs • Michele Trent, Coordinator Program Review

Program Review Support:

- Michele Trent
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