

Virtual Schedule Example for an Academic Program Review
DRAFT - Virtual Program Review Schedule for _____
Date

EASTERN TIME	CENTRAL TIME	MOUNTAIN TIME	PACIFIC TIME	Date
11:00 – 11:45 am	10:00 – 10:45 am	9:00 – 9:45 am	8:00 – 8:45 am	Meeting with Review Team for Planning <ul style="list-style-type: none"> • Review Team
12:00 – 12:45 pm	11:00 – 11:45 am	10:00 – 10:45 am	9:00 – 9:45 am	Orientation Meeting with Department <ul style="list-style-type: none"> • Review Team • Department Chair
1:00 – 1:45 pm	12:00 – 12:45 pm	11:00 – 11:45 am	10:00 – 10:45 am	Meeting with School Dean/Unit Leader <ul style="list-style-type: none"> • Review Team • Dean/Unit Leader
1:45 – 2:15 pm	12:45 – 1:15 pm	11:45 am – 12:15 pm	10:45 – 11:15 am	Break
2:15 – 3:00 pm	1:15 – 2:00 pm	12:15 – 1:00 pm	11:15 am – 12:00 pm	Meeting with Faculty <ul style="list-style-type: none"> • Review Team • Faculty
3:15 – 4:00 pm	2:15 – 3:00 pm	1:15 – 2:00 pm	12:15 – 1:00 pm	Meeting with Representatives of Departments Within the School <ul style="list-style-type: none"> • Review Team
4:15 – 5:00 pm	3:15 – 4:00 pm	2:15 – 3:00 pm	1:15 – 2:00 pm	Meeting with Students <ul style="list-style-type: none"> • Review Team
5:15 – 6:00 pm	4:15 – 5:00 pm	3:15 – 4:00 pm	2:15 – 3:00 pm	Meeting with Alumni and Community Representatives <ul style="list-style-type: none"> • Review Team
				Date
11:00 – 11:45 am	10:00 – 10:45 am	9:00 – 9:45 am	8:00 – 8:45 am	Meeting with Faculty <ul style="list-style-type: none"> • Review Team
12:00 – 12:45 pm	11:00 – 11:45 am	10:00 – 10:45 am	9:00 – 9:45 am	Meeting with Institutional Research & Decision Support <ul style="list-style-type: none"> • Review Team
1:00 – 1:45 pm	12:00 – 12:45 pm	11:00 – 11:45 am	10:00 – 10:45 am	Meeting with Representatives of Departments Outside the School <ul style="list-style-type: none"> • Review Team

1:45 – 2:15 pm	12:45 – 1:15 pm	11:45 am – 12:15 pm	10:45 – 11:15 am	Break
2:15 – 3:00 pm	1:15 – 2:00 pm	12:15 – 1:00 pm	11:15 am – 12:00 pm	Work Time for Review Team
3:15 – 4:00 pm	2:15 – 3:00 pm	1:15 – 2:00 pm	12:15 – 1:00 pm	Meeting with Department Chair <ul style="list-style-type: none"> • Review Team • Department Chair
4:15 – 5:00 pm	3:15 – 4:00 pm	2:15 – 3:00 pm	1:15 – 2:00 pm	Concluding Discussion with IU Indianapolis Leadership <ul style="list-style-type: none"> • Review Team • Dean/Unit Leader • Margaret Ferguson, Senior Associate Vice Chancellor for Academic Affairs • Janice S. Blum, Dean, IU Graduate School Indianapolis • Tabitha Hardy, Assistant Dean for Graduate Education • Camy Broeker, Vice Chancellor for Finance and Administration • Michele Trent, Coordinator, Program Review