

**Virtual Schedule Example for a Student Affairs and Cocurricular Programs and Services Program Review**

**DRAFT - Virtual Program Review Schedule for \_\_\_\_\_  
Date**

<b>EASTERN TIME</b>	<b>CENTRAL TIME</b>	<b>MOUNTAIN TIME</b>	<b>PACIFIC TIME</b>	<b>Date</b>
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"> <li>• Review Team</li> </ul>
12:00 – 12:45 pm	11:00 – 11:45 am	10:00 – 10:45 am	9:00 – 9:45 am	Orientation Meeting with Program Leadership <ul style="list-style-type: none"> <li>• Review Team</li> <li>• Program Director</li> </ul>
1:00 – 1:45 pm	12:00 – 12:45 pm	11:00 – 11:45 am	10:00 – 10:45 am	Meeting with Division Vice Chancellor or Dean <ul style="list-style-type: none"> <li>• Review Team</li> <li>• Vice Chancellor</li> </ul>
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 Student Affairs Leadership Team <ul style="list-style-type: none"> <li>• Review Team</li> </ul>
3:15 – 4:00 pm	2:15 – 3:00 pm	1:15 – 2:00 pm	12:15 – 1:00 pm	Meeting with Representatives Within the Division <ul style="list-style-type: none"> <li>• Review Team</li> </ul>
4:15 – 5:00 pm	3:15 – 4:00 pm	2:15 – 3:00 pm	1:15 – 2:00 pm	Meeting with Staff <ul style="list-style-type: none"> <li>• Review Team</li> </ul>
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"> <li>• Review Team</li> </ul>
				<b>Date</b>
11:00 – 11:45 am	10:00 – 10:45 am	9:00 – 9:45 am	8:00 – 8:45 am	Meeting with Staff <ul style="list-style-type: none"> <li>• Review Team</li> </ul>
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 (IRDS) <ul style="list-style-type: none"> <li>• Review Team</li> </ul>
1:00 – 1:45 pm	12:00 – 12:45 pm	11:00 – 11:45 am	10:00 – 10:45 am	Meeting with Representatives Outside the Division <ul style="list-style-type: none"> <li>• Review Team</li> </ul>
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 Program Director <ul style="list-style-type: none"> <li>• Review Team</li> <li>• Director</li> </ul>
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"> <li>• Review Team</li> <li>• Respective Vice Chancellor or Dean</li> <li>• <b>Camy Broeker</b>, Vice Chancellor for Finance and Administration</li> <li>• <b>Margaret Ferguson</b>, Senior Associate Vice Chancellor for Academic Affairs</li> <li>• <b>Michele Trent</b>, Coordinator, Program Review</li> </ul>