**Western Kentucky University**

**Program Name and Number**

**Academic Program Review—Degree Review Schedule**

*(this is a model schedule that may be modified—final itinerary must be approved by assoc. dean)*

Committee: Name, Title, Institution (Chair)

Name, Title, Institution

Name, Title, Institution

Name, Title, Institution

One Week Before Visit – Day and Date

TBD, ZOOM Orientation meeting, all review committee members (1 hour)

Associate Provost for FAE and Director of Institutional Research

TBD, ZOOM Site Visit Orientation Meeting for department chair, program faculty

Arrival Day (External Reviewers will arrive one day before the visit)

6 PM Dinner with review committee and department chair

Visit Day – Day and Date

8:15-8:45 AM Tour Facilities with Department Chair

9:00-9:30 AM Meet with Department Chair and Dean

9:45-11:00 AM Meet with Program Faculty and Relevant Staff

11:15-12:00 AM Meet with Students

12:15-1:00 PM Lunch Meeting with community partners, alumni, and other stakeholders

1:15-1:30 PM Check-in with Department Chair for any clarifications

1:30-3:00 PM Review Committee Work Session

*Review and discuss findings for narrative report APR Rubric*

3:15-4:00 PM Final Session--Preliminary Report from the Review Committee

*Review Committee Chair leads a summary review discussion of the report template.*

*Program Faculty, Department Chair*, *Dean, Provost, Associate Provost*, *Assistant Provost, any interested parties.*