**Western Kentucky University**

**Program 1 & 2 Names and Numbers**

**Academic Program Review—Degree Review Schedule**

*(this is a model schedule that may be modified for departments reviewing two programs with one committee—final itinerary must be approved by associate 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)

4-4:30 Meet with Department Chair and Dean

4:45-5:15 Tour Facilities with Department Chair

6 PM Dinner with review committee and Department Chair

Visit Day – Day and Date

8:15-9:45 AM Meet with Program Faculty and Relevant Staff

10:00-11:00 AM Zoom Meeting with community partners, alumni, and other stakeholders

11:15-12:15 AM Lunch Meeting with Students

12:30-12:45 PM Check-in with Department Chair for any clarifications

12:45-3:15 PM Review Committee Work Session

*Review and discuss findings for narrative report*

3:30-4:30 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, Assoc. Provost*, *Assistant Provost for IE, any interested parties.*