## Appendix C: Site-Visit Sample Itineraries

### *Two Day Site-Visit*

*Note:* ***This is a sample itinerary only****; the unit should create an itinerary in consultation with the APR Office. Please schedule breaks and down time.*

**Day One:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Activity** | **Who is responsible** | **Location** |
| 6:30 to 7:45 a.m. | Breakfast at hotel – Unit will pick up team members | Unit |  |
| 8:30 a.m. to 9:00 a.m. | Review Team Orientation MeetingDirector Assessment & APR; APR Specialist, unit’s chair; Self-Study Report committee | Unit/ APR Specialist |  |
| 9:00 a.m. to 9:30 a.m. | Review team planning | Unit |  |
| 9:30 a.m. to 9:45 a.m. | Unit meeting with Review Team | Unit |  |
| Mandatory meetings10:00 a.m. to 11:00 a.m. | Meeting with College/School Dean | Unit |  |
| 11:00 a.m. to 12:00 p.m. | Facility tour | Unit |  |
| 12:00 p.m. to 1:00 p.m. | Lunch | Unit |  |
| 1:00 p.m. to 4:00 p.m. | Continue meetings with students, faculty, staff members, and the administrators of the program  | Unit |  |
| 4:00 p.m. to 5:00 p.m. | Reception – ***optional*** |  |  |
| 6:00 p.m. to 9:00 p.m. | Working dinner | Unit |  |

**Day Two:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Activity** | **Who is responsible** | **Location** |
| 6:30 to 7:45 a.m. | Breakfast at hotel – Unit will pick up team members | Unit |  |
| 8:00 a.m. to 8:45 a.m. | Review Unit materials | Unit |  |
| 9:00 a.m. to 10:00 a.m. | Additional meetings location visits | Unit |  |
| Mandatory meeting10:00 a.m. to 10:30 a.m. | Meeting with Provost/Executive Vice President for Academic Affairs | APR Specialist | Scholes Hall, Room 246 |
| Mandatory meeting10:30 a.m. to 11:00 a.m. | Meeting with Associate Provost | APR Specialist | Scholes Hall, Room 246 |
| 11:00 a.m. to 12:00 p.m. | Meetings requested by review team or to be used as work time | Unit |  |
| 12:00 p.m. to 1:00 p.m. | Lunch | Unit |  |
| Non-mandatory meetings1:00 p.m. to 2:00 p.m. | Meetings with other key stakeholders as time permits | Unit |  |
| 2:00 p.m. to 3:45 p.m. | Team meeting to draft report |  |  |
| 4:00 p.m. to 5:00 p.m. | Exit meeting attended by: Review Team, Provost, Associate Provost for Curriculum, Dean of Graduate Studies or designee, as applicable; College/School Dean, Associate Dean(s), Director of Assessment & APR, Unit’s chair, Chair of the Self-Study Report committee, APR Specialist | Unit/APR Specialist | Dane Smith 220 |
| 5:00 p.m. | Reviewers depart Albuquerque or schedule a working dinner | Unit |  |

### *Three Day Site-Visit*

*Note:* ***This is a sample itinerary only;*** *the unit should create an itinerary in consultation with the APR Office. Please schedule breaks and down time.*

**Day One:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Activity** | **Who is responsible** | **Location** |
| 6:30 to 7:45 a.m. | Breakfast at hotel – Unit will pick up team members | Unit |  |
| 8:30 a.m. to 9:00 a.m. | Review Team Orientation MeetingDirector Assessment & APR; APR Specialist, unit’s chair; Self-Study Report committee | Unit/ APR Specialist |  |
| 9:00 a.m. to 9:30 a.m. | Review team planning | Unit |  |
| Mandatory meetings10:00 a.m. to 11:00 a.m. | Meetings with College/School Dean | Unit |  |
| 11:00 a.m. to 12:00 p.m. | Facility tour | Unit |  |
| 12:00 p.m. to 1:00 p.m. | Lunch  | Unit |  |
| 1:00 p.m. to 4:00 p.m. | Continue meetings with students, faculty, staff members, and the administrators of the program  | Unit |  |
| 4:00 p.m. to 5:00 p.m. | Day one or two - Reception – ***optional*** | Unit |  |
| 5:00 p.m. to 9:00 p.m. | Working dinner | Unit |  |

**Day Two:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Activity** | **Who is responsible** | **Location** |
| 6:30 to 7:45 a.m. | Breakfast at hotel – Unit will pick up team members | Unit |  |
| 8:00 a.m. to 10:00 a.m. | Additional meetings location visits | Unit |  |
| Mandatory meeting10:00 a.m. to 10:30 a.m. | Meeting with Provost/Executive Vice President for Academic Affairs | APR Specialist | Scholes Hall, Room 246 |
| Mandatory meeting10:30 a.m. to 11:00 a.m. | Meeting with Associate Provost | APR Specialist | Scholes Hall, Room 246 |
| 11:00 a.m. to 12:00 p.m. | Meetings requested by review team or to be used as work time | Unit |  |
| 12:00 p.m. to 1:00 p.m. | Lunch | Unit |  |
| Non-mandatory meetings1:00 p.m. to 4:00 p.m. | Meetings with other key stakeholders as time permits | Unit |  |
| 4:00 p.m. to 5:00 p.m. | Day one or two - Reception – ***optional*** | Unit |  |
| 5:00 p.m. to 9:00 p.m. | Working dinner | Unit |  |

**Day Three:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Activity** | **Who is responsible** | **Location** |
| 6:30 to 7:45 a.m. | Breakfast at hotel – Unit will pick up team members | Unit |  |
| Morning8:00 a.m. to 10:45 a.m. | Team meeting to draft report | Unit |  |
| 11:00 a.m. – 12:00 p.m. | Exit meeting attended by: Review Team, Provost, Associate Provost for Curriculum, Dean of Graduate Studies or designee, as applicable; College/School Dean, Associate Dean(s), Director of Assessment & APR, Unit’s chair, Chair of the Self-Study Report committee, APR Specialist | Unit/ APR Specialist | Dane Smith 220 |
| 1:00 p.m. | Reviewers depart Albuquerque |  |  |