APR Itinerary Checklist

Please use at your discretion to assist in your Itinerary planning. **This checklist is not all inclusive,** additional groups may need to be added based on the program’s constituents.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Group*** | ***Participants***Names | ***Confirmation***Yes/No | ***Location*** | ***Day/Time*** |
| ***Undergraduate******Students*** |  |  |  |  |
| ***Graduate******Students*** |  |  |  |  |
| ***Alumni*** |  |  |  |  |
| ***T/TT Faculty*** |  |  |  |  |
| ***Adjunct Faculty*** |  |  |  |  |
| ***Staff –*** Admin/Research |  |  |  |  |
| ***Advisory Board*** |  |  |  |  |
| ***Community Stakeholders*** |  |  |  |  |
| ***Other –*** Committees / Partnerships / Clubs / Donors |  |  |  |  |

**Facilities Tour**

|  |  |  |
| --- | --- | --- |
| ***Tour Guide*** | ***Confirmation*** | ***Buildings/rooms/spaces/labs***list |
|  |  |  |

**Lunch/Reception -** *optional*

|  |  |  |  |
| --- | --- | --- | --- |
| ***Day*** | ***Time*** | ***Participants*** | ***Meal Order*** |
| ***Day 1*** *(Lunch)* |  |  |  |
| ***Day 1*** *(Reception)* |  |  |  |
| ***Day 2*** *(Lunch)* |  |  |  |
| ***Day 2*** *(Reception)* |  |  |  |

The following mandatory meetings will be scheduled by the APR Specialist

1. **College/School Leadership meeting**
	1. Dean/s, Associate Dean/s
2. **University Leadership meeting**
	1. Provost, Associate Provost, Vice President of Research *or* Associate Vice President of Research
3. **Confidential Meetings (1:1) at the request of faculty staff**
	1. A 1-hour block will need to be provided by Chair for potential meetings

**Two Day Itinerary Template**

**Department:**

**Contacts**

**UNM** Phone # **Reviewers** Phone #

Chair xxx-xxx-xxxx Reviewer 1 xxx-xxx-xxxx

DA xxx-xxx-xxxx Reviewer 2 xxx-xxx-xxxx

APR Specialist xxx-xxx-xxxx Reviewer 3 xxx-xxx-xxxx

Director of OA/APR xxx-xxx-xxxx

**Be sure to include breaks, downtime, and walking time in between meetings as necessary**

**see sample as guidance**

**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 |  |
| 8:15 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 10:00 a.m. |  | Unit |  |
| 10:00 a.m. to 11:00 a.m. |  | Unit |  |
| 11:00 a.m. to 12:00 p.m. |  | Unit |  |
| 12:00 p.m. to 1:00 p.m. |  | Unit |  |
| 1:00 p.m. to 2:00 p.m. |  | Unit |  |
| 2:00 p.m. to 3:00 p.m. |  | Unit |  |
| 3:00 p.m. to 4:00 p.m. |  | Unit |  |
| 4:00 p.m. to 5:00 p.m. |  | 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 9:00 a.m. |  | Unit |  |
| 9:00 a.m. to 10:00 a.m. |  | Unit |  |
| 10:00 a.m. to 11:00 a.m. |  | Unit |  |
| 11:00 a.m. to 12:00 p.m. |  | Unit |  |
| 12:00 p.m. to 1:00 p.m. |  | Unit |  |
| 1:30 p.m. to 4:00 p.m. | Review Team Presentation Preparation Meeting | Unit |  |
| 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 | Scholes Hall Robert’s Room |
| 5:00 p.m. to 9:00 p.m. | Hospitality Dinner with Chair - ***optional*** | Unit |  |

***Sample Itinerary***

**Day One:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Activity** | **Who is responsible** | **Location** |
| 6:30 to 7:45 a.m. | Breakfast at hotel – Unit will pick up team members | Designee |  |
| 8:00 a.m. to 8:15 a.m. | Meet & Greet | Designee |  |
| 8:15 a.m. to 9:00 a.m. | Review Team Orientation MeetingDirector Assessment & APR, APR Specialist, POCSelf-Study Report committee | APR Specialist |  |
| 9:00 a.m. to 9:30 a.m. | Review team planning | Designee |  |
| 9:30 a.m. to 10:15 a.m. | Chair & Program Administrators Meeting | Designee |  |
| 10:15 a.m. to 11:15 a.m. | T/TT Faculty Meeting | Designee |  |
| 11:30 p.m. to 1:00 p.m. | Lunch with the Chair & Key Faculty | Designee |  |
| 1:00 p.m. to 2:00 p.m. | Facilities Tour | Designee |  |
| 2:00 p.m. to 3:00 p.m.**Mandatory Meeting** | College/School Deans Meeting | APR Specialist | Dean’s Office |
| 3:15 p.m. to 4:00 p.m.**Mandatory Meeting** | Confidential 1:1 Meetings | APR Specialist |  |
| 4:15 p.m. to 5:15 p.m. | Review Team Discussion Meeting | Designee |  |
| 6:00 p.m. to 9:00 p.m. | Working dinner ***or*** Hospitality Dinner with the Chair | Designee |  |

**Day Two:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Activity** | **Who is responsible** | **Location** |
| 6:30 to 7:45 a.m. | Breakfast at hotel – Unit will pick up team members | Designee |  |
| 8:00 a.m. to 9:00 a.m. | Curriculum/Concentrations/Pedagogy Meeting | Designee |  |
| 9:00 am to 9:45 a.m. | Adjunct Faculty Meeting | Designee |  |
| 10:00 a.m. to 11:00 a.m.**Mandatory meeting** | University Leadership MeetingProvost, Associate Provost, OVPR designee | APR Specialist | Scholes Hall, Room 246 |
| 11:00 a.m. to 11:30 a.m. | Break / Walking  | Designee |  |
| 11:30 p.m. to 12:45 p.m. | Lunch with Students (graduate, undergraduate, & alumni) | Designee |  |
| 1:00 p.m. to 1:45 p.m. | Program Staff Meeting | Designee |  |
| 1:45 p.m. to 3:45 p.m. | Review Team Presentation Preparation Meeting | Designee |  |
| 4:00 p.m. to 5:00 p.m. | Exit meeting  Provost, Associate Provost for Curriculum, College/School Dean, Associate Dean(s), Director of Assessment & APR, Chair of the Self-Study Report committee, APR Specialist | APR Specialist | Scholes Hall, Robert’s Room |
| 5:30 p.m. to 9:00 p.m. | Hospitality Dinner with Chair - ***optional*** | Designee |  |

***Additional Guidance***

**Confidential Meetings** – during the drafting of the itinerary, the Chair will need to advise the APR Specialist of a 1-hour block (30 minutes if a 2-day itinerary) used for requested 1:1 meetings by faculty and staff. Once the block has been determined, the APR Specialist will craft an email for the DA to send to faculty/staff list serves advising to directly email the APR Specialist to request a 10-15-minute meeting with the review team.

Over the years of conducting APRs, both Chairs and Reviewers have given feedback on their experiences regarding the site-visit. Below are the takeaways and are **not** required to be incorporated into your itinerary.

1. Departments have included mini breakfast/snack bar in the main conference room used by reviewers. Items have included coffee/hot water (teas) & bagels, muffins, fruit tray, fruit parfait bar, snack bags (granola bars, chips, treats, popcorn etc.), bottle waters and other drinks.
2. Some reviewers have mentioned an ordered-in lunch is easier than to shorten their lunch timeslot by walking to the SUB or other location for lunch. Since any lunch provided by the unit is a department expense, lunch could be extended 15-30 minutes to account for any walking times. Per diem will be provided by the OA/APR for any meals not covered through an UNM index.
3. Some Chairs wish to join the reviewers for “working dinners” in the evenings. This is completely acceptable if there is another built-in time for the review team to discuss and deliberate their observations by themselves, without the Chair. See sample for end of Day 1. Meal expenses for Chairs cannot be covered by OA/APR.
4. Receptions have been planned using the University Club where policy 2140 2.1 can apply. Receptions cannot be covered by OA/APR.
5. Large departments have found it easier to break up groups into multiple meetings to accommodate time availability and to get as many voices heard as possible (i.e., Faculty having multiple meetings based on rank or sub-discipline).
6. Some reviewers have mentioned they wished they spoke with faculty and students before leadership (to have thoughts & questions ready to guide discussion).