

Quality Enhancement Review: Sample Site Visit Schedule for Interviews Conducted by External Reviewer and Suggested Interview Topics

NOTE: With the exception of the **first** and **last** meetings, the unit needs to construct a site visit schedule for the external reviewer. Please do not assume that the time slots in the sample schedule are open and scheduled for suggested attendees.

Day One

	Topic(s)	Attendees	Scheduler
8:30-9:30	<ul style="list-style-type: none"> Entrance Meeting Quality Enhancement Review Overview External reviewer contextual questions Format for Exit Interview 	Representative from Provost's Office and Unit Chair/Director	Provost's Office
9:45-10:45	<ul style="list-style-type: none"> Goals and objectives of discipline and programs within the college(s) and unit(s) Program management Faculty characteristics State and national issues affecting discipline Aspirations for programs 	Dean of the College	Unit rep
11:00-12:00	<ul style="list-style-type: none"> Goals and objectives of discipline and programs within the college(s) and unit(s) Program management Faculty characteristics State and national issues affecting discipline Aspirations for programs 	Unit Chair/Director	Unit rep
12:00-1:00	<ul style="list-style-type: none"> Lunch 	TBD	Unit rep

1:00-4:00	<ul style="list-style-type: none"> • Curriculum evaluation • Faculty characteristics • Program relationships within university • Program relationships to individual and societal needs • Adequacy of resources • Indicators of excellence 	Unit Chair/Director and key faculty (separate meetings may be scheduled with individual faculty)	Unit rep
4:00-5:00	<ul style="list-style-type: none"> • Extrinsic value of programs • Occupational trends • Supply and demand for graduates 	Alumni, employees and other constituents	Unit rep
Day Two			
7:30-8:15	<ul style="list-style-type: none"> • Breakfast 	TBD	Unit rep
8:30-9:30	<ul style="list-style-type: none"> • Program relationships within the university 	Chairs of related disciplines	Unit rep
9:30-11:30	<ul style="list-style-type: none"> • Student characteristics • Demand for program and availability to students • Admissions, retention, completion • Articulation of program with community colleges and public schools (undergraduate only) • Follow-up on program graduates (undergraduate and graduate) 	Unit Chair/Director and key faculty (separate meetings may be scheduled to accommodate topics)	Unit rep
11:30-12:30	<ul style="list-style-type: none"> • Discussion of the quality of the graduate program(s) <i>(Units should verify the appropriate GPC subcommittee regarding the need for this meeting)</i> 	External reviewer and GPC rep	Unit rep
12:30-1:30	<ul style="list-style-type: none"> • Lunch 	TBD	Unit rep

1:30-2:30	<ul style="list-style-type: none"> • Interview students 	A cross-section selection of students by level, ethnicity, gender, and background	Unit rep
2:30-3:00	<ul style="list-style-type: none"> • Review specialized facilities supporting program • Tour of library, laboratories, specialized teaching classrooms, research facilities, etc. 	Key faculty	Unit rep
3:00-4:00	<ul style="list-style-type: none"> • Outline report 	External reviewer only	
4:00-5:00	<ul style="list-style-type: none"> • Exit Conference • Preliminary summary of findings and recommendations 	Provost's Office representatives, Academic Dean, Unit Chair/ Director, Office of Research Representative, UPC and GPC Representatives, University Libraries Representative, Dean of the Graduate School, Faculty Development and Advancement Office Representative, Dean of Undergraduate Studies <i>(The Office of the Provost will send invitations for this meeting.)</i>	Provost's Office