

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

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**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**

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

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

1:30-2:30	<ul style="list-style-type: none"> <li>• Interview students</li> </ul>	A cross-section selection of students by level, ethnicity, gender, and background	Unit rep
2:30-3:00	<ul style="list-style-type: none"> <li>• Review specialized facilities supporting program</li> <li>• Tour of library, laboratories, specialized teaching classrooms, research facilities, etc.</li> </ul>	Key faculty	Unit rep
3:00-4:00	<ul style="list-style-type: none"> <li>• Outline report</li> </ul>	External reviewer only	
4:00-5:00	<ul style="list-style-type: none"> <li>• Exit Conference</li> <li>• Preliminary summary of findings and recommendations</li> </ul>	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