

Quality Enhancement Review: External Reviewer Campus Visit Considerations

A *Sample Schedule* for the external reviewer's visit to campus is provided as part of this *QER Manual*. This document is intended to assist units in formulating a schedule for the visit. (Note: The schedule is designed for the on-campus visit. If visits are virtual, there is flexibility in the schedule.)

Only two meetings on the schedule are arranged by the Provost's Office. Those meetings are the first meeting held at 8:30 am on Day One, and the Exit Conference held at 4 pm on Day Two. The Exit Conference takes place in the Westcott Building in Room 201, unless otherwise noted. The first meeting can occur in Westcott or at a location determined by the unit. Specifics about this meeting should be confirmed with Lynn Hogan (lhogan@fsu.edu).

Participants

In setting up the meeting schedule, the unit should arrange for the external reviewer to meet with the following individuals or groups:

College Dean

Unit Chair/Director

Faculty (*including those at Panama City, FL and/or the Republic of Panama, if applicable*)

Alumni

Chairs of Related Disciplines

Current Students (Undergraduate and Graduate *including those at Panama City, FL and/or the Republic of Panama, if applicable*)

These meetings can be either face-to-face or electronic. If appropriate, the unit should arrange a tour of related facilities as part of the visit. If there are individuals or groups not included on the sample schedule with whom the unit thinks the external reviewers should meet, they are free to arrange additional meetings. If the unit has a program at either Panama City, FL, or Panama City, Panama, arrangement should be made for the reviewer to speak with faculty and students affiliated with those sites.

Panama City and Republic of Panama

Below are the programs with faculty and students at Panama City, Florida:

Accounting

Business Administration

Civil Engineering

Computer Science

Curriculum and Instruction

Electrical Engineering

Elementary Education

Entrepreneurship

Hospitality Management

Interdisciplinary Social Science

Mechanical Engineering

Psychology

Public Health

Recreation, Tourism and Events

Social Work
Systems Engineering

Below are the programs with faculty and students at the Republic of Panama:

Environment and Society
Interdisciplinary Social Science
International Affairs
Latin-American/Caribbean Studies

Graduate Policy Committee

On the *Sample Schedule*, time has been designated for the external reviewer to meet with representatives of the Graduate Policy Committee subcommittee reviewing the unit's graduate programs. Unit heads should contact the chair of the subcommittee to determine if such a meeting is needed.

Please contact James Beck (jpbeck@fsu.edu) regarding GPC subcommittee members.

Meals

Units interested in combining meetings with meals should consult with the external reviewer regarding preferences. While the external reviewer receives an allocation for any unsponsored meals, the unit will not be reimbursed for sponsored meals.