

**SAMPLE Department Program Review Itinerary**

**October xx-xx, 2058**

THIS IS ONLY A SAMPLE!

(Times, meetings, durations, etc., can be changed. Once specific dates have been established for your Academic Program Review, a customized template will be shared with the unit.)

# **WEDNESDAY, OCTOBER xx, 2058Hotel**

Kent State University Hotel & Conference Center

215 South Depeyster Street

Kent, OH 44240

330.346.0100

\*6:00 pm **Dinner at *Bricco* in Downtown Kent with:**

 **Attending:**
Dr. Mandy Munro-Stasiuk: *Interim* *Senior Associate Provost*
Dr. Susan Perry: *Assistant Provost for Accreditation, Assessment and Learning*

Dr. XX: *Dean of the College of Space Study or a representative*Dr. WW: *Internal Reviewer*

Reservation under the name**:** **Mandy Munro-Stasiuk** *(the hotel front desk can direct you to the location of where you will be dining)*

# **THURSDAY, OCTOBER xx, 2058**

8:00am-8:45am Breakfast with *Director, School of Martian Studies:* **Dr. YY**
(KSU Hotel & Conference Center Restaurant)
*(Dr. YY will shuttle and escort the reviewers from the KSU Hotel & Conference Center to next meeting)*

9:00am-9:45am Meet with *Department Chair*

9:45am-10:15am Meeting with *administrative staff:*(location needed)

\*10:30am-11:30am Meet with *Dean of College*
(Dean’s Office)

\*11:45am-1:15pm Reviewers’ working lunch, internal reviewer may also attend
(Schwebel Room or catered lunch provided by the department/school) *(?? will meet the reviewers at the Schwebel Room at 1:30pm and escort them to next meeting)*

\*1:30pm-2:00pm Meet with *Dr. Melody Tankersley, Interim Senior Vice President and Provost*:

 (Provost’s Office, Executive Suite, Library 2nd floor)

2:15pm-2:45pm Meet with *Undergraduate Coordinator*:
(location needed)

2:45pm-3:15pm Meet with *Graduate Coordinator*:
(location needed)

3:15pm-4:00pm Reviewer meeting/work time(location needed)

4:00pm-4:30pm Meet with *Undergraduate Students:* (location needed)

4:30pm-5:00pm Meet with *Graduate Students:* (location needed)

5:00pm *Dr. YY* will meet the reviewers and return them to the Kent State University Hotel

 Reviewers’ dinner *(on your own)*

# **FRIDAY, OCTOBER xx, 2058**

# 7:30am-8:15am Breakfast *(on your own)*

*(?? will pick-up the reviewers from the KSU Hotel & Conference Center front desk and escort them to next meeting)*

8:30am-9:15am Meet with *NTT Faculty Members:*

 (location needed)

9:15am-10:00am Meet with *TT Faculty Members*:

 (location needed)

10:00am-11:45am Time for additional requests, or review team work time

*(?? will meet the reviewers at ?? and take them to the Schwebel Room)*

\*12:00pm-1:15pm Reviewers’ working lunch, internal reviewer may also attend
(Schwebel Room or catered lunch provided by the department/school) *(?? will meet the reviewers at the Schwebel Room at 12:45pm and escort them to KSU Library 222)*

\*1:15pm-2:00pm **Exit interview:** (*KSU Library 222*)
**\*Standing list of invitees, not all will attend\***
Dr. Melody Tankersley: *Interim Senior Vice President and* *Provost*Dr. Mandy Munro-Stasiuk: *Interim* *Senior Associate Provost*Dr. Susan Perry*: Assistant Provost of Accreditation, Assessment, and Learning*
Dr. Manfred VanDulmen: *Interim* *Associate Provost of Academic Affairs*Dr. Paul DiCorleto: *Vice President of Research and Sponsored Programs*Dr. Sue Averill*: Associate Provost of Faculty Affairs*Dr. Nathan Ritchey: *Vice President of Kent State System Integration*Therese Tillett: *Associate Vice President of Curriculum Planning/Administration*Jennifer Piatt: *Associate Vice President of Budget and Finance*
Val Kelly: *Interim Associate Vice President of Continued & Distance* *Education*Dr. XX*: Dean of the College of Space Study*Dr. YY*: Director of the School of Martian Studies*   *(?? will escort the reviewers to the Local Travel Solutions pick-up location - back door of Library. LTS will pick up reviewers and transport to the airport or back to the parking garage to retrieve their vehicles as needed)*

2:30pm Depart for airport or back to parking garage

~All expenses and gratuities are covered by Kent State University. This will include flight, hotel, ground transportation, parking, and meals. Gratuities are not to exceed 15%. **Alcoholic beverages are excluded**.~

**CONTACT:**

Office of Provost

Dr. Mandy Munro-Stasiuk, Interim Senior Associate Provost

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Accreditation, Assessment, and Learning

Dr. Susan Perry, Assistant Provost

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\*The meetings highlighted in yellow will be scheduled by AAL and have additional instructions. Please contact an AAL representative for additional instructions regarding these meetings.