# Sample Program Review Itinerary

Program Name and Degree/s:

Dates of Program Review:

Contact Name and Phone Number:

Reviewers’ Names, University Affiliation, contact information:

|  |  |  |  |
| --- | --- | --- | --- |
| Day One | Event | Location | Escort |
| 8:00 | Initial Team Meeting: Breakfast |  | Internal Reviewers |
| 9:00-9:30 | Reviewers meet with APAP and College Dean to review charge | Dean or APAP conference room |  |
| 9:30 |  |  |  |
| 10:00 |  |  |  |
| 10:30 |  |  |  |
| 11:00 |  |  |  |
| 11:30 |  |  |  |
| 12:00 | Lunch meeting with students |  |  |
| 1:00 |  |  |  |
| 2:00 |  |  |  |
| 3:00 |  |  |  |
| 4:00 |  |  |  |
| 5:00 | Return to hotel/Team Dinner |  |  |
| Day Two |  |  |  |
| 9:00 |  |  |  |
| 9:30 |  |  |  |
| 10:00 |  |  |  |
| 11:00 |  |  |  |
| 11:30 |  |  |  |
| 12:00 | Working lunch for reviewers to discuss preliminary findings |  |  |
| 1:00 | Exit meeting for review team with APAP and College Dean | Dean or APAP conference room |  |
| 1:30 | Escort to hotel or airport |  |  |
|  | **FINAL REPORT DUE WITHIN ONE MONTH** |  |  |

**Additional Information:**

Provide information on the hotel

Alternate Schedule

|  |  |  |  |
| --- | --- | --- | --- |
| Day One | Event | Location | Escort |
| 12:00 | Initial Team Meeting: Lunch |  | Internal Reviewers |
| 1:00 | Reviewers meet with APAP and College Dean to review charge | Dean or APAP conference room |  |
| 1:30 |  |  |  |
| 2:00 |  |  |  |
| 2:30 |  |  |  |
| 3:00 |  |  |  |
| 3:30 |  |  |  |
| 4:00 |  |  |  |
| 4:30 |  |  |  |
| 5:00 | Return to hotel/Team Dinner |  |  |
| Day Two |  |  |  |
| 8:30 |  |  |  |
| 9:00 |  |  |  |
| 9:30 |  |  |  |
| 10:00 |  |  |  |
| 10:30 | Return to hotel |  |  |
| 11:00 | Review Team Dinner |  |  |
| 11:30 |  |  |  |
| 12:00 | Lunch meeting with students (up to 6 students) |  |  |
| 1:00 |  |  |  |
| 1:30 |  |  |  |
| 2:00 |  |  |  |
| 2:30 |  |  |  |
| 3:00 | Team meeting to discuss preliminary findings |  |  |
| 4:00 | Exit meeting for review team with APAP and College Dean | Dean or APAP conference room |  |
| 4:30 | Escort to hotel or airport |  |  |
|  | **FINAL REPORT DUE WITHIN ONE MONTH** |  |  |

**Delete the following prior to distributing the finalized itinerary.**

Notes to Programs:

1. The program administrative unit is responsible for developing the itinerary. Meetings should be scheduled with:

* Dean of College
* Provost and Vice Chancellor for Academic Affairs (3-7648)
* Associate Provost for Academic Programs (3-7653)

Recommended:

* Vice Chancellor for Research (3-4551)
* Director, Extended Campus (3-4033)
* Director, University Core Curriculum (6-5555)
* Dean of the Library (3-2522)
* Honors Program (3-2824)

1. Include time for reviewers to tour facilities
2. Program administrative units are responsible for coordinating and booking travel accommodations. Please visit the Accounting Services website for the reimbursement schedule and list of approved hotels in Carbondale <https://as.siu.edu/travel/index.php>
3. Program administrative units are required to provide escorts to and from meetings. Please identify the escort on the itinerary if known
4. There should be a room designated for the reviewers to use while on campus (e.g. conference room) with wi-fi. Programs are encouraged to have display material (e.g. Examples of student projects, senior design, creative activities; recruitment materials, textbooks, assessment data).
5. The honorarium for external reviewers is limited to $250. Accreditation reviewers typically do not receive any honorarium.
6. With the exception of lunch with students and meals with the internal reviewer, no SIUC employee should be at meals with the reviewers. This parallels policies used for accreditation reviews.
7. The self-study should be submitted to:

* All reviewers
* Provost and Vice Chancellor for Academic Affairs
* Dean of the College
* Associate Provost for Academic Programs