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**Department of XX Faculty of Science**

**Cyclical Program Review Site Visit**

**January 1-2, 2020**

### Site Visit Team

External Reviewer

External Reviewer

Internal Facilitator

## Wednesday, January 1

|  |  |  |
| --- | --- | --- |
| 8:30 a.m. | External reviewers to be picked up at the Waterfront Hotel, 277 Riverside Drive West | [Faculty member(s) name(s)] |
| 8:45 – 9:30 a.m. | Meeting with Dr. Erika Kustra  (Acting) Associate Vice-President, Academic | Assumption |
| 9:30 – 10:15 a.m. | Tour of campus and relevant facilities by [Faculty member(s) name(s)] | ABC 123 |
| 10:15 – 10:45 a.m. | Meet with technical/ administrative staff:   * Person 1 * Person 2 * Person 3 | ABC 123 |
| 10:45 – 11:00 a.m. | **Break** |  |
| 11:00 – 12:00 p.m. | Meeting with [Faculty Dean, Faculty Name, | ABC 123 |
| 12:00 – 1:30 p.m. | **Lunch with Students** | ABC 123 |
| 1:30 – 2:45 p.m. | Meet with [Faculty Name] Subcommittees:\*  2:00-3:00 pm – [Subcommittees Name]  3:00-4:00 pm – [Subcommittees Name]  4:00-5:00 pm – [Subcommittees Name] | ABC 123 |
| 2:45 – 3:15 p.m. | Meeting with Co-op Faculty Liaison | ABC 123 |
| 3:15 – 3:30 p.m. | **Break** | ABC 123 |
| 3:30 – 4:15 p.m. | Meeting with Dean of Graduate Studies |  |
| 4:15 p.m. | Reviewers returned to Hotel | Person XXX |

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## Thursday, January 2

|  |  |  |
| --- | --- | --- |
| 8:30 – 9:00 a.m. | Transportation from hotel to UW | Person YYY |
| 9:00 – 9:30 a.m. | Library Tour/Meeting with Academic Librarian () – meet at info desk in Leddy Library | DEF 456 |
| 9:30 – 10:45 a.m. | Meet with Faculty Members  [Faculty member(s) name(s)] | DEF 456 |
| 10:45 – 11:00 a.m. | **Break** |  |
| 11:00 – 12:00 p.m. | Meeting with AAU Head | ABC 123 |
| 12:00 – 1:30 p.m. | **Working Lunch for Reviewers** | ABC 123 |

**PLEASE NOTE:**

* It is mandatory that the review team meet with (in separate meetings):
  + **Associate Vice-President, Academic** *(QA office will book this meeting for you. It will always be the first meeting of Day 1)*
  + **Faculty Members** (The Department Head is not to be in the same meeting as the faculty members. The reviewers will meet separately with the Department Head.)
  + **Staff**
  + **Administrative Officials (Faculty Dean** and all other relevant**)**
  + **If Graduate Programs involved –** please schedule a time for Dean, Graduate Studies
  + **Students** (ensure that there are student representatives from all programs under review. If both UG and G programs are under review then students from both are required; separate meetings are encouraged). Reviewers must also be given the opportunity to review samples of student work). (Please Note: There are to be no faculty or staff members present during the student meetings. The reviewers must meet with the students on their own.)
  + **Any other parties deemed relevant** (Meeting with Co-op is a valid option)
* It is up to the AAU to fill in all time slots. This is merely a sample schedule and time slots and order may be changed (other than the AVPA which must occur as the first meeting on Day 1).
* It is the responsibility of the AAU to book all meetings with required site visit participants other than the AVPA (QA Office will book this).
* The AAU is responsible for providing transportation for the reviewers to and from the hotel for each day of the site visit.
* Campus tour locations are up to the AAU to determine but should provide a good overview of all important locations on campus for students of the AAU (eg. library, labs, departmental space, etc.)
* Lunch on both days should be provided by the AAU. We usually suggest the lunch on Day 1 be a lunch meeting with students (pizza lunches are a great way to incorporate the student meeting and providing lunch).
* Lunch on Day 2 will be a working lunch where both a meal and a quiet space to work need to be provided. **The AAU is not to pay for any other meals/accommodations for the review team other than lunch on both site visit days.**
* The second day should end around 12pm or 1pm with a provided lunch and time for the reviewers to work on the reviewers’ report.
* AAU must submit a final copy of the Site Visit Agenda to the Quality Assurance office **at least 2 weeks prior to the site visit**. Please submit a copy prior to this to allow time for revisions that may be required.