

## External Review Schedule [DATES]

<b>Tuesday, _____</b>
<b>Arrive at SD Airport: Ground transportation to hotel</b>
<b>6:00pm</b> APR dinner meeting: External and internal PRT members (Hacienda Hotel: Acapulcos)

<b>Wednesday, _____</b>
<b>8:00</b> Breakfast meeting with program administrators (department chair, self-study coordinators); Pick up Advantage card from Debbie Gough and meet at 8:00 am at La Paloma's
<b>9:00</b> Tour office & classroom spaces
<b>9:30</b> Tour of related facilities
<b>9:45</b> Meeting with senior faculty (Founders 114C)
<b>10:40</b> Meeting with adjunct instructors (Founders 114C)
<b>11:10-11:30</b> Meeting with Dean Mary Boyd (Founders 114)
<b>11:30 Lunch</b> meeting with junior faculty (meet at Founders 114C & walk to on campus dining facility)
<b>1:00</b> Meeting with students (Camino 031)
<b>2:00-3:00</b> Break
<b>3:00</b> Meeting with senior faculty (meet in dept office & walk to coffee shop; Return reviewers to hotel).
<b>6:00</b> Dinner external PR Team members only (location to be decided by PR team)

<b>Thursday, _____</b>
<b>8:00</b> Breakfast meeting with faculty (Faculty pick up reviewers at hotel; meet at Aroma's by PR team)
<b>9:30</b> Meeting with department faculty (Founders 114C)

<b>12:00</b> Lunch with self study coordinators (walk to on campus dining facility)
<b>1:15</b> Exit interview with program administrator (Founders 114C)
<b>2:00</b> Exit meeting with Mary Boyd, Dean of College of Arts & Sciences, Founders Hall 114A
<b>3:00</b> Meeting with Andy Allen, Associate Provost, Hughes HC-328
<b>3:30</b> Final meeting among PR Team only, Room??

### **Key Phone Numbers & Office Locations**

Department Chair

Self Study Coordinator

Department number:

Carole Huston (Director of Assessment): Founders 114F; 619-260-4545, ext. 2528 (office); (619) 757-6643(cell)

Dean's Office: 260-4545