

**A-State  
Program Review Site Visit Schedule/Agenda  
Face-to-Face**

**Date of Visit**  
**Reviewer Name:**  
**Cell Phone:**  
**Email:**

**Hotel:**  
**Confirmation number:**

**Flight Arrival:**  
**Airline/Flight number:**

**Flight Departure:**  
**Airline/Flight number:**

<b>Activity</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Escort</b>
Pickup from airport				
Dinner				
Meet with College Dean and Associate Dean/s				
Meet with Department Chair				
Meet with Faculty (without administration present)				
Lunch (this could be included with the student or faculty meeting)				
Meet with Students (without faculty present)				
Meet with external constituents (advisory council, alumni, employers, etc.)				
Exit Interview with: <ul style="list-style-type: none"> <li>• Provost</li> <li>• AVC for Assessment and Accreditation</li> <li>• College Dean and Associate Dean/s</li> <li>• Department Chair</li> </ul>				