# Sample Program Review Itinerary

Program Name and Degree/s:

Date of Program Review:

Contact Name and Phone Number:

Reviewers’ Names and contact information:

|  |  |  |
| --- | --- | --- |
| Time | Event | Location |
| 8:30 – 9:00 | Reviewers meet with APAP and College Dean to review charge |  |
| 9:00 - 9:30 | Meeting with School Director |  |
| 9:30 - 10:00 | Meeting with Faculty |  |
| 10:00 – 10:30 | Meeting with advisory board members |  |
| 10:30 – 11:00 | Break |  |
| 11:00 – 12:00 | Tour of facilities |  |
| 12:00 – 1:00 | Lunch/Break |  |
| 1:00 – 1:30 | Meeting with students |  |
| 1:30 – 2:00 | Meeting with Program Director |  |
| 2:00 – 2:30 | Meeting with Program Advisor |  |
| 2:30 – 3:00 | Meeting with Dean & Associate Dean |  |
| 3:00 – 3:30 | Break |  |
| 3:30 – 3:50 | Exit interview with APAP and College Dean |  |
|  | **FINAL REPORT DUE WITHIN ONE MONTH** |  |