



## [Review Name] AQA: External Review Itinerary

The following template is a guide only. It can be used as a starting point for the Review Coordinator and the Self Study Committee to plan the site visit of the External Reviewers. Site visits are a minimum of two days and can be extended to three days if required.

Site visit location: [In Person/Online]

Site visit dates: [Dates]

### Arrival: [Date]

Afternoon		
Time	Session	Details
	Pick up	<ul style="list-style-type: none"><li>[Add details as needed]</li></ul>
	Arrive at hotel	<ul style="list-style-type: none"><li>[Add details as needed]</li></ul>

### Day One: [Date]

Morning		
Time	Session	Potential Discussion Topics
	Chair of Academic Quality Assurance Committee	Commitment to quality assurance. Quality assurance process.
	Dean of the Faculty	<ul style="list-style-type: none"><li>Institutional commitment to, and support of, the program or unit.</li><li>How the program or unit fits with the Strategic Plan, Academic Plan, and other plans and priorities.</li></ul>
	School of Graduate Studies Representative	<ul style="list-style-type: none"><li>Institutional commitment to, and support of, graduate programming</li><li>Graduate student support systems</li></ul>
	Program or unit senior administration (e.g., Department/Area Chair)	<ul style="list-style-type: none"><li>Program or unit objectives, structure, content, teaching approach, delivery methods.</li><li>Administrative structures and processes.</li><li>If applicable, past quality assurance reviews and the follow-up from those.</li></ul>
	Facilities tour	<ul style="list-style-type: none"><li>Key resources that support the program or unit.</li></ul>
	Librarian (optional)	<ul style="list-style-type: none"><li>Library resources that support the program or unit.</li></ul>
Afternoon		
Time	Session	Potential Discussion Topics
	Faculty members (often scheduled individually in 15-minute increments)	<ul style="list-style-type: none"><li>Teaching methods and pedagogy, student assessment practices, and scholarly expectations of students.</li><li>Faculty resources, scholarly activity expectations, governance, and faculty evaluation.</li><li>Academic responsibilities and workload.</li></ul>
	Students and alumni	<ul style="list-style-type: none"><li>Student and alumni perspectives on the program or unit.</li><li>Student and alumni perspectives on academic life, academic student services and advising, and other supports for the program or unit.</li><li>Engaged and active learning in the program or unit.</li></ul>

### Day Two: [Date]

Morning		
Time	Session	Potential Discussion Topics
	Support staff	<ul style="list-style-type: none"><li>Processes and resources that support the program or unit.</li><li>Policies and procedures.</li></ul>



## Academic Quality Assurance

		<ul style="list-style-type: none"><li>• Technological, physical, and other resources.</li></ul>
	Self Study Committee	<ul style="list-style-type: none"><li>• Debrief. Opportunity to ask questions.</li></ul>
	Working session (External Reviewers)	<ul style="list-style-type: none"><li>• External reviewers compile missing data, ask questions, and begin drafting their report.</li></ul>
	Debrief (External Reviewers and Self Study Committee)	<ul style="list-style-type: none"><li>• Final opportunity for questions to be addressed and to provide the Self Study Committee with the general findings of the External Review Team and the direction of the Team's report.</li></ul>