

SAMPLE SITE VISIT SCHEDULES

Normal Schedule

Offering Both Undergraduate and Graduate Programs

Prior to Day 1

7:00 p.m. Dinner meeting: Initial organizational session for review team members only (to be arranged by ASO).

Day 1

- 8:00 Breakfast discussion with unit chair and vice chair. [Catering arranged by the Academic Senate Office.]
- 9:00 Meeting with Academic Dean.
- 10:00 Meetings with representative groups of faculty in major programs, by subdisciplinary area and/or degree program.
- 12:00 Lunch – review team members only [at the Faculty Center]
- 1:15 Meetings with representative undergraduate (UgC members and student representatives) students in major programs.
- 2:00 Meetings with representative graduate (GC members and student representatives) students in major programs.
- 2:45 Review of Teaching Assistant Program. Meetings with selected faculty and students.
- 3:15 Review of Advising. UgC and GC members review undergraduate and graduate advising respectively.
- 4:00 Closed session for review team only.
- 5:00 Additional meetings if the team needs them, perhaps a reception or dinner especially for the external reviewers, or free time. [Please note: a reception, dinner or other event on this evening may be hosted by the department. The Academic Senate will not cover this expense.]

Day 2

- 8:00 Breakfast (review team members only)
- 8:30 Open individual meetings with faculty and students who want them. This may also include time for a tour of the department and affiliated facilities.
- 12:00 Lunch – review team members only [at the Faculty Center]
- 1:00 Meeting with other staff, lab personnel, development officers, etc.
- 2:00 Closed session (review team members only).
- 3:00 Final review team meeting with chair and vice chair(s).
- 4:00 Exit meeting. The meeting includes Review Team, Chair and Vice Chair of Department, Executive Vice Chancellor, Academic Dean, Graduate Division Dean, Vice Provost for Undergraduate Education, UgC and GC Chairs, FEC Rep, and CPB rep. To be arranged by ASO.

Note:

- 1) Please allow appropriate flexibility to permit sufficient time for student meetings, especially in a department that has multiple degree programs.
- 2) TAs will have the opportunity to meet without departmental faculty, staff, or administrators present to allow the review team the opportunity to speak frankly with TAs from the department.
- 3) The unit is encouraged to select TAs who represent a broad range of TA experiences (TAs who have taught large classes, small classes, labs (if applicable), introductory classes, upper-division classes, etc.)
- 4) The review team chair should make every effort to ensure sufficient time for all meetings scheduled.
- 5) The schedule should be flexible and accommodate review of any and all articulated, concurrent, and self-supporting programs.

Department Staff Contact:

Schedule for a Small Program or One-day Internal Review Offering Both Undergraduate and Graduate Programs

Day 1

- 8:00 Initial organizational breakfast session for review team members only. [Catering to be arranged by the Academic Senate Office.]
- 8:30 Meeting with academic dean.
- 9:00 Meeting with unit chair and vice chair.
- 10:00 Meetings with all faculty, perhaps in small groups.
- 12:00 Lunch – review team members only [at the Faculty Center]
- 1:00 Meetings with representative undergraduate (UgC members and student representatives) students in major programs.
- 1:30 Meetings with representative graduate (GC members and student representatives) students in major programs.
- 2:00 Review of Advising. UgC and GC members review undergraduate and graduate advising respectively.
- 3:00 Additional individual meetings with faculty or student groups. Open time.
- 3:30 Closed session (review team only).
- 4:15 Final meeting with Chair.
- 5:00 Exit meeting. The meeting includes Review Team, Chair and Vice Chair of Department, Executive Vice Chancellor, Academic Dean, Graduate Division Dean, Vice Provost for Undergraduate Education, UgC and GC Chairs, FEC Rep, and CPB rep. To be arranged by ASO.

Note:

- 1) Please allow appropriate flexibility to permit sufficient time for student meetings, especially in a department that has multiple degree programs.
- 2) TAs will have the opportunity to meet without departmental faculty, staff, or administrators present to allow the review team the opportunity to speak frankly with TAs from the department.
- 3) The unit is encouraged to select TAs who represent a broad range of TA experiences (TAs who have taught large classes, small classes, labs (if applicable), introductory classes, upper-division classes, etc.)
- 4) The review team chair should make every effort to ensure sufficient time for all meetings scheduled.
- 5) The schedule should be flexible and accommodate review of any and all articulated, concurrent, and self-supporting programs.

Department Staff Contact:

Schedule for a Large Program Offering Both Undergraduate and Graduate Programs

Prior to Day 1

7:00 p.m. Dinner meeting: Initial organizational session for review team members only (to be arranged by ASO).

Day 1

- 8:00 Breakfast discussion with unit chair and vice chair. [Catering to be arranged by department staff and paid by the Academic Senate Office. Order from UCLA Catering.]
- 9:00 Meeting with Academic Dean.
- 10:00 Meetings with representative groups of faculty in major programs, by subdisciplinary area and/or degree program.
- 12:00 Lunch – review team members only [at the Faculty Center]
- 1:00 Meetings with representative groups of faculty in major programs, by subdisciplinary area and/or degree program.
- 4:00 Meetings with representative groups of graduate and undergraduate students in major subdisciplinary areas of program.
- 5:00 Additional meetings if the team needs them, perhaps a reception or dinner especially for the external reviewers, or free time. [Please note: a reception, dinner or other event on this evening may be hosted by the department. The Academic Senate will not cover this expense.]

Day 2

- 8:00 Closed organizational breakfast session for review team only. [Catering to be arranged by department staff and paid by the Academic Senate Office. Order from UCLA Catering.]
- 9:00 Meetings with representative undergraduate (UgC members and student representatives) and graduate (GC members and student representatives) students in major programs.
- 11:30 Meeting with unit chair and vice chair(s). This may also include time for a tour of the department and affiliated facilities.
- 12:30 Lunch – review team members only [at the Faculty Center]
- 1:30 Meetings with selected faculty, graduate students, and undergraduate students as determined by the review team in their breakfast meeting, presumably guided by the written materials available prior to the site visit and the external reviewers' experiences during Day 1.
- 3:00 Review of Teaching Assistant Program. Meetings with selected faculty and students.
- 4:00 Review of Advising. UgC and GC members review undergraduate and graduate advising respectively.
- 5:00 Closed session for review team only.

Day 3

- 8:00 Breakfast (review team only).
- 8:30 Open meetings with faculty and students who want them. Review team may split up, if necessary.
- 12:00 Lunch – review team members only [at the Faculty Center]
- 1:00 Meeting with other staff, lab personnel, development officers, etc...
- 2:00 Closed session for review team only.
- 3:00 Final review team meeting with chair and vice chair(s).
- 4:00 Exit meeting. The meeting includes Review Team, Chair and Vice Chair of Department, Executive Vice Chancellor, Academic Dean, Graduate Division Dean, Vice Provost for Undergraduate Education, Ugc and GC Chairs, FEC Rep, and CPB rep. To be arranged by ASO.

Note:

- 1) Please allow appropriate flexibility to permit sufficient time for student meetings, especially in a department that has multiple degree programs.
- 2) TAs will have the opportunity to meet without departmental faculty, staff, or administrators present to allow the review team the opportunity to speak frankly with TAs from the department.
- 3) The unit is encouraged to select TAs who represent a broad range of TA experiences (TAs who have taught large classes, small classes, labs (if applicable), introductory classes, upper-division classes, etc.)
- 4) The review team chair should make every effort to ensure sufficient time for all meetings scheduled.
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