

**ACADEMIC SENATE REVIEW  
NEAR EASTERN LANGUAGES & CULTURES  
SITE VISIT SCHEDULE  
February 2-3, 2009  
Location: 389 Humanities**

Review Team: Arlene Russell, Jesus Torrecilla, Janice Reiff, Edward Tuttle, Kristen Brustad, Steven D. Fraade, Matthew Wolfgang Stolper

Prior to Day 1

7:00 p.m. Dinner meeting: Initial organizational session for review team members only. Professor Arlene Russell, Review Team Chair will meet the External Reviewers in the hotel lobby at approximately 6:50 PM.  
Luxe Hotel, On Sunset Restaurant, 11461 Sunset Blvd., Los Angeles, CA 90049, 310.476.6571 (Dinner reservation: *UCLA Department of Near Eastern Languages & Cultures*, 7 people.)

Day 1

7:40 AM - Review Team Chair, Arlene Russell to pick-up External Review Team members at the Luxe Hotel

8:00 Breakfast discussion with unit 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 (lecturers will be invited as well)  
10:00-10:25: Ancient Near East / Egyptology  
10:25-10:50: Arabic  
10:50-11:00 – break  
11:00-11:25: Armenian and Turkish  
11:25-11:50: Hebrew and Jewish Studies  
11:50-12:15: Iranian  
*See RSVP spreadsheet for more details.*

12:15-1:15 lunch – review team members only - catered in. [Catering to be arranged by department staff and paid by the Academic Senate Office. Order from UCLA Catering.]

1:15 Meetings with representative graduate (GC members and student representatives) students in major programs. Invitation sent via listserv and faculty are encouraged to invite students they have been working with. Awad Awad (Humanities Council rep.), Ryan Roberts (GSA rep) are confirmed.

2:00 Meetings with representative undergraduate (UgC members and student representatives) students in major programs. Invitation sent via listserv and faculty are encouraged to invite students they have been working with.

2:45 Review of Teaching Assistant Program. Meetings with selected faculty and students. Will send an email to all 2008-2009 TAs. See RSVP spreadsheet for more details.

3:15 Review of Advising. UgC and GC members review undergraduate and graduate advising respectively.

4:00 Humanities Room 311: Closed session for review team only.

5:00 Reception – Humanities 389 (Catering through Citron)

7:00 Dinner at Campagnola Trattoria (1555 Westwood Blvd)  
Transportation to the Luxe Hotel to be arranged.

Day 2

The Review Team Chair is unable to pick-up the External Reviewers at the Luxe Hotel (teaching commitment). The Luxe offers a shuttle to campus that is in service, 7 AM – 10 PM. The External Reviewers may make a reservation on the shuttle with the Luxe (\$5.00 fee per trip/person) *or* there is no cost on a first-come-first-serve basis. However, a seat is not guaranteed without making a reservation in advance. Transportation from UCLA back to the Luxe may also be arranged.

- 8:00 – 8:30 Breakfast for the Review Team. [Catering to be arranged by department staff and paid by the Academic Senate Office. Order from UCLA Catering.]
- 8:30-9:00 Tour of the department and affiliated facilities
- 9:00-12:00 Open meetings with faculty and students who want them. See RSVP spreadsheet for more details.
- 12:00 Lunch – review team members only – catered in. [Catering to be arranged by department staff and paid by the Academic Senate Office. Order from UCLA Catering.]
- 1:00 Open meetings with faculty and students who want them. See RSVP spreadsheet for more details.
- 2:00 Closed session.
- 3:00 Final review team meeting with chair.
- 4:00 Exit meeting, 2121 Murphy Hall. The meeting includes Review Team, Chair of Department, Executive Vice Chancellor, Academic Dean, Graduate Division Dean, Vice Provost for Undergraduate Education, UG and GC Chairs, FEC Rep, and CPB rep. To be confirmed by the ASO.

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