

(Insert department name here) Program Review

University of Nevada, Reno - Insert dates of review here

Arrival	Date	Name	Time	Airline	Flight No.
	(Insert date)	(Insert reviewer name)	a.m./p.m.		
		(Insert reviewer name)	a.m./p.m.		
		(Insert reviewer name)	a.m./p.m.		

Activities	Date	Time	Activity	Location	Name/Org./Group
	(Insert date)	1-1 1/2 hours	Breakfast Meeting	Reviewers' Hotel Restaurant/other	Marc Johnson (Provost), William Cathey (Vice Provost), Marsha Read (Interim V.P. for Research and Dean, Graduate School), and appropriate Dean (insert name)
	<i>The type, time & duration of these meetings can be adjusted based on individual schedules and particular programmatic needs.</i>	1 hour	Meeting	TBD	(Insert name), Dept. Chair
		1 hour	Meeting	TBD	(Insert name), Dean
		1/2 hour	Meeting	TBD	Current students (undergraduates)
		1-1 1/2 hours	Lunch Meeting	TBD	Review Team & ?
		1/2 hour	Meeting	TBD	Current students (graduates)
		1 hour	Meeting	TBD	Department faculty
		1 hour	Meeting	TBD	Faculty in related or served programs (if applicable)
		1/2 hour	Meeting	TBD	Marsha Read, Assoc. V.P. for Research & Assoc. Dean of Graduate School
		1/2 hour	Meeting	TBD	Meet with Graduate Council representative (if applicable)
		1 1/2 hours	Break		Break
		Evening	Dinner	Local restaurant	w/ Chair & 2 Faculty
	(Insert date)	1-1 1/2 hours	Breakfast	Reviewers' Hotel Restaurant	Review Team
	<i>The type, time & duration of these meetings can be adjusted based on individual schedules and programmatic need.</i>	1 hour	Meeting	TBD	Employers of Graduates (if applicable/available)
		1 hour	Meeting	TBD	Classroom Observations (optional)
		1 hour	Meeting	TBD	Alumni (if available)
		1 1/2 hours	Lunch	TBD	(Insert name), Dept. Chair
		1 hour	Meeting	TBD	Review Team meets to prepare for exit interview
		1 1/2 - 2 hours	Exit Interview	TBD	Marc Johnson (Provost), William Cathey (Vice Provost), Marsha Read (Interim V.P. for Research and Dean, Graduate School), and appropriate Dean (insert name)

Departure	Date	Name	Time	Airline	Flight No.
	(Insert date)	(Insert reviewer name)	a.m./p.m.		
		(Insert reviewer name)	a.m./p.m.		
		(Insert reviewer name)	a.m./p.m.		

Notes	Airport Transportation			
	Passenger	Host	Contact Information	Date
	(Insert reviewer name)	(Insert faculty name)	(Insert phone #)	(Insert date)
	(Insert reviewer name)	(Insert faculty name)	(Insert phone #)	(Insert date)
	(Insert reviewer name)	(Insert faculty name)	(Insert phone #)	(Insert date)
	(Insert reviewer name)	(Insert faculty name)	(Insert phone #)	(Insert date)
	(Insert reviewer name)	(Insert faculty name)	(Insert phone #)	(Insert date)
	(Insert reviewer name)	(Insert faculty name)	(Insert phone #)	(Insert date)