

Iowa State University
Division of Student Affairs
Program Review – External Review Example Schedule
Updated 1/21/2020

Day One		Location
	Breakfast on your own for Review Team	
8:30 am	Team meet in Lobby Review Team	Hotel Lobby Escorted by Department
8:45 am	Orientation Meeting Review Team SVPSA AVP for cluster Department Director Matt Pistilli, Director of Student Affairs Assessment and Research	Department arranges room and transportation
9:45 am	Travel to Department	Department escorts team
10:00 am	Tour of Department and Special Facilities Review Team Department Director	Department arranges tour
10:30 am	Descriptive Overview of Department Review Team Department Director Department staff, if desired AVP for cluster, if available	
11:30 am	Lunch Review Team – meeting alone to become acquainted and to get organized	Department arranges room Lunch arranged by director of SAAR
1:00 pm	Review of Programs and Processes Review Team Department Director Department staff, as appropriate	Department arranges room
1:45 pm	Unit Staff Interviews (in small groups or individually as time permits) Review Team Department staff members – Director is not present	Department arranges room
4:45 pm	Break	
5:00 pm	Student Interviews Review Team	Department arranges students & room

Current students as appropriate

6:15 pm Social Hour
Review Team
SVPSA
Department Director
Director of SAAR
Additional staff as appropriate

Department identifies invitees; SAAR or Department coordinates banquet functions

7:00 pm Dinner
Review Team
SVPSA
Department Director
Director of SAAR
Additional staff as appropriate

Department identifies invitees; SAAR or Department coordinates banquet functions

Day Two

Breakfast on your own for Review Team

8:30 am Meeting with SVPSA
Review Team
SVPSA

SVPSA conference room

9:30 am Meeting with AVP for Cluster
Review Team
AVP for Cluster

SVPSA conference room or Department arranges room

10:20 am Break

10:30 am Meetings with Representatives of Related Departments
Review Team

Department identifies individuals & arranges room; SAAR invites representatives

12:00 pm Working Lunch
Review Team

Department arranges room; SAAR coordinates lunch

1:15 pm Meeting with Academic, Programmatic, Auxiliary Partners
Review Team

Department identifies representatives & arranges room; SAAR invites representatives.

2:00 pm Meeting with Academic, Programmatic, Auxiliary Partners
Review Team

Department identifies representatives & arranges room; SAAR invites representatives.

2:45 pm Break

3:00 pm Review Team Work Time

4:30 pm Concluding Discussion
Review Team
Department director Department arranges room

6:00 pm Dinner
Review Team On their own

Day Three

Breakfast on your own

8:30 am Report Work Session
Review Team TBD by Review Team, in coordination with department

11:00 am - Noon Concluding Discussion, Preview of Reviewers' Report
Review Team
SVPSA
AVP for Cluster
Department Director
Director, Student Affairs Assessment & Research
Others as deemed necessary & appropriate
SAAR arranges location; Department provides transportation