

# **SUGGESTED AGENDA FOR EXTERNAL REVIEWER: UNDERGRADUATE PROGRAMS**

## **1<sup>st</sup> Evening**

- Dinner with Alumni (Need dept head to attend)

## **Day 1**

### **A.M.**

- Breakfast/Orientation meeting with OPEIR staff member, department head
- Meeting with Provost
- Meeting with Dean
- Meeting with Department Head
- Meeting with Faculty members (individually, collectively, or in small groups as desired by the department)
- Lunch with small group of Faculty

### **P.M.**

- Meeting with Faculty members (continued)
- Meeting with Students
- Dinner with Community Representatives (e.g., major employers, K-12, etc.)  
Need dept head to attend

## **Day 2**

### **A.M.**

- Meeting with other administrators (Librarian, Teaching Resource Center, etc.) as deemed necessary
- Review of files, data, etc.
- Preparation of draft report
- Lunch with small group of department faculty

### **P.M.**

- Drop off THEC checklist to OPEIR office prior to exit conference
- Exit conference – Provost, Dean, department head
- Report back to departmental faculty