

SUGGESTED AGENDA FOR EXTERNAL REVIEWER: GRADUATE PROGRAMS

1st Evening

- **Dinner with Alumni (Need dean and/or 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**

2nd Evening

- **Dinner with Community Representatives (e.g., major employers, K-12 teachers, etc.) Need dean and/or department head to attend**

Day 2

A.M.

- **Meeting with Dean of the Library**
- **Meeting with the Dean of the Graduate School**
- **Meeting with others as deemed necessary (i.e., Director of Teaching Resource Center, etc.)**
- **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**