

**Program Review Schedule Template**

Day 1: Arrive 2-5pm

6-7pm Dinner with Director and Direct Supervisor

Day 2: 9am Arrive on Campus

9:15am Meeting with Program Review Committee

10-11 am Stakeholder Meetings

11-12pm Stakeholder Meetings

12-2pm Working lunch

2-3pm Stakeholder Meetings

3-3:30pm Wrap Up with Committee

4:00pm Depart from campus

Proposed Stakeholder groups:

1. Students (could potentially be more than one group based on program delivery – reduce time as needed)
2. Departmental Staff
3. Campus faculty/staff stakeholder – strong knowledge of department’s mission and goals