

**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