[Credential]: External Review Virtual Visit Template [Dates]

External Review Team Member:

External Review Team Member:

NIC External Review Team Member:

Day 1

Time	Activity	Notes
9:00 – 9:10	**Welcome and Overview for Day 1** [name], Director, Centre for Teaching and Learning Innovation (CTLI) [name], Program Review Lead, CTLI	go over agenda, last minute details, updates on any changes, answer questions etc.
9:10 – 9:40	**External Review Team – Work Time**	For review team to prepare questions for meetings, consider focus areas, have plan for day
9:40 – 9:50	Break	*Buffer, health break and prep*
9:50 – 10:30	**Meet with Program Review Chair** [Name], Program Review Lead	Program Review chair wrote the external report and prepared campus tour video
10:30 – 10:40	Break	*Buffer, health break and prep*
10:40 – 11:20	**Meet with Department Chair** [Name], Program Chair	Department chair of program under review and prepared campus tour video
11:20 – 11:30	Break	*Buffer, health break and prep*
11:30 – 12:00	**Meet with Dean** [Name], Dean	Dean of program
12:00 - 1:00	Lunch Break for External Review Team	Lunch on own
1:00 – 1:30	**External Review Team – Work Time**	Recap morning, key themes from dean, program, and department chairs, where to go in afternoon
1:30 – 2:10	**Meet with Faculty – Group 1**	Selection of faculty who teach in the program
2:10 – 2:20	Break	*Buffer, health break and prep*
2:20 – 3:00	**Meet with Students – Group 1**	Selection of current and graduate students
3:00 – 3:10	Break	*Buffer, health break and prep*
3:10 – 3:40	**Meeting with Senior Administration** [Name], Executive Vice-President, Academic and Chief Operating Officer	Senior administrator of academics for institution
3:40 – 4:00	**Wrap Up: Day 1** [name], Director, Centre for Teaching and Learning Innovation (CTLI) [name], Program Review Lead, CTLI	see how day 1 went, make any adjustments for the schedule for next day, wrap up

Day 2

Time	Activity	Notes
9:00 – 9:10	**Check In: Day 2** [name], Director, Centre for Teaching and Learning Innovation (CTLI) [name], Program Review Lead, CTLI	Updates on changes, check in for day
9:10 – 9:40	**External Review Team – Work Time**	Reflecting on day 1, themes to probe further, where need more info etc.
9:40 – 9:50	Break	*Buffer, health break and prep*
9:50 – 10:50	**Meeting with Faculty and Program Support Areas** • Institutional Research and Planning Department • Human Resources Department • Centre for Applied Research, Technology, and Innovation • Office of Global Engagement (International Education) • Centre for Teaching and Learning Innovation • Information Technology Department • Marketing and Communications Department	Faculty and program support reps
10:50 – 11:00	Break	*Buffer, health break and prep*
11:00 – 12:00	**Meeting with Student Supports and Service Areas** • Librarian, Library and Learning Commons • Co-ordinator, Learning Commons (Peer Tutor, Math & Writing) • Registrar • Learning Specialist, Department of Accessible Learning Services • Counsellor, Student Services • Educational Advisor, Student Services • Student Employment Services • Student Technical Services, IT and Learning Commons	Student support people to give insights into supports available for students
12:00 – 1:00	Lunch Break for External Review Team	Lunch on own
1:00 – 1:30	**External Review Team – Work Time**	Prepare for final segment, summarize morning etc.
1:30 – 2:10	**Meet with Faculty – Group 2**	Selection of faculty who teach in the program
2:10 – 2:20	Break	*Buffer, health break and prep*
2:20 – 3:00	**Meet with Students – Group 2**	Selection of current and graduate students
3:00 – 3:10	Break	*Buffer, health break and prep*
3:10 – 3:40	**Meet with Dean** [Name], Dean	Final questions and follow-up points
3:40 – 4:00	**Wrap Up: Day 2** [name], Director, Centre for Teaching and Learning Innovation (CTLI) [name], Program Review Lead, CTLI	Wrap up Virtual External Review, next steps, answer questions etc.