# Sample Agenda: 1.5-Day Site Visit

(Last Revised 7/17/2023)

**UNIVERSITY OF WASHINGTON**

**Meeting Location (address)**

**Dates**

**Day Zero**

*Night before site visit starts*

6:30 pm **Review Committee working dinner**

Mamma Melina Ristorante & Pizzeria

5101 25th Ave NE, Seattle, WA 98105

(206) 632-2271

**Day One**

[Meeting Location]

8:45 – 9:00 am **Continental breakfast and coffee/tea**

9:00 – 9:15 am **Welcome meeting with Graduate School Academic Affairs representative**

9:15 – 9:30 am **Meeting with the Dean**

Participant**,** *Dean of College [in which department/program is located]*

9:15 – 10:00 am **Meeting with Chair/Program Director**

Participant, Title

10:00 – 10:30 am **Meeting with Administrator**

Participant, Title

10:30 – 10:45 am **Break**

11:00 – 11:30 am **Meeting with Academic Services & Advising Staff**

Participant, Academic Services Directors

Participant, Academic Advisor

11:30 – 12:15 pm **Meeting with Professors and Associate Professors**

Participant, Professor

Participant, Professor

Participant, Associate Professor

Participant, Associate Professor

12:15 – 12:30 pm **Break**

12:30 – 1:15 pm **Lunch with Graduate Students**

(boxed lunches delivered to meeting location)

Participant, Graduate Student

Participant, Graduate Student

Participant, Graduate Student

Participant, Graduate Student

Participant, Graduate Student

1:15 – 1:30 pm **Break**

1:30 – 2:00 pm **Meeting with Teaching Faculty**

Participant, Teaching Professor

Participant, Teaching Professor

Participant, Teaching Professor

Participant, Teaching Associate Professor

Participant, Teaching Associate Professor

2:00 – 2:45 pm **Meeting with Assistant Professors**

Participant, Assistant Professor

Participant, Assistant Professor

Participant, Assistant Professor

2:45 – 3:00 pm **Break**

3:00 – 3:45 pm **Meeting with Undergraduate Students**

Participant, Major

Participant, Major

Participant, Major

Participant, Major

Participant, Minor

Participant, Minor

3:45 – 4:15 pm **Facility Tour**

Participant, Title

4:15 – 5:00 pm **Meeting with Departmental DEI Committee**

Participant

Participant

Participant

Participant

6:30 pm **Review Committee working dinner**

Nell’s Restaurant

6804 E Green Lake Way NE, Seattle

206.524.4044

**Day Two**

[Meeting Location]

8:45 – 9:00 am **Continental breakfast and coffee/tea**

9:00 – 9:30 am **Meeting with Graduate School Academic Affairs Representative to discuss preliminary recommendations**

9:30 – 10:30 am **Review committee executive session**

10:30 am – 12:30 pm **Exit Discussion**

**Unit Representative(s)** (exit at 11:30 am)

Participant, Program Director

Participant, Program Administrator or other faculty

 **University Administrators**

Participant, Dean of College

Participant, Associate Dean for Academic Affairs, Graduate School

Participant, Associate Vice Provost for Academic and Student Affairs

Participant, Associate Dean, Undergraduate Academic Affairs

Participant, Director, Academic Program Review, Graduate School

Participant, Specialist, Academic Affairs & Planning, Graduate School

12:00 pm **Review Committee Lunch**

(box lunches delivered to meeting location)

12:00 pm – 5:00 pm Conference Room available for Review Committee use