# Sample Agenda: 2-Day Site Visit, Model A (Suggested for non-departmentalized colleges and schools)

(Last Revised 7/17/2023)

**UNIVERSITY OF WASHINGTON**

**Meeting Location (address)**

**Dates**

**Day Zero**

**Night before site visit starts**

**6:30 p.m. Review Committee working dinner**

Mamma Melina Ristorante & Pizzeria

5101 25th Ave NE, Seattle, WA 98105

(206) 632-2271

**Day One**

**[Meeting Location]**

**8:45 – 9:00am Continental Breakfast**

**9:00 – 9:15am** **Meeting with Graduate School Academic Affairs Representative**

**9:15 – 10:00am**  **Unit Leadership**

Name, Dean

Name, Associate Dean

Name, Associate Dean

**10:00 – 10:45am**  **Student Support Team**

Name, Assistant Dean for Student & Academic Services

Name, Director for Multicultural Student Affairs

Name, Assistant Director for Student Services

Name, Program Operations Specialist, Student Affairs

**10:45 – 11:00am**  **Break**

**11:00 – 11:45am**  **Tour of Lab Facilities**

**11:45 – 12:00pm**  **Break**

**12:00 – 12:45pm** **Undergraduate Students**

(Boxed Lunches catered for students to take-away following meeting)

Participant, Program

Participant, Program

Participant, Program

Participant, Program

Participant, Program

Participant, Program

Participant, Program

**12:45 – 1:15pm** **Review Committee Lunch**

**1:15 – 2:00pm** **Assistant Professors**

Participant, Assistant Professor

Participant, Assistant Professor

Participant, Assistant Professor

Participant, Assistant Professor

Participant, Assistant Professor

**2:00 – 2:45pm** **Associate and Full Professors**

Participant, Associate Professor

Participant, Associate Professor

Participant, Associate Professor

Participant, Associate Professor

Participant, Professor

Participant, Professor

Participant, Professor

Participant, Professor

**2:45 – 3:00pm** **Break**

**3:00 – 3:45pm** **Research Faculty**

Participant, Research Center Director

Participant, Research Assistant Professor

Participant, Research Assistant Professor

Participant, Research Associate Professor

Participant, Research Associate Professor

Participant, Research Associate Professor

**3:45 – 4:30pm** **Inclusion & Equity Committee**

Participant, Associate Professor

Participant, Assistant Professor

Participant, Associate Professor

Participant, Assistant Professor

Participant, Associate Professor

Participant, Assistant Professor

Participant, Professor

Participant, Professor

**4:30 – 5:15pm**  **College/School Advancement Team**

Participant, Title

Participant, Title

Participant, Title

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

Nell’s Restaurant

6804 E Green Lake Way NE, Seattle

206.524.4044

**Day Two**

**[Meeting Location]**

**8:30 – 9:15am** **Breakfast with Graduate Students**

(Coffee and Muffins available in the room and for student take-away)

Participant, Program

Participant, Program

Participant, Program

Participant, Program

Participant, Program

Participant, Program

Participant, Program

**9:15 – 10:00am** **Industry Advisory Board**

Participant, Title, Organization

Participant, Title, Organization

Participant, Title, Organization

Participant, Title, Organization

Participant, Title, Organization

Participant, Title, Organization

**10:00 – 10:15am** **Break**

**10:15 – 11:00am** **Faculty Council**

Participant, Title, Council President

Participant, Title, Council Past-President

Participant, Title, Academic Affairs Committee Chair

Participant, Title, Community Engagement Committee Chair

Participant, Title, Diversity and Inclusion Committee Chair

**11:00 – 11:45am** **Finance and Administration**

Name, Director for Finance and Administration

Name, Director for Technology Services

**11:45 – 12:00pm** **Break**

**12:00 – 1:45pm** **Review Committee Lunch & Executive Session** (Boxed lunches catered)

**1:45 – 2:15 pm Review Committee meeting with Graduate School Representative to discuss preliminary recommendations**

**2:15 – 2:30pm** **Break**

**2:30 – 4:30pm** **Exit Discussion**

**Unit Representatives (exit at 3:30pm)**

Participant, College Associate Dean for Undergraduate Programs

Participant, College Associate Dean for Graduate Programs

Participant, College Assistant Dean for Student Affairs

**University Administrators**

Participant, Dean of College/School

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 Program Review, Graduate School