

Agenda for Site Visit

The department head prepares a preliminary agenda for the site review, which typically occurs over a 2-day period. An example agenda is provided below; departments are welcome to adjust as they deem appropriate.

Day 0 (Reviewer travels to MSU)

Day 1

| Item | Comments |
|--|--|
| Entrance interview with Provost | This should be the first item of the day. Work with the Provost's assistant early in the planning process to ensure that the interview is put on the provost's calendar. |
| Meet with the Dean of the Graduate College | Only if the department has a graduate program. The provost's assistant can coordinate this meeting since she has access to both calendars. |
| Meet with college dean | If desired, other college department heads can join part of this meeting or a short additional meeting could be scheduled with them. |
| Meet with department faculty | This could be scheduled in small groups, individually, or with the entire faculty. |
| Meet with advisory board or other relevant community group | If applicable. |
| Lunch | Lunch can be used for one of the meetings (e.g., advisory board, faculty) |
| Tour department facilities | |
| Meet with students | If the department has both a graduate and undergraduate program, it may be desirable to schedule two different meetings. |
| Dinner | Department leaders (e.g., head, director of graduate program, director of undergraduate program) |

| | |
|--|------------------------------------|
| Time for consultant(s) to work on preliminary findings | This can be before or after dinner |
|--|------------------------------------|

Day 2

| Item | Comments |
|--|---|
| Work on preliminary findings and prepare for exit interview | |
| Exit interview with Provost and Associate Provost and Dean of the Graduate College | |
| Exit interview with department faculty | If desired. This can be before or after exit interview with Provost's Office. |
| Reviewer travels home | |