CMTN Campus: [Insert Location] Date: [xxxxx]

## External Review Team: [Insert Names]

## Chair: [Insert Name]

Program Review

Department of: [Insert Name]

Faculty of: [Insert Name]

External Review Team Site Visit

# Agenda

8:45 – 9:00 Coffee & pastries

9:00 – 9:30 External Review Team (ERT) convenes for introductions, review of terms of reference and agenda, and discussion with VP Academic, Dean Academic Planning & Quality Assurance (QAPA), Program Dean, and Self Study Team

9:30 – 11:00 Presentation and discussion of Self-Study Report Findings and Recommendations (Self-Study Team)

11:00 – 11:15 Break

11:15 – 12:00 Meeting with program faculty

12:00 – 1:00 Lunch

1:00 – 2:00 Tour facilities: classrooms, labs, shops, library, etc.

2:00 – 2:30 Meeting with program students and graduates

2:30 – 2:45 Break

2:45 – 3:15 Meeting with other groups as appropriate (e.g. Workplace Education/Co-op, Program Advisory Committee members, etc.)

3:15 – 4:00 ERT drafts verbal report (members of the Self‐Study Team and the QAPA staff are available if requested by ERT)

4:00 – 4.30 ERT presents verbal report to Self-Study Team

4:30 Meeting adjourns

## Notes:

1. When possible, the members of the External Review Team (ERT) should confer by telephone, in person, or by email shortly before the site visit to review the schedule, review documents, discuss any changes they would like to recommend to the schedule, and identify any additional documents they may require during the site visit. Coordinating this advance discussion will be the responsibility of the ERT Chair, supported by the Centre of Learning Transformation. Any requests for schedule revisions or additional material requests should be communicated to the Centre of Learning Transformation.
2. Following the site visit, the External Review Team, led by the Chair, will write a final report (template provided) outlining their findings related to the Self-Study Report and site visit, as well as any further suggestions or recommendations related to the program.
3. Participants throughout the site visit must include:
	1. External review team members
	2. Self-study team members (program head/chief instructor, associate dean, instructional development consultant)
	3. VP ESSI
	4. Centre of Learning Transformation