

Department Name
Academic Program Review
East Carolina University
Virtual Visit Dates

External Reviewer #1, [---] University
 External Reviewer #2, [---] University
 Internal Reviewer #3, East Carolina University

*All meetings will be conducted via **Microsoft Teams** unless otherwise noted.
 Times zones are indicated on the schedule.*

Pre-Visit ERC Meeting: Day, Month & Date, Year 1:00PM <i>(Meeting date/time contingent upon availability of the ERC)</i>	<i>The Director of Institutional Assessment will welcome the reviewers. The external and internal reviewers have an initial planning meeting.</i> Welcome & Planning Meeting
Day 1: Day, Month & Date, Year 10:00 - 10:30 (EST)	Charge Meeting College Dean Institutional Assessment Director <i>Microsoft Teams Meeting Link</i> <i>Teams Call-in Number</i> <i>Conference ID: --- #</i>
11:00 - 11:45 (EST)	Virtual Tour & Lunch Facilities Discussion with Department Chair
12:00 - 12:45 (EST)	Fixed-Term/Part-time Faculty <i>Microsoft Teams Meeting Link</i> <i>Teams Call-in Number</i> <i>Conference ID: --- #</i>
1:00 - 1:45 (EST)	Tenure-Track Faculty <i>Microsoft Teams Meeting Link</i> <i>Teams Call-in Number</i> <i>Conference ID: --- #</i>
2:00 - 2:45 (EST)	Tenured Faculty <i>Microsoft Teams Meeting Link</i> <i>Teams Call-in Number</i> <i>Conference ID: --- #</i>
3:00 - 3:45 (EST)	Doctoral Students Open Discussion <i>Microsoft Teams Meeting Link</i> <i>Teams Call-in Number</i>

List of Reviewed Programs

	<i>Conference ID: --- #</i>
4:00 – 4:45 (EST)	Discussion with Graduate School Dean <i>Microsoft Teams Meeting Link</i> <i>Teams Call-in Number</i> <i>Conference ID: --- #</i>
Day 2: Day, Month & Date, Year	
10:00 – 10:45 (EST)	Undergraduate Students Open Discussion <i>Microsoft Teams Meeting Link</i> <i>Teams Call-in Number</i> <i>Conference ID: --- #</i>
11:00 – 11:45 (EST)	Administrative Staff <i>Microsoft Teams Meeting Link</i> <i>Teams Call-in Number</i> <i>Conference ID: --- #</i>
12:15 – 12:45 (EST)	Virtual Lunch Discussion with Department Chair <i>Microsoft Teams Meeting Link</i> <i>Teams Call-in Number</i> <i>Conference ID: --- #</i>
1:00 – 1:45 (EST)	Internal Constituents <i>Microsoft Teams Meeting Link</i> <i>Teams Call-in Number</i> <i>Conference ID: --- #</i>
2:00 – 2:45 (EST)	External Constituents <i>Microsoft Teams Meeting Link</i> <i>Teams Call-in Number</i> <i>Conference ID: --- #</i>
3:00 – 3:45 (EST)	Graduate Students Open Discussion
4:00 – 4:45 (EST)	Discussion with College Dean <i>Microsoft Teams Meeting Link</i> <i>Teams Call-in Number</i> <i>Conference ID: --- #</i>
Day 3: Day, Month & Date, Year	
11:00 – 1:15 (EST)	Lunch & Reviewers' Private Conference

List of Reviewed Programs

<p>1:30 – 1:50 (EST)</p>	<p>APR Pre-Summary Meeting with Department Chair <i>Microsoft Teams Meeting Link</i> <i>Teams Call-in Number</i> <i>Conference ID: --- #</i></p>
<p>2:00 – 2:45 (EST)</p>	<p>APR Summary Meeting with Faculty and Staff <i>Microsoft Teams Meeting Link</i> <i>Teams Call-in Number</i> <i>Conference ID: --- #</i></p>
<p>3:00 – 3:45 (EST)</p>	<p>APR Exit Meeting Provost College Dean Graduate School Dean Department Chair Educational Policies and Planning Committee Representative Institutional Assessment Director <i>Microsoft Teams Meeting Link</i> <i>Teams Call-in Number</i> <i>Conference ID: --- #</i></p>

Sample List of APR Virtual Visit Participants

- Dean
- Department Chair
- Program Coordinators
- Tenure-Track Faculty
- Tenured Faculty
- Fixed-Term Faculty
- Undergraduate Students
- Graduate Students
- Provost
- Associate Deans
- Dean of the Graduate School
- Administrative Staff
- Internal Constituents (ECU faculty/staff who work with the programs under review)
- External Constituents (People/organizations external to ECU that work with the programs under review)
- Other groups (e.g., advisory council or alumni group) and/or individual participants as needed by the department/programs under review