

UNIVERSITY OF WASHINGTON
Sample Individual Program Short Site Visit Agenda
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

9:00 – 9:15 am

Meeting with Graduate School Academic Affairs & Planning Representative

9:15 – 10:00 am

Participant, Program Director

10:00 – 10:45 am

Meeting

Participant, Title

Participant, Title

10:45 – 11:00 am

Break

11:00 – 11:30 am

Meeting with Administrator

Participant, Administrator

11:30 am – 12:00 pm

Meeting with Advisor

Participant, Academic Advisor

12:00 – 12:15 pm

Break

12:15 – 1:00 pm

Lunch with core Program Faculty

(boxed lunches delivered to meeting location)

Participant, Professor

Participant, Associate Professor

Participant, Associate Professor

Participant, Assistant Professor

1:00 – 1:15 pm

Break

1:15 – 2:15 pm

Meeting with Part-Time Faculty

Participant, Teaching Associate

Participant, Affiliate Professor

Participant, Affiliate Instructor

Participant, Teaching Associate

2:15 – 2:45 pm

Meeting with Adjunct Faculty

Participant, Adjunct Senior Lecturer
Participant, Adjunct Professor
Participant, Adjunct Associate Professor

2:45 – 3:00 pm

Break

3:00 – 3:45 pm

Meeting with Undergraduate Students

Participant
Participant
Participant
Participant
Participant
Participant

3:45 – 4:30 pm

Meeting with Graduate Certificate Students

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

Location

9:00 – 9:45 am

Committee Meeting

9:45 – 10:00 am

Break

10:00 am – 12:00 pm

Exit Discussion

Unit Representative(s) (exit at 11:00 am)

Participant, Program Director

University Administrators

Participant, Divisional Dean of College [in which program is located]

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 & Strategy, Graduate School

Participant, Specialist, Academic Affairs & Planning, Graduate School

Participant, Title, Home Department, Graduate School Council Representative

**Participant, Title, Home Department, Graduate School Council
Representative**

12:00 pm

12:00 pm – 5:00 pm

**Boxed lunches for Review Committee catered to meeting location
Conference Room available for Review Committee use**