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| **Texas State University**  **Academic Program Review**  **Sample Itinerary** | | | |
| **Sunday** | | | |
| 1:00 – 4:00 p.m. | Team arrives at airport  (list PRT members and  arriving flights) | Austin airport | Picked up by Dr. E |
| 5:30 – 7:30 p.m. | Check into hotel | (hotel name & address) | Dr. E |
| 5:30 – 7:30 p.m. | Dinner with department chair and program coordinators | (restaurant name & address) | Chair and Drs. A, B, C, & D |
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| **Monday** | | | |
| 7:00 - 8:00 a.m. | Team has breakfast together at the hotel and discusses their strategy for the review | Austin airport | PRT members |
| 8:00 - 8:30 a.m. | Travel from hotel to campus |  | Picked up by Dr. F |
| 8:30 - 9:30 a.m. | Meet with college dean | Dean’s office (building and room number) | Dean |
| 9:30 - 10:15 a.m. | Meet with academic unit chair | Chair’s office (building and room number) | Chair |
| 10:15 – 10:45 a.m. | Meet academic unit administrative staff | (building and room number) |  |
| 10:45 – 11:45 a.m. | Tour facilities |  | Dr. G |
| 12:00 – 1:00 p.m. | Lunch with undergraduate students representatives | (building and room number) |  |
| 1:00 - 2:30 p.m. | Meet with program coordinators | (building and room number) | Drs. A, B, C, & D |
| 2:30 – 4:00 p.m. | Meet with faculty | (building and room number) |  |
| 4:00 – 5:00 p.m. | Meet with graduate student representatives | (building and room number) |  |
| 5:00 – 6:00 p.m. | Private Review Team time; team completes review forms and identifies remaining questions to be addressed | (building and room number) |  |
| 6:00 p.m. | Dinner with Self-Review Team | (restaurant name & address) | Drs. F, G, & H |
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| **Tuesday** | | | |
| 7:00 – 9:00 a.m. | Team has breakfast meeting together at the hotel; team drafts narratives and initial report | Austin airport | PRT members |
| 9:00 - 9:30 a.m. | Travel from hotel to campus |  | Picked up by Dr. E |
| 9:30 - 10:15 a.m. | Meet with Dean of the Graduate College | JCK 280 | Drs. Golato |
| 10:15 – 11:00 a.m. | Meet with Vice President for Research and Assistant Vice President for Research and Federal Relations | JCK 489 | Drs. Mandayam & Blanda |
| 11:00 a.m. – 12:00 p.m. | Meet with Provost, Associate Provost, & Associate Vice President for Academic Affairs | JCK 1062 | Drs. Bourgeois, Thorne, and Sriraman |
| 12:00 – 1:30 p.m. | Lunch with chair | (restaurant name & address) | Chair |
| 1:30 - 2:30 p.m. | Open time for PRT requested meetings | (building and room number) | Drs. B, C, & D |
| 2:30 – 4:00 p.m. | Private meeting time for Program Review Team; team finalizes review forms and review narrative | (building and room number) |  |
| 4:00 – 5:00 p.m. | Exit interview with academic unit | (building and room number) | Chair, Dean, and faculty |
| 5:00 p.m. | Return to airport or drop back at hotel |  | Dr. F |
| 7:00 p.m or later | Departing flights  (list PRT members and  departing flights) |  |  |