XXX School of XXX

Heading is the SAME on All preparatory documents.

Key meetings will be requested by the accrediting body; this provides formatting and TXST requirements

BS, xxxxxx xxxxxx

Times New Roman

Size 16 Font

XXXX Accreditation Review

# Month XX - XX, 20XX

**BOLD**

 **Itinerary**

Times New Roman Size 10 Font

## Sunday, September 18, 20XX

Team arrives in San Marcos Check into hotel Hotel Name

2:00pm Team members meet Program Director xxxx99999

2:30pm-5:00pm Tour of xxxxxxxxx xxxx99999

 and review materials in resource room

6:30pm Dinner for Consultants San Marcos restaurant

## Monday, September 19, 20XX

Early morning Breakfast Hotel Name

8:00 am Depart for campus

8:30am-9:30am Introductory Meeting xxx 999

 Provost and Executive Vice President,

The introductory meeting MUST be scheduled through the senior administrative assistant for Program Accreditation and Assessment.

 Dr. Pranesh Aswath

 Senior Vice Provost for Academic Affairs,

 Dr. Vedaraman Sriraman

 Vice Provost for Academic Innovation, Dr. Jorge Figueroa

 Dean, College of xxxxxx xxxxxx, Dr. xxxxxx xxxxxx

 Chair, xxxxxx xxxxxx, Dr. xxxxxx xxxxxx

 Director/Coordinator, Dr. xxxxxx xxxxxx

 (Consultants)

9:35am-11:45am Interview with faculty and adjunct faculty xxx 999

 (Program Evaluators)

If there are concurrent meetings, indicate which review team members are attending. If there are no concurrent meetings, no notation is needed.

9:35am-10:00am Interview with the Dean, College of xxxxxx

 Dr. xxxxxx xxxxxx xxx 999

 (Team Chair)

10:00am-10:20am Interview with the Associate Dean, College of xxx 999

 xxxxxx xxxxxx, Dr. xxxxxx xxxxxx

 (Team Chair)

10:20am-10:50am Interview with the Registrar, Registrar Office, xxx 999

 xxxxxx xxxxxx, Director, Student Advising Center,

 xxxxxx xxxxxx

 (Team Chair)

11:00am -11:20am Interview with the xxxxxx xxxxxx, xxx 999

 xxxxxx, xxxxxx, xxxxxx xxxxxx,

Page # needed on each page

11:00am -11:20am Interview with the xxxxxx xxxxxx, xxx 999

 xxxxxx, xxxxxx, xxxxxx xxxxxx,

 xxxxxx xxxxxx

 (Team Chair)

11:20am-11:45am Interview with the xxxxxx, xxx 999

 xxxxxx, xxxxxx, xxxxxx xxxxxx

 (Team Chair)

12:00pm-1:15pm Lunch invitees xxx 999

 Director, xxxxxx, Dr. xxxxxx xxxxxx

 Texas State University administrators

 College of xxxxxx xxxxxx advisors

 (Consultants)

1:30pm-2:30pm Interview with Assistant Chair, Department of xxx 999

 xxxxxx, Dr. xxxxxx xxxxxx

Whenever Faculty and Committees are meeting, the names of the participants must be in alphabetical order.

 Chair, Department of xxxxxx, Dr. xxxxxx xxxxxx

 Chair, Department of xxxxxx,

 Dr. xxxxxx xxxxxx

 Chair, Department of xxxxxx, Dr. xxxxxx xxxxxx

 Chair, Department of xxxxxx, Dr. xxxxxx xxxxxx

 (Program Evaluators)

1:30pm -2:00pm Interview with the Director, xxxxxx of xxx 999

 xxxxxx, Dr. xxxxxx xxxxxx

 (Team Chair)

2:40pm-4:20pm Meeting with students or other identified xxx 999

 individuals

 (Program Evaluators)

2:15pm -2:45pm Interview with the Director, xxxxxx of xxx 999

Times need to remain realistic, with adequate travel time

 xxxxxx, Dr. xxxxxx xxxxxx

 (Team Chair)

3:00pm -3:30pm Interview with the President, Dr. Kelly Damphouse JCK 1020

Meetings with the president and Academic Affairs leadership MUST be scheduled through the senior administrative assistant for Program Accreditation and Assessment.

 (Team Chair)

3:00pm -3:30pm Interview with the Provost and Executive Vice JCK 1062

 President, Dr. Pranesh Aswath and the Senior

 Vice Provost for Academic Affairs, Dr. Vedaraman

 Sriraman

 (Team Chair)

4:30pm -5:00pm Follow up interview with the Director, xxxxxx xxx 999

 Dr. xxxxxx xxxxxx or consultant’s work session

 (Program Evaluators)

4:30pm -5:00pm Follow up interview with the Dean, College of xxx 999

 xxxxxx, Dr. xxxxxx xxxxxx or consultant’s work

 session

 (Team Chair)

5:00pm Depart for hotel Hotel Name

5:30pm-7:30pm Team meeting at hotel Hotel Name

7:30pm Dinner for Consultants only San Marcos restaurant

## Tuesday, September 20, 20XX

Early morning Breakfast Hotel Name

8:00 am Depart for campus

8:30am-11:30am Team Chair preparing for exit session xxx 999

 or additional one on one meetings

8:30am-11:30am Consultants prepare statements xxx 999

 and confer with Team Chair

 or additional one on one meetings

11:30am -1:15pm Working Lunch for consultants xxx 999

 or additional group meeting

1:30pm-2:30pm Exit Meeting xxx 999

 Provost and Executive Vice President,

The exit meeting MUST be scheduled through the senior administrative assistant for Program Accreditation and Assessment.

 Dr. Pranesh Aswath

 Senior Vice Provost for Academic Affairs,

 Dr. Vedaraman Sriraman

 Vice Provost for Academic Innovation, Dr. Jorge Figueroa

 Dean, College of xxxxxx xxxxxxx, Dr. xxxxxx

 xxxxxxx

 Chair, xxxxxx xxxxxxx, Dr. xxxxxx xxxxxxx

 Director/Coordinator, xxxxxx xxxxxxx,

 Dr. xxxxxx xxxxxxx

 (Consultants)

2:30pm Consultants depart

Consultants:

Dr. XXXX XXXX-Team Chair

Dr. XXXX XXXX-Program Evaluator

Dr. XXXX XXXX-Program Evaluator