**Name of Undergraduate Program  
IQAP Review Site Visit**

**External Reviewers**  
Professor Name, Title, University  
Professor Name, Title, University

**Internal Reviewers**  
Professor Name, Title (member of SUPR-U committee)  
Student Reviewer Name, Program and Year of Study

**Undergraduate Chair or Director**Professor Name  
Email, telephone

**Administrative Contact**Name of Department staff member, Title  
Email, telephone

**Itinerary**

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| **Day One (date)** | |
| Time | Transportation from Hotel to Western  \*arranged by Department  *Details regarding arrangements*  *Escort name* |
| Time  (30 minutes) | External Reviewers and Internal Reviewer  *Location Escort name* |
| Time  (30 minutes) | Vice-Provost (Academic Programs) Director of Academic Quality & Enhancement  *Location*  *Escort Name*  *\*meeting should be first on the agenda* |
| Time  (One hour) | Name, Undergraduate Chair or Director  *Location Escort name* |
| Time (30 minutes – One hour)  Time  (30 minutes – One hour) | Name, Dean of Faculty  Name, Associate Dean (Academic)  *Location Escort name*  \*Dean/Associate Dean can meet together or separately  Lunch  \*arranged by Department, can be a working lunch combined with another meeting *details regarding arrangements Location* |
| Time  (30 minutes – One hour) | Name, Chair of Department / School Chair or Director  *Location*  *Escort name* |
| Time  (30 minutes – One hour) | Guided tour of building, teaching and/or research facilities  *Escort Name* |
| Time (One hour)  Time  (30 minutes) | Meeting with Faculty of Program Names  *Location*  *Escort name*  *\*confidential meeting*  Meeting with Undergraduate Students  Names *Location*  *Escort name*  \*confidential meeting |
| Time  (30 minutes)  **\*can be Day 1 or 2** | Name, University Librarian, Associate University Librarian and/or Research & Instructional Librarian  *Location*  *Escort name* |
| Time  (30 minutes) | Reviewers Debrief Meeting  *Location*  *\*allow time at end of Day 1 for reviewers to meet to discuss the review* |
| Time  Time | Transportation for External Reviewers to Hotel  *Details regarding arrangements*  *Escort name*  Dinner  \*at the discretion of the Department and arranged by the Department *Details regarding arrangements* |
| **Day Two (date)** | |
| Time  (30 minutes)  **\*can be Day 1 or 2** | Vice-Provost (Academic Planning, Policy & Faculty), or Associate Vice-Provost (Academic Planning, Policy & Faculty)  \*only for main campus programs, not applicable to Huron and King’s site visits. *Location  Escort name* |
| Time  (30 minutes) | Meeting with Administrative Staff  Names  *Location*  *Escort name* |
| Time  (30 minutes) | 2nd Meeting with Undergraduate Students  Names *Location*  *Escort name*  \*confidential meeting |
| Time  (30 minutes – One Hour) | Name, Undergraduate Chair or Director  *Location*  *Escort name*  *\*should meet at end of Day Two* |
| Time  (30 minutes) | Reviewers Debrief Meeting External & Internal Reviewers *Location*  *Escort name* |
| Time  (30 minutes)  Time  (30 minutes – one hour) | Vice-Provost (Academic Programs) Director, Academic Quality & Enhancement  *Location*  *Escort name*  \*should meet at end of Day Two  Lunch \*arranged by the Department, can be a working lunch/reviewers debrief meeting *Details regarding arrangements Location* |
| Time | External Reviewers  \*Optional time for additional debriefing and report writing  *Location* (provide a meeting room) |
| Time | External Reviewers Depart  \*travel to hotel, train station, airport arranged by Department  *Details regarding arrangements*  *Escort name* |

*The meetings included in the schedule above are required meetings. The addition of others is at the discretion of the department and time available. Unless noted, meetings can take place in any order and can be scheduled over lunch or during a tour. Time for breaks, lunch and transiting between meetings should be included in the schedule. Any meals with the reviewers are at the discretion of the department.*