**

**Itinerary for the Program Review**

**GRADUATE PROGRAM NAME**

*External Reviewers*

**Examiner 1 Name, Title, University**

**Examiner 2 Name, Title, University**

*Internal Reviewers*

**Member of SUPR-G Name, Title**

**Graduate Student Name, Program**

**All meetings are scheduled through ZOOM**

**Day one (Month, day, year)**

**Zoom Link:**

- one zoom for the entire site review set up by SGPS

- internal reviewer will manage waiting room functionality

- provide a zoom contact for questions/issues accessing zoom

**Program Contact**

Name, email, daytime phone number

**SGPS Contact**

Name, cell number…

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| --- | --- |
| Time | Meeting |
| 30 minutes | Get Acquainted and Discussion of Brief All Reviewers meet |
| 30 minutes | Review Procedure and Questions**Dr.** **Linda Miller, Vice-Provost**(The School of Graduate and Postdoctoral Studies)**Dr. [Name], Associate Vice-Provost**(The School of Graduate and Postdoctoral Studies) |
| 30 minutes | Office of the Provost, (**Academic Planning, Policy and Faculty) or designate** **Dr. Margaret McGlynn, Vice-Provost** |
| 15 minutes | BREAK |
| 45 minutes | **Program Briefing** **Department Chair and Graduate Chair** |
| 45 – 60 minutes | **Faculty Members (Group 1)** |
| 30 minutes | LUNCH |
| 45 – 60 minutes | **Decanal Perspective** **Dean and/or Associate Dean** |
| 60 minutes | Graduate Program Leadership Graduate Chair, Admission Committee, Scholarship Committee and any otherGraduate Committee Members |
| 15 minutes | BREAK |
| 60 minutes | **Graduate Student Forum #1** |
| 30 minutes | Committee Debriefing |

**Day two (Month, day, year)**

|  |  |
| --- | --- |
| Time | Meeting |
| 45 – 60 minutes | **Faculty Members Group 2** |
| 45 – 60 minutes | **Graduate Students Forum #2** |
| 15 minutes | BREAK |
| 45 minutes | Graduate Program and Department StaffGraduate Program Advisor/ Grad Assistant |
| 30 minutes | LUNCH |
| 30 minutes | Library Resources **Robert Glushko, University Librarian** |
| 30 minutes | Wrap-up Meeting, Outstanding Issue, Questions not answered**Department Chair****Graduate Chair** |
| 15 minutes | BREAK |
| 30 minutes | Meeting De-Brief and Final Questions**Dr.** **Linda Miller, Vice-Provost**(The School of Graduate and Postdoctoral Studies)**Dr. [Name], Associate Vice-Provost**(The School of Graduate and Postdoctoral Studies) |
| 60 minutes | Discussions/Report Writing |

Reviewed/ Approved

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| --- | --- |
| Graduate Chair | Date |
| Associate Vice Provost, SGPS | Date |

*Any further changes to approved itinerary need to be communicated and approved by Graduate Chair or program undergoing review and the AVP, SGPS*

**Zoom Preparation**

1. Familiarize yourself with Zoom if you haven’t used it before.
2. You should attempt to connect to a Zoom conference meeting in advance of the meeting to ensure their hardware meets the minimum requirements and that their internet connection supports the call. You can join a Zoom test meeting by visiting <https://zoom.us/test>.
3. You will be prompted to download and install the Zoom client software, if you have not already done so, and familiarize yourself with the Zoom interface.
4. Link to Install Zoom: <https://zoom.us/support/download>.
5. Review steps to Join & Configure Audio & Video in a Zoom Meeting to ensure your equipment is functioning correctly.
6. Familiarize yourself with attendee controls in a Zoom meeting.
7. Ensure all other platforms/applications that compete for your microphone and webcam are turned off (e.g. Skype, MS Teams, GoogleHangout, FaceTime, etc.)

**Session Protocols & Etiquette**

1. Conduct your session in a private area and prepare your space. Make sure there is no risk of accidental or deliberate audio or video eavesdropping.
2. You may be placed in a “waiting room” before being admitted. Please be patient.
3. Your microphone will be muted upon entry. Please stay muted unless speaking.
4. Enable the Participant window by clicking the ‘Participants’ icon in the toolbar shown below. The Participant window will open at the side of the screen.
5. Enable the Chat window by clicking the ‘Chat’ icon in the toolbar. The Chat window will open at the side of the screen.