(Name) (Academic) Department

email@westmont.edu

Date



**EXTERNAL REVIEWER SCHEDULE**

**Day 1 (Date)**

**Day 2 (Date)**

**Welcome from the Provost’s Office**  Kim Denu and Tatiana Nazarenko Time (15-30 minutes)

Kerrwood Hall, Office of the Provost, First Floor *Provost and Dean of Curriculum &*

 *Educational Effectiveness*

**Attend Lower-division Course** (Course number/name) Time

(Location)

**Attend GE Course** (Optional) (Course number/name) Time

(Location)

**Attend Upper-division Course** (Course number/name) Time

(Location)

**Individual Meeting with Faculty** (Name) Time (30-45 minutes)

(Location)

**Individual Meeting with Faculty** (Name) Time (30-45 minutes)

(Location)

**Individual Meeting with Faculty** (Name) Time (30-45 minutes)

(Location)

**Individual Meeting with Staff** (Name) Time (30-45 minutes)

(Optional)

(Location)

**Lunch with Students** (Names) Time (60 minutes)

Kerr Student Center, Dining Commons

 *Department Majors*

**Dinner** (Department Faculty Names) Time

(Location) (*Dept.) Faculty*

**Coffee with Program Review Team** (Team Names) Time (45-60 minutes)

Ritchie’s Place

**Exit Interview** Kim Denu, Tatiana Nazarenko, Time (45-60 minutes)

Kerrwood Hall, Office *of the Provost, First Floor* and Program Review Team