



Team Member:

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NIC Team Member:

Day 1

Time	Activity	Notes
9:00 – 9:30	Welcome and Overview for Day 1 [name], Centre for Teaching and Learning Innovation (CTLI)	go over agenda, last minute details, updates on any changes, answer questions etc.
9:30 – 10:15	Meet with Program Review Chair [Name],	Program Review chair wrote the external report and prepared campus tour video
10:15 – 10:25	Break	<i>Buffer, health break and prep</i>
10:30 – 11:00	Meet with Department Chair [Name]	Department chair of program under review and prepared campus tour video
11:00 – 11:10	Break	<i>Buffer, health break and prep</i>
11:00 – 12:00	Meet with Dean [Name]	Dean of program
12:00 - 1:00	Lunch Break for External Review Team	Lunch on own
1:00 – 1:45	Meet with Faculty – Group 1	Selection of faculty who teach in the program
1:45 – 1:55	Break	<i>Buffer, health break and prep</i>
2:00 – 2:45	Meet with Students – Group 1	Selection of current and graduate students
2:45 – 2:55	Break	<i>Buffer, health break and prep</i>
3:00 – 3:30	Meeting with Senior Administration [Name], Vice-President, Academic	Senior administrator responsible for institutional academic oversight
3:35 – 4:00	Wrap Up: Day 1 [name], Centre for Teaching and Learning Innovation (CTLI)	see how day 1 went, make any adjustments for the schedule for next day, wrap up

Day 2

Time	Activity	Notes
9:00 – 9:10	Check In: Day 2 [name], Centre for Teaching and Learning Innovation (CTLI)	Updates on changes, check in for day
9:10 – 9:40	Meeting with Office of Global Engagement [Name], Role [Name], Role	
9:40 – 9:50	Break	<i>Buffer, health break and prep</i>
9:50 – 10:20	Meeting with Indigenous Education and Centre for Teaching and Learning Innovation [Name], Role [Name], Role	
10:20 – 10:30	Break	<i>Buffer, health break and prep</i>
10:30 – 11:00	Meeting with Office of Registrar and Institutional Research and Planning [Name], Role [Name], Role [Name], Role	
11:00 – 11:10	Break	<i>Buffer, health break and prep</i>
11:00 – 11:30	Meet with Faculty – Group 2	Selection of faculty who teach in the program
11:30 – 11:40	Break	<i>Buffer, health break and prep</i>
11:40 – 12:10	Meet with Students – Group 2	Selection of current and graduate students
12:10 – 12:15	Break	<i>Buffer, health break and prep</i>
12:15 – 12:45	Meet with Dean [Name]	Final questions and follow-up points with dean
12:45 – 1:00	Wrap Up: Day 2 [name], Centre for Teaching and Learning Innovation (CTLI)	Wrap up Virtual External Review, next steps, answer questions etc.