

UNIVERSITY OF WASHINGTON
Sample College Site Visit Agenda

Dates

Day Zero

Night before site visit starts

6:30 p.m.

Review Committee working dinner

Mamma Melina Ristorante & Pizzeria

5101 25th Ave NE, Seattle, WA 98105

(206) 632-2271

Day One

Meeting Location

9:00 – 9:15 a.m.

Meeting with Graduate School Academic Affairs & Planning Representative

9:15 – 10:00 a.m.

Name, Dean

Name, Associate Dean

Name, Associate Dean

10:00 – 10:45 a.m.

Meeting

Name, Assistant Dean for Student & Academic Services

Name, Director for Multicultural Student Affairs

Name, Assistant Director for Student Services

Name, Program Operations Specialist, Student Affairs

10:45 – 11:00 a.m.

Break

11:00 – 11:45 a.m.

Tour of Lab Facilities

11:45 a.m. – 12:00 p.m.

Break

12:00 – 1:00 p.m.

Lunch with College Faculty Council President, Past President & Committee Chairs (boxed lunches delivered to meeting location)

Participant, Title, Council President

Participant, Title, Council Past-President

Participant, Title, Academic Affairs Committee Chair

Participant, Title, Community Engagement Committee Chair

Participant, Title, Diversity and Inclusiveness Committee Chair

1:00 – 1:15 p.m.

Break

1:15 – 2:00 p.m.

Meeting with Assistant Professors

Participant, Assistant Professor

Participant, Assistant Professor

Participant, Assistant Professor

Participant, Assistant Professor

Participant, Assistant Professor

2:00 – 2:45 p.m.

Meeting with Associate and Full Professors

Participant, Associate Professor
Participant, Associate Professor
Participant, Associate Professor
Participant, Associate Professor
Participant, Associate Professor
Participant, Associate Professor
Participant, Associate Professor
Participant, Associate Professor
Participant, Associate Professor
Participant, Professor
Participant, Professor
Participant, Professor
Participant, Professor
Participant, Professor
Participant, Professor

2:45 – 3:00 p.m.

Break

3:00 – 3:45 p.m.

Meeting with Master’s Degree Students

Participant, Program
Participant, Program
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3:45 – 4:30 p.m.

Meeting with PhD Students

Participant, Program
Participant, Program
Participant, Program
Participant, Program
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Participant, Program
Participant, Program
Participant, Program
Participant, Program

6:30 p.m.

**Review Committee working dinner:
Nell’s Restaurant**

6804 E Green Lake Way NE, Seattle 206.524.4044

Day Two

Location

8:30 – 9:15 a.m.

Meeting with Research Faculty

Participant, Research Center Director
Participant, Research Assistant Professor
Participant, Research Assistant Professor
Participant, Research Associate Professor
Participant, Research Associate Professor
Participant, Research Associate Professor

9:15 – 10:00 a.m.

Meeting with Advisory Board

Participant, Title, Organization
Participant, Title, Organization
Participant, Title, Organization
Participant, Title, Organization
Participant, Title, Organization
Participant, Title, Organization

10:00 – 10:15 a.m.

Break

10:15 – 11:00 a.m.

Meeting with Undergraduate Students

Participant, Program
Participant, Program
Participant, Program
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Participant, Program
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Participant, Program
Participant, Program

11:00 – 11:45 a.m.

Meeting with Finance and Administration

Name, Director for Finance and Administration
Name, Director for Technology Services
Name, Director for Advancement

11:45 – 12:00pm

Break

12:00 – 1:45 p.m.

Review Committee Executive Session

Boxed lunches catered

1:45 – 2:15 pm

Review Committee meeting with Graduate School Representative to discuss preliminary recommendations

2:15 – 2:30 p.m.

Break

2:30 – 4:30 p.m.

Exit Discussion

Unit Representatives (exit at 3:30 p.m.)

Participant, *College Associate Dean for Undergraduate Programs*

Participant, *College Associate Dean for Graduate Programs*

Participant, *College Associate Dean for Professional Programs*

Participant, *College Assistant Dean for Student Affairs*

University Administrators

Participant, *Dean of College*

Participant, *Associate Dean for Academic Affairs, Graduate School*

Participant, *Associate Vice Provost for Academic and Student Affairs*

Participant, *Associate Dean, Undergraduate Academic Affairs*

Participant, *Director, Academic Program Review & Strategy, Graduate School*

Participant, *Specialist, Academic Affairs & Planning, Graduate School*

Participant, *Title, Home Department, Graduate School Council Representative*

Participant, *Title, Home Department, Graduate School Council Representative*