# Sample College Site Visit Agenda

**UNIVERSITY OF WASHINGTON**

## 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**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tr>
<td>9:00 – 9:15 a.m.</td>
<td><strong>Meeting with Graduate School Academic Affairs &amp; Planning Representative</strong></td>
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| 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  
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2:45 – 3:00 p.m.  **Break**

3:00 – 3:45 p.m.  **Meeting with Master’s Degree Students**  
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3:45 – 4:30 p.m.  **Meeting with PhD Students**  
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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  
Participant, Research Associate Professor
9:15 – 10:00 a.m.  
Meeting with Advisory Board  
Participant, Title, Organization  
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10:00 – 10:15 a.m.  
Break
10:15 – 11:00 a.m.  
Meeting with Undergraduate Students  
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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