

# Virtual Mentor Schedule



| Host Time    | Mentor Time<br>UTC+2<br>(Berlin) | Event   | Focus  | Participants   | Location     |
|--------------|----------------------------------|---|--|--|--------------|
| Day 1        |                                  |   |  |  |              |
| 2:00pm       | 8:00am                           | Meet with Dean (Head of the School or equivalent position) and key administrators | Set expectations<br><br>Discuss any Eligibility and Scope of Accreditation issues from Eligibility Application decision  | Dean and key administrators  | Virtual link |
| 3:00pm       | 9:00am                           | Meeting with the Chief Academic Officer and Dean                                  | Brief introduction   | Chief Academic Officer and Dean  |              |
| 3:45pm       | 9:45am                           | Break   |  |  |              |
| 4:00pm       | 10:00am                          | Working Session and Faculty Overview, Discussion of AACSB Processes               | <ul style="list-style-type: none"> <li>• Overview of Faculty Organization and Structure</li> <li>• Management processes and quality control processes</li> <li>• Mission and Objectives</li> </ul> | Dean (Head of School or equivalent position) and other key individuals |              |
| End of Day 1 |                                  |   |  |  |              |

| Day 2        |         |  |   |   |  |
|--------------|---------|--|---|---|--|
| 2:00pm       | 8:00am  | Participant Standards                    | <ul style="list-style-type: none"><li>• Faculty Composition</li><li>• Review of staff evaluation and development</li><li>• Faculty reappointment process</li><li>• Faculty sufficiency and faculty qualifications</li><li>• Summary of workforce planning process and goals</li><li>• Student characteristics</li></ul> | Dean, Head of School or equivalent position, and other individuals deemed appropriate by institution          |  |
| 3:30pm       | 9:30am  | Break                                    |   |   |  |
| 4:00pm       | 10:00am | Meeting with chairs or heads of programs | Introduction, roles and responsibilities, accreditation system  | Associate Dean, Program or Department Heads/Chairs, or other faculty members deemed appropriate by the school |  |
| 5:00pm       | 10:00am | Break                                    |   |   |  |
| 5:15pm       | 10:15am | Meeting with professional staff          | Introduction, roles and responsibilities, accreditation system  | Staff as deemed appropriate by the school   |  |
| End of Day 2 |         |  |   |   |  |

| Day 3           |         |                                     |   |   |  |
|-----------------|---------|-------------------------------------|---|---|--|
| 2:00pm          | 8:00am  | Academic and Professional Engagemen | Student, professional and community engagement activities   | Dean or Head of School, Associate Dean or equivalent and other individuals deemed appropriate by institution                        |  |
| 2:45pm          | 8:45am  | Learning and Teaching Standards     | <ul style="list-style-type: none"> <li>• Assessment of learning</li> <li>• Degree programs</li> <li>• Curriculum and resources</li> </ul> | Dean, Associate Dean (Academic), AoL, and Curriculum Committees   |  |
| 4:15pm          | 10:15am | Break                               |   |   |  |
| 4:30            | 10:30   | Follow-up meeting                   | <ul style="list-style-type: none"> <li>• Additional questions,issues</li> <li>• Identified gaps</li> <li>• Working plan</li> </ul>        | Mentor and Dean and key accreditation team  |  |
| 5:30pm          | 11:30am | Exit Discussions                    | <ul style="list-style-type: none"> <li>• Expectations</li> <li>• Timeline and next steps</li> </ul>                                       | Chief Academic Officer, Dean or Head of School, Deputy Head of School or Associate Dean, or those deemed appropriate by institution |  |
| End of Day 3    |         |                                     |   |   |  |
| Visit Concludes |         |                                     |   |   |  |