

SAMPLE SCHEDULE FOR THE VIRTUAL CIR VISIT BUSINESS (2013)

This is a suggested schedule for a business only Continuous Improvement Review visit under the 2013 accreditation standards. Because of administrative differences among business schools, the participants and titles listed in this schedule may vary. The school should work with the peer review team chair to develop a coordinated schedule for the visit that meets the needs of the school and peer review team.

Time CT (Dallas)	Time ET (Tampa)	Time GST+1 (London)	Event	Focus	Participants	Location
Sunday						
14:00	15:00	20:00	Peer Review Team Meeting	Pre-meeting, discuss report, focus of the visit, any pressing matters	Peer Review Team	
Break						
15:15	16:15	21:15	Welcome meeting with school	Introductions, focus of the visit, housekeeping items	PRT, Dean, Vice Deans and accreditation team, Advisory Board, Alumni, Corporate members	
Break						
16:15	17:15	22:15	Advisory Board Members	Interaction between academics and industry	PRT and Advisory Board	
16:45	17:45	22:45	Social Time	Virtual Dinner, coffee, drinks, etc.	PRT, Dean, accreditation team, selected school individuals and various stakeholders	
End of Day 1						
Monday						
Strategic Management and Innovation						
8:00	9:00	14:00	Strategic Management	Mission, Innovation, Financial management and allocation of resources	Dean, PRT, key administrative staff as needed	
Break						
9:00	10:00	15:00	Research	Intellectual contributions, impact and alignment with mission	Director of research and research committee and/or research active scholars	

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Participants						
10:00	11:00	16:00	Faculty Management	Tenured Faculty	PRT and select tenured faculty	
10:45	11:45	16:45	Break			
11:00	12:00	17:00	Faculty Management (parallel session)	TT and Non-TT Faculty	PRT and select TT and non-TT faculty	
11:00	12:00	17:00	Faculty Management (parallel session)	Part-time/non-TT faculty	PRT and select part-time and non-TT faculty	
11:45	12:45	17:45	Extended Break			
12:15	13:15	18:15	Professional and Support Staff	Engagement, duties, development	PRT and professional and support staff members	
13:00	14:00	19:00	Break			
Previous Concerns and Consultation						
13:15	14:15	19:15	Previous Concerns/Consultative feedback/ Day 2 wrap up	Standards concerns from previous report and consultation	PRT, Dean, and key administrative staff	
14:00	15:00	20:00	Social Time (optional)	Coffee chat	PRT, Dean, and key administrative staff	
End of Day 2						
Tuesday						
Learning and Teaching						
08:00	09:00	14:00	AoL and Curriculum Management	Continuous improvement and curriculum adjustments	PRT, AoL, and Curriculum Committees	
09:00	10:00	15:00	Break			
9:15	10:15	15:15	Teaching Evaluation and Quality	Teaching Effectiveness	PRT, Select representatives from faculty	
10:00	11:00	16:00	Break			
10:15	11:15	16:15	Undergraduate Students (concurrent session)	Student Perspectives-support services, engagement, interactions, etc.	PRT (2 members) and selected undergraduate students	
10:15	11:15	16:15	Graduate Students (concurrent session)	Student Perspectives-support services, engagement, interactions, etc.	PRT (1 member) and selected graduate students	
11:00	12:00	17:00	PRT works on report			
End of Day 3						
Wednesday						

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08:00	09:00	14:00	PRT Meeting if needed	Writing report, discuss findings prior to exit meetings	PRT	
09:00	10:00	15:00	Exit Meeting	Review of draft report and recommendations	PRT, Dean, key administrative staff	
09:30	10:30	15:30	Break			
09:45	10:45	15:45	Meeting with President and Provost	Exit meeting	PRT, President, Provost, Dean	
Visit Concludes						