## British Columbia Institute of Technology

**Program Review - External Review Team Site Visit (via Zoom)**

**[Credential & Program name]**

**[date]**

**External Review Team:**

**[name], Chair**

**[name]**

**[name]**

**AGENDA**

8:30 – 8:45 Introductions, review of terms of reference and agenda

8:45 – 9:50 Discussion of Self-Study Report Findings and Recommendations (Self-Study Team)

9:50 – 10:00 Break

10:00 – 10:35 Meeting with program faculty

10:35 – 11:20 Meeting with program students and graduates

11:20 – 11:45 Meeting with PAC/Industry member(s)

11:45 – 12:15 Lunch break

12:15 – 1:00 ERT drafts verbal report (members of the Self‐Study Team and the APQA staff are available if requested by ERT)

1:00 – 1:30 ERT presents verbal report to Self-Study Team

1:30 Meeting adjourns

**Notes:**

1. When possible, the members of the External Review Team (ERT) should confer by telephone, in person, or by email shortly before the site visit to review the schedule, review documents, discuss any changes they would like to recommend to the schedule, and identify any additional documents they may require during the site visit. Coordinating this advance discussion will be the responsibility of the ERT Chair, supported by the Manager, Academic Planning & Quality Assurance (APQA). Any requests for schedule revisions or additional material requests should be communicated to the Manager, APQA.
2. Following the site visit, the External Review Team, led by the Chair, will write a final report (template provided) outlining their findings related to the Self-Study Report and site visit, as well as any further suggestions or recommendations related to the program.
3. Participants throughout the site visit include:
	1. External review team members
	2. Self-study team members (program champion, program/department head, faculty, associate dean, and instructional development consultant)
	3. VP Academic Office (Academic Planning & Quality Assurance)