



**DSA Program Review Schedule
TEMPLATE
Schedule of Events**

Day ONE

- 4:30PM Reviewers arrive
- 6:00 PM Social dinner with the unit

DAY TWO

- Organizational Team Breakfast on your own
Doubletree Hotel, 555 Foothill Blvd, Claremont, 909-626-2411
- 8:45AM INSERT NAME will meet you in Doubletree Lobby for transportation to HMC
- 9-9:50 Meet with Dean Marco Valenzuela, *Vice President for Student Affairs and Dean of Students*
Dean of Student's (DSA) office
- 10-10:50 Individual Meetings with Unit
- 10-:50-11:15 BREAK
- 11:15-12:00 Meet with relevant VP's (admissions, Faculty,
DSA Conference Room
- 12:10 -1:00 Lunch with Students
DSA Conference Room
- 1:15-2:00 Individual Meetings with Unit
- 2:15-2:45 Break
- 2:45-3:00 Individual Meetings with Associated DSA units
- 3:00-3:30 Individual Meetings with relevant Faculty/Committees
- 3:30-3:45 Break
- 4:00- 4:30 ASHMC/Students
- 4:30-5:00 Break, Return to Doubletree Hotel
INSERT NAME will meet you in the DSA conference room and transport you to Hotel

TIME Meet INSERT NAME in Doubletree Lobby for transportation to dinner

TIME Dinner with members of Student Affairs
INSERT RESTAURANT NAME, INFO

DAY THREE

Breakfast and Organizational Meeting for Review Team
INSERT NAME will meet you in Doubletree Lobby at 8:30 for transportation to HMC

9:00-9:30 Meet with Maria Klawe, *President of Harvey Mudd College*
President's Office

9:45-11:30 Closed Session for the review team to work on Report (can make this longer or shorter depending on meeting needs. At least 1 hour)

11:30-12:00 Exit meeting with Dean Marco Valenzuela
DSA Office

12:00 Return to Doubletree Hotel, visit concludes

Review Coordinator Contact:

Name, Title

Office Location

(909) 621-XXXX (office); (XXX) XXX-XXXX (mobile)