

UNITED ARAB EMIRATES UNIVERSITY – SEEKING ACCREDITATION VISIT SCHEDULE

IMPORTANT: Please read the notes on last page

MONDAY, NOVEMBER 9, 2015

TIME		Assistant Chair Les M. Kong	Chair Reed W. Dasenbrock	Team Member Anna M. DiStefano	Team Member Robert P. Allison	WSCUC Staff Richard Osborn
3-4 pm	Team arrives at Al Ain Rotana Hotel					
4-5:30 pm	Team meets in hotel in executive session to confirm assignments, refine areas of exploration, plan visit methods, review schedule					
5:30- 6:30 pm	Welcome Reception in Al Ain Rotana Hotel - Lulu Majilis					
6:30pm	Team dines in executive session at the hotel					

TUESDAY, NOVEMBER 10, 2015

TIME		Assistant Chair Les M. Kong	Chair Reed W. Dasenbrock	Team Member Anna M. DiStefano	Team Member Robert P. Allison	WSCUC Staff Richard Osborn
7:45 am	Team is transported to the United Arab Emirates University (pre-arranged transport by ALO)					
8-8:30 am	Meeting with the ALO and ALO support staff: orientation to team room, technology resources, facilities (B1002)					
8:30-9:30 am	Meeting with the CEO (Vice Chancellor) (Vice Chancellor Meeting Room) <i>(First 15 minutes with Chair Dasenbrock)</i>					
9:45- 10:45 am	Meeting with WSCUC Steering Committee (B1002)					
11 am - Noon	Meeting with “Senior Executive Council” (B1002)					
Noon	Lunch with Students & Alumni (5 tables – 1 team member and 9 students + alumni at each table) (Business Center {1})					
1-1:45 pm	QA, Institutional Planning, and Institutional Research (with RA) (B1004)	Learning Outcomes Assessment, Periodic Program Review (PPR), and Reps of Assessment Committee & PPR Committee (B1001)	QA, Institutional Planning, and Institutional Research (with LK) (B1004)	QA, Institutional Planning, and Institutional Research (with LK) (B1004)		
2-2:45 pm	Campus Tour (classrooms, faculty offices, shared labs, research lab, student village)					
2:45-4:15 pm	Team debriefing in executive session in team room (B1002)					
4:30-5:15 pm	College Deans (B1001)	College Deans (B1001)	Open Meeting with Faculty (Auditorium)	- CFO - Director: Budget & Planning (B1003A)	Open Meeting with Faculty (Auditorium)	
5:30-6:15 pm	Conference call with available US University Council Members (Vice Chancellor Meeting Room)					

6:30 – 8:30 pm	Transport team to hotel for dinner in executive session (reservations made by ALO); then, team works on report draft
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WEDNESDAY, NOVEMBER 11, 2015

TIME		Assistant Chair Les M. Kong	Chair Reed W. Dasenbrock	Team Member Anna M. DiStefano	Team Member Robert P. Allison	WSCUC Staff Richard Osborn
8 am	Team is transported to the United Arab Emirates University (pre-arranged transport by ALO)					
8:15–9 am		- Director: HR - Director: Academic Personnel - Director: National Faculty Program (with RA) (B1004)	- Dean of Graduate Studies - Director: Programs & Curriculum Office - Reps of Academic Affairs Council, - Grad Studies Council & UPCC (B1001)	- Director: HR - Director: Academic Personnel - Director: National Faculty Program (with LK) (B1004)	- Director: HR - Director: Academic Personnel - Director: National Faculty Program (with LK) (B1004)	
9–9:45 am		Open Meeting with Chairs of Academic Departments (with RA) (Business Center {1})	Open Meeting with Chairs of Academic Departments (with RA) (Business Center {1})	- Director: Foundation Program - Reps of Teaching Faculty in GE Program & Foundation Program (B1001)	Open Meeting with Chairs of Academic Departments (with LK) (Business Center {1})	Dean: University College - Director: General Education Program - Director: Student Academic Success Program - Director: Foundation Program - Reps of Teaching Faculty in GE Program & Foundation Program (B1001)

9:45–11:15 am	Team debriefing in executive session in team room <i>(B1002)</i>				
11:15 am-Noon	Chancellor & Members of the University Council <i>(Chancellor Meeting Room)</i>				
Noon–1pm	Lunch with Business Partners & Key Researchers <i>(5 tables – 1 team member and 9 partners/researchers per table) (Business Center {2})</i>				
1–1:45 pm	Open meeting with Staff <i>(with RA)</i> <i>(Business Center {1})</i>	Open meeting with Staff <i>(with RA)</i> <i>(Business Center {1})</i>	Open Meeting with Grad & Undergrad Students <i>(Auditorium)</i>	Open meeting with Staff <i>(with LK)</i> <i>(Business Center {1})</i>	Open Meeting with Grad & Undergrad Students <i>(Auditorium)</i>
2–2:45 pm	Director: CETL & Reps of Faculty Fellows <i>(B1004)</i>	- Director: Admission & Registration - Director: Center for Career Placement & Alumni <i>(B1001)</i>		Staff Professional Development <i>(B1003A)</i>	Director: CETL & Reps of Faculty Fellows <i>(B1004)</i>
2:45–3:45pm	Reps of External Auditor (KPMG) <i>(with RA) (B1004)</i>	- Chief Information Officer - Director, Library <i>(B1003A)</i>	- Students Activities - Co-Curricular Learning <i>(B1001)</i>	Director: Research Office <i>(B1002)</i>	Reps of External Auditor (KPMG) <i>(B1004)</i>
4 pm	Team transported to hotel				
4:15–6pm	Team break or meeting at hotel				
6 pm	Team dinner (Reservations made by ALO)				
7:30 pm	Team members draft sections of the report on their own				

THURSDAY, NOVEMBER 12, 2015

TIME		Assistant Chair Les M. Kong	Chair Reed W. Dasenbrock	Team Member Anna M. DiStefano	Team Member Robert P. Allison	WSCUC Staff Richard Osborn
8 am	Team members complete drafts of assigned sections of report either at institution or in hotel					
11 am	Team chair meets with CEO privately re: team commendations and recommendations <i>(Vice Chancellor Office)</i>					
11:30 am	Exit meeting with team and institution <i>(Auditorium)</i>					
Noon	Team leaves institution, members transported as needed (arranged by the ALO)					

ABBREVIATIONS:

- AD: Anna M. DiStefano
- ALO: Accreditation Liaison Officer
- B&P: Budget & Planning
- CDD: Campus Development Department
- CETL: Center for Excellence in Teaching & Learning
- CEO: Chief Executive Officer (Vice Chancellor)
- CFO: Chief Financial Officer
- DVC: Deputy Vice Chancellor
- GE: General Education
- HR: Human Resources Department
- LK: Les Kong
- PAIDD: Planning, Academic & Institutional Development Department
- PPR: Periodic Program Review
- QA: Quality Assurance
- RA: Robert P. Allison
- RD: Reed Dasenbrock
- Reps: Representatives
- RO: Richard Osborn
- SASP: Student Academic Success Program
- UPCC: University Programs & Curriculum Committee