

Sunday Morning February 22, 2009

Time	Activity	Instructor/ Interviewee	Location	Reviewers
10:00-10:15	Greetings/ Intro to work space		3 rd Floor Science Building A Room A317	All
10:15-11:00	Initial Briefing	Faculty, staff	4 th Floor Conference Room Liberal Arts Building B Room B463	All
11:00-11:50	Tour IEP and Campus	Director IEP/ Chair Margaret Combs Stephen Jacques		All
12:00-1:00	Lunch break			
Sunday afternoon				
1:00-1:45	Initial interview	Director IEP – Margaret Combs Coordinator RW – Michael McMurray Coordinator OC – Rebecca Loomis	4 th Floor Conference Room Liberal Arts Building B Room B463	All
2:00-2:30	Interview	Dean of Arts and Sciences Dr. Nizar Hamzeh	4 th Floor Liberal Arts Building B Room 464	All
2:30-3:00	Interviews	Faculty (2) long-time Don Prades and Sandra Stein	3 rd Floor Science Building A Room 315	Reviewer 1
		Coordinator RW – Michael McMurray Coordinator OC – Rebecca Loomis	3 rd Floor Science Building A Room 313	Reviewer 2
3:00-3:30	Interviews	Coordinator RW – Michael McMurray Coordinator OC – Rebecca Loomis	3 rd Floor Science Building A Room 313	Reviewer 1
		Faculty (2) Newcomers Garth Johnson Marisa Tessier	3 rd Floor Science Building A Room 346	Reviewer 2

Time	Activity	Instructor/ Interviewee	Location	Reviewers
3:30-4:00		Lab Assistant Jabran Butt Lab Coordinator David Hart	Central Campus Room C003	Reviewer 1
4:00-4:30	Interview	Faculty (2)	Liberal Arts Building B Ground Floor Auditorium	Reviewer 1
5:00-7:00	Document Review		Science Building A 3rd Floor Conference Room C317	

Monday Morning February 23, 2009

Time	Activity	Instructor/ Interviewee	Location	Reviewers
8:30-9:00	Team Work time		Science Building A 3rd Floor Conference Room C317	
9:00-9:30	Observe	Oral Communications Level 2-New faculty - Marisa Tessier	Central Campus Building C Room C006	Reviewer 1
	Observe	Oral Level 3- Old Faculty- Kimberly Suffi	Central Campus Building C Room C008	Reviewer 2
9:30-10:00	Observe	Reading and Writing Level 1-New faculty- Debra Hoffer	Central Campus Building C Room C005	Reviewer 1
	Observe	Reading and Writing Level 3-Old faculty- Beth Awwad	Central Campus Building C Room C007	Reviewer 2
	Interview	Executive Director of Finance Ernest Conklin (may be out of town) Lalitha Varadarajan	2nd Floor Administration Building D Room D007	O'Donnell
10:00-10:30	Break		Science Building A 3rd Floor Conference Room A317	

Time	Activity	Instructor/ Interviewee	Location	Reviewers
11:00-11:30	Interview	Dean of Student Affairs Dr. Carol Ross	Building G Admissions and Registration Ground Floor Room G005	Reviewer 1
	Interview	Admissions Director Maher Dabbouseh	Building G Admissions and Registration Room G010	Reviewer 2
11:30-12:00	Interview	Director of Student Life Damian Medina	Science Building A Ground Floor Room A004	Reviewer 1
	Interview	Human Resources Director Cecil Hill Assistant Director Norma Badran	Building D Administration 2nd Floor Room D004	Reviewer 2
12:00-1:00	Lunch Break			
1:00-1:30	Interview	Full-time faculty member Kimberly Suffi Joy Zreba	Science Building A 3rd Floor Room A314	Reviewer 1
	Interview	Accreditation team members Stephen Jacques Sandra Stein	Science Building A 3rd Floor Room A316	Reviewer 2
1:30-2:00	Team Work Time		Science Building A 3rd Floor Room A313	All
2:00-2:30	Interview	Assistant Dean of Students Theodore (Tadd) Kruse	Science Building A 2nd Floor Room A211	Reviewer 1
	Interview	Student workers – Adhari Al Qadri Sami h Damerji	Central Campus Building C Room C003	Reviewer 2
2:30-3:00	Break		Science Building A 3rd Floor Conference Room C317	

Time	Activity	Instructor/ Interviewee	Location	Reviewers
3:00-3:30	Interview	Director of Student Success Joanne Hands	Liberal Arts Building B 5th Floor Room B506	Reviewer 1
		Director/ Public Relations and Marketing Amal Binali	3 rd Floor Administration Building D	Reviewer 2
	Interview	Registrar Jill Allgier	Building G Admissions and Registration Ground Floor Room G016	CEA Rep
3:30-4:00	Interview	Students/Girls & Boys (or separately)	Liberal Arts Building B Ground Floor Auditorium	Reviewer 2
	Observe	Reading and Writing Level 3-New faculty and non-native speaker- Abdulaziz Abal	Central Campus Building C Room C008	Reviewer 1
4:00-4:30	Interview	English Department – Dr. Rawda Awwad	4ht Floor Liberal Arts Building B Room B429	Reviewer 2
	Interview	Students/Girls & Boys (or separately)	Liberal Arts Building B Ground Floor Auditorium	Reviewer 1

Tuesday February 24, 2009

Time	Activity	Instructor/ Interviewee	Location	Reviewers
9:00-9:45	<i>Interview</i>	Director IEP Margaret Combs	Science Building A 3rd Floor Room A311	All
9:45-3:00	<i>Team work</i>		Science Building A 3rd Floor Conference Room A317	All
3:00	<i>Exit Briefing</i>	Director IEP – Margaret Combs Coordinator RW – Michael McMurray Coordinator OC – Rebecca Loomis	Liberal Arts Building 4th Floor Conference Room B463	All

Wednesday February 25, 2009

10:30-11:00	<i>Interview</i>	President Dr. Marina Tolmacheva	Administrative Building D 4th Floor Room D417	All
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