

Sample Visit Schedule

Date / Time	Chair	Vice-Chair	General Visitor(s)	Program Visitor(s)
SUNDAY				
11:00	Team meets at the Hotel			
12:00	Team Lunch at the hotel with the Dean			
13:15	Leave for the Institution			
13:30 – 15:00	Examination of materials associated with all courses in each of the engineering programs (i.e., engineering courses, service courses, etc.). Course materials include course outlines, lecture notes, course materials posted on the web, textbooks, graded problem sets (good, medium and poor), graded mid-term tests, graded examinations, graded assignments including laboratory assignments, student design reports, models of equipment constructed by students and other evidence of student performance, laboratory instruction sheets and manuals, etc.). Department Chairs and Engineering Program Coordinators to be available.		Examination of materials associated with all courses in each of the engineering programs (i.e., engineering courses, service courses, etc.). Course materials include course outlines, lecture notes, course materials posted on the web, textbooks, graded problem sets (good, medium and poor), graded mid-term tests, graded examinations, graded assignments including laboratory assignments, student design reports, models of equipment constructed by students and other evidence of student performance, laboratory instruction sheets and manuals, etc.). Department Chairs and Engineering Program Coordinators to be available.	
15:00 – 16:00	Overall Tour of Engineering Facilities for Team Chair.			
16:00 – 17:30	Return to room with course materials to continue examination of materials.			
17:30	Return to the Hotel			
18:00 – 20:00	CEAB Team dinner at the Hotel			
20:00 – 22:00	CEAB Team meeting at the Hotel			
MONDAY				
7:45	Gather in Hotel lobby to leave for institution.			
8:00 – 8:15	Team arrival and Welcome/Introductory Remarks (Dean, Associate Deans, Department Chairs, Program Coordinators)			
8:15 – 9:15	Overall Engineering Planning, Operation, Organization and Administration, meeting with the Dean		Meeting with Department Chair or xxxx Engineering Program Coordinator	
9:15 – 10:00	Meeting with the President of the Institution		Tour of undergraduate laboratories (with students working in the labs), computer facilities, workshop facilities, etc.	
10:00 – 10:15	Meeting with Provost/Vice President (Academic), or equivalent			
10:15 – 10:45				
10:45 – 11:30	Meeting with Vice President, Finance and Administration (or Chief Financial officer)			
11:30 – 12:15	Meeting with Vice President, Research			
12:15 – 13:00	Informal lunch with Dean and Associate Deans		Working lunch with Department Chair, Associate Chairs, and Engineering Program Coordinators	

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13:00 – 13:45	Meeting with Dean of Science (if responsible for Math, Chemistry, Physics, Computing, etc. courses)			Continue individual meetings with xxxx engineering faculty members (each of approx. 30 minutes duration). Depending on the number of the faculty members, these can be either individual meetings (preferable), or meetings with small groups of faculty involved with particular curriculum elements (such as engineering design, final year courses, intermediate courses, introductory courses, electives, etc.)	
13:45 – 14:30	Meeting with Dean of Graduate Studies	Meeting with other Vice Presidents or Associate Vice Presidents (such as External Relations/Fundraising, Student Services, Human Resources, etc.)			
14:30 – 15:15	Meeting with Registrar (Admissions, Advanced standing, Transfer Credit, etc.)	Visit Library and meeting with key library staff for engineering.			
15:15 – 15:30	Meeting with Director of Student Services or Student Services Office	Interactions with Professional Engineering Association			
15:30 – 16:00					
16:00 – 17:00	Meeting with engineering students involved in engineering clubs/societies and special activities/projects (approximately 15 students). There could be two or three parallel meetings depending on the number of students and the number of General Visitors.			Meeting with xxxx Engineering students from years 1 to 4 (approx. 15)	
17:15	Return to the Hotel				
18:00 – 20:00	CEAB Team dinner (preferably at a restaurant outside of the Hotel that is recommended by the Institution)				
20:00 – 23:00	CEAB Team meeting at the Hotel				
TUESDAY					
7:45	Gather in Hotel lobby to leave for the Institution.				
8:00 – 8:30	Meet with the Dean concerning questions arising from Monday evening meeting and any schedule or visit arrangements for Tuesday.			Meet with Department Chair or xxxx Engineering Program Head, arrange any schedule changes	
8:30 – 8:45				Meet with xxxx Engineering technical staff.	
8:45 – 9:00				Tours of laboratories, classrooms, etc. with students engaged in laboratory work.	Meet with xxxx Engineering office staff, clerical staff, and student advisors.
9:00 – 9:30					
9:30 – 10:00	Meet with Associate Dean or other staff responsible for student records and academic affairs	English/Communications Curriculum	Industrial & Worker Safety curriculum	Continue individual meetings with xxxx engineering faculty members (each of approx. 30 minutes duration). Depending on the number of the faculty members, these can be either individual meetings (preferable), or meetings with small groups of faculty involved with particular curriculum elements (such as engineering design, final year courses, intermediate courses, introductory courses, electives, etc.)	
10:30 – 11:00	Co-operative Education, Work Experience and/or Internship programs	Mathematics Curriculum	Impact of Technology on Society curriculum. Also ethics, equity, environmental stewardship and sustainability curriculum.		
11:00 – 11:30	Dean of Arts for HSS type courses taken by engineering students	Physics Curriculum and Labs	Engineering Economics curriculum.		
11:30 – 12:00	Dean of Business for management courses taken by engineering students	Chemistry Curriculum and Labs	Project management curriculum		
12:00 – 15:00	Lunch and team meeting, preparation of CEAB Program Visitor reports.				
15:00 – 16:00	CEAB exit meeting with reporting of consolidated summary of findings by the Team Chair to the Dean, Associate Deans, Department Chairs and the Program co-ordinators.				
16:00	Depart for airport or return to hotel				