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| **PEOPLE** |
| [ ]  Students, faculty, staff meeting the reviewers are given a meeting time and space at least two weeks in advance |
| [ ]  Someone with the schedule, cell phone, and a watch is available to take group from event to event and answer questions or supply additional materials |
| **OFFICE** |
| [ ]  Provide a private and secure space for the external reviewers to meet and collaborate |
| [ ]  Computer access |
| [ ]  Phone number of point person  |
| [ ]  Note pads, pens/pencils, post-it notes |
| [ ]  Stapler, paper clips, three hole punch  |
| [ ]  Water |
| [ ]  Snacks, gum, etc. |
| **EVIDENCE DOCUMENTATION** |
| [ ]  The Hoot |
| [ ]  Copy of Fall and Spring Schedules  |
| [ ]  Hard copy of Self-Study  |
| [ ]  Marketing materials |
| [ ] Any other relevant materials that were not included in Self-Study  |