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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 |