

Agenda
NACADA CONSULTANT VISIT TO <Institution>
<Date>

Monday

9:00am – 10:00am: **Meeting with Academic Advising Task Force (AATF) Members**

<location>

College of Arts & Sciences Faculty:

- <name of attendee and title>
- <name of attendee and title>

College of Business Faculty:

- <name of attendee and title>

<name of attendee and title>

College of Education & Health Sciences Faculty:

- <name of attendee and title>

<name of attendee and title>

Professional Staff Advisors:

- <name of attendee and title>
- <name of attendee and title>

Student Members:

- <name of attendee and title>
- <name of attendee and title>

10:00am-10:30am: **Break**

10:30am – 11:30am: **Meeting with College of Arts & Sciences**

<location>

Dean:

- <name>

Chairs:

- <name and title>
- <name and title>

Other Faculty from the College of Arts & Sciences:

11:30am – 12:30pm: **Meeting with College of Business**

<location>

Dean:

- <name>

Chairs:

- <name and title>
- <name and title>

Professional Staff Advisor:

- <name and title>

Other Faculty from the College of Business:

12:30pm – 1:30pm: **Lunch Meeting with Professional Advising Staff (on-campus students)**
<location>

- <name and title>
- <name and title>

1:30pm-2:00pm: **Break**

2:00pm – 3:00pm: **Meeting with College of Education & Health Sciences**
<location>

Co-Interim Deans:

- <name and title>
- <name and title>

Chairs:

- <name and title>
- <name and title>

Other Faculty from the College of Education & Health Sciences:

- <name and title>
- <name and title>

3:00pm – 4:00pm: **Student Meeting**
<location>

4:00pm – 4:30pm: **<name>, University President &
<name>, Vice President for Academic Affairs**
<location>

Tuesday

8:45am - 9:30am: **Meeting with Advisors for Online and Distance Degree Students**
<location>

Online:

- <name and title>
- <name and title>

Dual Credit:

- <name and title>

On-Campus at <location 1>:

- <name and title>

On-Campus at <location 2>:

- <name and title>
- <name and title>

On-Campus at <location 3>:

- <name and title>

9:30am – 10:15am: **Meeting with Financial Aid, Registrar & Institutional Research**
<location>

- <name and title>
- <name and title>

10:15am – 11:00am: **Meeting with Admissions, Center for Engaged Teaching & Learning (First-Year Experience Learning Communities), Student Success Center (Orientation & Career Services)**

<locations>

- <name and title>
- <name and title>

11:00am - 11:15am: **Break**

11:15am - 12:00pm: **Campus Tour**

- <name and title>

12:00pm – 12:15pm: **Break**

12:15pm – 1:30pm: **Lunch with Students**

<location>

1:30pm – 2:30pm: **Meeting with Athletics, Office of International Programs, Honors Program, Native American Center & Veterans Center**

<location>

- <name and title>
- <name and title>

2:30pm - 3:30pm: **Exit Interview: Academic Advising Task Force, Vice President Academic Affairs & University President**

<location>

