

# OFFICE OF THE PROVOST



## RISD Academic Program Review (APR) Visiting Committee Chair Responsibilities

### Pre-Visit

- Review the department self-study to identify key questions for review.
- Review RISD's APR Code of Conduct and APR Visiting Committee Guidelines.

### Upon Confirmation of Full Committee Membership

- Communicate with committee members to introduce yourself and discuss the parameters of the visit.
- Assign committee members areas of focus during the visit, based on the key questions identified in the department self-study.
- With members, determine if the on-site visit schedule will enable the committee to address the self-study's key questions, or whether 1-2 additional meetings may be needed.

### During the Visit

- Ensure that the committee is focused on the key questions of the self-study.
- Determine and request adjustments to visit schedule, if needed.
- Facilitate each meeting and ensure they end on time.
- Remind members to compile thorough notes and begin draft of sections while on-site.
- Prepare for exit meeting by summarizing committee's major findings.
- Collect draft notes from committee members.

### Post-Visit

- Prepare and circulate draft of full committee report to committee members for review and feedback.
- Submit final report to the Vice-Provost (at [programreview@risd.edu](mailto:programreview@risd.edu)) four weeks after the visit.