

COMMITTEE VISIT SCHEDULE

MASTER SCHEDULE

All times are tentative depending upon committee's needs.

Date/Time	Event/Meeting	Location	Taylor Room Set Up	JMU Catering	Holiday Inn Catering	People Involved
<i>APRIL 1</i>						
8:00 a.m.-12:00 p.m.	Staff Set Up	Harrison, Monroe rooms at Holiday Inn				Holiday Inn Events, JMU Tech, WG
8:00 a.m.-5:00 p.m.	Set up all rooms in Taylor	Taylor Hall floors 3&4	Per Diagrams			JMU Event Mgt
1:00-5:00 p.m.	Staff Set Up - Stock Committee Work Room, set up copier, printer, computers, set up command center	Taylor Hall Rooms 311 and 306	Per diagrams - will stay the same April 1-4	Snacks for Staff- snack mix, gold fish, cookies, coffee, water, hot water/tea, soft drinks		JMU Catering, JMU Tech, WG
2:00 p.m.	Airport Pick Up	CHO				Blake Shepherd (chauffeur), [REDACTED]
3:00 p.m. (approximately)	[REDACTED] hotel check in	Holiday Inn Harrisonburg				Tina Grace, Cindy Chiarello
3:15 p.m.	Airport Pick Up	Dulles				Charles Lam (chauffeur), [REDACTED]
4:00 p.m.	Airport Pick Up	CHO				Wayne Hensley (chauffeur), [REDACTED] [REDACTED]

5:00-10:00 p.m.	Holiday Inn Restaurant open. (Room service available until 9:30 p.m.)	Holiday Inn Harrisonburg			Holiday Inn Restaurant open. (Room service available until 9:30 p.m.)	
5:00-7:00 p.m.	JMU Tech on standby	Holiday Inn Harrisonburg				JMU Tech
5:00 p.m.	██████████ ██████████ hotel check in	Holiday Inn Harrisonburg				Tina Grace, Cindy Chiarello
5:15 p.m.	██████████ hotel check in	Holiday Inn Harrisonburg				Tina Grace, Cindy Chiarello
5:30 p.m.	██████████ ██████████ ██████ hotel check in	Holiday Inn Harrisonburg				Tina Grace, Cindy Chiarello
6:30 p.m.	Airport Pick Up	Dulles				Keron Hutchinson (chauffeur), ██████████
7:00 p.m.	Blake will be available to drive members to local restaurants if they desire.	Holiday Inn Lobby				Blake Shepherd (chauffeur)
8:30 p.m.	██████████ ██████████ hotel check in	Holiday Inn Harrisonburg				Tina Grace, Cindy Chiarello
<i>APRIL 2 (DAY 1)</i>						
7:30 a.m.-6:00 p.m.	Beverage Station	Monroe Room,			All day beverage	Holiday Inn Catering

	Available	Holiday Inn			station- hot tea, coffee, iced tea, soda (coke products), crystal light, juices (grape, orange, apple, cranberry, vegetable)	
7:30-9:00 a.m.	Breakfast available	Monroe Room, Holiday Inn			Breakfast Buffet- Scrambled eggs, bacon, sausage, skillet brown potatoes, bagel & cheese, yogurt bar, cereals and milk, coffee, orange juice, water, hot water for tea	Holiday Inn Catering
8:00 a.m.-12:30 p.m.	Staff Set Up/Work	Taylor Hall Room 311		pretzels, trail mix, fruit, coffee, water, hot water/tea, soft drinks		JMU Catering
9:00 a.m.- 2:00 p.m.	JMU Tech on standby	Holiday Inn Harrisonburg				JMU Tech
12:00-2:00 p.m.	Committee Orientation Meeting, Lunch	Harrison Room, Holiday Inn, food set up in Monroe room			Sandwich buffet- sliced roast beef, ham, turkey, American, swiss, provolone cheese, wheat and white	Holiday Inn Catering, Tina Grace, JMU Tech

					bread, pickels, potato salad, cole slaw, tossed salad, chips, dessert, coffee, tea, water	
12:00 p.m.	Transportation on stand-by for committee	Holiday Inn Harrisonburg				Blake Shepherd (chauffeur)
12:30-5:00 p.m.	Snacks for staff and interviewees	Taylor Hall Room 311		pretzels, trail mix, fruit, coffee, water, hot water/tea, soft drinks		JMU Catering
2:10 p.m.	Committee travel to JMU campus	Transportation departs from Holiday Inn Lobby, arrives at Taylor Hall				Blake Shepherd (chauffeur), committee
2:30-5:00 p.m.	JMU Tech on standby	Taylor Hall				JMU Tech
2:30-3:00 p.m.	Opening Meeting	Taylor Hall Room 405	Per diagram	Vegetable display, dips and chips, mini-cookies, coffee, water, hot water/tea, iced tea		JMU Catering, Committee, Jon Alger, Jerry Benson, Art Dean, Maggie Evans, Donna Harper, Charlie King, Nick Langridge, Mark Warner, Susan Wheeler, Brian Charette, Herb Amato, Ann Myers, Robin Anderson, Frank Doherty, Teresa Gonzalez, Tina Grace, Randy Mitchell, Kristi Shackelford, Donna Sundre, Lee Sternberger, Bill Hawk, Lori Pyle, Keston Fulcher, Josh Bacon, David McGraw, Cindy Chiarello, John Knight, Linda Halpern
3:00-4:00 p.m.	Committee Meeting with QEP Leadership	Taylor Hall Room 405	Already set (same diagram)	same as above		JMU Catering, Lee Sternberger, Bill Hawk, Lori Pyle, Keston Fulcher, Josh Bacon, David McGraw, Andy Perrine, Bob Kolodinsky
4:00-5:00 p.m.	Committee review/interviews on	Taylor Hall Interviews: Taylor	Already set - does not change	Committee Snacks Taylor 306 - fruit		JMU Catering

	campus	Hall Rooms 305, 307, 309, 400, 402		display, cheese and cracker display, dessert bars, coffee, hot water/tea, soft drinks, bottled water		
4:00-5:00 p.m.	Committee Review on Campus: work room	Taylor Hall Room 306				
4:00-5:00 p.m.	JMU Staff post interviews	Taylor Hall Room 302				WG
4:00-4:20 p.m.	Dr. [REDACTED] Standards: CS 3.13.3 (Policy Compliance – Complaints) FR 4.5 (Student Complaints)	Taylor Hall Room 402				Mark Warner, Senior Vice President, Student Affairs and University Planning James Robinson, Director, Office of Equal Opportunity Jim McConnel, Associate Vice President, Student Life; Dean of Students Susan Wheeler, University Counsel Teresa Gonzalez, Vice Provost, Academic Programs Art Dean, Special Assistant to the President, Staff & Student Diversity Josh Bacon, Director, Office of Judicial Affairs
4:00-4:30 p.m.	Dr. [REDACTED] Dr. [REDACTED] Standard: CS 3.3.2 (Quality Enhancement Plan)	Taylor Hall Room 303				Jon Alger, President, James Madison University Jerry Benson, Provost & Senior Vice President, Academic Affairs Charlie King, Senior Vice President, Administration & Finance John Knight, Associate Vice President, Finance Diane Stamp, Assistant Vice President, Budget Management Lee Sternberger, Associate Provost and Executive Director, Office of International Programs
	[REDACTED] Standards:	Taylor Hall Room 307				Donna Harper, Senior Vice President, Access & Enrollment Management Lisa Tumer, Director, Financial Aid & Scholarships

	CS 3.10.2 (Financial aid audits) FR 4.7 (Title IV program responsibilities)				
	██████████ Standard: FR 4.1 (Student achievement)	Taylor Hall Room 305			Jim Shaeffer, Associate Vice Provost, Outreach & Engagement Donna Sundre, Executive Director, Center for Assessment & Research Studies Keston Fulcher, Associate Director, Center for Assessment & Research Studies Robin Anderson, Academic Unit Head, Graduate Psychology
	Dr. ██████████ ██████████ Standard: CS 3.7.1 (Faculty Qualifications) Graduate Teaching Assistants	Taylor Hall Room 309			Reid Linn, Dean, The Graduate School Carol Hurney, Executive Director, Center for Faculty Innovation Cindy O'Donoghue, Academic Unit Head, Communication Sciences & Disorders Larry Burton, Academic Unit Head, Writing, Rhetoric & Technical Communication Mary Jean Speare, Associate Director and Graduate Program Director, School of Music
4:20-4:40 p.m.	Dr. ██████████ Standard: CR 2.10 (Student Support Services)	Taylor Hall Room 402			Mark Warner, Senior Vice President, Student Affairs and University Planning Randy Mitchell, Associate Vice President, Student Success Casey Carter, Associate Athletic Director, Student Athlete Services Dale Hulvey, Associate Vice President, Information Technology Marsha Mays-Bernard, Associate Vice President, Multicultural Awareness & Student Health Jim McConnel, Associate Vice President, Student Life; Dean of Students
	Dr. ██████████ Standard: 3.5.2(Institutional	Taylor Hall Room 400			Michele White, Registrar Teresa Gonzalez, Vice Provost, Academic Programs

	credits for a degree) 4.4 (Program length)					
4:30-5:00 p.m.	Dr. [REDACTED] Standard: CS 3.3.1 (Institutional Effectiveness)	Taylor Hall Room 305				Donna Sundre, Executive Director, Center for Assessment & Research Studies Keston Fulcher, Associate Director, Center for Assessment & Research Studies Robin Anderson, Academic Unit Head, Graduate Psychology David Jeffrey, Dean, College of Arts & Letters Rich Harris, Director, Community Service-Learning
	Dr. [REDACTED] Standard: CS 3.2.10 (Administrative staff evaluations)	Taylor Hall Room 303				Jerry Benson, Provost & Senior Vice President, Academic Affairs Rick Larson, Associate Vice President, Human Resources, Training & Performance Diane Yerian, Director, Human Resources
4:40-5:00 p.m.	Dr. [REDACTED] Dr. [REDACTED] Standards: CS 3.13.4a (Distance Education) FR 4.8 (Distance Education)	Taylor Hall Room 402				Jim Shaeffer, Associate Vice Provost, Outreach & Engagement Linda Halpern, Dean, University Studies Dale Hulvey, Associate Vice President, Information Technology Ralph Alberico, Dean, Libraries & Educational Technologies Sarah Cheverton, Associate Dean, Center for Instructional Technologies
5:00 p.m.-8:00 a.m.	JMU Tech on standby	Holiday Inn Harrisonburg				JMU Tech
5:00 p.m.	Committee Travel to Hotel	Transportation departs from Taylor Hall, arrives at Holiday Inn Lobby			All day beverage service (as above) until 6:00 p.m.	Blake Shepherd (chauffeur), committee
5:30 p.m.	Committee Meeting	Harrison Room,				Holiday Inn Catering

		Holiday Inn				
6:10 p.m.	Committee Travel to Dinner	Transportation departs from Holiday Inn Lobby, arrives at The Chop House				Blake Shepherd (chauffeur), committee
6:30 p.m.	Private Committee Dinner	The Chop House				Committee
<i>APRIL 3 (DAY 2)</i>						
6:30-8:00 a.m.	Breakfast available	Monroe Room, Holiday Inn			Breakfast Buffet- Fresh fruit, scrambled eggs, bacon, sausage, skillet brown potatoes, bagel & cheese, yogurt bar, cereals and milk, coffee, orange juice, water, hot water for tea	Holiday Inn Catering
7:30 a.m.-6:00 p.m.	Beverage Station Available	Monroe Room, Holiday Inn			All day beverage station- hot tea, coffee, iced tea, soda (coke products), crystal light, juices (grape, orange, apple, cranberry, vegetable)	Holiday Inn Catering

8:00-12:00 a.m.	Snacks for staff and interviewees	Taylor Hall Room 311		snack mix, danish, muffins, croissants, fruit display, coffee, hot water/tea, water		JMU Catering
8:00 a.m.	JMU Tech on standby	Taylor Hall				JMU Tech
8:00 a.m.	Committee Snacks set	Taylor Hall Room 306		Committee Work Room (starting at 8:00 a.m.) outside Taylor 306- cinnamon rolls, fruit tray with dip, mixed nuts, coffee, hot water/tea, soft drinks, bottled juice, bottled water		JMU Catering
8:10 a.m.	Committee travel to JMU campus	Transportation departs from Holiday Inn Lobby, arrives at Taylor Hall				Blake Shepherd (chauffeur), committee
8:30-9:30 a.m.	Entire Committee Topic: QEP (Focus Group)	Taylor Hall Room 405	CHANGE - Per diagram			Lee Sternberger, Associate Provost and Executive Director, Office of International Programs Bill Hawk, Professor, Philosophy & Religion Bob Kolodinsky, Associate Professor, Management Mark Piper, Assistant Professor, Philosophy & Religion David McGraw, Professor, Integrated Science & Technology; Speaker, Faculty Senate Lori Pyle, Business Analyst, Information Systems Josh Bacon, Director, Office of Judicial Affairs

						<p>Tisha McCoy-Ntiamoah, Director, Orientation</p> <p>Randy Mitchell, Associate Vice President, Student Success</p> <p>Andy Perrine, Associate Vice President, Communications, Marketing and Public Affairs</p> <p>Ed Brantmeier, Assistant Director, Center for Faculty Innovation</p> <p>Keston Fulcher, Associate Director, Center for Assessment & Research Studies</p>
9:30-11:45 a.m.	Interviews, Committee Work	Taylor Hall 306 Interviews: Taylor Hall Rooms 305, 307, 309, 400, 402				
9:30-11:45 a.m.	JMU Staff post interviews	Taylor Hall Room 302				
9:30-10:00 a.m.	Dr. [REDACTED] Standard: CS 3.2.13 (Institution-related entities)	Taylor Hall Room 307				<p>Nick Langridge, Senior Vice President, University Advancement</p> <p>Susan Wheeler, University Counsel</p> <p>Chris Pipkins, Associate Vice President, Advancement Information Systems</p>
	Dr. [REDACTED] Dr. [REDACTED] Topic: QEP (Assessment)	Taylor Hall Room 402				<p>Lee Sternberger, Associate Provost and Executive Director, Office of International Programs</p> <p>Keston Fulcher, Associate Director, Center for Assessment & Research Studies</p> <p>Lori Pyle, Business Analyst, Information Systems</p> <p>Bo Bashkov, Doctoral Assistant, Assessment & Measurement</p>
	[REDACTED] Standard: CR 2.11.1 (Financial Resources) CS 3.10.3 (Control of	Taylor Hall Room 303				<p>Charlie King, Senior Vice President, Administration & Finance</p> <p>John Knight, Associate Vice President, Finance</p> <p>Mike Davis, Director, Facilities Management</p> <p>Ken Newbold, Director, Research Development</p> <p>John Hulvey, Director, Sponsored Programs</p> <p>Jini Cook, Director, Real Property/Space Management</p>

	finances) CS 3.11.3 (Physical facilities) CS 3.10.4 (Control of sponsored research /external funds)					
	Dr. [REDACTED] [REDACTED] [REDACTED] Standard: CS 3.7.2 (Faculty evaluation) CS 3.4.11 (Academic program coordination)	Taylor Hall Room 305				Jerry Benson, Provost & Senior Vice President, Academic Affairs Teresa Gonzalez, Vice Provost, Academic Programs Reid Linn, Dean, The Graduate School
10:00-10:30 a.m.	Dr. [REDACTED] Standard: CR 2.8 (Adequate Faculty) CS 3.7.1 (Faculty Qualifications)	Taylor Hall Room 305				Jerry Benson, Provost & Senior Vice President, Academic Affairs Teresa Gonzalez, Vice Provost, Academic Programs Reid Linn, Dean, The Graduate School
10:30-11:00 a.m.	Dr. [REDACTED] Standard: CS 3.4.3 (Admissions Policies) FR 4.6 (Recruitment Materials) FR 4.3 (Publication of Policies)	Taylor Hall Room 309				Donna Harper, Senior Vice President, Access & Enrollment Management Michael Walsh, Dean, Admissions Reid Linn, Dean, The Graduate School Andy Perrine, Associate Vice President, Communications, Marketing and Public Affairs Linda Combs, Director, University Business Office
12:15-1:30 p.m.	Luncheon #1 Governing Board JMU	Taylor Hall Room 303		served or upscale		JMU Catering, Mr. Funkhouser, Mrs. Forbes, President Alger, Donna

	BOV			buffet lunch		Harper, ██████████
12:15-1:30 p.m.	Luncheon #2 Students QEP	Taylor Hall Room 404	Per diagram	served or upscale buffet lunch		JMU Catering, Amanda Hoffman, Taylor Selby, Michael Gears, Stephanie Capasso, Brian Casassa, Abby Ware, Matt Klein, Josh Humphries, Claire Williams, Tiffany Rasnake, Rachel Lewis, James Berling, Robert Livengood
12:15-1:30 p.m.	Luncheon #3 Faculty QEP	Taylor Hall Room 405	Already set per diagram	served or upscale buffet lunch		JMU Catering, Tim Louwers, David McGraw, Bob Kolodinsky, Bill Hawk, Fletcher Linder, Ed Brantmeier, Phil Heap, H Gelfand, Amanda Biesecker
12:15-1:30 p.m.	staff lunch	Taylor Hall Room 311		boxed sandwich lunches w/ salad, chips, cookie, beverage, sodas		JMU Catering, Cindy Chiarello, Tina Grace, Kristi Shackelford, Herb Amato, Ann Myers, Brian Charette, Prabin Lama, JMU Student Ambassadors, JMU Tech
1:00-5:00 p.m.	snacks for staff and interviewees	Taylor Hall Room 311		gold fish, finger sandwiches, dessert bars, coffee, hot water/tea, water, soft drinks		JMU Catering
1:30-3:00 p.m.	Committee members continue reviews/interviews on campus (if necessary)	Taylor Hall Interviews: Taylor Hall Rooms 305, 307, 309, 400, 402		Committee food outside Taylor 306 - trail mix, gold fish, cilantro chicken salad phyllo cup, fruit skewers, coffee, hot water/tea, soft drinks, bottled water		JMU Catering
1:30-3:00 p.m.	JMU Staff post interviews (if	Taylor Hall Room 302				

	necessary)					
3:00 p.m.-8:00 a.m.	JMU Tech on standby	Holiday Inn Harrisonburg				JMU Tech
3:00 p.m.	Committee Travel to Hotel	Transportation departs from Taylor Hall, arrives at Holiday Inn Lobby				Blake Shepherd (chauffeur), committee
3:00-6:00 p.m.	Snacks for Committee	Monroe Room, Holiday Inn			Snacks- Vegetable crudité, fresh vegetables with dip, brownies All Day Beverage Station (as above) until 6:00 p.m.	Holiday Inn Catering
3:00-5:30 p.m.	Dr. Warner's Class	Taylor Hall Room 405	CHANGE - Per Diagram			
3:20-4:30 p.m.	Committee individual work time	Holiday Inn				Holiday Inn Catering
4:30-6:00 p.m.	Committee meets to discuss findings	Harrison Room, Holiday Inn				Holiday Inn Catering
6:10 p.m.	Committee Travel to Dinner	Transportation departs from Holiday Inn Lobby, arrives at L'Italia				Blake Shepherd (chauffeur), committee
6:30 p.m.	Private Dinner	L'Italia				Committee

APRIL 4 (DAY 3)						
6:30-8:00 a.m.	Breakfast available	Monroe Room, Holiday Inn			Breakfast Buffet- Fresh fruit, scrambled eggs, bacon, sausage, skillet brown potatoes, bagel & cheese, yogurt bar, cereals and milk, coffee, orange juice, water, hot water for tea	Holiday Inn Catering
7:30 a.m.-6:00 p.m.	Beverage Station Available	Monroe Room, Holiday Inn			All day beverage station- hot tea, coffee, iced tea, soda (coke products), crystal light, juices (grape, orange, apple, cranberry, vegetable)	Holiday Inn Catering
before 8:00 a.m.	██████████ ██████████ ██████████ ██████████ hotel check out	Holiday Inn				Tina Grace
8:00-11:30	Snacks for staff	Tylor Hall Room 311		trail mix, Danish, muffins, croissants, fruit w/ dip, coffee, hot water/tea,		JMU Catering

				water, soft drinks		
8:10 a.m.	Committee travel to JMU campus	Transportation departs from Holiday Inn Lobby, arrives at Taylor Hall				
8:00-10:00 a.m.		Taylor Hall Room 405	CHANGE - Per Diagram	Continental Breakfast- pastries, bagels, cream cheese, fruit tray, yogurt parfaits, bottled juice, coffee		JMU Catering
8:00-10:30 a.m.	Committee Work room open (for committee members)	Taylor Hall Room 306				
8:30-10:30 a.m.	Return MIFI device (and laptop if you are using a JMU laptop)	Taylor Hall Room 311				
8:30-9:00 a.m.	██████████ ██████████ Meet with President Alger	Taylor Hall Room 303				JMU Catering
9:00-10:00 a.m.	Exit Conference	Taylor Hall Room 405	Already set per diagram			JMU Catering, Committee, Jon Alger, Jerry Benson, Art Dean, Maggie Evans, Donna Harper, Charlie King, Nick Langridge, Mark Warner, Susan Wheeler, Brian Charette, Herb Amato, Ann Myers, Robin Anderson, Frank Doherty, Teresa Gonzalez, Tina Grace, Randy Mitchell, Kristi Shackelford, Donna Sundre, Lee Sternberger, Bill Hawk, Lori Pyle, Keston Fulcher, Josh Bacon, David McGraw, Cindy Chiarello, John Knight, Linda Halpern

10:00-10:30 a.m.	Boxed Lunch Available (packed for traveling)	Taylor Hall Room 404	CHANGE - Per Diagram	sandwich boxed lunch w/ salad, chips, cookie, beverage (soda or water)		JMU Catering
11:30-5:00	Snacks for Staff	Taylor Hall Room 311		chips, dip, cookies, wraps platter, vegetable tray, coffee, hot water/tea, water, soft drinks		JMU Catering
10:00 a.m. (or when guests are ready)	Transportation to Charlottesville Airport (for early flights)	Transportation departs from Taylor Hall				Bob Hume (chauffeur), [REDACTED]
10:30 a.m.	Transportation to Hotel (for any not leaving directly for airport)	Transportation departs from Taylor Hall				Blake Shepherd (chauffeur), [REDACTED] [REDACTED]
10:30 a.m.	Transportation to Dulles Airport	Transportation departs from Taylor Hall				Keron Hutchinson (chauffeur), [REDACTED]
10:50 a.m.	Staff break down committee work room	Harrison Room, Holiday Inn			All Day Beverage Station (as above) until 6:00 p.m.	Tina Grace, Cindy Chiarello, JMU Tech
12:00 p.m.?	Copier/Printer pick up	Holiday Inn Harrisonburg				
12:45 p.m.?	Copier/Printer pick up	Taylor Hall				

Before 1:30 p.m.	██████████ ██████████ ██████████ ██████████ hotel check out	Holiday Inn				Tina Grace, Cindy Chiarello
1:30 p.m.	Transportation to Charlottesville Airport (for later flights)	Transportation departs from Holiday Inn Lobby				Wayne Hensley (chauffeur), ██████████
2:00 p.m.	WG Debriefing session	Taylor Hall Room 311				WG

TAYLOR HALL SPACE

ROOM ASSIGNMENTS

- 302 - Post Interviews (set up does not change unless needed)
 - 303 - BOV Luncheon, President's Closing Meeting
 - 304 - Furniture Storage
 - 305 - Interview (set up does not change unless needed)
 - 306 - Visiting Team Work Room (set up does not change, do not enter without committee escort)
 - 307 - Interview (set up does not change unless needed)
 - 308 - Copier Storage
 - 309 - Interview (set up does not change unless needed)
 - 311 - Command Center (set up does not change unless needed)
 - 400 - Interview (set up does not change unless needed)
 - 402 - Interview (set up does not change unless needed)
- James Madison University SACSCOC On-Site Schedule

403 - Catering

404 -Student QEP Luncheon, boxed lunch pick up

405 - Opening Meeting, QEP Presentation, QEP Focused Group Discussions, Faculty QEP Luncheon, Dr. Warner’s class, Exit Conference