

---

## CONFIRMATION INFORMATION

---

For Dr. [REDACTED]

for the SACSCOC Reaffirmation Committee visit to James Madison University

April 2-4, 2013



## Welcome Letter from JMU SACSCOC Steering Committee Co-Chairs

Dr. [REDACTED]

Thank you again for your participation in the reaffirmation process for JMU.

Your work as a member of this committee is valued so we want to take care of the smaller details so that you can focus on the task at hand. In this confirmation packet you will find information on travel, hotel, and the visit schedule, as well as what to expect when you arrive at the hotel.

Please do not hesitate to contact our office before travelling with any questions, concerns, or changes:

Office 540-568-5712 or Email [grovecg@jmu.edu](mailto:grovecg@jmu.edu)

Or during travel with any concerns or unexpected changes:

Tina Grace 540-820-4411 or Cindy Chiarello 540-820-4412

We look forward to your arrival and review,

**Herb Amato & Ann Myers**

*JMU SACSCOC Steering Committee Co-Chairs*

SACSCOC Review

James Madison University

MSC 7507

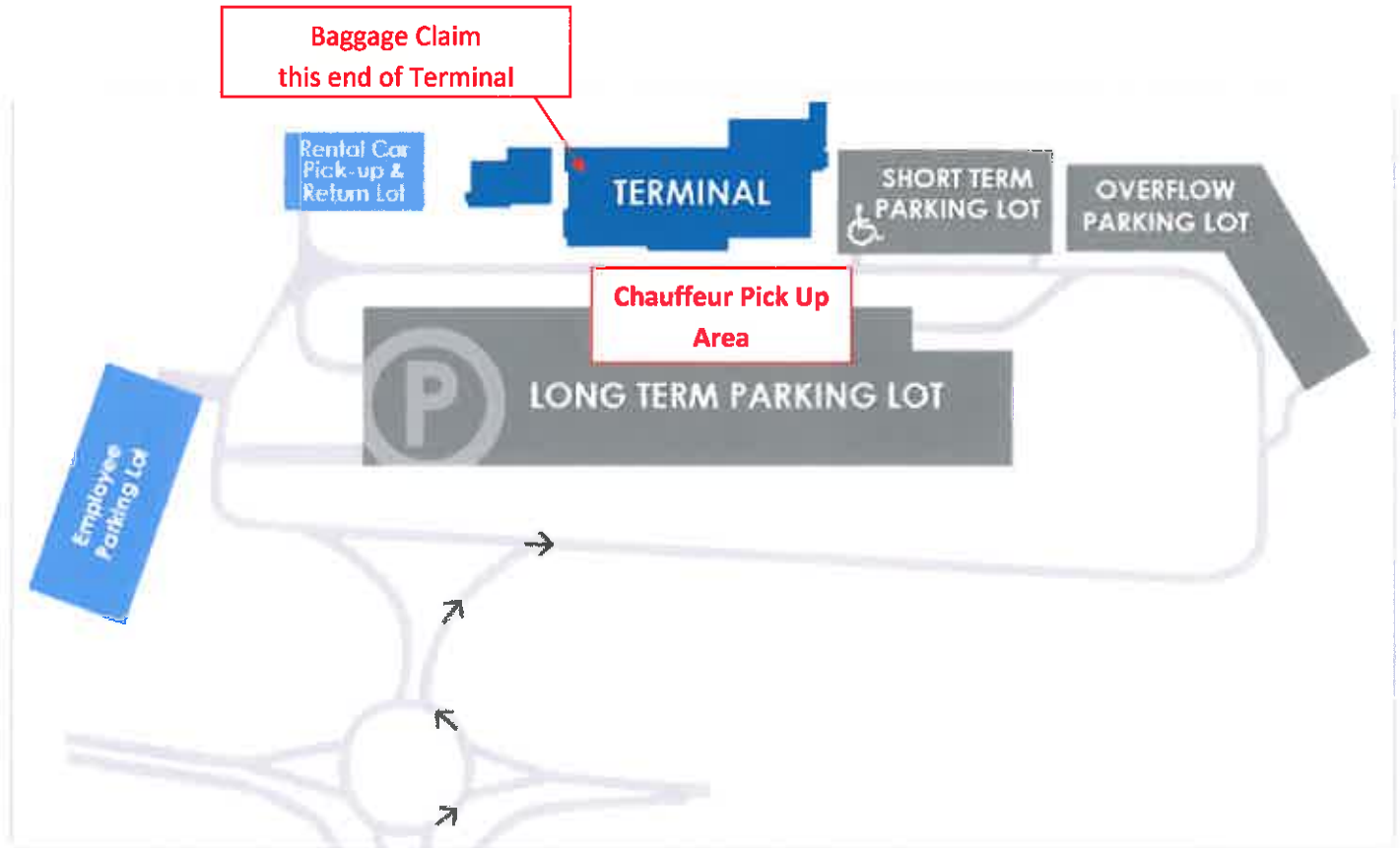
Harrisonburg, VA 22807

[sacscoc@jmu.edu](mailto:sacscoc@jmu.edu)

540-568-5712

# MAP OF CHARLOTTEVILLE AIRPORT

Main Terminal - baggage claim and pick up area



## **CHAUFFEUR NAME, CELL PHONE AND PHOTO**

Your chauffeur from the airport to the hotel will be **Blake Shepherd**,

Cell phone [REDACTED]



Blake Shepherd will be picking you up from Charlottesville, flight US3659, which lands at 2:00:00 PM.

Please call your chauffeur's cell phone [REDACTED] when you land so they can meet you in the appropriate loading area. Your chauffeur will be driving a white sedan or SUV.



## ***HOTEL CONFIRMATION AND RESERVATION***

During your visit, you will be staying at the Holiday Inn Harrisonburg. We have you arriving for check-in on April 1 at approximately 3:00 PM. .

Your reservation confirmation number, should you need it, is JMU SACSCOC.

Tina Grace and Cindy Chiarello will greet you in the lobby upon your arrival. We will already have you checked in so you can proceed directly to your room.



Tina's Cell Phone 540-820-4411



Cindy's Cell Phone 540-820-4412

### **Internet Access and Laptops**

Once you are settled in your room, please return to the lobby to be directed to the Monroe room (which is across the hall from the committee workroom, Harrison) to receive your MIFI device. The MIFI device will allow you to access the internet from any location during your visit. Please bring your laptop if you will be using your own during your visit. Our IT Staff will set up your laptop to work with a MIFI device. If you are using a JMU laptop, it will already be set up with a MIFI device.

The Holiday Inn Harrisonburg hotel provides guests with a Business Center, Fitness Center and indoor pool. You can find more information on hotel amenities on their website:

<http://www.holidayinn.com/hotels/us/en/harrisonburg/hbrem/hoteldetail>

## ***WHAT WILL BE PROVIDED DURING YOUR VISIT***

Laptop- you have elected to bring your own laptop (PC). Please let us know if you need to change this preference.

Transportation - Once you arrive at the hotel, we will provide all transportation until your departure.

Meals, Snacks, and Beverages - we will provide and arrange all meals, snacks, and beverages during your visit in Harrisonburg and on JMU campus. You have not indicated any dietary restrictions (please let us know as soon as possible if this is incorrect.)

Welcome Packet - upon your arrival to the hotel, you will receive a welcome packet that contains:

- Hotel Key Cards
- A MIFI device for internet connection during your visit
- Committee Schedule
- Personal Schedule
- Important Contacts for Committee Members
- Photos of JMU representatives
- Name Badge
- Maps of the hotel, JMU campus, and Taylor Hall where your on-campus workroom, dining, interview and meeting areas will be

## COMMITTEE VISIT SCHEDULE

All times are tentative depending upon committee's needs.

<b><i>APRIL 1</i></b>		
<b>Late afternoon, evening</b>	Committee members arrive	Holiday Inn Harrisonburg
<b>7:00 p.m.</b>	Driver available to take guests to dinner	Holiday Inn Lobby

<b><i>APRIL 2 (DAY 1)</i></b>		
<b>7:30-9:00 a.m.</b>	Breakfast available	Monroe Room, Holiday Inn
<b>12:00-2:00 p.m.</b>	Committee Orientation Meeting, Lunch	Harrison Room, Holiday Inn
<b>2:10 p.m.</b>	Committee travel to JMU campus	Transportation departs from Holiday Inn Lobby, arrives at Warren Hall
<b>2:30-3:00 p.m.</b>	Opening Meeting	Taylor Hall Room 405
<b>3:00-4:00 p.m.</b>	Committee Meeting with QEP Leadership	Taylor Hall Room 405
<b>4:00-5:00 p.m.</b>	Committee review/interviews on campus	Taylor Hall Interviews: Taylor Hall Rooms 305, 307, 309, 400, 402
<b>5:00 p.m.</b>	Committee Travel to Hotel	Transportation departs from Warren Hall, arrives at Holiday Inn Lobby
<b>5:30 p.m.</b>	Committee Meeting	Harrison Room, Holiday Inn
<b>6:10 p.m.</b>	Committee Travel to Dinner	Transportation departs from Holiday Inn Lobby, arrives at restaurant
<b>6:30 p.m.</b>	Private Committee Dinner	The Chop House

<b>APRIL 3 (DAY 2)</b>		
<b>6:30-8:00 a.m.</b>	Breakfast available	Monroe Room, Holiday Inn
<b>8:10 a.m.</b>	Committee travel to JMU campus	Transportation departs from Holiday Inn Lobby, arrives at Warren Hall
<b>8:30 a.m.</b>	QEP Focus Groups, Interviews	Taylor Hall Interviews: Taylor Hall Rooms 305, 307, 309, 400, 402
<b>12:15-1:30 p.m.</b>	Luncheon #1 Governing Board JMU BOV	Taylor Hall Room 303
<b>12:15-1:30 p.m.</b>	Luncheon #2 Students QEP	Taylor Hall Room 404
<b>12:15-1:30 p.m.</b>	Luncheon #3 Faculty QEP	Taylor Hall Room 405
<b>1:30-3:00 p.m.</b>	Committee members continue reviews/interviews on campus (if necessary)	Taylor Hall Interviews: Taylor Hall Rooms 305, 307, 309, 400, 402
<b>3:00 p.m.</b>	Committee Travel to Hotel	Transportation departs from Warren Hall, arrives at Holiday Inn Lobby
<b>3:20-4:30 p.m.</b>	Committee individual work time	Holiday Inn
<b>4:30-6:00 p.m.</b>	Committee meets to discuss findings,	Harrison Room, Holiday Inn
<b>6:10 p.m.</b>	Committee Travel to Dinner	Transportation departs from Holiday Inn Lobby, arrives at restaurant
<b>6:30 p.m.</b>	Private Dinner	L'Italia



<b>APRIL 4 (DAY 3)</b>		
<b>6:30-8:00 a.m.</b>	Breakfast available	Monroe Room, Holiday Inn
<b>8:10 a.m.</b>	Committee travel to JMU campus	Transportation departs from Holiday Inn Lobby, arrives at Warren Hall
<b>8:30-9:00 a.m.</b>	Dr. Killebrew, Dr. Goldstein Meet with President Alger	Taylor Hall Room 303
<b>9:00-10:00 a.m.</b>	Exit Conference	Taylor Hall Room 405
<b>10:00-10:30 a.m.</b>	Boxed Lunch Available (packed for traveling)	Taylor Hall Room 404
<b>DEPARTURES</b>		
<b>10:00 a.m. (or when guests are ready)</b>	Transportation to Charlottesville Airport (for early flights)	Transportation departs from Warren Hall
<b>10:30 a.m.</b>	Transportation to Hotel (for any not leaving directly for CHO)	Transportation departs from Warren Hall
<b>11:45 a.m.</b>	Transportation to Dulles Airport	Transportation departs from Holiday Inn Lobby
<b>1:30 p.m.</b>	Transportation to Charlottesville Airport (for later flights)	Transportation departs from Holiday Inn Lobby

***OTHER COMMITTEE MEMBERS' INFORMATION***

