

DAY 1

Late morning or early afternoon

Consultant arrives

Mid-to late afternoon

Consultant meets with Dean

Late afternoon or early evening

Welcome reception

DAY 2

8:00-8:30

Continental Breakfast

8:30-8:45

Dean opens seminar, welcomes consultant, provides introduction. Unless agreed to otherwise, the Dean and decanal staff do not stay for the seminar

8:45-noon

Morning sessions

Noon-1:00

Lunch

1:00-3:00

Afternoon session

3:00-3:30

Next steps

4:00-5:00

Consultant debriefs with Dean