

EXAMPLE: Student Life Audit campus visit schedule

	Day 1	Day 2	Day 3	Day 4
TIME	DESCRIPTION	DESCRIPTION	DESCRIPTION	DESCRIPTION
8:00 AM	<i>This sample schedule assumes arrival to campus on the evening prior.</i>	Check-in <b>Dean of Residential Life</b>	Meeting with <b>Dean of Residential Life</b>	
8:30 AM	Begin meetings with <b>Dean of Residential Life</b> to review schedule, goals, priority concerns.	Meeting with <b>Director of Food Services</b>		Wrap-up meeting with <b>Dean of Residential Life</b>
9:00 AM		Meeting with <b>Director of Health Services</b>	Individual <b>Dorm Head Meeting #1</b>	
9:30 AM	Campus tour with a <b>student leader</b> .	Group meeting with <b>Dorm Parents</b> : some guided activity/table top work as well as a survey.	Individual <b>Dorm Head Meeting #2</b>	
10:00 AM			Individual <b>Dorm Head Meeting #3</b>	
10:30 AM	Meeting with the <b>Head of School</b>	<i>Break</i>	Individual <b>Dorm Head Meeting #4</b>	
11:00 AM	Group meeting with <b>Dorm Heads</b> : some guided activity/table top work to uncover points of tension and opportunities for positive shifts	Meeting with <b>Dean of Academics</b>	Individual <b>Dorm Head Meeting #5</b>	
11:30 AM		Meeting with <b>Admissions Director</b>	Individual <b>Dorm Head Meeting #6</b>	
12:00 PM	<i>Lunch in the dining hall (no planned meeting or agenda)</i>	<i>Lunch in the dining hall (no planned meeting or agenda)</i>	<i>Lunch in the dining hall (no planned meeting or agenda)</i>	
12:30 PM				
1:00 PM	<i>Break</i>	Meeting with <b>Dean of Students</b>	Meeting with <b>Head of Facilities</b>	
1:30 PM	Meeting with <b>Boarding Administrator</b> or equivalent administrative assistant for the Student Life department		Meeting with <b>Head of Finance &amp; Operations</b>	
2:00 PM		Meeting with <b>Dean of Faculty</b>	<i>Break</i>	

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2:30 PM	Meeting with <b>Assistant Head of School</b>	Meeting with <b>Human Resources Manager</b>	Open window to schedule follow up conversations as needed.	
3:00 PM		Open window to schedule follow up conversations as needed.		
3:30 PM	Check-in <b>Dean of Residential Life</b>	Check-in <b>Dean of Residential Life</b>	Check-in <b>Dean of Residential Life</b>	
4:00 PM	Office Hours (If possible, the use of an office, classroom, or space in the library will be helpful)	Office Hours (If possible, the use of an office, classroom, or space in the library will be helpful)	Office Hours (If possible, the use of an office, classroom, or space in the library will be helpful)	
4:30 PM				
5:00 PM				
5:30 PM	Dinner in the dining hall (no planned meeting or agenda)	Dinner in the dining hall (no planned meeting or agenda)	Dinner in the dining hall (no planned meeting or agenda)	
6:00 PM	Open forum to all students (90 minutes. Typically conducted close to the dining hall. Students may stay the whole time or come and go.)	Forum with <b>Proctors</b> (90 minutes. Leaders are asked to attend for the full session. Will include some active guided discovery work as well as time for open discussion.)	Design Thinking exercise for any interested students (60 - 90 minutes. Works best if most students stay for the full session.)	
6:30 PM				
7:00 PM				
7:30 PM	Float/Observe evening activities, dorm meetings, checkins, study hall, etc. May use this time for one-on-one conversations with dorm parents if they are available or to chat with students in common areas of dorms.	Float/Observe evening activities, dorm meetings, checkins, study hall, etc. May use this time for one-on-one conversations with dorm parents if they are available or to chat with students in common areas of dorms.	Float/Observe evening activities, dorm meetings, checkins, study hall, etc. May use this time for one-on-one conversations with dorm parents if they are available or to chat with students in common areas of dorms.	
8:00 PM				
8:30 PM				
9:00 PM				
9:30 PM				
10:00 PM				