**Sample Virtual Mentor Schedule**



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| **Host Time**  **(UTC +8)** | **Mentor Time UTC+2**  **(Berlin)** | **Event** | **Focus** | **Participants** | **Location** |
| **Day 1** | | | | | |
| 2:00pm | 8:00am | Meet with Dean (Head of the School or equivalent position)  and key  administrators | Set expectations  Discuss any Guiding Principles and Scope of Accreditation & issues from Eligibility Application decision | Dean and key administrators | Virtual link |
| 3:00pm | 9:00am | Meeting with the Chief | Brief introduction | Chief Academic Officer and |  |
|  |  | Academic Officer and |  | Dean |
|  |  | Dean |  |  |
| 3:45pm | 9:45am | Break | | | |
| 4:00pm | 10:00am | Working Session and Faculty Overview, Discussion of AACSB  Processes | * Overview of: Faculty Organization and Structure * Management processes and quality control processes * Societal Impact | Dean (Head of School or equivalent position) and other key individuals |  |
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| **End of Day 1**  SampleVirtualVisitSchedule\_ Mentor\_20221130 | | | | | |

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| **Day 2** | | | | | |
| 2:00pm | 8:00am | Participant Standards | * Faculty   Composition   * Review of staff evaluation and development * Faculty   reappointment process | Dean, Head of School or equivalent position, and  other individuals deemed appropriate by institution |  |
|  |  |  | * Faculty sufficiency and faculty qualifications |  |
|  |  |  | * Summary of workforce planning process and goals |  |
|  |  |  | * Student characteristics |  |
| 3:30pm | 9:30am | Break | | | |
| 4:00pm | 10:00am | Meeting with chairs | Introduction, roles and responsibilities, | Associate Dean, Program or |  |
|  |  | or heads of programs | accreditation system | Department Heads/Chairs, or other faculty |
|  |  |  |  | members |
|  |  |  |  | deemed |
|  |  |  |  | appropriate by |
|  |  |  |  | the school |
| 5:00pm | 10:00am | Break | | | |
| 5:15pm | 10:15am | Meeting with professional staff | Introduction, roles and responsibilities, accreditation system | Staff as deemed appropriate by the school |  |
| **End of Day 2** | | | | | |

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| **Day 3** | | | | | |
| 2:00pm | 8:00am | Academic and Professional Engagement | Student, professional and community engagement activities | Dean or Head of School, Associate Dean or equivalent and other individuals deemed appropriate by institution |  |
| 2:45pm | 8:45am | Learning and Teaching Standards | * Assessment of learning * Degree programs * Curriculum and resources | Dean, Associate Dean (Academic), AoL, and Curriculum Committees |  |
| 4:15pm | 10:15am | Break | | | |
| 4:30 | 10:30 | Follow-up meeting | * Additional questions, issues * Identified gaps * Working plan | Mentor and Dean and key accreditation team |  |
| 5:30pm | 11:30am | Exit Discussions | * Expectations * Timeline and next steps | Chief Academic Officer, Dean  or Head of School, Deputy Head of School or Associate Dean, or  those deemed appropriate by  institution |  |
| **End of Day 3** | | | | | |
| **Visit Concludes** | | | | | |