**Missouri State University**

**Office of the Registrar**

**AACRAO/CAS EXTERNAL REVIEW**

**April 14-15, 2016**

**TEAM MEMBERS**

Name (Lead)

Job Title

Institution

Email

Name

Job Title

Institution

Email

Name

Job Title

Institution

Email

**SCHEDULE**

**Wednesday, April 13**

Team prep meeting, if needed

Dinner on own and reimbursed or schedule dinner?

**Thursday, April 14**

7:00-7:45am Breakfast (Blair-Shannon)

8:00-9:00am Office of the Registrar staff meeting

9:00-10:00am – Carr 209 Review Team prep meeting

10:00-10:45am – Carr 209 Office of the Registrar Supervisor Team

11:00am-11:00am – Carr 203 Internal Review Team members

12:00-1:00pm Lunch- Carries (reservation under Rob Hornberger for 8)

1:00-1:45pm – Carr 200 Dr. Dee Siscoe, Vice President for Student Affairs and Don Simpson, - Associate Vice President for Enrollment Management and Services

2:00-2:45pm – Carr 203 Administrative Assistants from Academic Departments/Class Schedule Builders

2:45-3:00pm Break

3:00-4:00pm – Karls 103 Student Affairs Council

4:00-5:00pm – Karls 103 Students

5:30pm – Oceans Zen Dinner with Registrar, others? (reservation under Rob Hornberger 6)

**Address:** [4117 S National Ave, Springfield, MO 65807](http://www.bing.com/local?lid=YN873x8698300819326800391&id=YN873x8698300819326800391&q=Ocean+Zen&name=Ocean+Zen&cp=37.1393127441406%7e-93.2783355712891&ppois=37.1393127441406_-93.2783355712891_Ocean+Zen&FORM=SNAPST)

**Phone:** (417) 889-9596

**Friday, April 15**

7:30-8:15am Breakfast

8:30-9:15am – PSU 315 Advisors and/or the Academic Advisement Council

9:30-10:15am - PSU 315 Deans, Academic Department Heads, and Provost Staff

10:30-11:15am – PSU 315 Office of the Registrar stakeholders (Enrollment Services Department Heads, Veteran Student Services, Athletics, Graduate College, Computer Services-MIS)

11:30am-12:00pm – Carr 203 Faculty

12:00-1:00pm – Carr 200 Lunch and Review Team debriefing meeting

1:00pm Team departs

**May 6** Preliminary Report from CAS External Review Team-Based upon AACRAO/CAS standards & experiences during visit

**May 9-13** Office of the Registrar provides feedback about missing pieces or need for clarifying information

**May 27** Final Report from External Review Team

**To do:**

* Finalize Wednesday night – dinner and if meeting is needed
* Reserve breakfasts and lunches
* Reserve meeting rooms
* Schedule meetings with group members
* Airport pickup and dropoff for team lead