

Important Note on Program Review Payments and Scheduling of Visits:

To ensure a smooth process for paying and scheduling the visits of external program reviewers:

- Please provide a list of all department program reviewers for this fiscal year. All program/accreditation site visits should be completed by April.
- Kindly ensure that **Beba Alvarado Torrech** and **Michelle Flores** are copied on any emails related to planning or organizing the reviewer visits. This will help them allocate time on the calendars of the Provost and Associate Provost for meetings, as well as share important information with departments and chairs regarding travel policies, lodging, and reimbursement processes.
- Please share the contact information of the person coordinating the on-site visits with **Beba Alvarado Torrech** and **Michelle Flores**. This will allow them to inform the person coordinating the on-site visits about the new funding process for catering, such as lunch on the visit day. Additionally, it will help them to gather the agenda, self-study report, and reviewer CVs more efficiently.