

Template for AGENDA (Institution's name inserted here)
Day 1- Thursday, (Date inserted here)

TIME	SITE VISIT TEAMS	INTERVIEWEES	LOCATION
Depart (time)	Site Visit Teams	Site Visit Teams	College Station, TX Austin, TX
(Insert name of location of where we will be traveling) (Insert time)	Site Visit Teams (There will always be a total of six members from both TAMU/UT research teams)	<div style="text-align: center;">TAMU TEAM</div> <hr/> Dr. Luis Ponjuan Ms. Leticia Palomin Ms. Susana Hernandez <div style="text-align: center;">UT TEAM</div> <hr/> TBD	(Please make parking arrangements for TAMU/UT research teams. Insert link to campus map) (Please provide the name/ phone number of site visit contact person)
Lunch/Orientation 11:45am	Site Visit Teams	(Please provide lunch for 6 TAMU/UT research team members and site visit coordinator/team)	(provide location, room # and name of building)
Interview Block I 1pm-1:50pm	(Interview Team names)	(Insert NAME and TITLE of the Administrator, Faculty member, or Staff member being interviewed)	(provide location, room # and name of building)
	(Interview Team names)	(Insert NAME and TITLE of the Administrator, Faculty member, or Staff member being interviewed)	(provide location, room # and name of building)
	(Interview Team names)	(Insert NAME and TITLE of the Administrator, Faculty member, or Staff member being interviewed)	(provide location, room # and name of building)
Interview Block II 2pm-2:50pm	(Interview Team names)	(Insert NAME and TITLE of the Administrator, Faculty member, or Staff member being interviewed)	(provide location, room # and name of building)
	(Interview Team names)	(Insert NAME and TITLE of the Administrator, Faculty member, or Staff member being interviewed)	(provide location, room # and name of building)
	(Interview Team names)	(Insert NAME and TITLE of the Administrator, Faculty member, or Staff member being interviewed)	(provide location, room # and name of building)
Interview Block III 3pm-3:50pm	(Interview Team names)	(Insert NAME and TITLE of the Administrator, Faculty member, or Staff member being interviewed)	(provide location, room # and name of building)
	(Interview Team names)	(Insert NAME and TITLE of the Administrator, Faculty member, or Staff member being interviewed)	(provide location, room # and name of building)
	(Interview Team names)	(Insert NAME and TITLE of the Administrator, Faculty member, or Staff member being interviewed)	(provide location, room # and name of building)
Debrief 4pm-5pm	TAMU site visit team UT site visit team	Campus Site Visit Team	TBA
Dinner 6pm-8pm	TAMU site visit team UT site visit team	(Please make reservations for TAMU/UT team members and site visit coordinator/team. Teams will pay for own dinner)	TBA

Template for AGENDA (Institution's name inserted here)
Day 2- Friday, (Date inserted here)

TIME	SITE VISIT TEAM	INTERVIEWEES	LOCATION
Breakfast 8am-8:30am	TAMU site visit team UT site visit team	(On your own OR provided by site visit)	(provide location, room # and name of building)
Focus Groups Interview 8:30am-9:20am	(Interview Team names)	Student Affairs Staff /Administrators Focus Group (a minimum of 5 representatives)	(provide location, room # and name of building)
Focus Groups Interview 9:30am-10:45am	(Interview Team names)	African American Male Student Focus Group* (a minimum of 5 students)	(provide location, room # and name of building)
Focus Group Interview 9:30am – 10:45am	(Interview Team names)	Hispanic Male Student Focus Group* (a minimum of 5 students)	(provide location, room # and name of building)
Debrief 11am-12pm	TAMU site visit team UT site visit team	(provide the name of individuals who will attend the debrief meeting from the campus site visit team)	(provide location, room # and name of building)
Depart 12pm	TAMU site visit team UT site visit team	NA	College Station, TX Austin, TX

***Please provide food for students participating in Focus Group sessions.**