Visit by the Review Team
National Authority for Quality Assurance and Accreditation in Education (NAQAAE)

November 7 – 10, 2010

As the Project Manager of the AUC Accreditation Initiative, Dr. Ali Hadi is invited to observe all meetings whenever feasible

**Sunday, November 7th:**

08.45  Arrival of Members of the Accreditation Team at Gate 1
The Team will be met by President David Arnold, Provost/President-Elect Lisa Anderson, and Dr. Ali Hadi

09.00 – 09.25  Entry meeting with **President Arnold and Provost Anderson**
**Venue:** Office of the President, Administration Building

09.30 – 10.00  Meeting with **University Counselor**, Dr. Amr Ezzat Salama
**Venue:** Office of the Counselor, Administration Building

10.00 – 11.15  Ms. Ranya Boraie, Director of University Events, will meet the Team at the Counselor’s Office to start the **Campus Tour**
The tour includes: AUC Bookstore, Athletic Facilities, Student Housing and AUC Medical Facilities
A Golf is available behind the Administration Building

11.15  Ms. Boraie will escort the Team to Bacon-Crary Room

11.30 – 12.15  Dr. Ali Hadi presents all required/provided documents
**Venue:** Administration Building, Bacon-Crary Room

Following the meeting, Dr. Ali Hadi will escort the Team to the Office of Institutional Research

**Two Concurrent Meetings**

12.30 – 12.55  Visit the **Office of Institutional Research** (IR)
List of attendees will be provided

**Team Members:** Dr. Thabet Edrees
Dr. Fahmy Tolba

**Venue:** IR Office, Administration Building, First Floor, Room 1031,
Sunday, November 7  (Cont.)

Following the meeting, Dr. Zaid Ansari will arrange to have the Team escorted as follows:

Dr. Thabet Edrees:  To the Office of Sponsored Programs Administration Building, Garden Level, Room G107

Dr. Fahmy Tolba:    To the Center for Learning and Teaching, the office of Dr. Aziza Ellozy, Director, CLT, and Associate Dean of Libraries, Main Library

12.30 – 12.55      Visit to the **Office of Career Advising and Placement Services** (CAPS)
List of attendees will be provided

**Team Members:**    Dr. Adly Fam
                      Dr. Maher Amer
                      Dr. Maha Rashwan

**Pick up point:**    Administration Building, Bacon-Crary Room
**Escorts:**           Ms. Maha Guindi, Executive Director of CAPS
**Venue:**          Campus Center, Room 1005, First Floor

Following the meeting, Ms. Maha Guindi will arrange to have the Team escorted as follows:

Dr. Adly Fam and Dr. Maher Amer
To the Office of Sponsored Programs Administration Building, Garden Level, Room G017

Dr. Maha Rashwan: To the Center for Learning and Teaching, the Office of Dr. Aziza Ellozy, Director, CLT, Main Library

**Two Concurrent Meetings**

13.00 – 13.30  Visit to the **Center for Learning and Teaching** (CLT)
List of attendees will be provided

**Team Members:**    Dr. Fahmy Tolba
                      Dr. Maha Ashwan

**Venue:**      The Office of Dr. Aziza Ellozy, Director, CLT, Main Library

Following the meeting, Dr. Aziza Ellozy will escort the Team to the Administration Building, First Floor, Bacon-Crary Room
Sunday, November 7 (Cont.)

13.00 – 13.30 Visit to the Office of Sponsored Programs (OSP)
List of attendees will be provided

Team Members: Dr. Adly Fam
               Dr. Thabet Edrees
               Dr. Maher Amer

Team is received by: Ms. Dina Adly, Senior Program Officer, OSP

Venue: Administration Building, Garden Level, Room G017,

Following the meeting, Ms. Dina Adly will escort the Team to Bacon-Crarry Room

Return to Regular Schedule

13.30 – 14.25 Lunch break
Presentation by Dr. Mohamed Nagib Abou-Zeid

Venue: Administration Building, Bacon-Crarry Room

14.30 – 15.25 Group meeting with Graduate and Undergraduate Student Representatives
List of attendees will be provided

Venue: Administration Building, Bacon-Crarry Room

15.30 – 17.00 Review of Documents and Team Discussion

Venue: Administration Building, Bacon-Crarry Room

17.00 Golf carts are available to transfer the Team to AUC guest apartments
The Team will be escorted by Dr. Ali Hadi and Ms. Rowaida Saad-El-Din,
Director of the Office of the President

Garden Level: First Floor:
Apt. PA  Dr. Adly Fam          Apt. 1B  Dr. Magdy Kassem
Apt. PB  Dr. Thabet Edrees     Apt. 1D  Dr. Maha Rashwan
Apt. PC  Dr. Fahmy Tolba       Apt. PD  Dr. Maher Amer

19.40 The AUC vehicle is available to transfer the guests to the President’s Residence
Pick up point: Guest Apartment Building
Escorts: Dr. Ali Hadi
Destination: Kattameya District, New Cairo

20.00 – 22.30 Dinner at President Arnold’s Residence
Guest list will be provided

22.30 The AUC Vehicle is available
Pick up point: In front of the President’s Residence
Destination: Sonesta Hotel, Nasr City