Room Diagram: Course Reviews

Room Tips:
- A conference table will work if it's large enough for the team to spread out.
- All course materials should be clearly organized and labeled.
- Each course should have a point of contact name and phone number, or there should be a master list.
- If materials are being provided electronically, each evaluator will need a separate computer station.

ALL Course Materials: POIs (TCCDs and Master Course Schedules), Lesson Plans, Instructor Materials, Student Materials, Assessment

Course Contacts: Course Managers or Subject Matter Experts (SME) contact information; Telephone