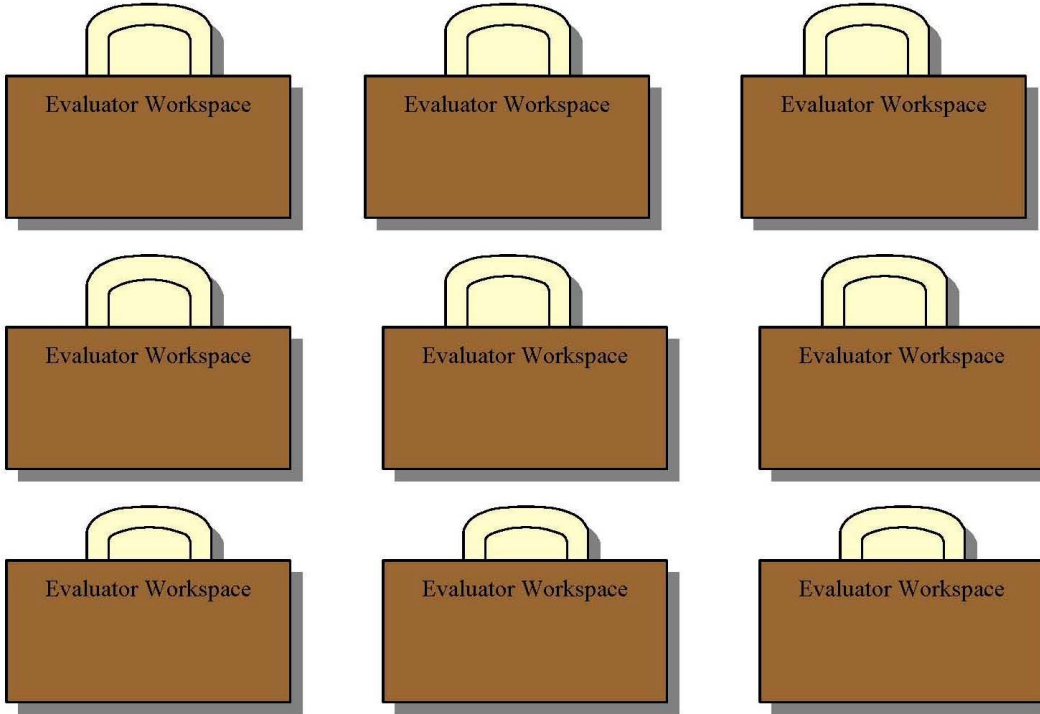
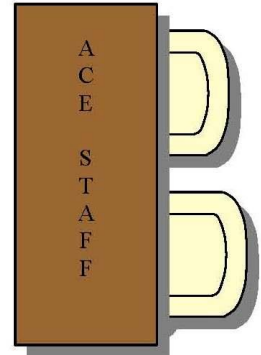


Room Diagram: Course Reviews



- 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

A row of ten red spiral-bound report binders and one computer icon.