



**MSCHE EVENT SCHEDULE - FRIDAY, MARCH 17, 2017**

TIME	EVENT	FLIGHT		
	<b>MSCHE Team Arrival</b>			
12:08 PM	Dr. Stacy Downing	AA 1165 (PHL)		
3:25 PM	Dr. Jennifer Swann	Change (PHL)	Tina will pick up members at airport	UVI-9

Welcome Bags in UVI-9 by 10:00am -- MARILYN

Welcome Sign in Car

Collect Room Number

**MSCHE EVENT SCHEDULE - SATURDAY, MARCH 18, 2017**

TIME	EVENT	FLIGHT		
	<b>MSCHE Team Arrival</b>			
12:08 PM	Mr. Lloyd Ricketts	AA 1165 (PHL)		
1:21 PM	Mr. Patrick Callahan	AA 936 (JFK)		
	Dr. Gladys Schrynemakers	AA 936 (JFK)	Tina will pick up members at airport, present care package	UVI-9
4:05 PM	Dr. Hilda Colon	Jet Blue 1036 (PR)		
	Francheska Escobar	Jet Blue 1036 (PR)		
6:47 PM	Dr. Elizabeth Ann Dobie	Delta 775 (ATL)		
6:00 pm to 10:00 pm	Dinner is available in Emerald Beach Restaurant between 6:00 pm & 10:00 pm	A table is reserved in the dining room	Tina verify table preparation	

**MSCHE EVENT SCHEDULE -SUNDAY, MARCH 19, 2017**

TIME	EVENT	NOTES	TRANSPORTATION	NOTES
10:00am to 3:00pm	Hibiscus room (boardroom) will be set up by UVI		UVI-ITS to set up room	<b>In Charge: Celia</b> *Team members can come to Hibiscus Room for technical support if they are having connectivity problems
7:00 am to 10:30 am	Breakfast is available in Emerald Beach Restaurant between 7:00 am & 10:30 am	<b>A table is reserved, buffet breakfast</b>		
10:30-11:30	Technical Support Available	<b>Hibiscus Room</b>		Nigel/Celia
10:59	Judith Rogers (STX)	<b>Tina pick up</b>		
11:50 am to 2:00 pm	<i>UVI is hosting "Afternoon on the Green", which is a carnival food fest on campus.</i>  Food tickets will be provided to team members in UVI Care Package, guest tickets may be purchased onsite	UVI Shuttle will Pick up at Hotel Lobby at 12:00pm Pick-up From Afternoon on the Green back to Hotel at 1:00pm and 2:00 pm	Campus Shuttle	Tina will be on pick up shuttle
2:00 PM	<b>MSCHE Team Arrival</b> Dr. Ellie Fogarty	Tina will pick up at airport	UVI-9	Tina will check at hotel at 2:30 to make sure all team members made it back; verify lock up procedure for room
2:00 - 3:00	Technical Support Available	<b>Hibiscus Room</b>		Nigel/Celia
3:00pm-4:30pm	First group meeting for MSCHE Team	<b>Hibiscus Room Emerald Beach Resort</b>	Snacks/Water in Room by 3:00pm	Technical support will be available until dismissed by Dr. Colon
4:30pm-8:00pm	UVI Welcome Greet and Meet Activity & Dinner at Paradise Point (See Sunday-Reception Tab)	UVI Shuttle will Pick up at Hotel Lobby at 4:30 pm Pickup from Paradise Point at 7:30 pm	Aubrey Washington is SHUTTLE HOST and will make sure MSCHE & UVI riders are accounted for	Venue to be set up 1:00 - 4:00 pm (erik) In Charge: Tracy
	7:30 UVI Steering Committee Recognized	Tina	3 slide power point	Breakdown Venue after 8
8:00pm –	Debriefing Meeting The Hibiscus Room Emerald Beach Resort	MSCHE Team		

\*\*Judith, Aubrey, Nereida staying at Emerald Beach, will take Shuttle to Paradise Point

\*\*Proper pronunciation for team member names, back ground data from Tracy

**MSCHE EVENT SCHEDULE - MONDAY, MARCH 20, 2017**

Tina Time Keeper

Celia timekeeper

TIME	Travel	ACC-Provost	Library Conference Rooms	Other
7:00 am – 8:00 am	Breakfast at Hotel in <b>Hibiscus Room</b>			
8:15 AM	Pick-up to UVI at Emerald Beach Resort Lobby <b>by UVI Shuttle, Tina HOST</b>			
8:30 am - 8:45 am		Brief Team Meeting - <b>ACC 303</b>		
8:45 am – 9:30 am		Meeting with UVI President - <b>ACC303</b>		
9:30 am - 10:30 am	Shuttle at ACC Entrance to Library, 2nd Stop <b>Charter Ace Flight Center, Tina HOST</b>		Tour of St. Thomas Library & Meet with Librarians - <b>Library Conference Rooms (Shera Gumbs should meet them at shuttle drop)</b>	
10:30 am - 11:00 am	Travel to AAS Campus -- <b>Nereida Washington HOST AES Van</b>			
11:00 am to 12:00 pm		Meet with St. Croix SGA (Student Leaders) - <b>Provost Con Room- ACC303</b>	Meet with Undergraduate Students - <b>NWW103 St. Thomas Library Con Room</b>	<b>Public Relations President Con Room</b>
12:00 pm to 1:30 pm	<b>Nereida Washington HOST-- Lead Tour, provide transport if needed</b>	Lunch Meeting on St. Thomas - <b>ACC303 (Tina)</b>	Lunch Meeting & Campus Tour on St. Croix - <b>St. Croix Library Conf Room</b>	
1:30 pm – 2:30 pm		Meeting with UVI Next Provost to <b>ACC 303</b>	Meet with Faculty Executive Committee <b>Library Con Rooms</b>	
2:30 pm – 3:15 pm		Meeting with Student Affairs on both Campuses to include VIUCEDD and Housing - <b>ACC303/Provost</b>	Meet with Celia Prince & St. Croix library tour, she pick up Lloyd in library conroom	
3:15 pm to 4:00 pm		Meeting with CPAC (St. Croix Presidential Advisory Council) - <b>St. Croix Provost Conf Room VC to ACC303</b>	Meet with Graduate Students (1/2 hour) <b>STX Library Con- ACC142-STX Library Con Room</b>	Meet with Director of Center for Spirituality & 360 Evaluations - <b>President's Conference Room</b>
4:00 pm – 5:00 pm		Borad of Trustees <b>ACC303/Provost</b>		
5:00 pm - 6:30 pm	Travel Back to St. Thomas for St. Croix Team Members <b>Charter NW Van; UVI Shuttle will pick up at ACE Flight Center</b>			
	Back to Hotel for St. Thomas Team Members <b>UVI Shuttle at ACC Entrance</b>			
6:30pm – 8:00pm	Dinner at Hotel Hibiscus Room			
8:00pm –	Team Work and start report writing - <b>Hibiscus Room @ Hotel</b>			

\*\*\*Coffee, Juice, Water and Tea in ACC303/EVC902 (all day)

Traveling to STX: Camille, Tracy, Hilda, Ellie, Francheska, Stacy, Glayds, Lloyd

**St. Croix Lunch Menu**

Grill Chicken Breast  
Steam Mahi Mahi Fish  
Veggie Lasagna (Vegetarian Option)

**Regular Sides**

Season Rice  
Mac & Cheese  
Toss Salad

**Drinks**

Juice  
Water

**Dessert** – Assorted Tarts

**St. Thomas Lunch Menu**

Chicken Wingettes  
King Fish or Mahi Mahi Fish  
Vegetarian Dish (Chef's Pick)

**Regular Sides**

Rice  
Mac & Cheese  
Vegetables

**Drinks**

Juice  
Water

**Dessert** – Chef's Pick

**MSCHE EVENT SCHEDULE - TUESDAY, MARCH 21, 2017**

Tracy Timekeeper

Celia Time keeper

TIME	Travel	Acc303-Provost	Library Con Rooms	Other
7:00 am – 8:00 am	Breakfast at Hotel			
8:15 AM	Pick-up to UVI at Emerald Beach Resort Lobby Shuttle			
8:30 am - 9:30 am		Meet with HR & Personnel Committee (Grievance Committees both Personnel & Faculty) ACC303-Provost	Meet with CSS (Center for Student Success) Library Con Rooms	Meeting with Finance & Budget (Shirley Lake-King's Office) Shirley, Haldane, Mitchell & Budget
9:30 am - 10:00 am			Non Teaching Research Faculty Library Con Rooms	
10:00 am – 11:00 am		Meeting with Steering Committee Members & IEAAB ACC303-Provost Con	Meet with Assessment 1. Inst. Assessment (Tina) 2. Institutional Research (Laurie, Tracy, Dannica) 3. Group who works on Educational Assessment 4. Faculty who work on Assessment - STT Library Conf Room VC to STX Library Conf Room	Meeting with St. Thomas SGA - President Con Room
11:00 am - 12:00 pm	Tour of St. Thomas Campus, including dorms -- UVI Shuttle/Dr. Mills and Verna Rivers			
12:00 pm to 1:30 pm		Lunch Meeting With Cabinet Una Dyer to make arrangements		
1:30 pm - 2:30 pm		Meet with Staff Council - ACC303-Provost Con	Meeting the Access & Enrollment Services (ACES) - Include Registrar's Office, Admissions & Financial Aid Library Con Rooms	Meeting with Faculty (to include rep(s) from Curriculum Committee & General Education Committee) TED101-EVC401
2:30 pm – 3:30 pm		Meet with Academic Deans - ACC303/Provost	Meet with Research Faculty & Entities -ECC, Sponsored Programs, AES, CES, CMES, VI-EPSCOR - Library Con Rooms	Meeting with the President - President's Office
3:30 pm to 4:30 pm		Meeting with TPAC (St. Thomas Presidential Advisory) ACC303		Meeting with Provost & CETL & Athletics President Conference Room
4:30 pm – 5:00 pm	Return to Hotel, Shuttle from ACC entrance			
	Dinner & Report Writing Hibiscus Room @ Hotel			

\*\*\*Coffee/Tea/Juice ACC303-Library con room

\*\*President's Office to set up lunch

**MSCHE EVENT SCHEDULE - WEDNESDAY, MARCH 22, 2017**

TIME	EVENT	LOCATION
7:00am – 8:00am	Breakfast at Hotel	Table Reserved
8:15 AM	Emerald Beach Resort Lobby	Pick up to UVI by Shuttle
8:30am – 9:00am	Meeting with UVI President	Dr. Hall's Office
9:00am – 10:00am	Final Team Meeting at UVI St. Thomas	303ACC
10:00am – 11:00am	Exit Interview	EVC401/Great Hall/B110/ACC142
11:00am	Return to Hotel Emerald Beach Resort and Check out for the members that leave that day	UVI Campus Shuttle will pick up & drop off to hotel & airport
11:00 am to 2:30 pm	Lunch at Emerald Beach Resort available from 11:00 am to 2:30 pm	Reserved Table
Airport Drop offs	2:20 pm Ellie Fogarty	Drop off at 11:30
	2:36 pm Gladys Schrynemaker	
	3:45 pm Elizabeth Dobie	Drop off at 1:00
	4:05 pm Stacy Downing	
	4:05 pm Lloyd Ricketts	
	4:05 pm Jennifer Swann & husband	
	4:49 pm Hilda Colon	Drop off at 2:00
	4:49 pm Francheska Escobar	

**Bucket for bag/towel drop off at hotel lobby**  
 Breakdown Conference Room at 8:00am

MSCHE TEAM SCHEDULE - MONDAY, MARCH 20, 2017

	STANDARD I	STANDARD II	STANDARD III	STANDARD IV	STANDARD V	STANDARD VI	STANDARD VII
TIME SLOT	HILDA COLON	JENNIFER SWAN	BETH ANN	STACY	GLADYS	LLOYD	PATRICK
7:00 am – 8:00 am	Breakfast at Hotel in Hibiscus Room	Breakfast at Hotel in Hibiscus Room	Breakfast at Hotel in Hibiscus Room	Breakfast at Hotel in Hibiscus Room	Breakfast at Hotel in Hibiscus Room	Breakfast at Hotel in Hibiscus Room	Breakfast at Hotel in Hibiscus Room
8:15 AM	Pick-up to UVI at Emerald Beach Resort Lobby	Pick-up to UVI at Emerald Beach Resort Lobby	Pick-up to UVI at Emerald Beach Resort Lobby	Pick-up to UVI at Emerald Beach Resort Lobby	Pick-up to UVI at Emerald Beach Resort Lobby	Pick-up to UVI at Emerald Beach Resort Lobby	Pick-up to UVI at Emerald Beach Resort Lobby
8:30 am - 8:45 am	Brief Team Meeting - ACC 303	Brief Team Meeting - ACC 303	Brief Team Meeting - ACC 303	Brief Team Meeting - ACC 303	Brief Team Meeting - ACC 303	Brief Team Meeting - ACC 303	Brief Team Meeting - ACC 303
8:45 am – 9:30 am	Meeting with UVI President - ACC303	Meeting with UVI President - ACC303	Meeting with UVI President - ACC303	Meeting with UVI President - ACC303	Meeting with UVI President - ACC303	Meeting with UVI President - ACC303	Meeting with UVI President - ACC303
9:30 am - 10:30 am	Travel to St. Croix - Charter	Tour of St. Thomas Library & Meet with Librarians - Library Conference Rooms	Tour of St. Thomas Library & Meet with Librarians - Library Conference Rooms	Travel to St. Croix - Charter	Travel to St. Croix - Charter	Travel to St. Croix - Charter	Tour of St. Thomas Library & Meet with Librarians - Library Conference Rooms
10:30 am - 11:00 am	Travel to AAS Campus			Travel to AAS Campus	Travel to AAS Campus	Travel to AAS Campus	
11:00 am to 12:00 pm	Meet with Undergraduate Students - NWW 103 VC to STT Library Conf Room	Meet with Public Relations - President Conf Room	Meet with Undergraduate Students - St. Thomas Library Conference Room VC to NWW103	Meet with St. Croix SGA (Student Leaders) St. Croix Provost Conf. Room	Meet with Undergraduate Students - NWW 103 VC to STT Library Conf Room	Meet with Undergraduate Students - NWW 103 VC to STT Library Conf Room	Meet with St. Croix SGA (Student Leaders) ACC 303 VC to St. Croix Provost Conf. Room
12:00 pm to 1:30 pm	Lunch Meeting & Campus Tour on St. Croix - St. Croix Library Conf Room	Lunch Meeting on St. Thomas - ACC303	Lunch Meeting on St. Thomas - ACC303	Lunch Meeting Campus Tour on St. Croix - St. Croix Library Conf Room	Lunch Meeting Campus Tour on St. Croix - St. Croix Library Conf Room	Lunch Meeting Campus Tour on St. Croix - St. Croix Library Conf Room	Lunch Meeting on St. Thomas - ACC303
1:30 pm – 2:30 pm	Meeting with UVI Next - Provost Conf Room VC to ACC 303	Meeting with UVI Next - ACC 303 VC to Provost Conf Room	Meeting with UVI Next - Provost Conf Room VC to ACC 303	Meeting with UVI Next - Provost Conf Room VC to ACC 303	Meeting with UVI Next - Provost Conf Room VC to ACC 303	Meeting with UVI Next - Provost Conf Room VC to ACC 303	Meet with Faculty Executive Committee - STT Library Conf Room VC to STX Library Conf Room
2:30 pm – 3:15 pm		Meeting with Student Affairs on both Campuses to include VIUCEDD & Housing Discussion - ACC 303 VC to St. Croix Provost Conf Room	Meeting with Student Affairs on both Campuses - ACC 303 VC to St. Croix Provost Conf Room	Meeting with Student Affairs on both Campuses - St. Croix Provost Conf Room VC to ACC303	Meeting with Student Affairs on both Campuses - St. Croix Provost Conf Room VC to ACC303	Meet with Celia Prince - St. Croix library tour	Meeting with Student Affairs on both Campuses - ACC303 VC to St. Croix Library Conf. Room
3:15 pm to 4:00 pm	Meeting with CPAC (St. Croix Presidential Advisory Council) - St. Croix Provost Conf Room VC to ACC303	Meet with Director of Center for Spirituality & 360 Evaluations - President's Conference Room	Meet with Graduate Students (1/2 hour) - STT Library Conf Room VC to Library Conference Room		Meet with Graduate Students (1/2 hour) - St. Croix Library Conference Room VC to STT Library Conference Room	Meeting with CPAC (St. Croix Presidential Advisory Council) - St. Croix Provost Conf Room VC to ACC303	Meeting with CPAC (St. Croix Presidential Advisory Council) - ACC303 VC to St. Croix Provost Conf Room
4:00 pm – 5:00 pm	Meeting with Board of Trustees - St. Croix Provost Conf Room VC to ACC303	Meeting with Board of Trustees - ACC303 VC to St. Croix Provost Conf Room	Meeting with Board of Trustees - ACC303 VC to St. Croix Provost Conf Room	Meeting with Board of Trustees - St. Croix Provost Conf Room VC to ACC303	Meeting with Board of Trustees - St. Croix Provost Conf Room VC to ACC303	Meeting with Board of Trustees - St. Croix Provost Conf Room VC to ACC303	Meeting with Board of Trustees - ACC303 VC to St. Croix Provost Conf Room
5:00 pm - 6:30 pm	Travel to St. Thomas Charter	Back to Hotel	Back to Hotel	Travel to St. Thomas Charter	Travel to St. Thomas Charter	Travel to St. Thomas Charter	Back to Hotel
	Dinner at Hotel in Hibiscus Room	Dinner at Hotel in Hibiscus Room	Dinner at Hotel in Hibiscus Room	Dinner at Hotel in Hibiscus Room	Dinner at Hotel in Hibiscus Room	Dinner at Hotel in Hibiscus Room	Dinner at Hotel in Hibiscus Room
	Team Work and start report writing - Hibiscus Room @ Hotel	Team Work and start report writing - Hibiscus Room @ Hotel	Team Work and start report writing - Hibiscus Room @ Hotel	Team Work and start report writing - Hibiscus Room @ Hotel	Team Work and start report writing - Hibiscus Room @ Hotel	Team Work and start report writing - Hibiscus Room @ Hotel	Team Work and start report writing - Hibiscus Room @ Hotel



MSCHE TEAM SCHEDULE - TUESDAY, MARCH 21, 2017

	STANDARD I	STANDARD II	STANDARD III	STANDARD IV	STANDARD V	STANDARD VI	STANDARD VII
	HILDA COLON	JENNIFER SWAN	BETH ANN	STACY	GLADYS	LLOYD	PATRICK
7:00 am – 8:00 am	Breakfast at Hotel in Hibiscus Room	Breakfast at Hotel in Hibiscus Room	Breakfast at Hotel in Hibiscus Room	Breakfast at Hotel in Hibiscus Room	Breakfast at Hotel in Hibiscus Room	Breakfast at Hotel in Hibiscus Room	Breakfast at Hotel in Hibiscus Room
8:15 AM	Pick-up to UVI at Emerald Beach Resort Lobby	Pick-up to UVI at Emerald Beach Resort Lobby	Pick-up to UVI at Emerald Beach Resort Lobby	Pick-up to UVI at Emerald Beach Resort Lobby	Pick-up to UVI at Emerald Beach Resort Lobby	Pick-up to UVI at Emerald Beach Resort Lobby	Pick-up to UVI at Emerald Beach Resort Lobby
8:30 am - 9:30 am			Meet with CSS (Center for Student Success) - Library Conf Rooms		Meet with CSS (Center for Student Success) - Library Conf Rooms		
9:30 am - 10:00 am	Meeting with Finance & Budget - Shirley Lake-King's Office	Meet with HR & Personnel Committee (Grievance Committees both Personnel & Faculty) ACC303 VC to Provost Conf Room	Meeting with Non-teaching Research Faculty (1/2) hour - Library Conference Rooms	Meet with HR & Personnel Committee (Grievance Committees both Personnel & Faculty) ACC303 VC to Provost Conf Room	Meeting with Non-teaching Research Faculty (1/2 hour) - Library Conference Rooms	Meeting with Finance & Budget - Shirley Lake-King's Office	Meeting with Finance & Budget - Shirley Lake-King's Office
10:00 am – 11:00 am	Meeting with Steering Committee Members & IEAAB - ACC303 VC to Provost Conf Room		Meet with Assessment 1. Inst. Assessment 2. Inst. Research 3. Group who works on Educational Assessment 4. Faculty who work on Assessment - STT Library Conf Room VC to STX Library Conf Room	Meeting with St. Thomas SGA - President Conf Room	Meet with Assessment 1. Inst. Assessment 2. Inst. Research 3. Group who works on Educational Assessment 4. Faculty who work on Assessment - STT Library Conf Room VC to STX Library Conf Room	Meeting with Steering Committee Members & IEAAB - ACC303 VC to Provost Conf Room	Meeting with St. Thomas SGA - President Conf Room
11:00 am - 12:00 pm	Tour of St. Thomas Campus - Dorms	Tour of St. Thomas Campus - Dorms	Tour of St. Thomas Campus - Dorms	Tour of St. Thomas Campus - Dorms	Tour of St. Thomas Campus - Dorms	Tour of St. Thomas Campus - Dorms	Tour of St. Thomas Campus - Dorms
12:00 pm to 1:30 pm	Lunch Meeting With Cabint	Lunch Meeting With Cabint	Lunch Meeting With Cabint	Lunch Meeting With Cabint	Lunch Meeting With Cabint	Lunch Meeting With Cabint	Lunch Meeting With Cabint
1:30 pm - 2:30 pm	Meeting with Faculty TED101 VC to EVC401 or Meet with Staff Council ACC303 VC to Provost Conf. Room	Meeting with Financial Aid (part of ACES) - Library Conf Rooms or Meet with Staff Council - ACC303 VC to Provost Conf. Room	Meeting with Faculty (to include rep(s) from Curriculum Committee & General Education Committee) TED101 VC to EVC401	Meeting with Access & Enrollment Services (ACES) - Include Registrar's Office, Admissions & Financial Aid - Library Conf Rooms	Meeting with Faculty (to include rep(s) from Curriculum Committee & General Education Committee) TED101 VC to EVC401		Meet with Staff Council - ACC303 VC to Provost Conf. Room
2:30 pm – 3:30 pm	Meeting with the President - President's Office	Meet with Research Faculty & Entities -ECC, Sponsored Programs, AES, CES, CMES, VI- EPSCOR - Library Conf Rooms	Meet with Academic Deans - ACC 303 VC to Provost Conf Room		Meet with Academic Deans - ACC 303 VC to Provost Conf Room	Meet with Research Faculty & Entities -ECC, Sponsored Programs, AES, CES, CMES, VI- EPSCOR - Library Conf Rooms	
3:30 pm to 4:30 pm	Meeting with TPAC (St. Thomas Presidential Advisory) - ACC303		Meeting with Provost & CETL and Athletics President Conf Room	Meeting with Athletics President Conf Room			Meeting with TPAC (St. Thomas Presidential Advisory) - ACC303
4:30 pm – 5:00 pm	Return to Hotel	Return to Hotel	Return to Hotel	Return to Hotel	Return to Hotel	Return to Hotel	Return to Hotel
	Dinner & Report Writing Hibiscus Room @ Hotel	Report Writing Hibiscus Room @ Hotel	Report Writing Hibiscus Room @ Hotel	Report Writing Hibiscus Room @ Hotel	Report Writing Hibiscus Room @ Hotel	Report Writing Hibiscus Room @ Hotel	Report Writing Hibiscus Room @ Hotel

## SHUTTLE SCHEDULE

### Sunday March 19

Tina will come to security about 11:45 to ride the shuttle with the driver

12:00 pick up at Emerald Beach Resort, drop off at Afternoon on the Green entrance. Hopefully, this will be at a spot where the riders can come back to.

1:00 pickup at Afternoon on the Green to return to Emerald Beach

2:00 pickup at Afternoon on the Green to return to Emerald Beach

Tina will be at Emerald Beach about 2:30 to make sure everyone got back

4:30 pick up at Emerald Beach, drop off at Paradise Point

7:30 pick up at Paradise Point, drop off at Emerald Beach

### Monday March 20

Tina will come to security about 8:00am to ride the shuttle with the driver

8:15 pick up at Emerald Beach, drop off at ACC entrance

9:20(ish) pick up STX Group at ACC entrance, drop off at ACES Flight Charters, 2nd stop at library

Tina will ride along

5:00 pick up STT group at ACC entrance, drop off at Emerald Beach

5:30 pick up STX group at ACES Flight Charter, drop off at Emerald Beach

### Tuesday March 21

Tina will come to security about 8:00am to ride the shuttle with the driver

8:15 pick up at Emerald Beach, drop off at ACC entrance, and library

11:00 pick up at ACC entrance (Tina will bring a couple of members down the hill in UVI9) Dr. Mills will be with ACC group.

Give campus tour, under direction of Dr. Mills.

12:00 or sooner, drop back off at ACC for lunch with Cabinet. Dr. Mills will be escort

4:30 pick up at ACC entrance, drop at Emerald Beach

### Wednesday March 22

Tina will come to security about 8:00am to ride the shuttle with the driver

8:15 pick up at Emerald Beach, drop off at ACC entrance

9:30 (ish) pick up at ACC entrance, drop behind the Business Building

10:45 (ish) pick up behind Business Building, drop at Emerald Beach

## Welcome Email, sent 3-15

Good Day Visiting Team,

We are so pleased to know that you will be on our campuses soon. We are now within a week of your visit and we are making preparations to both welcome you, and to make your trip successful.

I want to share some information with you, so you know what to expect.

First, I will meet each of you at the airport to take you to the hotel. Please let me know if you are traveling with someone, so I can make sure I have enough seats in my car. The airport is very close to the Resort where you will be staying. It will take about 30 minutes to get checked bags. You are visiting us during high season, so the airport is very busy on Saturdays and Sundays. You'll find that it is a very small airport. There are no jet ways, the planes use planeside stairs and you walk from the tarmac to the airport building. There is only one runway, and the walk is pretty short. I will meet you as you enter the building, and we can get your luggage together.

Second, As we check into the Resort, I will provide you with a UVI care package. It will have print copies of your agendas, tickets for food, and transportation schedules for the stay. We have also included a few items to help you have a comfortable stay.

**Cell Phones:** The islands has AT&T and Sprint cell phone service. On most plans, it is treated as domestic – just like using your cell phone in any other state. Verizon and T-Mobile may not work in the Territory, depending on your plan. If they do work, you will be roaming. Please plan accordingly with your carrier. You may just want to call them and determine your best strategy. You will have wi-fi access at the University and the Resort. But keep in mind, you are not in the mainland, your connection speeds and consistency may be less than you expect. Be patient.

**Greetings:** The USVI is a very friendly place, but it too is different from the mainland. While stateside “hi” or “hello” are commonplace greetings, here on the USVI you say “good morning”, “good afternoon” or “goodnight” to EVERYONE. In fact, it is important enough that there are public service announcement posters up in the post office and in some grocery carts reminding everyone to give a proper greeting. What took the most getting used to for me was addressing an entire roomful of people at once such as saying “good morning” to the entire room when you walk into the post office to check your mail, or saying “good night” to everyone at a restaurant. Also, saying “goodnight” as an initial greeting still takes some getting used to. “Goodnight” is not just for when you are leaving somewhere and are saying your “goodbyes”, but is used in place of “good evening” (although “good evening” is perfectly acceptable, it is not as common to hear as “good night”).

**Driving:** The University will provide transportation to all of your venues. You should be aware that we drive on the LEFT. So as a rider, you may flinch occasionally as we make our way up the road. If you are staying before or after, the taxi services are very good, and I recommend that, over a rental car. There are published rates for every destination, make sure you know the published rate!

**Weather:** It should be 85 degrees and sunny, the entire time you are here. I know that because it is the same every day. The humidity is high, around 72%, but there is usually a breeze. All venues are air conditioned. Please dress comfortably. You will be moving about campus, you will find that the dress code is not as formal as a stateside institution. You will see some administrators in suits in ties, you will see some in breezier garb. You may see faculty members in shorts. But I promise you everyone will be on their best behavior.

**Meals:** The University will provide every meal starting with dinner on Saturday the 18<sup>th</sup>, including lunch on Sunday at our annual “Afternoon on the Green” festival on campus. This is a fair-like atmosphere with booths for you to select your favorite dish, or try a new Caribbean staple. Tickets will be in you care package, transportation from the Resort will be provided. If you have a traveling companion, tickets are available on site, please feel free to bring them to the fair. Please feel free to select dining opportunities outside of what the University provides. There are wonderful restaurants on island. These will be at your own expense. Restaurant service may be slower than you expect. Be patient. Enjoy the dining experience.

**St. Thomas:** Is 32 square miles, so quite small. If you stand at the high point on the University campus, you can see both the airport and your Resort. The Sunday dinner is only a few miles up the road. So you will not be spending a lot of times in cars. From our Marine Science Center, you are about 100 yards from the airport control tower. You can also see the University’s beach from the left side of the plane as it lands. It is not unusual to see stray cats or dogs...or chickens on the roads. It is also not unusual for the power to blink or to go out. There are generators at both the Resort and the University.

**Language:** Most people speak English, but there are several accents and dialects that may make it difficult for you to understand, especially when people talk fast. Again, patience will serve you well.

We are so excited for you to join us. Please let me know if I can assist you in anyway as you make your final preparations. Just email me with questions.

See you soon!  
Tina

## RECEPTION DETAILS

### PROGRAM

- 5:00 pm Cash Bar and Appetizers*
- 5:30 pm Welcome and Introduction of MSCHE Team Dr. David Hall, President*  
*Welcome Henry C. Smock, Esq., Chairman of the Board*  
*Welcome Video*
- 6:00 pm Dinner*
- 7:15pm Closing Remarks*  
*Dr. Camille McKayle, Provost & Vice President for Academic Affairs*
- 7:25 pm Shuttle departure for MSCHE Visiting Team*
- 7:30pm Recognition of the UVJ Self-Study Initiative Steering Committee*  
*Tina Koopmans, Vice President, Information Services & Institutional Assessment*

### MENU

Appetizers (5:00 pm to approx. 5:45-6:00 pm)

- Smoked Korean Drum Sticks
- Tenderloin Crostini
- Veggie and Salmon Pinwheels
- Veggie Tray
- Fruit Kababs
- Cheese & Cracker Assortment

Caribbean Buffet (set-up after appetizers)

- Rum Glazed Ham
- Salmon with a Lemon Butter Sauce
- Veggie Lasagna (Vegan Style)
- Peas and Rice
- Sweet Potato Stuffing
- Sauteed Veggies
- Fried Sweet Plantain
- Garden Salad
- Macaroni and Cheese
- Rolls and Butter
- Dessert

Water, Tea, Coffee during dinner