

**(From the Program Review Process Task Force Report  
Approved April 18<sup>th</sup>, 2011)**

**External Reviewer Report Visit Guidelines and Report Format**

The external reviewer must be prepared to review the self-study documents, conduct at least a day long site visit, and submit a final report within two weeks of the site visit. The report should address the following:

I. Curriculum

- a. Are the goals of the curriculum appropriate for the discipline?
- b. How does the current curriculum compare to national or regional standards?
- c. Is there appropriate assessment of the curriculum by the program?
- d. What are the weaknesses?
- e. What are the strengths?
- f. Recommendations for change

II. Assessment of Student Learning

- a. Are the student learning outcomes clearly defined?
- b. Are the assessment systems appropriate to determine student achievement and program goal attainment?
- c. Are learning outcomes and program goals achieved?
- d. What are the weaknesses?
- e. What are the strengths?
- f. Recommendations for improvement?

III. Faculty/Staff

- a. Does the program have adequate faculty and staff?
- b. Does the faculty have appropriate scholarship and teaching credentials?

IV. Resources and Support Services

- a. Are the resources and support services sufficient to achieve program goals?

V. Other issues common to the discipline

VI. Specific Recommendations.