

## **Program Review Committee's Evaluation of Seven-Year Reports:**

Each seven-year report will be evaluated by a team of three members who will co-write a single response in conjunction with the External Reviewer. The program review team typically consists of one faculty and one staff PRC members and an External Reviewer for the program. External Reviewers will be identified and confirmed by the end of the spring semester preceding the seven-year report submission. If the department under review is accredited by an external agency (such as NASM or CCTC), the Dean of Curriculum and Educational Effectiveness will serve on the team instead of an External Reviewer. For all teams, the Dean will coordinate program review schedules, contract External Reviewers, and work with Team Leaders on schedule construction, compiling lines of inquiry, site visit logistics, and finalizing the team report. The framework for the team analysis is the college's standards of the seven-year report evaluation and guild standards of the discipline.

### **The Role of the Team Leader**

A faculty or staff member of the PRC will serve as the Team Leader. The Team Leader will:

- work with the Department Chair, External Reviewer, and Provost Office to contribute to the site visit schedule construction;
- set the date for the program review team worksheet submission;
- schedule conference calls with all team members prior to the External Reviewer's site visit to review the combined PR Team Worksheet and identify further lines of inquiry;
- assign which response sections each team member will be responsible for writing;
- provide support and information for an External Reviewer as needed;
- compile sections of the program review report written by team members into a single document according to the Program Review Team's Response to Seven-Year Report and submit it to the Dean of C&EE within six week of the site visit;
- participate in the External Reviewer's exit meeting with the Provost and Dean, and
- participate in the departmental program review meeting with the Provost and Dean.

### **The Role of the Team Member**

Members of the program review team work together to create an effective and thorough review of the program and its seven-year report. Every team member:

- reads the seven-year report in its entirety;
- completes and submits the Program Review Team Worksheet by the due date;
- participates in the team's conference calls organized by the Team Leader;
- develops and submits appropriate lines of inquiry prior to the site visit;
- if possible, attends the External Reviewer's exit meeting with the Provost and Dean;
- completes and submits assigned sections of the team response within four weeks of the site visit; and

- promptly revises and provides feedback on the final draft of the program review team's report. The program review team's report needs to be submitted to the department and Dean of C&EE within six week of the site visit.

The program review team member may participate in the departmental program review meeting with the Provost and Dean.

## **The Role of the External Reviewer**

External Reviewers conduct their site visit approximately four weeks after the seven-year program review report has been written and filed. They serve as members of the program review team assigned to the department under review. Their contribution to the program review team's report focuses on insights from the seven-year program review report, other relevant documents, and site visit evidence. It also includes recommendations from the perspective of an expert in the program's discipline. The External Reviewer will use the criteria from the Program Review Team's Response to Seven-Year Report and Site Visit template as the base for their submission to the report.

External Reviewers participate in all activities pertinent to the program review process. Specifically, they:

- read the program review report in its entirety and provides their responses in the "Worksheet" document;
- participate in a conference call (approx. 1 hour) with their fellow PRC Team members prior to the site visit to review and discuss the compilation document of the "Team Worksheet;"
- participate in all assigned meetings designated in the site visit schedule;
- write and submit designated report portions as assigned by the Team Leader based on the Program Review Team's Response to Seven-Year Report and Site Visit template, additional documents, and site visit observations by the deadline agreed upon with his or her team members;
- review and comment or approve the final draft of the PRC report in a timely manner before submission of the report to the department.

Upon consultation with a Team Leader and the Dean, an External Reviewer may request additional materials from a program before or during his/her site visit in order to:

- review curricular offerings for relevance, currency, and quality;
- review the appropriateness and effectiveness of strategies used to assess student learning and program outcomes;
- ensure decisions and actions taken by the department/program, based on assessment, are in keeping with best practices in the academic discipline;
- evaluate the quality of faculty teaching and breadth of faculty scholarly activities and accomplishments;
- evaluate the program's effectiveness at recruiting and retaining successful students and faculty;

- provide an evidence-based analysis of the program's strengths and areas in need of improvement relative to comparable programs.

The department will take the program review team's report into consideration while developing their Action Plan and Multi-Year Assessment Plan and articulating their Key Questions for the next program review cycle.

If department faculty disagree with the program review team's evaluation of the program or their recommendations, the faculty may submit a formal written response to the program review team's report, which will be considered at the department faculty meeting with the Provost and the Dean of Curriculum and Educational Effectiveness.