
WESTERN NEVADA COLLEGE

GUIDELINES FOR INTERNAL AND EXTERNAL REVIEWERS

Internal and **External Reviewers** provide the program with valuable perspectives regarding the quality and effectiveness of the unit's programs, services, resources, processes, and operations. The **Internal** and **External Reviewers** for academic program reviews (and for some administrative program reviews) shall spend one day on campus discussing the **WNC Program Review Report** and related information with faculty, staff, advisory groups, students, and others related to the department or program.

INTERNAL AND EXTERNAL REVIEWER SELECTION

The **Internal Reviewer** should be a WNC faculty or staff member from outside the program being reviewed, and the **External Reviewer** should be a faculty or staff member teaching or working in the same area from another college or university or from industry. Main constituents, including students, associated community members, external faculty members within the discipline, etc., may also be included. If possible, occupational academic programs should include at least one advisory board member as an **External Reviewer**. University transfer programs should include a university faculty member of the transfer program if possible. **Internal** and **External Reviewer** selections should be forwarded to the Chair of PARC. For academic program reviews, the Dean of Instruction or Vice President is responsible for coordinating the site visit with the **External Reviewers** and escorting them throughout the site visit.

RESPONSIBILITIES OF THE INTERNAL AND EXTERNAL REVIEWERS

- Examine the self WNC Program Review Report.
- Engage in additional information-seeking, as necessary.
- Confirm the validity of the conclusions reached in the self-study.
- Identify additional strengths and recommendations for quality enhancement.
- Participate in a site visit and exit interview with the President, Vice President, Dean, and program personnel (required for all academic reviews and optional for administrative reviews).
- Prepare a Reviewer Report.

The final report should include commendations as well as recommendations. There should be a special emphasis on improvements that require no new resources. Below is the proposed organization of the final report:

- Program strengths and weaknesses
- Strategies for improvement
- Evaluation of the internal or external review process/site visit/self-study document