

External Reviewer(s) Report

Guidelines for External Reviewer(s):

The purpose of the **External Reviewer(s)** is to provide the program with an external perspective regarding the quality and effectiveness of the unit's programs, services, resources, processes, and operations. The **External Reviewer(s)** shall spend one day on campus discussing the **WNC Program Review Report** and related information with administrative and academic faculty, staff, advisory groups, students, and others related to the department/program.

External Reviewer(s) Selection

The **External Reviewer(s)** should be made up of at least one WNC faculty member from outside the program being reviewed and at least one faculty member teaching in the same discipline from another college or university. Main constituents including students, associated community members, external faculty members within the discipline, etc., may also be included. If possible, occupational programs should include at least one advisory board member as an **External Reviewer(s)**. University transfer programs should include a university faculty member of the transfer program if possible. Nominations for the **External Reviewer(s)** should be forwarded to PARC for approval. The Division Chair or designee is responsible for coordinating the site visit with the **External Reviewer(s)** and escorting them throughout the site visit.

Responsibilities of the External Reviewer(s)

- Examine the self WNC Program Review Report.
- External Reviewer(s) are responsible for coordinating the efforts of the team prior to, during and after the visit.
- External Reviewer(s) are responsible for providing a report to the Dean of Instruction within 30 days of the campus visit.
- 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.
- Conduct an exit interview with the President, Vice President, Dean of Instruction, and program personnel.
- Prepare a final report to be submitted within 14 days of the site visit.

The final report should include commendations as well as recommendations. There should be a special emphasis on improvements that require no new resources. Both the Dean of Instruction and the program faculty will have an opportunity to respond to the external reviewers' report before the entire process is concluded.

Below is a proposed organization format for the final report:

- Program Strengths and Weaknesses
- Strategies for Improvement
- Evaluation of the external review process/site visit/self-study document