



## PROGRAM REVIEW

### EXTERNAL REVIEWER'S REPORT TEMPLATE

**Program** \_\_\_\_\_

**External Reviewer's University** \_\_\_\_\_

**Date** \_\_\_\_\_

This template is provided to assist External Reviewers in the completion of their report.

External Reviewers are asked to write a report that:

- Includes an **executive summary** of general comments, singles out features of the program that merit **commendations**, and makes **recommendations** for improvement.
- Varies in length between three and five pages.
- Is completed within three weeks of the visit.

#### 1. **Executive Summary**

Provide a brief executive summary of major findings for this program. Include:

- General observations and comments on the program and curriculum, quality of student learning and the achievement of student learning outcomes, the assessment (seven year) plan, faculty, students, facilities and resources
- Responses to questions posed by faculty

#### 2. **Commendations**

Provide comments about what the program is doing well. Note suggested topic areas below.

#### 3. **Recommendations**

Provide comments to guide future direction for faculty to use to improve student learning. Provide evaluative feedback that would improve any aspect of the program and recommendations that require no new resources as well as those that do. The report may note recommendations that have been shown to be effective elsewhere. Note suggested topic areas below.

Educational Effectiveness Topic Areas for Commendations and Recommendations sections:

- Provide feedback / suggestions on any learning outcome.
- Analyze / evaluate direct and indirect evidence of student learning
- Offer suggestions to improve the assessment process
- Evaluate assessment plan
- Evaluate assessment impact