

Program Review & Site Visit Guidelines

Time Table for Self-Study and External Review

- **November**
 - Identify external consultant for spring visit.
 - Dean and Provost approval required.
 - Set date(s) of site visit and notify Dean and Academic Affairs
 - Communicate with Academic Affairs Office to set up contract/purchase order.
 - Complete self-study report in Taskstream.
 - Submit for approval.
- **December/January**
 - 6 weeks prior to site visit:
 - Confirm all necessary details for contract and purchase order with Academic Affairs Office
 - Coordinate itinerary
 - Request appointments for the consultant to interview Dean and Provost.
 - Schedule campus rooms
 - If applicable, confirm air arrival/departure times and identify a Department member to transport the reviewer between airport and hotel
 - The Hampton Inn and DoubleTree are the only hotels that offer a shuttle.
 - Submit any necessary special expense forms
 - At least 2 weeks prior to site visit:
 - Publish Taskstream Workspace for consultant review
 - Contact Academic Affairs if support is needed.
- **February/March**
 - Consultant visits campus.
- **May**
 - Consultant report due.
 - Digital copies distributed to department faculty, Dean, Academic Affairs Office, and CEL (if applicable).
 - Notify Academic Affairs to complete payment to Reviewer.
- **Following November**
 - Complete program Five-year plan in Taskstream and submit for approval.

Selecting and Scheduling an External Consultant

The academic department/program is responsible for identifying and forwarding a list of two to three potential external department/program review consultants to the Dean. Departments/programs are urged to identify consultants with previous experience in program evaluation and program assessment; professional associations and societies may be sources for consultants with such expertise. Without a compelling justification, it is unlikely the same consultant would be approved for two consecutive reviews. The Dean, in consultation with the department, recommends a consultant to the Provost and Vice President for Academic Affairs for approval.

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Once a consultant is approved, the Department Chair organizes the contract and itinerary for the consultant visit in coordination with the Dean and Academic Affairs Office. The stipend paid for a consultant visit is normally set at \$1500. An additional amount to cover estimated travel expenses may be negotiated. The *total* expense covered in a consultant contract, including travel expenses, is typically between \$1500 and \$3000.

NOTE: Contracts for consultants must be drafted and signed BEFORE the consultant comes to campus. Consult the Provost's Office for assistance in getting the proper paperwork filled out and filed. Please allow six weeks for processing.

Self-Study

The self-study form should be filled out and submitted in Taskstream. Please use the workspace labeled "*Self-Study Beginning Fall 2019*" which can be found under the Standard Requirements section. You should also attach or link to supporting materials. Examples include:

- Vitae of current faculty
- Previous consultant's report
- Copies of the department/program's annual operational reports
- Information about the department/program's efforts in response to Equity 2030 goals
- Links to program website
- Links to current undergraduate and graduate catalogs (as applicable)
- Examples of faculty publications or other work
- Examples of student work
- Other reports or documentation that the consultant might find useful

Site Visit Interviews

The consultant should conduct interviews with the following individuals or groups:

- Department chair
- Faculty members of the department/program; including program coordinators for degree programs offered through the Center for Extended Learning
- Undergraduate and graduate (if appropriate) students of the department/program
- Dean of the college
- Provost/Vice President for Academic Affairs
- Center for Extended Learning Administration (if applicable)
- Members of the department/program advisory board (if applicable)
- Staff in the unit or department
- Others from the University community who have some association with the department/program

A meal with departmental members and the consultant may be scheduled as part of the visit.

- A special expense form approved by the Provost is required in advance of scheduling or ordering the meal.
- State funds can only be used for a single (1) meal with the consultant.

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- The cost allowed *per person* is limited by the maximum rates negotiated with the Dept of Employee Relations: (\$10 – Breakfast , \$13 – Lunch, \$19 – Dinner)

Issues to Be Addressed by the Consultant

The external consultant should be viewed as an outside quality auditor whose main responsibility is to assess the quality of the program. The consultant review should provide written recommendations for maintaining and improving the quality of the program. Issues to be addressed include, but are not limited to, the following:

- the extent to which intended student learning outcomes are being met
- the extent to which program student learning outcomes meet disciplinary standards or expectations
- the extent to which the department has made use of assessment data for program improvement
- improvements since the last 5-year review
- the department/programs diversity, equity and inclusion work and their response to the system's Equity 2030 goals
- strengths and weaknesses of the department/program faculty
- strengths and weaknesses of the department/program's research and scholarly activity
- student satisfaction with the department/program
- staffing levels and workloads
- adequacy of supporting services
- effectiveness of the department/program in meeting University mission and vision

Further areas for consideration specific to the program may be identified by the department and Dean.

All reviewers must complete the *External Consultant's Questionnaire* provided by Academic Affairs Office.

Report out

After the final report is completed the results of a consultant visit will be presented to Provost's Council by the department/program's chair or their Dean. The deans will then report on each of their college's reviews to the President's Cabinet.