

Program Review Committee's Evaluation of Seven-Year Reports

Each Seven-Year Program Review Report is evaluated by a three-member program review team, along with the Dean of Curriculum and Educational Effectiveness and the Assistant Vice President of Research, Planning, and Implementation. Drawing on this collective feedback, the program review team authors a single response to the department's seven-year report and site visit. The review team typically consists of one faculty and one staff member from the Program Review Committee (PRC), as well as the external reviewer selected for the program. External reviewers are identified and confirmed by the end of the spring semester preceding the report submission. The review team's analysis is guided by both the college's standards for Seven-Year Report evaluation and the disciplinary guild standards.

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 in place of an external reviewer.

For all teams, the Dean will coordinate the program review schedule, manage external reviewer contracts, and collaborate with team leaders on constructing the site visit schedule, developing lines of inquiry, handling site visit logistics, and finalizing the team's report.

The Role of the Team Leader

A faculty or staff member of the Program Review Committee (PRC) will serve as the Team Leader. The Team Leader is responsible for the following:

- Collaborating with the Department Chair, External Reviewer, and Provost's Office to help construct the site visit schedule;
- Setting the due date for the submission of the **Program Review Team Worksheet**;
- Scheduling conference calls with all team members prior to the External Reviewer's site visit to review the combined PR Team Worksheet and identify additional lines of inquiry;
- Assigning sections of the response report to individual team members for drafting;
- Providing support and information to the External Reviewer as needed;
- Compiling the drafted sections into a single document in accordance with the **Program Review Team's Response to the Seven-Year Report** format and submitting the final report to the Dean of Curriculum and Educational Effectiveness within six weeks of the site visit;
- Participating in the External Reviewer's exit meeting with the Provost and Dean; and
- Participating in the departmental program review meeting with the Provost and Dean.

The Role of the Team Member

Members of the program review team collaborate to produce an effective and comprehensive evaluation of the program and its Seven-Year Report. Each team member is expected to:

- Read the Seven-Year Report in its entirety;
- Complete and submit the **Program Review Team Worksheet** by the designated deadline;
- Participate in team conference calls organized by the Team Leader;
- Develop and submit relevant lines of inquiry in advance of the site visit;
- Attend the External Reviewer's exit meeting with the Provost and Dean, if possible;
- Complete and submit assigned sections of the team response within four weeks of the site visit; and
- Provide timely revisions and feedback on the final draft of the program review team's report.

The final report must be submitted to the department and the Dean of Curriculum and Educational Effectiveness within six weeks of the site visit. Team members may also 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 submitted. As members of the program review team assigned to the department, they contribute to the team's written response by offering insights based on the Seven-Year Report, supplementary documents, and observations made during the site visit. Their contribution also includes discipline-specific recommendations. External Reviewers use the **Program Review Team's Response to Seven-Year Report** template as the framework for their submission.

Responsibilities of the External Reviewer include:

- Reading the Seven-Year Report in full and submitting initial responses using the **Program Review Team Worksheet**;
- Participating in a pre-visit conference call (approximately one hour) with other review team members to discuss the compiled worksheet;
- Attending all assigned meetings during the site visit as outlined in the schedule;
- Drafting and submitting their assigned sections of the team's response report based on the template, supporting documents, and site visit observations by the agreed deadline;
- Reviewing, commenting on, and approving the final draft of the team report in a timely manner before submission to the department.

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

- Evaluate the relevance, currency, and quality of curricular offerings;
- Assess the appropriateness and effectiveness of student learning and program outcome measures;
- Determine whether assessment-based decisions align with best practices in the discipline;
- Review faculty teaching quality and the scope of scholarly activity and accomplishments;
- Evaluate the program's effectiveness in recruiting and retaining successful students and faculty;

- Provide an evidence-based evaluation of the program's strengths and areas for improvement in comparison to peer institutions.

The program review team's report will inform the department's development of its Action Plan, Multi-Year Assessment Plan, and Key Questions for the next review cycle.

If the department disagrees with any part of the team's evaluation or recommendations, faculty may submit a formal written response. This response will be reviewed during the departmental meeting with the Provost and the Dean of Curriculum and Educational Effectiveness.