

Curriculum Committee
Program/Department Review

GUIDELINES FOR EXTERNAL CONSULTANT'S REPORT

External Consultant's Report

The consultant should submit a written report within one month after his/her on-site visit using the following guidelines.

1. Objectives

- a. Are you satisfied that the learning objectives and underlying principles of the program/department are stated clearly? (Explain)
- b. Are you satisfied that the program/department mission and educational goals are consistent with those of the institution? (Explain)

2. Need for the Program

- a. How does the program meet local and regional needs? (Explain)

3. Educational Program

- a. In what ways does the distribution of required courses and electives support the learning objectives of the program?
- b. Is course content identical in day, evening, weekend, and distance learning courses?
- c. How are course content and program standards maintained for the program/department?
- d. For career programs, does the curriculum represent a suitable approach to professional study in the field? (Explain)
- e. If a program has a clinical component, how do the facilities support program learning objectives?
- f. If applicable, does the program meet certification and/or accreditation standards? (Explain)
- g. Are the standards for completion of the program clearly defined and consistent with the objectives of the program?
- h. Are current formal articulation agreements with four-year institutions effective?

4. Enrollment

- a. How has the six-year enrollment trend affected the program/department?

- b. What efforts are employed to recruit and to retain students?
- c. How is academic advisement provided to students in the program/department?

5. Faculty

- a. How has the ratio of full-time to part-time faculty, in terms of credit hours, affected the program/department?
- b. How has class size affected the program/department?

6. Resources

- a. Does the college provide the resources necessary to support a program of high quality, e.g., faculty, equipment? (Explain)

7. Facilities/Equipment

- a. Do the classroom, laboratories, and equipment adequately support the program/department? (Explain)

8. Library

- a. How does the faculty in the program/department ensure that relevant instructional materials are current and comprehensive?
- b. How do the LRC resources support instruction in the program/department?

9. Technology

- a. Are adequate technological resources available to support the program/department?

10. Outcomes Assessment

- a. Is the current outcomes assessment instrument adequate to address the learning objectives of the program/department? (Explain)
- b. Is implementation comprehensive? (Explain)
- c. In what ways does the program/department make use of the assessment data?

Future Plans

1. Comment on program/department plans for the next six years.
2. Summarize program/department strengths.
3. Summarize program/department areas of concern.