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

1. Are you satisfied that the learning objectives and underlying principles of the program/department are stated clearly? (Explain)

1. 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

1. In what ways does the distribution of required courses and electives support the learning objectives of the program?

1. Is course content identical in day, evening, weekend, and distance learning courses?

1. How are course content and program standards maintained for the program/department?

1. For career programs, does the curriculum represent a suitable approach to professional study in the field? (Explain)

1. If a program has a clinical component, how do the facilities support program learning objectives?

1. If applicable, does the program meet certification and/or accreditation standards?

(Explain)

1. Are the standards for completion of the program clearly defined and consistent with the objectives of the program?

1. Are current formal articulation agreements with four-year institutions effective?

# 4. Enrollment

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

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1. What efforts are employed to recruit and to retain students?

1. How is academic advisement provided to students in the program/department?

# 5. Faculty

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

1. How has class size affected the program/department?

# 6. Resources

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

# 7. Facilities/Equipment

1. Do the classroom, laboratories, and equipment adequately support the

program/department? (Explain)

# 8. Library

1. How does the faculty in the program/department ensure that relevant instructional materials are current and comprehensive?

1. How do the LRC resources support instruction in the program/department?

# 9. Technology

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

# 10. Outcomes Assessment

1. Is the current outcomes assessment instrument adequate to address the learning objectives of the program/department? (Explain)

1. Is implementation comprehensive? (Explain)

1. In what ways does the program/department make use of the assessmentdata?

**Future Plans**

1. Comment on program/department plans for the next six years.

1. Summarize program/department strengths.

1. Summarize program/department areas of concern.

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