



Academic Program Review External Reviewers

[Insert External Reviewers' Names, Credentials, & Institution]

[Insert Department Name]

[Insert Names of Programs Reviewed]

[Review Date]

External Reviewer's Signature

External Reviewer's Signature

Academic Program Review

External Reviewers Report Template

The report prepared by the External Reviewers will be used by the Arkansas Department of Higher Education (ADHE) to verify the student demand and employer need for the program, the appropriateness of the curriculum, and the adequacy of program resources. The report should not include a recommendation to ADHE on program continuation or program deletion.

The External Reviewers written report must include a summary of each area examined and should provide examples that document the conclusions. The questions below should be used by the reviewers as a guide in preparing the summary for each area. Responses to the questions should not be simply “yes or no”.

- I. Review of Program Goals, Objectives and Activities
 - A. Are the intended educational (learning) goals for the program appropriate and assessed?
 - B. How are the faculty and students accomplishing the program’s goals and objectives?
 - C. How is the program meeting market/industry demands and/or preparing students for advanced study?
 - D. Is there sufficient student demand for the program?
 - E. Do course enrollments and program graduation/completion rates justify the required resources?

- II. Review of Program Curriculum
 - A. Is the program curriculum appropriate to meet current and future market/industry needs and/or to prepare students for advanced study?
 - B. Are institutional policies and procedures appropriate to keep the program curriculum current to meet industry standards?
 - C. Are program exit requirements appropriate?
 - D. Does the program contain evidence of good breath/focus and currency, including consistency with good practice?
 - E. Are students introduced to experiences within the workplace and introduced to professionals in the field?
 - F. Does the program promote and support interdisciplinary initiatives?
 - G. Does the program provide respect and understanding for cultural diversity as evidenced in the curriculum, in program activities, in assignment of program responsibly and duties; in honors, awards and scholarship recognition; in recruitment?

- III. Review of Academic Support
 - A. Does the program provide appropriate quality and quantity of academic advising and mentoring of students?
 - B. Does the program provide for retention of qualified students from term to term and support student progress toward and achievement of graduation?

- IV. Review of Program Faculty
 - A. Do program faculty have appropriate academic credentials and/or professional licensure/certification?
 - B. Are the faculty orientation and faculty evaluation processes appropriate?
 - C. Is the faculty workload in keeping with best practices?

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- V. Review of Program Resources
 - A. Is there an appropriate level of institutional support for program operation?
 - B. Are faculty, library, professional development and other program resources sufficient?
- VI. Review of Program Effectiveness
 - A. Indicate areas of program strength.
 - B. Indicate the program areas in need of improvement within the next 12 months; and over the next 2-5 years.
 - C. Indicate areas for program development based on market/industry demands that have not been identified by the institution.
- VII. Review of Instruction by Distance Technology (if program courses offered by distance)
 - A. Are the program distance technology courses offered/delivered in accordance with best practices?
 - B. Does the institution have appropriate procedures in place to assure the security of personal information?
 - C. Are technology support services appropriate for students enrolled in and faculty teaching courses/programs utilizing technology?
 - D. Are policies for student/faculty ratio, and faculty course load in accordance with best practices?
 - E. Are policies on intellectual property in accordance with best practices?
- VIII. Review of Program Research and Service
 - A. Are the intended research and creative outcomes for each program appropriate, assessed and results utilized?
 - B. Are the intended outreach/service/entrepreneurial outcomes for each program's initiatives appropriate assessed and results utilized?
- IX. Local Reviewer Comments
 - A. How is the program meeting market/industry demands and/or preparing students for advanced study?
 - B. What program modifications are needed?
- X. Report Summary
 - A. Include reviewer comments on the overall need for program graduates/completers in the local area, region and/or nation over the next 5 years.
 - B. Include reviewer comments on overall program quality, state program review process, etc.

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I. Response to the External Reviewers' Recommendations

In this section, please copy the recommendations that the external reviewers provided in their report. Then, provide the institution/department/program response to the recommendation.

Recommendations from External Reviewers (copied from the external review report)	Response

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I. Actions Taken in Response to the External Reviewers' Recommendations

In this section, please describe the actions that will be taken as a result of the review; if any based on the recommendation from the external reviewers; note when the action will be completed and who is responsible for seeing that it is completed; and finally, list any resources that will be used to complete the action. Please add lines to the table as necessary.

Recommendation	Action	Timing & Responsible Person/Group	Resources