Periodic reviews provide evidence to the College community that an academic Program, or research or administrative Center, is engaged in a continuous program of critical self-examination and evaluation. Equally important, reviews allow Programs and Centers to examine the research and/or educational effectiveness of their programs, raise critical issues, and propose plans for future development.

The Program or Center under review will produce a document that will be submitted to the appropriate Dean and the Associate Provost for Institutional Effectiveness. Supporting materials may be included in appendices. External peers in appropriate disciplines, clusters or program areas are recruited to visit the Program or Center to discuss the review document, and will produce a collaborative report of their analysis. The Program or Center will address that report, and the findings of their own review, in an action plan. External reviewers are not required to participate in any further action after the submission of their report to the College.

The Purpose of the Review

The review goal is to focus the Director, Coordinator and staff, and the reviewers of a Program or Center, on the following:

- **Current status and effectiveness**: evaluation of instructional effectiveness, scholarly research and/or creativity
- **Critical issues**: description and analysis of critical issues that arise from the self-examination
- **Future plans**: projection of future development and improvement of programs or scholarship in the context of current strengths, and within the limits of foreseeable resources

The review document produced by the Program or Center will include sections on:

- Mission and Goals
- Organization
- Participating Faculty
- Resources and/or Funding
- Analysis and Planning
Reviews of academic Programs will also include sections on:

- Curriculum
- Assessment
- Students

Center reviews may include other appropriate sections, such as:

- External recognition (publications, patent applications, awards)
- Associated educational activities
- Student involvement

The Role of the Review Team

Members of the Review Team shall examine the review report produced by the Program or Center and conduct a campus visit. Prior to leaving campus, the Review Team will hold an exit interview with the Program/Center faculty and/or designated staff. This interview should provide a summary of the Review Team’s findings and its assessment of goals, plans, staffing, and resources, as well as existing and potential strengths and areas needing improvement. Review Teams are asked to relate their comments to the stated mission and goals of the Program or Center.

The Review Team will submit a final report to the Program or Center administrator and the Associate Provost for Institutional Effectiveness within 30 days of the site visit.

The external Review Team’s final report should address the areas outlined in “Purpose of the Review” above, and the following, as appropriate:

- Overall quality of the Review document
- Summaries of any meetings with Deans, groups of students, alumni, or faculty
- Reviewers’ understanding of the reasons for change or development of the Program or Center over time
- Successes, demonstrations of best practices, or innovations
- Weaknesses or challenges
- Strategies and recommendations to address weaknesses or challenges