**External Reviewer Report Visit Guidelines and Report Format**

The external reviewer must be prepared to review the self-study documents, conduct at least a day long site visit, and submit a final report within two weeks of the site visit. The report should address the following:

I. Curriculum

a. Are the goals of the curriculum appropriate for the discipline?

b. How does the current curriculum compare to national or regional standards?

c. Is there appropriate assessment of the curriculum by the program?

d. What are the weaknesses?

e. What are the strengths?

f. Recommendations for change

II. Assessment of Student Learning

a. Are the student learning outcomes clearly defined?

b. Are the assessment systems appropriate to determine student achievement and program goal attainment?

c. Are learning outcomes and program goals achieved?

d. What are the weaknesses?

e. What are the strengths?

f. Recommendations for improvement?

III. Faculty/Staff

a. Does the program have adequate faculty and staff?

b. Does the faculty have appropriate scholarship and teaching credentials?

IV. Resources and Support Services

a. Are the resources and support services sufficient to achieve program goals?

V. Other issues common to the discipline

VI. Specific Recommendations.