Program Review

External Review Report

[Program Name]

[Faculty Name]

North Island College

PROGRAM REVIEW

External Review Team Report

[Credential or Program Area or Department]

Submitted to
[Name of Dean, Dean, Faculty Name]

North Island College
2300 Ryan Road
Courtenay, British Columbia

External Review Team Members

External Review Team Lead
[Name, Position
Institution]

External Review Team Member
[Name, Position
Institution]

North Island College External Review Team Member
[Name, Position

The External Review Team convened on [Date] to review the [Credential or Program Area] Self-Study Report and conduct a site visit to meet with the various stakeholders; and to provide a summation of findings and suggestions. This document represents the completion of the external review process and findings and is herewith being submitted to the [Dean Name], [Faculty Name] at North Island College.

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Background

External review is an integral component of NIC's program review process and follows the completion of the internal Self-Study Report. The external review is conducted by a team of three members, two of whom are external to NIC, and one who is an NIC faculty member from another department. The purpose of the external review is to validate the internal Self-Study Report, conduct a site visit, and provide any additional information regarding program strengths and opportunities for improvement.

Accordingly, on [date] the External Review Team consisting of [names of people] convened to review the Self-Study Report for the [credential], meet with the various stakeholders, and provide a written summation of findings, recommendations and suggestions at the conclusion of the visit. This document represents the completion of the external review process and findings.

Overview

The External Review Team, in fulfillment of its responsibilities met with:

- Executive Vice-President Academic and Chief Operating Officer: [Insert Name]
- Director, Centre for Teaching and Learning Innovation: [Insert Name]
- Dean, Faculty [Name of Business and Applied Studies]: [Insert Name]
- Program Review Chair: [Insert Name]
- Department Chair: [Insert Name]
- Student Services
    - Accessible Learning Services – Learning Specialist: [Insert Name]
    - Counsellor: [Insert Name]
    - Educational Advisor: [Insert Name]
    - Admissions Officer: [Insert Name]
    - Coordinator, Writing Support and Peer Tutoring: [Insert Name]
    - Coordinator, Library Services: [Insert Name]
- Faculty Members
- Students

The External Review Team focused their review and discussion on the following:
- Whether the Self-Study Report addresses the key quality indicators as outlined in Self-Study guide
- Whether the recommendations in the Self-Study Report are supported by the findings in the Self-Study Report
- Whether the findings in the Self-Study Report are validated by the External Review Team onsite visit
- Additional observations or recommendations for the program area to consider

Directions: Assess the key dimensions of quality from the Self-Study and the suggested recommendations. Provide an overall assessment including comments and recommendations for the program.

A. Commitment to Learners

Focus: This area focuses on the program's commitment to student learning by reflecting on the underlying values and philosophy of the program. This includes the alignment of program commitments with the needs and expectations of students, the institution, and the broader discipline, industry, or profession.

Comments

xxxx

Recommendations

yyyy

B. Program Structures

Focus: This area focuses on the roots and design of the program, as well as how, and why, the program has evolved over time highlighting key milestones, developments and accomplishments as it relates to the student learning experience. This includes the evolution itself, as well as the mechanisms in place for identifying and responding to emerging needs and changing realities.

Comments

xxxx

Recommendations

yyyy

C. Learning Community

Focus: This area focuses on the program as a learning community. This includes interactions and relationships between and among faculty and students within the program, as well as engagement with broader communities (e.g., institutional, regional, discipline, industry, or profession specific relationships).

Comments

xxxx

Recommendations

yyyy

D. Practices

Focus: This area focuses on teaching and learning practices, including assessment and evaluation methods and the alignment of these approaches to supportive practices. This includes the methods or approaches members of the department engage in to fulfil the stated commitments while engaging in reflective practice.

Comments

xxxx

Recommendations

yyyy

E. Collective Impact

Focus: This area focuses on the accomplishments and contributions of faculty and students from the program. This includes learning experiences, opportunities, and outcomes related to the program. This also includes mechanisms in place to help faculty and students reflect upon and recognize accomplishments.

Comments

xxxx

Recommendations

yyyy

Summary of Findings

Site Visit Findings

 [xxx]

Recommendations for Program

[xxx]

Additional Suggestions

[xxx]

Concluding Comments

[xxx]