
Guidelines for Preparing the Review Panel Report

Comments and Observations

Content and length of review panel's report typically vary, depending on the nature and size of the program and on personal preferences of the reviewers. Consultants are welcome to comment on any aspect of the program that they consider important to program quality and future development. From an organizational standpoint, it is often useful to begin the report with an overall view of the program and to conclude with a summary and specific recommendations, where appropriate. Please consider whether or not the mission of the unit is clearly stated and whether the activities of the unit are consistent with the stated mission.

Recommendations

The best way to assist an academic unit is to make useful recommendations within the current budget. Thus, if a major initiative is needed, corresponding reductions should be suggested. In addition, it is helpful to suggest what the unit might be able to accomplish with a 3 to 5 percent increase in funds or what might best be eliminated with a 3 to 5 percent decrease in funds.

Submitting the Report

Send an electronic copy, including the signature page, of the report(s) to Mary Kelly, Program Review Coordinator, at marykelly@csufresno.edu and a hard copy to:

Mary Kelly
Division of Graduate Studies
California State University, Fresno
5241 N. Maple Ave., M/S TA 51
Fresno, CA 93740

Review Panel Report Outline

Review Team Report
Enter Program Name
Enter Review Panel Members: Name, Department, and Institution
Enter Date

I. Introductory Section

Provide an overview of the program review visit process, including when it took place and sources of information for the review. Briefly describe the unit's mission, programs, activities, leadership, physical space, partnerships, and staffing.

II. Comments and Observations

This report should draw from the self-study report and from information gathered during the visit. Consider any of the following that may be relevant in your summary of the unit's strengths and weaknesses.

1. Consider the curriculum design and relevance to the university mission when assessing the unit achieving its mission and goals.

2. Are assessment activities conducted regularly and findings used to improve curriculum and student learning?
3. Does the curriculum demonstrate an undergraduate and/or graduate level of instruction?
4. Assess faculty quality, achievements (research and/or professionally related activities), needs, and commitment to program.
5. Assess admissions procedures, recruitment, retention, student services, and graduation rate.
6. Assess student quality, achievements, opportunities, service, community interaction, and needs.
7. Assess classification and advancement procedures when a graduate program is reviewed.
8. Assess facility adequacy and ancillary units.
9. Assess program's funding resources, utilization, planning, and augmentation to deliver the academic program in a quality way.
10. Assess administrative commitment, leadership, support, and concerns for the program.
11. Assess technology use, implementation, and currency.
12. Include other comments and observations.

III. Summary of Evaluation

1. Is this program offered at an appropriate degree level? Please elaborate.
2. Is the current program viable? Please elaborate.
3. What are the attitudes of faculty, students, and administrators toward this program? Please elaborate.
4. Do resources that support this program ensure that students receive a degree program of quality? Please elaborate.

IV. Recommendations

List key recommendations to be addressed at the unit and division levels. Include those that are realistic within existing resources and those that may require additional investment.

V. Signature Page

Signature Page

(Also found in Appendix E. of Review Procedures and Guidelines)

Each member of the external review panel should complete the form below, attach to the final Program Review Report, and submit (instructions on page 1).

Disciplinary Specialist (External Reviewer)

This report was prepared by: _____
Institution: _____
Signature: _____ Date: _____

College Representative (Reviewer from within the College/School)

Name: _____
I have read the Review Team Report and Choose One:
 Concur
 Concur with Reservations
 Disagree and have attached a statement
Reviewer's concerns (if any), list reservations or areas of disagreement: _____

Signature: _____ Date: _____

University Representative (Reviewer from outside of the College/School)

Name: _____
I have read the Review Team Report and Choose One:
 Concur
 Concur with Reservations
 Disagree and have attached a statement
Reviewer's concerns (if any), list reservations or areas of disagreement: _____

Signature: _____ Date: _____

Name of additional member, if applicable.

Name: _____
Institution: _____
I have read the Review Team Report and Choose One:
 Concur
 Concur with Reservations
 Disagree and have attached a statement
Reviewer's concerns (if any), list reservations or areas of disagreement: _____

Signature: _____ Date: _____