External Review

If your program is **not** accredited by an external accrediting agency (e.g. NASM, CCTC) you are required to utilize an outside (external to Westmont) reviewer who will review program materials and submit a written analysis as part of your program review process. The external reviewer will be a member of a program review team assigned to your department who will co-write a review response with the PRC Team to the department's seven-year report. It is important and beneficial for your department to identify the right person to review your program and its student success.

Timeline for Selection of an External Reviewer

In the Spring semester prior to submitting the seven-year program review report, the department chairs are responsible for identifying 3-4 qualified reviewers and submitting the list of eligible candidates to the Dean of Curriculum and Educational Effectiveness by April 1 using the External Reviewer Request and Authorization Form.

Selection/Qualifications of External Reviewers

When submitting external reviewer recommendations, please ascertain whether they meet the following criteria:

- possess the appropriate terminal degree
- have substantial teaching experience at the college level
- have experience with program administration
- have experience with assessment of student learning outcomes, program review, and accreditation
- employed at a higher education institution.

It would be helpful if the external reviewer:

- has worked at a campus similar to Westmont
- is familiar with Westmont's mission and purpose
- is familiar with WSCUC accreditation requirements and standards.

To ensure a healthy external perspective, the department should avoid reviewers with current personal ties to Westmont. Examples of such ties include:

- being a recent Westmont employee or related to a Westmont employee,
- having recently interviewed or applied for a position at Westmont,
- having children currently enrolled at Westmont
- being previously employed at Westmont.

In any case, all relationships between a proposed reviewer and the department faculty and staff should be disclosed in the recommendations.

The Dean of Curriculum and Educational Effectiveness will contact potential candidates to verify their availability and suitability and in consultation with the Provost when necessary, make the

final determination of which external reviewer is selected from the department's recommendations list.

Compensation for an External Reviewer's Expenses

Compensation for an external reviewer's expenses is determined by the Provost Office. Once a reviewer is selected and approved, the Provost Office manages the necessary paperwork.

For their participation in the program review process, the Provost Office will provide each reviewer with an honorarium and reimbursement for local travel. If a candidate is not local, the department chair and Provost will have a discussion regarding resources to support the site visit. The Provost Office will also reimburse the department for the faculty dinner with their external reviewer. This will be coordinated with the Provost Office approval.

Program Review Materials

The Dean will send the following documents to the External Reviewer at least four weeks before his/her visit:
- seven-year program review report with all appendices;
- links to the departmental website with the information about the program, departmental faculty, program mission statement and goals, learning opportunities for students, PLOs, Multi-Year Assessment Plan and Curriculum Map;
- evidence of student learning and other appropriate artifacts:
- link to the College Catalog for course descriptions;
- link to the Campus Map.

Site Visit

During an External Reviewer's visit to campus, he/she may choose to verify materials referenced by the program and to interview faculty, students, and administrators in order to obtain the most accurate information. Campus visits should be scheduled approximately six weeks after the Reviewer receives the seven-year report and other relevant materials, typically in October or November. Campus visits should not exceed two days. The Department Chair, Program Review Team Leader and Senior Assistant to the Provost will collaborate on constructing the site visit schedule. As a rule, the External Reviewer's site visit begins and ends with a program review team meeting with the Provost and Dean of Curriculum and Educational Effectiveness.

As the host, the department under review is responsible for:

- submitting the seven-year program review report and all relevant or requested materials in a timely manner;
- collaborating with the Program Review Team Leader and the Provost Office on constructing the site visit schedule. Once the dates for the review are set, contact the provost's office at your earliest possible convenience to establish times for the welcome and exit interviews. This is typically dependent on the reviewer's travel plans, but can

also shape the reviewer's travel plans if done in advance. Please refrain from scheduling the external reviewer's and team's meetings with the Provost on Wednesday's or the fourth Friday of October. The PRC asks all departments to prioritize scheduling with the Senior Administrative Assistant to the Provost.

- designating a private, secure office/workspace for the External Reviewer to use during his or her site visit;
- scheduling rooms for all program review team's discussions with students, alumni, faculty, staff, and administrators and providing the Provost Office with a site visit schedule; and
- informing the program's students, staff and faculty about the site visit and preparing them to participate in individual meetings and group discussions with the External Reviewer. We recommend scheduling the External Reviewer's meetings with individual faculty members, including faculty from other departments if your departments serve them, and lab coordinators. Each faculty member should be given the option of meeting individually with the reviewer. It is helpful to organize the external reviewer's meetings with your major students; classroom observations; and other activities that will help your External Reviewer to better understand the strengths and challenges of your program.