

Guidelines for Program Review Site Visit and External Review Report

The goal of program review at Loma Linda University is to promote a culture of analysis and evidenced-based program improvement. The process begins with the program undertaking a thorough self-evaluation. Significant findings from that examination are summarized in the Self-study Report. Subsequently, a team of external reviewers are invited to evaluate it from a broader perspective. Our expectation is that you will use information provided in the Self-study Report and gathered from interviews with program personnel to evaluate its standing in

graduates, the adequacy of faculty and student publications and extramural funding, etc. Evaluations should recognize areas in which the program exceeds expectations as well as those that represent challenges.

- **Recommendations:** For areas of weakness, the External Review Report should recommend potential remedies or strategies for improvement. It is especially useful to indicate how strengths may be leveraged to address limitations. The goal of the recommendations will be to improve program quality, productivity and efficiency.
4. Assemble drafts of the various sections into the final version of the External Review Report (unless the team has made other arrangements, this is the responsibility of the team chair).
 5. Submit the completed External Review Report as an electronic document to the Program Director within 30 days of the site visit (the site review team chair will submit the document).

Purpose of the External Review Report

The External Review Report conveys to the program under review and to the institution the team's findings and recommendations about the program's capacity to offer degrees within Loma Linda University. The report also includes observations about the effectiveness of its programs and recommendations for the future of the program.

Team Chair Responsibility for the External Review Report

The Chair prepares and finalizes the team report as follows.

- Compile and edit team members' contributions into a coherent document and return the draft External Review Report to the team members for review.
- The Chair makes requested revisions that are deemed necessary for the accuracy and completeness of the report.
- The Team Chair sends the final report to the Chair of the program's Self-Study Committee.
 - The External Review Report should contain:
 - Title page
 - Table of contents with page numbers
 - One-page Executive Summary
 - Body of the External Review Report (Sections I, II, and III)
 - Relevant appendices

Body of the External Review Report

SECTION I. OVERVIEW AND FINDINGS

Provide background information on the mission and nature of the program, including brief history, location(s), size, levels and kinds of degrees awarded. Indicate whether the program has off-campus sites or distance education formats, and, if so, which ones were reviewed on this visit on

- Are there adequate resources for the program to continue to operate and fulfill its mission effectively? In what areas a

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EXECUTIVE SUMMARY

SECTION I. OVERVIEW AND CONTEXT

SECTION II. EVALUATION

A. Program Quality

B. Program Sustainability

SECTION III. RECOMMENDATIONS