

Academic Division and Program Review Process

External Reviewer

The role of external feedback is important to academic and co-curricular assessment and qualitative monitoring and processes at Lake Erie College. The intended purposes of the external review are as follows:

* To ensure our processes are in line with benchmark institutions and industry norm
* Align with the expectations of our regional accrediting body
* Obtain perspectives from faculty, administrators, or industry professionals
* Invite comparison to similar institutions or aspirational peers
* Inform any action plan that may arise in response to the review process
* Support transparency and objectivity in sharing and exchanging information regarding how the College approaches academic and co-curricular assessment

To be eligible as a consultant, individuals must:

* Provide a curriculum vitae, biography, and sign a statement of confidentiality
* Demonstrate active participation and experience with program evaluation, student learning assessment, external review of programs, and/or accreditation
* Have a clear understanding of the profile of institutions like Lake Erie College
* Have a clear commitment of an unbiased viewpoint regarding the review of the program
* Understand that the review is non-binding and the institution may use the information as it deems necessary
* Compensation will be $250 plus travel and related expenses for one visit to campus (remote interviews may be arranged in lieu of an on-campus visit)

Output and Scope of the Review:

* The reviewer will submit a written report of approximately ten pages and shall include:
	+ Summary of existing assessment plans, program learning outcomes, co-curricular assessment plans, and co-curricular program review and related processes at Lake Erie College
	+ Current conditions of assessment-related technologies, data information, and recommendations for improvements
	+ Recommendations for how the college can reasonably improve its assessment processes and strengthen the culture of assessment
	+ A SWOT analysis that consists of:
		- 3-5 Internal strengths
		- 3-5 Internal weaknesses
		- 3-5 Opportunities
		- 3-5 Threats
	+ A specific format is not required
* It is understood by the external reviewer that their report is non-binding and that the institution may do with it as it chooses

Timeline

* The external review will be completed by the conclusion of the spring semester of the review and will be submitted directly to the Senior Vice President for Academic Affairs and Institutional Effectiveness
* A forum, either remote or onsite, will be arranged to share findings, take questions, and provide guidance regarding assessment efforts

Post-Report Process

* The report will be shared with various parties, including the president, faculty, and academic staff

**Agreement to Serve as an External Review**

Nondisclosure Agreement (NDA) for External Reviewers for Lake Erie College

* By agreeing to serve as an external reviewer for Lake Erie College’s Academic Program Review (APR) process, I agree that I will not use the information I acquire as part of the process for the personal benefit of me, other individuals, or the institution or organization I represent at present or in the future
* By signing this agreement, I acknowledge that this is a confidential review and agree to either destroy or return all materials to the institution (by way of the dean or vice president for academic affairs)

Eligibility and Expectations

* Reviewer must provide a curriculum vitae and disclose any potential conflicts of interest
* Reviewer must be active in the discipline with respect to the program under review, have experience with program evaluation, student learning assessment, external review of programs, and/or accreditation
* Have a clear understanding of the profile of institutions like Lake Erie College and be able to present an unbiased viewpoint regarding the review of the program
* Understand that their review is non-binding and the institution may use the information as it deems necessary
* Compensation will be $250 plus travel and visit-related expenses

Output and Scope of the Review

* Review will consist of a one-day visit to the College, during which the reviewer will meet with select students, faculty, the dean, VPAA and tour facilities
* Within three weeks following the site visit, the reviewer will submit a written report of approximately 5-7 pages and shall include:
	+ Summary of assessment plans and program learning outcomes
	+ Current conditions of learning technologies and instructional resources
	+ Trends in the discipline
	+ Characteristics of the students and program stakeholders
	+ A SWOT analysis that consists of: 1) 3-5 Internal strengths; 2) 3-5 Internal weaknesses; 3) 3-5 Opportunities; 4) 3-5 Threats
	+ A specific format is not required
* The external review will be completed by the date as determined by the dean or provost

SIGNATURE DATE

NAME (PRINT)

Please email completed form to academicaffairs@lec.edu

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