Program Review Templates

Department of: [Insert Name]

Faculty of: [Insert Name]

Response to External Review Report Reportview

Date

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# Background

The External Review Team (ERT) convened on [date] to review the [program name] Self-Study Report and conduct a site visit to meet with the various stakeholders; and to provide an oral 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 [School name] and Dean of the Centre of Learning Transformation at Coast Mountain College.

# Overview

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

* Vice President, Education, Student Services and International
* Dean of Learning Transformation
* Dean of Instruction (xxx)
* Associate Dean (xxx)
* Academic Head (xxx)
* Program Champion (xxx)
* Students (xxx)
* Graduates (xxx)
* Faculty (xxx)
* Program Advisory Committee/Industry representatives (xxx)
* Others

The External Review Team focused their review and discussion on the following:

* Whether the Self-Study Report addresses the eight (8) report elements sufficiently
* 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 ERT on-site visit
* Any additional observations or recommendations for the program area to consider

# Summary of Findings

## Self-Study Report Recommendations

[xxxx]

## Site Visit Findings

[xxxx]

## Additional Suggestions/Recommendations

[xxxx]

# Concluding Comments

# Appendices

## Appendix A: External Review Team Membership

**Academic Representative from Post-Secondary Institution:**

**[Name]** [title, institution, etc.]

**Industry Representative *OR* Academic Representative from Post-Secondary Institution:**

**[Name]**  [title, institution/company, etc.]

**CMTN Faculty Member:**

**[Name]**  [title, program area, school]

*[Note: identify which member was Chair of the ERT]*