SOUTHWEST MINNESOTA STATE UNIVERSITY

A Guide to the External Consultant's Report

The External Consultant's Report will consist of two required parts:
1. Narrative commentary as delineated below and
2. Consultant's questionnaire.

Program Reviewer Name/Professional Affiliation:

Program Reviewed:

Date of Review:

1. The Consultant's Report will assess the quality of the program by providing a narrative commentary on each of the following:
- changes since the last 5-year review
- proposed plans for the future
- the relation of the department with other units
- strengths and weaknesses of the program
- opportunities for improving the program within existing resources
- strengths and weaknesses of the program faculty
- strengths and weaknesses of the department's research and scholarly activity
- staff and workload issues
- adequacy of supporting services
- adequacy of the program assessment plan
- articulation and attainment of student learning outcomes of the program
- student satisfaction with the program
- effectiveness of the program in meeting University mission and goals

2. Consultant's Questionnaire

General Questions to Be Completed by the External Reviewer of the Undergraduate Program

Note to Reviewers: Each of the following questions requires both a nominal response and a narrative justification of that response. To avoid unnecessary duplication of narrative, the reviewer may reference commentary in Part A when answering the questions below.

Q-1 To what degree has the department or program clearly articulated its educational goals and objectives for majors/minors in its self-study document?

1 HIGH   2 MEDIUM   3 LOW   4 NONE

Reviewer's comments.

Q-2 To what degree has the department clearly articulated its instructional objectives for majors/minors in its self-study document?

1 HIGH   2 MEDIUM   3 LOW   4 NONE

Reviewer's comments.

Q-3 To what degree has the department or program demonstrated that satisfactory achievement of research, scholarship or creative activities appropriate to its discipline(s) is occurring?

1 HIGH   2 MEDIUM   3 LOW   4 NONE

Reviewer's comments.

Q-4 Does the department or program meet generally accepted standards for its discipline?

       1 YES   2 NO

Please comment on your answer.

Q-5 At what level would you estimate the quality of teaching in this department or program is compared to teaching in other similar departments or programs?

1 ABOVE STANDARD   2 MEETS STANDARD   3 BELOW STANDARD

Reviewer's comments.

Q-6 At what level would you estimate the quality of advising in this department or program is compared to advising in other similar departments or programs?

1 ABOVE STANDARD   2 MEETS STANDARD   3 BELOW STANDARD

Reviewer's comments.

Q-7 Compared to faculty from similar departments or programs in other universities, how would you rate the faculty in this department or program on the following items?

   a. Attainment of terminal degrees

       1 ABOVE STANDARD   2 MEETS STANDARD   3 BELOW STANDARD

   b. Pursuance of research, scholarly and/or creative activities

       1 ABOVE STANDARD   2 MEETS STANDARD   3 BELOW STANDARD

   c. Contribution to student growth and understanding

       1 ABOVE STANDARD   2 MEETS STANDARD   3 BELOW STANDARD

   d. Contribution to liberal education

       1 ABOVE STANDARD   2 MEETS STANDARD   3 BELOW STANDARD

4 NOT APPLICABLE TO THIS PROGRAM

e. Contribution to university service/community service

1 ABOVE STANDARD   2 MEETS STANDARDS   3 BELOW STANDARD

Reviewer's comments.

Q-8 Compared to students who pursue degrees from similar departments or programs in other comparable universities, how would you rate the students in this department or program on the following items?

a. Disciplinary knowledge

1 ABOVE STANDARD   2 MEETS STANDARD   3 BELOW STANDARD

4 UNABLE TO DETERMINE

b. General academic potential

1 ABOVE STANDARD   2 MEETS STANDARD   3 BELOW STANDARD

4 UNABLE TO DETERMINE

Reviewer's comments.

Q-9 Based on data provided in the self-study related to the Dimensions of Student Learning selected by the department or program for assessment, how highly would you rate this department or program compared to similar departments or programs in the discipline on its student learning outcomes?

ABOVE STANDARD   MEETS STANDARD   BELOW STANDARD

Please comment.

Q-10 How could the curriculum of this department or program be improved over the next five years, and what actions would be required to accomplish that improvement given current levels of resources? Please be as specific as possible by commenting on library resources, equipment, pedagogy, and staffing.

Q-11 If appropriate, please comment on the nature and quality of departmental or program offerings in on and off campus electronic and distance education formats. In particular, this item should include instructional television, internet technology, external studies, and other courses.

Q-12 If appropriate, please comment on the nature and quality of departmental or program offerings of internships, student teaching, or other workplace experiences that are part of the curriculum.

Q-13 Based on information provided in the self-study document, and interviews with administrators, students and faculty, what is your opinion of the appropriateness of department or program admission standards and procedures?
a. Admission standards
1   VERY APPROPRIATE
2   SOMEWHAT APPROPRIATE
3   SOMEWHAT INAPPROPRIATE

4   VERY INAPPROPRIATE

    b. Adequacy of procedures

                 1   VERY APPROPRIATE
                 2   SOMEWHAT APPROPRIATE
                 3   SOMEWHAT INAPPROPRIATE
                 4   VERY INAPPROPRIATE

Please comment.

Q.14 Based on information provided in the self-study document and compared to other departments and programs in similar universities, how would you assess the quality of this department or program on the following items? (if no information is supplied, circle DNA.)

    a. Standardized tests

         1 EXCELLENT   2 VERY GOOD   3 AVERAGE

         4 POOR   5 VERY POOR   6 DNA

    b. Alumni/employer

         1 EXCELLENT   2 VERY GOOD   3 AVERAGE

         4 POOR   5 VERY POOR   6 DNA

    c. National disciplinary standards

         1 EXCELLENT   2 VERY GOOD   3AVERAGE

         4 POOR   5 VERY POOR   6 DNA

    d. Student and alumni achievements

         1 EXCELLENT   2 VERY GOOD   3 AVERAGE

         4 POOR   5 VERY POOR   6 DNA

Please comment on your answers.

Q.15 Offer any suggestions you may have for improving this program's quality.

9/07 ch