



# External Reviewers' Report Template New Program Proposal

**Date:**

**Program:**

**Department:**

**External Consultants:**

- 1)
  - 2)
- 

Please use the below excerpt from Western's Institutional Quality Assurance Process (IQAP) document as a guide or template to follow when preparing the External Reviewers' Report for the new program proposal review. This information outlines the criteria set by the Ontario Universities' Council on Quality Assurance against which all new program proposals will be evaluated. When preparing the report, please be sure to pay special attention to, and speak to, each one of these elements.

## **Outline of the Review**

Please indicate the following (the site visit schedule may be attached):

- Who was interviewed
- What facilities were seen or visited
- Any other activities relevant to the appraisal

## **Evaluation Criteria**

### **Objectives**

- consistency of the program with Western's mission, values, strategic priorities, and academic plans;
- clarity and appropriateness of the program's requirements and associated learning outcomes in relation to the Western Degree Outcomes;
- appropriateness of the degree nomenclature.

### **Admission Requirements**

- appropriateness of the program's admission requirements for the learning expectations established for the program;



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- sufficient explanation of alternative or additional requirements, if any, beyond the minimum standards of the University, Faculty, or School.

### **Structure**

- appropriateness of the program's structure and regulations to meet specified program learning outcomes and Western Degree Outcomes.

### **Program Content**

- how the curriculum addresses the current state of the discipline or field of study;
- Identification of any unique curriculum or program innovations or creative components.

### **Mode of Delivery**

- appropriateness of the proposed mode(s) of delivery to meet the intended program learning outcomes and Western Degree Outcomes.

### **Assessment of Teaching and Learning**

- appropriateness of the proposed methods for the assessment or student achievement of the intended learning outcomes and degree level expectations;
- completeness of plans for documenting and demonstrating the level of performance of students, consistent with the Western Degree Outcomes and OCAV's statement of degree level expectations.

### **Resources for All Programs**

- adequacy of the academic unit's planned use of existing human, physical, and financial resources, and any institutional commitment to supplement those resources, to support the program;
- participation of a sufficient number and quality of faculty who are competent to teach and/or supervise in the program;
- evidence that there are adequate resources to support the quality of scholarship and research activity expected of the undergraduate students, including:
  - library resources and support;
  - information technology;
  - laboratory resources and access.

### **Resources for Undergraduate Programs**



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- evidence of, or planning for, adequate numbers of faculty and staff to achieve the goals of the program;
- plans and commitment to provide the necessary resources as needed to implement the program;
- planned or anticipated class sizes;
- opportunities for, and supervision of, experiential learning (if required);
- the role of adjunct or part-time faculty.

### Quality and Other Indicators

- indicators that provide evidence of quality of the faculty (e.g., qualifications, research impact, teaching effectiveness, innovation, scholarly record, appropriateness of collective faculty expertise to contribute substantively to the program);
- evidence of a program structure and faculty research/scholarly achievement that will ensure the intellectual/scholarly quality of the student experience.

**Note:** reviewers are urged to avoid using references to individuals. Rather they are asked to assess the ability of the faculty as a whole to deliver the program, in view of the expertise and scholarly productivity of the faculty.

### Other Issues

- additional assessment of the New Program Proposal as a whole, as appropriate
- comments on any other issues, as applicable.

### Summary and Recommendations

- brief summary of the review;
- comments on any innovative aspects of the proposed program;
- numbered recommendations that are clear, concise and actionable. Include specific steps to be taken on any essential or desirable modifications to the proposed program.

**Note:** the responsibility for arriving at a recommendation on the final classification of the program rests with the University and the Quality Council. However, recommendations to improve the proposed program are appreciated.

**Recommendation 1:**

**Recommendation 2:**

**Recommendation 3:**



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(insert more as required)

**Signature:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_