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

- 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;

External Reviewers' Report Template
New Program Proposal

- 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

External Reviewers' Report Template