

## Appendix B



UNIVERSITY of HAWAI'I\*  
WEST O'AHU

### Program Review: Information for External Reviewers

Thank you for your willingness to allow the University of Hawai'i West O'ahu (UHWO) to benefit from your professional expertise as an external reviewer. Your availability and the availability of academic leadership, faculty, relevant staff, and students with whom you meet will all be considered in finalizing the date(s) of your site visit. We will expect to receive your report within two weeks of your campus visit but no later than a month after your visit.

We are grateful for your service and sharing of your expertise as we seek to improve UHWO.

#### **External Reviewer's Report Structure**

The External Reviewer's Report, submitted by the external reviewer to the Division Chair and the Faculty Senate Program Review Committee, should be structured as follows. It should be grounded in UHWO's mission and vision statement. UHWO's mission and vision statement can be found at <https://www.uhwo.hawaii.edu/about-us/>.

#### **External Reviewer's Report Template**

##### **I. Introduction**

Please reflect on the division/concentrations' overall mission. Please attend to whether the mission statement is clear, consistent with curriculum and concentration activity, and supportive of the university mission.

##### **II. Faculty**

From your review, how well do the faculty meet the division mission? Possible topics to discuss include:

###### Faculty quality

- Tenured, tenure-track/lecturer ratio
- Diversity
- Teaching
- Scholarship
- Professional Development

###### Division/Concentration support for faculty

- Faculty evaluation process

For further details, refer to (1) UHWO Program Review Handbook, 4th edition, Spring 2018; (2) UH System Executive Policy 5.202: Review of Established Programs, May 2017; (3) Board of Regents Policy 5.201 III.E. Review of Established Programs, January 2016.

## Appendix B



UNIVERSITY of HAWAI'I\*  
WEST O'AHU

### Program Review: Information for External Reviewers

- Faculty mentoring
- Faculty development support

#### III. **Division/Concentration(s) Administration**

Does the Division/Concentration(s) have an adequate budget, administrative support, etc.? Possible topics to discuss include:

- Responsibilities of chair
- Budget
- Facilities: office space, equipment
- Clerical assistance
- Process for course assignments
- Advising

#### IV. **Curriculum**

How effectively does the curriculum serve the departmental mission and desired student learning outcomes? Possible topics to discuss include:

##### A. **Logical Coherence**

1. Coherent developmental sequence for student learning (curriculum map)
2. Discipline competency of graduates; process for evaluating such competence
3. Core competencies of graduates (writing, oral communication, quantitative reasoning, information literacy, critical thinking, diversity, civic engagement)

##### B. **Other Curricular Characteristics**

1. Effectiveness of instruction
2. Adequacy of library collections and learning resources
3. Process for evaluating courses, curriculum

##### C. **Distance Education**

1. Course requirements identical with face-to-face offerings
2. Technical support and training for faculty
3. Technical support and training for students, especially after hours

##### D. **External Stakeholders**

1. Active relationship with pertinent external stakeholders

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2. Advisory council?

#### **V. Student Services**

##### **A. Faculty Involvement**

1. Faculty/concentration/division involvement in student recruitment
2. Faculty/concentration/division involvement in student support, No'eau Center
3. Effectiveness of advising
4. Sponsoring student clubs, activities
5. Undergraduate research opportunities

##### **B. Graduate Follow-up**

1. Alumni contacts
2. Active involvement of alumni with present student body

#### **VI. Commendations/Recommendations**

##### **A. Commendations**

1. Positive aspects about the division/concentration to be applauded
2. Suggestions as to where and how commended activities can be extended

##### **B. Recommendation**

1. Actions to be taken to improve the division/curriculum. Please note those recommendations that are within the control of the division and those that are external. Especially where external, please suggest/identify those who might be of assistance
2. Suggested timeline

C. Forms the basis for the MOU between the Division, Faculty Senate Program Review Committee, and the Vice Chancellor for Academic Affairs

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