Purpose of review teams:

The function of the Review Teams is to support and guide programs as they move toward continuous improvement.

Conclusions and Recommendations

The final written report should address these broad questions:

- What have been the goals of the instructional program during the review period?
- In what ways has the program succeeded in achieving these goals?
- In what ways has it fallen short of these goals?

Comment on both positive and negative aspects of the program. Include recommended actions that should be taken. Pertinent problems and deficiencies that were observed during the review should be noted.

The completed report should be checked with the program coordinator for factual accuracy before it submitted. A hard copy and an electronic version of the team report (Word format) should be provided to the Vice Chancellor of the respective unit.

If you have any questions at any stage of the review, please feel free to raise them with the Office of the Vice Chancellor for Academic Affairs, Vice Chancellor for Student Services, or Vice Chancellor for administrative Services.

Required Activities:

Read the comprehensive program review.

Further recommended activities:

To assist you in gathering information on the program you may:
Review Program Health Indicators (PHI’s) of the vocational program during the past five to seven years;
Read original program description and previous program reviews;
Interview a program student, faculty and department chair;
Tour the departmental facilities and observe their usage.

Additional information will be provided by the respective Vice Chancellors.