****

Name of Program

**Year of External Review**

**External Review Committee Response Document**

**&**

**Action Plan Response from \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

Table of Contents

[Part I 3](#_Toc6224583)

[Program Information: 3](#_Toc6224584)

[Committee Membership: 3](#_Toc6224585)

[Response Submitted to the following on April 18th, 2019: 3](#_Toc6224586)

[Response and Action Plan Submitted to the following on \_\_\_\_\_\_\_\_, 20\_\_: 3](#_Toc6224587)

[Part II 4](#_Toc6224588)

[Executive Summary 4](#_Toc6224589)

[Part III 4](#_Toc6224590)

[Summary of Findings by External Review Committee 4](#_Toc6224591)

[Observations: 4](#_Toc6224592)

[Comments: 4](#_Toc6224593)

[Recommendations: 5](#_Toc6224594)

[Miscellaneous 5](#_Toc6224595)

[Next Steps: 5](#_Toc6224596)

[Action Plan: 5](#_Toc6224597)

**Johnson College External Review Committee Recommendation Report**

# Part I

## Program Information:

 Unit Name:

 Year of External Review:

|  |  |  |
| --- | --- | --- |
| Role | Name | Title |
| Chair |  |  |
| Member |  |  |
| Member |  |  |
| Member |  |  |
| Member |  |  |
| Member |  |  |
| Member |  |  |
| Member |  |  |

##  Committee Membership:

## Response Submitted to the following on Date:

## Response and Action Plan Submitted to the following on \_\_\_\_\_\_\_\_, 20XX:

# Part II

##  Executive Summary

 The purpose of the Periodic Review and evaluation by an External Committee is to examine how effectively the department has been meeting goals and making progress toward achieving their unit mission. In addition to reviewing results and evaluating the impact of effectiveness, the process allows for and encourages substantial discussions with unit staff, colleagues, and other evaluators across campus about the past, present, and future of the department.

 The External Review Committee consists of no more than 12 members and should include members that provide a representation of the campus community. When possible, a representative from the Program Advisory Committee should attend the review. The committee meets to review completed review submitted by the AES Unit.

 The review team is charged with evaluating the department independently. The scope of the review is broad, encompassing the impact of the department across campus, the quality of life in the department, and of efforts to work toward the achievement of department and institutional goals and mission. The external review assessment provides evidence and support for the sustainability of Johnson College and the role each department plays in the long-term viability of the institution.

# Part III

## Summary of Findings by External Review Committee

 The committee was given the document for review and met on May 2, 2019 to review the document and create a report of their findings. Together the committee identified *Observations* (areas of slight change/modification or potential that are at the discretion of the department), *Comments* (identified areas of enhancement) *Recommendations* (areas of attention the committee strongly encourages the department to take under advisement).

For specific comments, a detailed markup of the review document accompanies this report.

### Observations:

### Comments:

### Recommendations:

## Next Steps:

 After review of this document and the comments on the Review document, the Director will provide a response in the form of an Action Plan.

## Action Plan:

 To be completed by the \_\_\_\_\_\_\_ department. Provide a response to the Observations, Comments, and Recommendations as listed above.