

Planning a Program Review **Site-Visit**

Periodic program reviews provide a mechanism for faculty to evaluate the effectiveness, progress, and status of their academic programs on a cyclical basis. A critical component of this process is the Program Review Site-Visit. The Site-Visit allows a review team to examine the self-study, visit the program, meet with a number of constituents, and prepare a report.



SELECTING THE

REVIEW TEAM

In consultation with the department faculty and dean, the chair will submit a list of 3 nominees in the following categories

Off-Campus

Expert in the discipline under review who has experience with student outcomes assessment in that discipline

On-Campus

Faculty member from within the school or college of the department under review

On-Campus

Faculty member from the campus but outside the school or college of the department under review

↓ Use the online ***Review Panel Nomination Form**

- Non FERPing Faculty
- No conflict-of-interest (i.e. former employee)
- If on sabbatical, faculty must seek approval from home university to serve as external reviewer with Fresno State

Useful Contacts:

Program Review Officers:

Joy Goto (Graduate): jgoto@csufresno.edu

Bernadette Muscat (Undergraduate): bmuscat@csufresno.edu

Program Review Coordinator:

Celeste Demonte - celestedemonte@csufresno.edu

Library Tours
278-4240

Office of Institutional Effectiveness
278-3906

Campus Catering
278-4634



The Agenda:

Meetings 1, 4, and 9, below, will be scheduled in advance and a tentative agenda will be sent to department Chair. The department will then be responsible for arranging the remainder of the agenda.



Frequently Asked Questions:



Q: Who pays for department meals?

A: No funds have been set aside for entertainment and it is not expected or encouraged. If faculty members wish to go out to dinner or lunch with the visitors, they will be responsible for their own expenses.

Q: Who pays for off-campus reviewer's expenses?

A: The university has allocated funds to reimburse the external reviewer for travel related expenses including his/her meals.

Q: Who makes travel arrangements?

A: The Program Review Coordinator makes travel arrangements and will process reimbursement for, ONLY, the external reviewer.

Q: Who will contact the review panel?

A: Once the list of nominees has been submitted to Program Review Officer(s), the Program Review Coordinator will make contact with nominees for participation confirmation.

A Note on Hospitality:

Please coordinate faculty members to serve as local hosts who will pick-up out-of-town visitors at their hotel, escort them to meetings, arrange return transportation, and lend general assistance.

* Forms and complete Procedures and Guidelines can be found at:
<http://fresnostate.edu/academics/curriculum/prog-review/>