

Preparing for an External Review Site Visit

CUNY mandates that during the program review process each program must receive a site visit resulting in a written report by an external reviewer. This needs to be someone who is not a member of the LaGuardia Community College community, but may be a member of CUNY faculty at another institution. These guidelines should help you to prepare for your site visit.

The external reviewer should visit the program to review and discuss the PPR document produced by the PPR writing team. Before leaving campus, the external reviewer will meet with the PPR writing team where the reviewer will provide a summary of their findings and its assessment of the program and its PPR. The review should cite existing and potential strength and areas that need improvement. Within 30 days of the site visit, the reviewer should submit to the Program director a written summary which

- Evaluates the overall quality of the review document the PPR team has produced,
- Summarizes any meetings held with faculty, students, or staff,
- Identifies successes and best practices of the program, as well as weakness or challenges for the program
- Evaluation of the program recommendations and action plan

A site visit may look like:

10:00am Meeting with PPR Writing Team and Department Chairperson for team to describe the scope of the current report

10:45am External evaluator given an hour to read and review report

11:45am Lunch with PPR Writing Team, students, other faculty and staff to discuss potential recommendations

12:45pm Classroom Visit

1:45 pm Classroom Visit

3:00pm Meeting with PPR Team and other faculty to discuss program issues and offer initial evaluation and comments.