

# External Review Site Visit

## Terms of Reference for the External Review Team

### Overview

A Langara Program Review consists of three parts: 1) Self-Study; 2) External Review; and, 3) Action Plan. The External Review, which takes place after the Self-Study, provides external perspective to the department undergoing review. The Self-Study and External Review subsequently inform the department's Action Plan.

The department undergoing review nominates an External Review Team. The Team consists of three people - two of whom should be external to the College and possess subject-matter expertise either as academics and/or as members of the profession. The third person should be a Langara faculty member from a different department. One member of the Team will serve as Chair.

While the Director of the Office of Academic Quality Assurance (AQA) will provide guidance and serve as the primary point of contact, the department undergoing review will host the site visit.

### Roles and Responsibilities

The External Review Team will:

- 1) Participate in a 30-minute-long orientation conference call (which the AQA Director will organize);
- 2) Review the completed Self-Study;
- 3) Participate in a day-long site visit during which they meet with students, faculty, administrators and alumni;
- 4) Complete an *External Review Template*.

In addition to the above, the Chair of the External Review Team will:

- 1) Lead discussions with stakeholder groups during the site visit;
- 2) Look for consensus among the External Review Team;
- 3) Coordinate the completion and sign-off of the *External Review Template* among Team members;
- 4) Send the completed *Template* to the AQA Director within 3 weeks of the site visit.

### The Conference Call

Prior to the site visit, the AQA Director will arrange a conference call with the External Review Team and the Department Chair. The purpose of the call is to facilitate introductions, clarify the Team's role, discuss relevant logistics, answer any questions the Team may have, and select the External Review Team Chair.

### The Self-Study

The External Review Team will receive a copy of the Self-Study ahead of the site visit.

### The External Review Template

The External Review Team will have an *External Review Template* (which the AQA Director will provide ahead of the site visit) to record their assessment of the Self-Study.

The Team's role is to validate the Self-Study's overall findings and recommendations in reference to the following criteria:

- 1) Do the data and the site visit support the Self-Study's findings?
- 2) Do the data and the site visit support the Self-Study's recommendations?
- 3) Does the Team have any comments or additional recommendations?

The External Review Team must submit the completed *External Review Template* to the AQA Director within 3 weeks of the site visit.

Members of the Langara community (including the Dean and the department under review) will receive the completed *External Review Template*. Representatives of the Degree Quality Assessment Board (DQAB) may also receive a copy upon request. Confidentiality and accuracy are therefore crucial. Please do not name or identify any individual; additionally, please review the completed document carefully for syntax, grammar and spelling.

### The Site Visit

The site visit will take place at Langara's main campus (located at 100 W. 49<sup>th</sup> Avenue) and typically runs from 9 am to 5 pm. Langara will provide food, refreshments, parking passes and a dedicated meeting space.

The External Review Team will meet with various stakeholders during the day. These include faculty, administrators, staff, students and alumni.