###### Evaluation Report Form for Program Proposals

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| Institution: |  |
| Program title: |  |
| Degree: |  |
| Date of evaluation: |  |
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| Evaluator Name: (Please print) |  |
| Evaluator Title and Institution: |  |
| Evaluator Signature: |  |

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| **I.** **Program** |
| 1. Assess program purpose, structure, and requirements as well as formal mechanisms for program administration and monitoring. |
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| 1. Comment on the special focus of this program, if any, as it relates to the discipline. |
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| 1. Comment on the plans and expectations for continuing program development and self-assessment. |
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| 1. Assess available support from related programs. |
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| 1. What is the evidence of **need** and **demand** for the program locally, in the State, and in the field at large? What is the extent of occupational demand for graduates? What is the evidence that demand will continue? |
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| **II. Faculty** |
| 1. Evaluate the faculty, individually and collectively, in regard to training, experience, research and publication, professional service, and recognition in the field. |
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| 1. Assess the faculty in terms of **size** and **qualifications**. What are plans for future staffing? |
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| 1. Evaluate credentials and involvement of **adjunct** and **support faculty**. |
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| **III. Resources** |
| 1. Comment on the adequacy of physical **resources** and **facilities**, e.g., library, computer, and laboratory facilities; practica and internship sites; and support services for the program, including use of resources outside the institution. |
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| 1. What is the **institution's commitment** to the program as demonstrated by the operating budget, faculty salaries, and the number of faculty lines relative to student numbers and workload. |
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| 1. Describe the alignment of student support services with the nature of the proposed student body. |
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| **IV. Summary Comments and Additional Observations** |
| 1. Summarize the **major strengths and weaknesses** of the program as proposed with particular attention to feasibility of implementation and appropriateness of objectives for the degree offered. Include any further observations important to the evaluation of this program proposal and provide any recommendations for the proposed program. |