

**PROGRAM REVIEW**

**External Review Team Report**

[Insert credential & program name]

**Submitted to**

**[Insert name], Dean, School of [School name]**

**Kathy Siedlaczek, Dean, Academic Planning & Quality Assurance**

**British Columbia Institute of Technology**

**3700 Willingdon Avenue Burnaby,**

**British Columbia Canada V5G 3H2**

**By**

[list ERT chair and members]

The External Review Team convened on [date] to review the [program name] Self-Study Report and conduct a site visit to meet with the various stakeholders; and to provide an oral summation of findings and suggestions. This document represents the completion of the external review process and findings and is herewith being submitted to the Dean [School name] and Dean, Academic Planning & Quality Assurance, at the British Columbia Institute of Technology.

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# Background

External review is an integral component of BCIT’s program review process, and follows the completion of the internal Self-Study Report. The external review is conducted by a team of three members, two of whom are external to BCIT, and one who is a faculty member from another department. The purpose of the external review is to validate the internal Self-Study Report, conduct a site visit, and provide any additional information regarding program strengths and opportunities for improvement.

Accordingly, on [date], the External Review Team (ERT) consisting of xyz (see Appendix A for ERT membership), convened to review the Self-Study Report for [program name], meet with the various stakeholders, and provide an oral summation of findings, recommendations and suggestions at the conclusion of the visit. This document represents the completion of the external review process and findings.

# Overview

The External Review Team, in fulfillment of its responsibilities met with:

* Vice President, Academic
* Dean, Academic Planning & Quality Assurance
* Dean, School of (xxx)
* Associate Dean, School of (xxx)
* Associate Dean or Manager, Academic Planning & Quality Assurance
* Program Champion (xxx)
* Students (xxx)
* Graduates (xxx)
* Faculty (xxx)
* Program Advisory Committee/Industry representatives (xxx)
* Others

The External Review Team focused their review and discussion on the following:

* Whether the Self-Study Report addresses the eight (8) report elements sufficiently
* Whether the recommendations in the Self-Study Report are supported by the findings in the Self-Study Report
* Whether the findings in the Self-Study Report are validated by the ERT on-site visit
* Any additional observations or recommendations for the program area to consider.

# Summary of Findings

## Self-Study Report Recommendations

[xxx]

## Site Visit Findings

[xxx]

## Additional Suggestions/Recommendations

[xxx]

# Concluding Comments

[xxx]

## Appendix A: External Review Team Membership and Biographies

### Academic Representative from Post-Secondary Institution:

**[Name]** [title, institution, short biography]

### Industry Representative *OR* Academic Representative from Post-Secondary Institution:

**[Name]**  [title, institution/company, short biography]

### BCIT Academic Member:

**[Name]**  [title, program area, school, BCIT, short biography]

[Note: identify which member was Chair of the ERT]

## Appendix B: Program Review Process Flowchart

