

# Evaluation Report Form for Program Proposals

Institution:

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Evaluator(s):

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Program title:

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Degree title:

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Date of evaluation:

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## I. Program

1. Assess program purpose, structure, and requirements as well as formal mechanisms for program administration and monitoring.
2. Comment on the special focus of this program, if any, as it relates to the discipline.
3. Comment on the plans and expectations for continuing program development and self-assessment.
4. Assess available support from related programs.
5. (Only for programs requiring master plan amendment.) 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?

## II. Faculty

6. Evaluate the faculty, individually and collectively, in regard to training, experience, research and publication, professional service, and recognition in the field.
7. Assess the faculty in terms of **size** and **qualifications**. What are plans for future staffing?
8. Evaluate credentials and involvement of **adjunct** and **support faculty**.

### III. Resources

9. 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.
  
10. (Only for programs requiring master plan amendment.) 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.

### IV. Summary Comments and Additional Observations

11. 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.