CONSULTANT’S REPORT
Consultant’s Exit Interview

Generally, the exit interview is limited to the consultant, Provost, Dean, and others from these two offices, such as the Associate Vice President and Associate/Assistant Dean. This is an opportunity for the consultant to provide preliminary findings and recommendations. Since time is limited, it is suggested that the consultant briefly outline the strength and weaknesses of the program, perhaps in the broad areas of:

- Program,
- Students,
- Faculty, and
- Resources,

Also address student learning outcomes and results of program level assessments of student learning. Preliminary recommendations should be provided, in 2 categories:

1) Recommendations that require no new resources and are within the purview of the program to implement, and,
2) Recommendations that require new resources and need approvals beyond the program level to implement.
Consultants’ Report
General Guidelines

- Report should emphasize strengths as well as areas of need.
- The report should be comprehensive, addressing both current offerings and readiness to offer proposed programs, if applicable.
- Report should include a narrative on the status of the discipline from a national perspective.
- Report should be written in third person.
- Report is to be written with four constituencies in mind: the Board of Governors, the Board of Trustees, the campus (administrators, faculty and students), and the public.
- Recommendations must be made in two separate modes: 1) based on no new resources for the program, and 2) based upon realistic allocation of existing or new resources at the institutional level.
- Emphasis in written and oral reports should be placed on evaluation, not description (which is a function of the institutional self-study document).
- All recommendations must be supported in text.
- Although positions can be referenced, names of individuals should be avoided.
- Teacher education components within programs reviewed should be addressed. They will also be reviewed in depth by NCATE and the Florida Department of Education.
- Reports should follow the FAMU format outlined on the following page.
I. Title Page

II. Table of Contents

III. Introduction

IV. Status of Discipline (national perspective)

V. Program

- Overall comments regarding existing program
- Appropriateness of program goals and objectives
- Appropriateness of admissions and graduation requirements
- Appropriate number of credit hours for degrees;
- Appropriateness of curriculum, student learning outcomes
- Adequacy of program’s self-evaluation mechanisms: comment on Academic Learning Compacts and Assessment Plans, including the methods of assessment; comment on the extent to which students appear to be meeting the learning outcomes based on samples of student work and results of assessment
- Suggestions for improvement of existing programs
- Involvement of business and industry in establishing goals, objectives, learning outcomes and curriculum (this item is required for science and technology programs, recommended for others)
- Articulation with Community colleges (AA and AS) for bachelor’s programs

VI. Students

- Adequacy of enrollment, retention and graduation
- Adequacy of advising and other academic support services
- Outcomes, placement and satisfaction of students and graduates

VII. Faculty

- Quality and productivity in teaching
- Faculty productivity in basic and applied research
- Quality of departmental leadership
- Appropriate workloads
- Adequacy of faculty to deliver program (number and qualifications of faculty)
- Use and integration of adjunct faculty
- On-going professional development

VII. Resources

- Effective use of resources
- Adequacy of access to library resources
- Adequacy of equipment for existing and proposed programs
- Appropriateness of space for existing and proposed programs
- Exploration of alternative funding sources (contracts and grants, etc.)

VIII. Responses to Previous Program Review Recommendations

IX. Strengths

X. Needs and Recommendations: 1) Recommendations that require no new resources, and 2) recommendations that require modest new resources 3) If appropriate, recommendations for transformative change, that require new resources

Consultants’ Reports are due at the Provost’s Office two weeks after the site visit. Electronic submissions are required and must be in MS Word for Windows format.

Thank you for your contribution to enhancing Florida A&M University’s academic programs.
## Report Due Dates

<table>
<thead>
<tr>
<th>Responsibility and Actions</th>
<th>Due Dates</th>
<th>Format/Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultant writes the report and forwards to the Provost’s Office.</td>
<td>Draft Report must arrive at the Provost’s Office by</td>
<td>MS Word for Windows format as an e-mail attachment. Send to <a href="mailto:gita.pitter@famu.edu">gita.pitter@famu.edu</a></td>
</tr>
<tr>
<td>Provost’s office reviews and forwards draft report to College or School</td>
<td></td>
<td>Hard copy and email</td>
</tr>
<tr>
<td>Provost’s office forwards comments to consultant</td>
<td></td>
<td>MS Word for Windows format.</td>
</tr>
<tr>
<td>Consultants’ final report to Provost</td>
<td>Two weeks after receipt of comments</td>
<td>MS Word for Windows format</td>
</tr>
</tbody>
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