Guidelines for Verification Team Report

The Verification Team Report should include the following:

Identification of the program/service under review and the date that the verification phase was completed.

A. Identification of Program Evaluation & Planning Writing Team Members and Verification Team Members

B. Status of Curriculum Revision (for instructional programs)
The Verification Team will confirm that all course outlines of record (as identified in Part 1 of the Program Evaluation & Planning Report (PEP Report) and the Curriculum Action Plan) were submitted to the Curriculum Committee in the fall semester. The PEP Report is not complete until curriculum revisions have been sent to the Curriculum Committee.

C. Status of Outcomes Assessment
In this section, the Verification Team summarizes the status of outcomes assessment within the program/service. The Verification Team should indicate whether outcomes have been identified (at the appropriate level(s) for the program/service) and summarize the status of outcomes assessment within the program/service, including the findings from assessment and any improvements identified/implemented based on assessment.

D. Statement of Completion
In this section, the Verification Team indicates whether the PEP Report is complete and accurate, and whether statements and conclusions are supported by the data. The Verification Team confirms whether the PEP Report contains and addresses all of the applicable elements (including data), elaborating on the satisfaction of each requirement and each section of the PEP Report. The objectives listed in Schedule A should be consistent with the data, needs, and changes described in the report and should lead to improvements. Resource requests should be justified in the report.

E. Strengths of the Program/Service
The section outlines the strengths of the program from the Verification Team’s perspective. These items may or may not coincide with the PEP Writing Team’s assessment.

F. Areas for Improvement in the Program/Service
This section outlines the areas for program improvement from the Verification Team’s perspective. These items may or may not coincide with the PEP Writing Team’s assessment.

G. Summary of Verification Team Recommendations
This section identifies any suggestions for improvement in the PEP Report itself – to address inconsistencies, clarify parts of the report, or strengthen the linkage between the report narrative and the plans, including resources requested.

Signatures:
Once the Verification Team has agreed on the content of the Verification Team Report, the Verification Team report is shared with the PEP Writing Team. Verification Team members then sign the form at the end of the PEP Report – indicating that the verification phase was completed.