Guidelines for Verification Team Report

The Verification Team Report should include the following:

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

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

C. Statement of Completion
   In this section, the Verification Team indicates whether the Program Evaluation & Planning Report is complete and accurate. The Verification Team confirms whether the PEPR contains and addresses all of the applicable elements, elaborating on the satisfaction of each requirement.

D. Strengths of the Program
   The section outlines the strengths of the program from the Verification Team’s perspective. These items may or may not coincide with the Program Evaluation & Planning Team’s assessment.

E. Areas for Program Improvement
   This section outlines the areas for program improvement from the Verification Team’s perspective. These items may or may not coincide with the Program Evaluation & Planning Team’s assessment.

F. Summary of Verification Team Recommendations

Once the Verification Team has agreed on the content of the Verification Team Report, the Verification Team report is shared with the Program Evaluation and Planning Team. Verification Team members then sign the form at the end of the Program Evaluation and Planning Report (indicating that the verification phase was completed), and the Verification Team Report is attached to the original PEPR and the packet is forwarded to the appropriate Vice President or President (for Administrative Services).

A copy of the packet will be sent to the Office of Research, Planning, and Development.

The Verification Team will present a summary of their report to a joint meeting of the Planning and Budget Committees.

Revised August 2007