

## PROGRAM REVIEW: INSTRUCTIONS FOR PREPARING NARRATIVE REPORT

- The external reviewer is solely responsible for writing the narrative report. The internal reviewer will be available to answer any questions the external reviewer may have while writing the report, but the internal reviewer will not contribute to writing the narrative report.
- The report summarizes your evaluation of the program based on the information presented in the self-study report and in the visit day sessions.
- The report must contain an overall evaluation of the program addressing each focal area of the rubric.
- The report should offer insight in the positive aspects of the program as well as areas where improvements are needed. Please be aware that there is a distinction between “recommendations,” “suggestions,” and “commendations.” We ask that you be mindful of this terminology when writing the narrative report.
  - *Recommendations* are areas for improvement that should be acted upon in your considered judgement. Please note APSU takes recommendations very seriously. Please be sure:
    - recommendations are given in a numbered, itemized list (*one being the most important improvement*);
    - if items on the rubric are marked as “fair” or “poor,” a recommendation must accompany those items;
    - reasons or explanations for the recommendations are provided, as needed;
    - Recommendations are clear enough for us to act upon.
  - *Suggestions* are ideas you might have to enhance aspects of the program, but do not necessarily rise to the level of “recommendations,” as described above. Suggestions might help the program enrich a particular area or supplement existing initiatives. Suggestions are not required, but consider offering a suggestion for any item rated less than “excellent” to help the program better understand your evaluation and how they might improve.

- *Commendations* are positive and notable areas of a program. Commendations are not required, but are helpful for programs to understand their strengths from an outside perspective.
  
- Please list recommendations, suggestions and commendations by the program's degree level if reviewing both an undergraduate and graduate program simultaneously.
  
- Within **30 days** of the site visit, please send the completed report and an invoice for the amount of contracted stipend and travel costs electronically to:  
  
    Jeana McCullough, Quality Assurance Coordinator  
    [mcculloughj@apsu.edu](mailto:mcculloughj@apsu.edu)
  
- Please call Ms. McCullough at (931) 221-6184 if you have questions or need further assistance.