

1. What are the key goals and purpose for this review?
 - a. Is this part of an institutional or accrediting body academic program review cycle?
 - b. Are you in the early stages of a potential reform effort?
 - c. Is this a broad review or a specific/targeted review of certain aspects of the program?
 - d. Is the focus of your review more curricular focused? Assessment focused? Either and/or both?
2. What is the timeline for the program review from identifying reviewers to the pre-visit planning to the visit itself to when the report is due?
3. Will the external review be conducted physically on-site or virtually?
4. Do you have specific requirements for who serves on the review team? Such as how many reviewers, do they need to have specific expertise/experience or come from a specific type of institution, etc.?
5. What is the overall budget? What is the commitment/compensation for each reviewer (plus travel/costs, consider modality when considering costs)?
6. Will an internal review and/or self-report be completed before the external review or not?
7. Will the external review team have access to data/information before the on-site?
8. Will the external reviewer team have input on the onsite visit agenda/schedule with stakeholders list (as much as you know at this time)?
9. Does your institution have a standard program review report template or will you need to work with the review team to construct one?

10. What are the key goals for this review? Is this just a standard academic program review cycle? Or this one is a little weird, but... Do you have any particular 'hidden' goals for this review?

For example, sometimes a group (e.g. gen ed committee or task force) or certain person (i.e. Provost/Dean) really want to kickstart a full gen ed overhaul and picture an external review providing the justification for getting a reform underway. Sometimes an institution simply doesn't have the budget/capacity/energy to take on a big reform, so they request sticking to smaller recommendations in the report that don't require a full overhaul. Sometimes there are larger state-specific gen ed restrictions/limitations (e.g. can't use certain language or topics, must be under a credit-hour max, must articulate with certain community colleges, etc.). Usually, it's just a part of a standard cycle review and there are no hidden goals... come what may. No matter what, the external review team doesn't just rubber stamp your goals/desires, but it does help to know if some of these other things are in play in how we craft our findings and recommendations.