Academic Audit Onsite Evaluation Checklist

Institution: Mississippi State Community College
Program: Foreign Languages
CIP Code: 
Degree Level:  Certificate  Associate  Baccalaureate  Master's  Doctoral

Instructions for Audit Chairs and Teams

Part I: Academic Audit Visiting Team Report -- Record of Commendations, Affirmations, and Recommendations
This form must be completed by each audit review team prior to concluding the visit. The original will be forwarded to TBR but a copy must be left with the department prior to departure. All observations included on this form should be represented as commendations, affirmations, or recommendations. Please be concise in your descriptions as you will have opportunity to expand upon your justification for each item in your written report due to TBR by May 15, 2015.

Part II: Academic Audit Summary Sheet (only for use if program is being reviewed for Performance Funding purposes)
This form is only to be completed if the program review is serving as the Performance Funding review. Using the Academic Audit Summary Sheet, complete the 24 elements on the evaluation results checklist by marking “met” or “not met”. This exercise must be completed and signed by the team prior to the Exit Session [see complete directions on the form]. The original will be left with the department prior to departure but a copy must be forwarded to TBR with the Visiting Team Report.

Part III: Narrative Evaluation and Written Report
The Audit Chair and Team will use their evaluations indicated on the Audit Visiting Team Report and Academic Audit Summary Sheet (if used for Performance Funding purposes) as the basis of a written report. Summarized findings from the self-study report and onsite visit will represent a narrative report of the team’s conclusions and the final responsibility of the visiting team. The template for completing this report (limited to 10 pages) is attached. This report is due to TBR on May 15, 2015.

The Audit Evaluation will become part of the record of the academic program review and will be shared with the academic department/unit, the college, and the central administration, as well as the Tennessee Higher Education Commission. Each department/campus will be provided opportunity to respond and comment on the written report.

Audit Chair’s name, title, and institution: Mark Anthony, Jr., Tennessee Tech
Audit Chair’s signature: Mark Anthony, Jr., Date: April 7, 2015

Names, titles, institutions, and signatures of other Audit Team members:
Ana Basoa-McMillan, Associate Professor, Columbia State
Oscar A Diao, Professor, MTSU