



CHECKLIST OF MATERIALS AND TASKS FOR AN NCHC EXTERNAL REVIEW OF AN HONORS PROGRAM OR HONORS COLLEGE

1. Please provide a self-study containing a brief history of the Honors Program or Honors College. As part of the self-study, please complete a comprehensive analysis of the college or program using the National Collegiate Honors Council's "Program Review Instrument" in order to help the Program Reviewers assess how the Honors Program or Honors College meets or does not meet each of the best practice standards. Please specify any short-term or long-term goals with regard to these characteristics." Alternatively, the self-study may be based upon the older "Basic Characteristics of a Fully Developed Honors Program" and (if applicable) "Characteristics of a Fully Developed Honors College," but if those instruments are to be used, please be certain to inform the Program Reviewers and work with them to ensure that the review will be sufficiently comprehensive.
2. Please gather these additional documents to be provided in advance of the visit if NOT contained in the self-study report:
 - a. mission statement of the Honors Program/College
 - b. Honors Program (Honors College) strategic plan [if applicable]
 - c. position descriptions for Honors director (dean) and Honors office staff
 - d. recruiting materials for the college (university) in general and the Honors Program (Honors College) in particular
 - e. Honors Program (Honors College) budget for the past five years, broken down if possible into the following categories:
 - salary figures for the Honors dean/director and all Honors administrative personnel (if possible, please remove portion allocated toward fringe benefits)
 - budget figures for all direct support of Honors teaching, especially if the unit has its own Honors faculty
 - budget figures for all operational costs, including travel, phones, office supplies, etc.
 - figures for all scholarship awards that are made by the Honors unit.
 - f. Honors Program (Honors College) policies and procedures documents
 - g. Honors Program (Honors College) annual reports for past five years
 - h. listing and description of Honors courses offered in past five years (if not included in annual reports)
 - i. longitudinal data of Honors course offerings and student participation in the Honors Program (Honors College) over the past five years (if not included in annual reports)
 - j. college (university) catalog
 - k. participation in NCHC and Regional Honors Council activities (if not included in annual reports)
 - l. evaluation materials used for Honors classes
 - m. evaluation materials used for Honors advising
 - n. Honors Program (Honors College) assessment approaches and results
 - o. information about any scholarships or scholarship programs dedicated to Honors students
 - p. information about links between Honors and overseas programs
 - q. guidelines or manuals for thesis or creative projects
 - r. information about any privileges (early enrollment, etc.) that Honors students receive
 - s. information on role, if any, of the Honors Program (Honors College) in promotion and tenure decisions
 - t. structure of and administrative policies concerning the student Honors organization
 - u. facilities of the Honors Program (Honors College)

3. Please be certain that all of the above documents are made available to the Program Reviewer(s) at least two full weeks before the scheduled date of the campus visit.
4. Please schedule meetings for the Program Reviewer(s) with as many of the following individuals/groups as makes sense during the campus visit. It is often helpful for the Honors Dean/Director to have a dinner meeting with the Program Reviewer(s) upon their arrival before the first day and to schedule the meetings with the President/Chancellor and Provost as early in the visit as possible. ***NOTE: Please provide a draft schedule of meetings as far in advance as possible. Upon arrival of the Program Reviewer(s) on your campus, please provide a more detailed schedule of meetings that includes the names and titles of those likely to be in attendance at each meeting.***
 - a. President/Chancellor
 - b. Provost/Chief Academic Officer
 - c. Honors Director/Dean
 - d. Other Deans (especially the Arts and Sciences Dean)
 - e. Honors office staff
 - f. Honors Faculty
 - g. Honors Committee (Faculty level)
 - h. Honors Council (Student level)
 - i. Chairs of Departments that offer Honors Courses
 - j. Honors Students
 - k. Honors Alumni
 - l. Non-honors students
 - m. Registrar/Admissions/Enrollment Services
 - n. Student Affairs
 - o. Development/Foundation office
 - p. Housing office