**Attachment:** The self-study of the program will be attached. If requested, a hard copy can be mailed out as well. To arrive later: schedule of meetings, times and places for administrative and exit meetings. The Department chairperson will be filling in the rest of the schedule and send it to you.

### Guidelines for Your Report:  These guidelines are designed to help you decide on the common items to look for during the site visit and to address in your written report.

External Review Resources

* [Guidelines for Program Review- Consultant’s Evaluation Reports (.doc)](http://www.csun.edu/assessment/pr_docs/guidelines_external_reviewer_report.doc)
* [Guidelines for External Reviewers’ Campus Visit (.doc)](http://www.csun.edu/assessment/pr_docs/guidelines_external_reviewer_campus_visit.docx)

**Other Resources**:

1. A campus map and directions can be found at this link.  Please note the UN (University Hall) building is located at the B4 coordinates on this map (Western edge of main campus).  UN is where your first meeting is located (see schedule for times and room numbers).

<http://www.csun.edu/maps/Campus_Map.pdf>

2. Reviewer’s guidelines (including the guidelines provided above plus more information) are designed to assist you in your two days here at CSUN and to hopefully offer some structure for your observations.  These guidelines are designed for the total campus and some sections/parts may not apply to the program you are reviewing.  Generally reviewers find it very helpful to follow the guidelines and to offer both recommendations and commendations as suggested.  Please see the Program Review website to access the guidelines (also attached as a document here):

<http://www.csun.edu/assessment/program_review.html>

Additional helpful information and documentation can be found in the RESOURCES section of the program review website:

<http://www.csun.edu/assessment/pr_resources.html>

as well as the FAQ page found at:

<http://www.csun.edu/assessment/pr_FAQ.html>

3. The CSUN Office of Assessment and Program Review has a webpage that may offer you insights into the campus and how we view these two tasks.  The website for assessment is located at

<http://www.csun.edu/assessment/>

4.  The university catalog is on-line and may be of assistance to you if you have any program questions.  This link is:  <http://www.csun.edu/catalog>

5.  Details on the department can be found at: <http://www.csun.edu/catalog.html>

**Accommodations During Your Stay**:

We ask that you reserve and handle your travel arrangements and pay your expenses up front (hotel, travel, mileage) then submit your receipts to us when you submit your final report (on exit from CSUN we will provide an expense form).  We ask that you make the arrangements as soon as possible once notified about the confirmed review date and at least 3 weeks before your scheduled campus visit to avoid paying exorbitant prices for a ticket. ITEMIZED bills are necessary for reimbursement, not a credit card slip or hotel summary, please. The CSU reimburses at a standard rate of 56.5 cents per mile. The mileage is calculated through the shortest route reported through MapQuest. For meals, the University reimburses a per diem amount of $55 throughout your stay. Please be aware that our campus does not reimburse for any alcoholic beverages.

The most conveniently located airport is listed below, with contact information:

Burbank Bob Hope Airport

Tel: (818) 840-8840

2627 N Hollywood Way, Burbank, CA 91505.

There will be a parking pass for you at the Prairie Street Parking Kiosk for both days of your visit here with us. On the map, it is called the Info Booth 2 and is just west of the UN building, B4 coordinates on the map (see map link above).

If you need a suggestion on overnight stays, two local hotels are close by and easy when campus visitors stay there.

                       Radisson Hotel Chatsworth                   Hilton Woodland Hills

Hotel Phone:  818.709.7054                                           818.595.1000

Res Phone:    800.333.3333                                            800-446-6677

Address        9777 Topanga Canyon Blvd.                      6360 Canoga Ave.

                     Chatsworth, CA 91311                              Woodland Hills, CA 91367

A car rental is also recommended if the department hosting you is not arranging for someone to pick you up and drop you off. The department or our office will communicate that to you. Again the University will reimburse you for the rental cost and calculate what the gas mileage would be. If you do decide to rent a car, please see the link for Bob Hope airport rental cars.

<https://www.budget.com/budgetWeb/home/home.ex?action=create>.

In addition the department should have someone meet you when you arrive on campus so you know where to go.

We thank you in advance for your work on behalf of our program, faculty, staff and students.