

Ohio Board of Regents

SUMMARY

DUTIES & RESPONSIBILITIES FOR EXTERNAL REVIEWS

Institutions must be responsible for the development and submission of appropriate materials and for coordination of the review in collaboration with Regents' staff.

Institutions must be responsible for all reasonable expenses associated with external review of a request:

- costs for all external consultants contracted by the Regents to review the request,
 - all reasonable consultant expenses related to the review and authorization stipulations, and
 - all filing fees with the Office of the Secretary of State of Ohio. (Ohio's Certificates of Authorization must be filed with that office)
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The table below provides information on the site review coordination processes and areas of responsibility for a site review*.

| <i>Process Item</i> | <i>Responsibility</i> |
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| Identifying host hotel, negotiating room rates and workspace requirements, and making all reservations and arrangements at host hotel. | Institution (Regents will provide contact information of all individuals participating in the review) |
| Identifying all meal locations, making reservations and/or all arrangements for such (including special meal requirements of consultants). | Institution |
| Contracting consultants. | Regents |
| Invoicing consultants. | Regents |
| Making consultant travel arrangements from home locale to locale of institution. | Regents/Institution/Consultants |
| Providing review consultants contact information | Regents |
| Sending review materials to consultants | Institution |
| Making all transportation arrangements from airport to and from site, and from host hotel to and from institution. | Institution/Consultants |

| Process Item | Responsibility |
|---|--|
| Developing a site itinerary/schedule for the review. | Regents, Institution and Coordinating Consultant |
| Making all arrangements at institution to accommodate the site review. | Institution |
| Making all arrangements for host hotel workspace to accommodate the review (e.g., writing materials, computer, printer, projector, screen, snacks, etc.). | Institution |
| Responsibility for all materials and equipment in host hotel workspace to accommodate the review. | Institution |

* Staff will provide institution with more information and direction at time of coordination of review.

The table below identifies responsibilities for possible costs and expenses*:

| Examples of Reasonable Costs & Expenses | Institution's Responsibility? |
|---|--|
| Consultant Fees for Service | Yes, Regents will invoice institution. |
| Consultant Travel Expenses | Yes, Regents will invoice institution. |
| Consultant Incidental Expenses Related to Review | Yes, Regents will invoice institution. |
| Consultant Lodging | Yes, Regents will invoice institution. |
| Consultant Meals | Yes, Regents will invoice institution. |
| Consultant Transportation at Site | Yes, Regents will invoice institution, or institution will provide transportation. |
| Consultant Workspace & Materials at Site | Yes, institution will be financially responsible for expenses related to such. |
| Filings with the Office of the Secretary of State of Ohio | Yes, Regents will submit a request to the institution for this fee. |
| Regents Staff Expenses at Site | No, those are covered by the <i>Regents Fee Structure</i> |

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The table below lists the consultant fees for service per program review*:

| Program Review Team Members | Fee for Service |
|--|---|
| Per review team: One Regents' Coordinating Consultant: | External Coordinating Consultant Fee: |
| <p>This person leads the team and also has responsibility for the following:</p> <ol style="list-style-type: none"> 1. To provide additional support in the coordination of the review. 2. To lead the team through the critique of the proposal prior to coming on site. 3. To participate in a conference call prior to going on site, if necessary 4. To lead the team through the scheduled site review. 5. To lead the team through the development of the Exit Interview. 6. To lead the Exit Interview process. 7. To write the final report. 8. To lead the team through the review of the Institutional Response and all subsequent revisions to that document. | <p>Contracted for \$800 per day, and typically contracted for four (4) days for all reviews other than doctoral reviews; doctoral reviews are contracted for five (5) days.</p> <p>If the submission of an appropriate Institutional Response to the Consultants' Report is not received within three (3) months time after the institution's receipt of the Consultants' Report, the Coordinating Consultant will be contracted for three (3) more months for the purpose of completing the review of the Institutional Response. The Coordinating Consultant will be contracted for \$800 for that purpose and time.</p> <p>If the Institutional Response process is not completed within six (6) months time after the institution's receipt of the Consultants' Report, and if extenuating circumstances are not sufficient cause for continuation of the process (to be determined by Regents staff), the institution's request will be terminated, and a new request must be submitted if the institution wishes to continue seeking authorization for the request in question.</p> |
| Per review team: Three External Consultants: | External Content Expertise Consultant Fees: |
| <p>External to Ohio and considered content experts in a field/discipline associated with the proposal. The charge to these individuals is as follows:</p> <ol style="list-style-type: none"> 1. Prior to the site visit, critique and submit comments on the initial reading of the proposal | <p>Each External Consultant will be contracted for \$500 per day, and typically contracted for four (4) days for all reviews other than doctoral reviews; doctoral reviews are contracted for five (5) days.</p> <p>If the submission of an appropriate Institutional Response to the</p> |

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| <p>materials to the Coordinating Consultant.</p> <ol style="list-style-type: none"> 2. To participate in a conference call prior to going onsite, if necessary. 3. To participate in the orientation dinner process at the site review. 4. To participate in the scheduled review processes. 5. To participate in the development of the Exit Interview process. 6. To participate in the delivery of the Exit Interview to the institution process. 7. To participate in the review of the Institutional Response and all subsequent revisions. | <p>Consultants' Report is not received within three (3) months time after the institution's receipt of the Consultants' Report, the External Consultants will be contracted for three (3) more months for the purpose of completing the review of the Institutional Response. Each External Consultant will be contracted for \$500 for that purpose and time.</p> <p>If the Institutional Response process is not completed within six (6) months time after the institution's receipt of the Consultants' Report, and if extenuating circumstances are not sufficient cause for continuation of the process (to be determined by Regents staff), the institution's request will be terminated, and a new request must be submitted, i.e., if the institution wishes to continue seeking authorization for the request in question.</p> |
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** Staff will provide institution with more information and direction at time of coordination of review.*

Please note: In some instances, staff may determine that a full complement of consultants may not be necessary.