

Process for Year Three Reviews  
Following Academic Program Reviews

- At the end of the third year following completion of the APR self-study and external visit, the Provost's Office will compile – or will request OIR and the Budget Office to compile -- and post on Bb the following data on the program\* :
  - Faculty Lines
  - Staff lines
  - Enrollments
  - Operating budget
  - GA allocation
  - Computers received through CRI
  - Changes in space
  
- Using the data posted on Bb for comparison to the data in the APR self-study, the Chair will prepare the Year Three Review and post it on Bb for review by the Dean and the Provost. This will be a *brief* narrative (maximum five pages) summarizing progress on the action plan that was developed following the APR. The narrative should include discussion of changes since the APR self-study in the following: organizational and programmatic initiatives, research, and student experience and success (including advising, mentoring, graduation and retention rates, alumni achievements). Included with the narrative should be an action plan developed by the chair in collaboration with the dean, using the attached template.
  
- The Chair will meet with the Dean and the Provost for review of the Year Three Report for discussion of the questions below.
  
- The Year Three Report will also be reviewed by the Academic Planning and Budget Committee and the Undergraduate and Graduate Councils, as appropriate.

Topics such as the following are typically discussed in the post-APR meeting with senior administration.

- Where has notable progress been made by the program since the last APR?
  
- What are the major challenges in strategy and planning that the program is facing?
  
- Identify selected resources the program feels are critically needed in order to move forward with implementing its plan and strategy. Why are these critical?
  
- Is enrollment growth and/or other revenue generating strategies (i.e. private fund raising) possible for the program?

July 25, 2013

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\* Data from the original APR self-study will serve as baseline for comparison to year three.

### Development of the Year Three Review Action Plan

The purpose of the Year Three Review meeting of the department chair with senior administration is to:

- review the progress on the action plans developed at the post-APR meeting and the recommendations made by the Chair in his/her Year Three Report
- develop an action plan agreed upon by all parties at the Year Three Review meeting

These meeting goals are accomplished as follows:

1. Following their review of the Year Three Report prepared by the chair, the dean and chair prepare a chart (using the example provided below) that lists the major recommendations made by the chair and addresses each of them with regard to action plans proposed to be accomplished by the college or the department. This list will be sent by the dean to the Vice Provost for Academic Affairs at least two weeks before the scheduled Year Three Review meeting.

<b>Year Three Review Action Plan- NAME OF DEPARTMENT</b>				
<b>Recommendation</b>	<b>Name of college</b>	<b>Name of Dept.</b>	<b>Provost's Office</b>	<b>Action Plan</b>
<p><u>List separately each major recommendation</u></p> <p>e.g., Develop a timeline and a documented commitment to improve and expand Department space.</p>	<p>√</p> <p><u>Check which office will take the action</u></p>	<p>√</p>		<p><u>Describe how each recommendation will be acted on, color coding differently for actions by the department, the college, and the provost.</u></p> <p>e.g., Work with Vice Provost Moreira, Dean ____ and consultants (architectural and teaching technology) to develop space utilization plans for the department.</p> <p>e.g., The Dean's Office will continue to work with the Vice Provost and others on this important matter.</p> <p>By: <u>          </u> Deadline <u>          </u></p>

e.g., Improve post-graduate and career counseling for majors.		√		Review the department's internship program (with the Shriver Center) and provide workshops for majors through the Career Center.  By: <u>                    </u> Deadline <u>                    </u>
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2. The Provost and staff review the list from the dean and chair and add to it any additional issues or proposed actions plans. This completed list is then circulated by the Provost's Office in advance of the meeting to all who will attend the post-APR meeting.
3. At the Year Three Review meeting, the completed list of major recommendations, issues, and proposed actions by all parties is used as the guide to the discussion. A written record is made at the meeting of all confirmed actions to be taken by the department, the dean, and the provost's office, for each recommendation or issue.
4. A draft of the meeting record of recommendations and proposed actions will be sent to the chair, dean, and provost for any needed changes before it is finalized.
5. The final record of recommendations and actions from the meeting will be posted on Bb with the other APR documents and sent to faculty governance committees.

August 6, 2012