

Process for Year-Three Review Following Academic Program Review

- 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 IRADS 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, enrollment, retention, and graduation rates, alumni achievements). Included with the narrative should be an Action Plan developed by the chair in collaboration with the dean, using the companion Excel template (found on the Provost's website in "Policies & Guidelines").
- The Chair will meet with the Dean and the Provost for review of the Year Three Report and Action Plan and discussion of the questions below.
- The Year Three Report and Action Plan 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?
- Discuss the trends in enrollments and degrees. Where the numbers are low or the trends are downward, include steps and a timeline in the Action Plan for increasing enrollments and/or degrees.
- 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?

August 9, 2018

* 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 (YTR) meeting of the department chair with senior administration is to:

- review
 - the progress on the Action Plan 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 an Action Plan that lists the major recommendations made by the chair and addresses each of them with regard to action steps proposed to be accomplished by the college or the department. This Action Plan will be sent by the dean to the Vice Provost for Academic Affairs at least two weeks before the scheduled Year Three Review meeting. **See an example of the format below. Use the companion Excel spreadsheet (found on the Provost's webpage in "Policies & Guidelines") to develop the Action Plan.**

Year Three Review Action Plan- NAME OF DEPARTMENT

Part 2 – Current/Ongoing Action Items for YTR

<u>List separately each major recommendation</u>	√	√	√	<u>Describe how each recommendation will be acted on, color coding differently for actions by the department, the college, and the provost.</u>
e.g., Develop a timeline and a documented commitment to improve and expand Department space.	<u>Check which office will take the action</u>			<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>By: <u>Deadline</u></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>Deadline</u></p>
e.g., Improve post-graduate and career counseling for majors.		√		<p>Review the department’s internship program (with the Shriver Center) and provide workshops for majors through the Career Center.</p> <p>By: <u>Deadline</u></p>

1. The Provost and staff review the Action Plan from the dean and chair and add to it any additional issues or proposed actions. The Action Plan is then circulated by the Provost's Office in advance of the meeting to all who will attend the YTR meeting.
2. At the Year Three Review meeting, the Action Plan is used as the guide to the discussion. The Action Plan is agreed upon at the meeting.
3. The Action Plan will be sent to the chair, dean, and provost for any needed changes before it is finalized.
4. The final Action Plan is posted on Bb with the other APR documents and sent to faculty governance committees.

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