

Development of the Post-APR Action Plan

The purpose of the post-APR meeting of the Department Chair with senior administration is to:

- review the evaluations and recommendations made by the external reviewers in their report
- develop an action plan agreed upon by all parties at the post-APR meeting

These meeting goals are accomplished as follows:

1. Following their review of the external report and preparation of the Dean’s Response to the External Review Report, the Dean and Chair prepare a draft Action Plan that lists the major recommendations made by the reviewers and addresses each of them with regard to action plans proposed to be accomplished by the College or the Department. The draft Action Plan will be sent by the Dean to the Vice Provost for Academic Affairs at least two weeks before the scheduled Post-APR 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.**

Post-APR Action Plan – NAME OF DEPARTMENT				
Recommendations	Name of College	Name of Dept.	Provost’s Office	Action Plan
<p><u>List separately each major recommendation of external reviewers</u></p> <p>e.g. Develop a timeline and a documented commitment to improve and expand Department space, including the move to the library.</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>By: Deadline _____</p> <p>e.g. The Dean’s Office will continue to work with the Vice Provost and others on this important matter.</p>

e.g. Improve post-graduate and career counseling for majors.		√		By: <u>Deadline</u> Review the Department's internship program (with the Shriver Center) and provide workshops for majors through the Career Center. By: <u>Deadline</u>
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2. The Provost and staff review the draft Action Plan from the Dean and Chair and add to it as needed. This completed draft Action Plan 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 post-APR meeting, the draft Action Plan (including major recommendations, issues, and proposed actions by all parties) is used as the guide to the discussion. Proposed changes or additions to the Action Plan are discussed and confirmed in the meeting. Staff of the Provost's Office develop the final draft of the Action Plan based on the results of the meeting.
4. The final draft of Action Plan is sent to all meeting participants for any needed changes before it is confirmed as the final Action Plan.
5. The final post-APR Action Plan is posted on Bb with the other APR documents and sent to faculty governance committees. It is also used in the report on the APR filed with USM.

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

- What are the strategic issues for the program?
- What are the programmatic issues?
- Discuss the five-year 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.
- What possibilities exist for enhanced revenue generation?
- Given current resource constraints, how can the University be most helpful to achievement of the program goals?

- Among the resources which the program may need, which one is the highest priority and/or can provide the most benefit to the program?
- In summary, what is the strategic plan for supporting and enhancing the quality of the program within the available resources? What actions will be taken?