

Process for Year-Three Review Following Academic Program Review

At the end of the third year, following the completion of the APR self-study and external visit, the Chair accesses the data stored on the REX dashboard to prepare the department's Year Three Report (YTR), paying attention to these categories:*

- Faculty Lines
- Staff lines
- Enrollments
- Operating budget
- GA allocation
- Changes in space

Except for the Computer Replacement Initiative (CRI) data, provided by the College Dean, this data is used to prepare the Academic Program Review.

YTR Narrative (maximum 5 pages) and College-Provided CRI Data

Due January 15/On-Cycle Reviews and September 15/Off-Cycle Reviews

Using this data, the Chair prepares the Year Three Review narrative and posts it along with the College-provided CRI data on Bb for the Dean and the Associate Provost for Academic Affairs to review. This *brief* narrative (maximum five pages), sent to the Associate Provost for Academic Affairs by January 15 (September 15 for an off-cycle YTR), summarizes progress on the action plan developed following the APR. The narrative should include a discussion of changes since the APR self-study in the following areas:

- organizational and programmatic initiatives,
- research, and
- student experience and success (including advising, mentoring, enrollment, retention, graduation rates, and alumni achievements).

YTR Draft Action Plan (Word document, No predetermined page count)

Due February 15/On-Cycle Reviews and October 15/Off-Cycle Reviews

A draft Action Plan developed by the Chair in collaboration with the Dean, using the companion Word template (found on the Provost's website under "Policies & Guidelines") accompanies the narrative. The draft Action Plan is due February 15 (October 15 for an off-cycle YTR) so that the Chair has time to review this plan with the Dean before submitting it to the Associate Provost for Academic Affairs as a Word document.

YTR Action Plan Meeting

November/On-Cycle Reviews and April/Off-Cycle Reviews

The Chair will meet with the Dean and the Provost to review the Year Three Review Narrative and Action Plan and discuss the questions listed below. Senior Administration also attends this meeting, which the Provost's Office schedules.

Faculty governance reviews the YTR and Action Plan after the Provost, Dean, Chair, and Senior Administration have finalized these materials.

Questions

The following topics are typically discussed in the Post-YTR Action Plan meeting with the Provost and Senior Administration.

- What are the program's strengths, and how has it made notable progress since the last APR?
- What significant strategy and planning challenges does the program face?
- What resources are critically needed? Why are these resources critical?
- What are the enrollment and degree trends? If enrollment numbers are low or the trends are downward, include steps and a timeline in the Action Plan for increasing enrollments and degrees.
- Is growth possible via new program development or modification? If so, can the program outline a statement of purpose that addresses the planned audience and summarizes the program's rationale? How does this change support UMBC's strategic plan and increase its stature? How does it serve the mission of the university, college/school, and department or academic unit?

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 and Dean with Provost and 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 the review of the Year Three Report prepared by the Chair, the Chair prepares a draft Action Plan listing the remaining significant recommendations to be accomplished before the next Academic Program Review. Each recommendation is assigned to the department, college, and/or Provost's office with the understanding that the Dean and Chair will discuss this with the Provost at the Post-YTR Action Plan meeting.
 2. The Chair reviews the draft Action Plan with the Dean before submitting it to the Associate Provost for Academic Affairs as a Word document on or before February 15 (On-Cycle YTRs) or October 15 (Off-Cycle YTRs) with the final Year Three Report. (Note: The Chair submits an initial Year Three Report to the Associate Provost for Academic Affairs on or before January 15/On-Cycle YTRs or September 15/Off-Cycle YTRs.)

Year Three Review (YTR) Timeline and Responsibilities

On-Cycle Fall to Spring Schedule

Spring semester (March-April) before the fall start	Associate Provost for Academic Affairs meets with the Department Chair to kick off the YTR process
September 15 — year of review	Department accesses data on Dashboard to write their reports. <i>(Data provided by IRADS and the Provost's office is continuously available via REX)</i> ; Department contacts Collegiate Dean for CRI Report
September 16-January 14	Using the data posted on REX Guided Reports under Census Data Next Gen Pilot for comparison to the data in the APR self-study and the CRI Report, the Chair prepares the YTR report
January 15	The Chair posts the YTR report and CRI Data on Bb for review by the Associate Provost for Academic Affairs
January 16-February 14	The Chair prepares a draft Action Plan listing the remaining significant recommendations to be accomplished before the next Academic Program Review. The Chair must review the draft Action Plan with the Dean before submitting it to the Provost's Office with the final YTR Report
February 15	<p>The Chair posts the final YTR report and Dean reviewed draft YTR Action Plan on Bb for review by the Associate Provost for Academic Affairs</p> <p>The Associate Provost for Academic Affairs reviews the Action Plan, adds to it any additional issues or proposed action, and schedules the YTR meeting. The Action Plan is circulated by the Provost's Office before the meeting to those attending the YTR meeting.</p>
April-May – year of review	<p>A Post-YTR meeting occurs with Dean, Chair, Provost, and Senior Administration. The Action Plan guides the discussion and is agreed upon at the meeting.</p> <p>The Action Plan is sent to the Dean, Chair, Provost, and Senior Administrators for approval before finalized by the Provost's Office</p> <p>The Provost's Office posts the final Action Plan to Bb with the YTR Report and releases the two documents to faculty governance.</p>
Sept-May — following year of review	The YTR report and the Action Plan are reviewed by the Academic Planning and Budget Committee, the Undergraduate and Graduate Councils as appropriate, and the Faculty Senate.

Off-Cycle Spring to Fall Schedule

Spring semester (March-April) before the fall start

Associate Provost for Academic Affairs meets with the Department Chair to kick off the YTR process

February 15 — year of review

Department accesses data on Dashboard to write their reports. *(Data provided by IRADS and the Provost's office is continuously available via REX)*; Department contacts Collegiate Dean for CRI Report

February 16-September 14

Using the data posted on REX Guided Reports under Census Data Next Gen Pilot for comparison to the data in the APR self-study and the CRI Report, the Chair prepares the YTR report

September 15

The Chair posts the YTR report and CRI Data on Bb for review by the Associate Provost for Academic Affairs

September 16-October 14

The Chair prepares a draft Action Plan listing the remaining significant recommendations to be accomplished before the next Academic Program Review. The Chair must review the draft Action Plan with the Dean before submitting it to the Provost's Office with the final YTR Report

October 15

Chair posts the final YTR report and Dean reviewed draft YTR Action Plan on Bb for review by the Associate Provost for Academic Affairs

The Associate Provost for Academic Affairs reviews the Action Plan, adds to it any additional issues or proposed action, and schedules the YTR meeting. The Action Plan is circulated by the Provost's Office before the meeting to those attending the YTR meeting.

November-December — year of review

A Post-YTR meeting occurs with Dean, Chair, Provost, and Senior Administration. The Action Plan guides the discussion and is agreed upon at the meeting.

The Action Plan is sent to the Dean, Chair, Provost, and Senior Administrators for approval before finalized by the Provost's Office

The Provost's Office posts the final Action Plan to Bb with the YTR Report and releases the two documents to faculty governance.

February—year of review —
May — following year

The YTR report and the Action Plan are reviewed by the Academic Planning and Budget Committee, the Undergraduate and Graduate Councils as appropriate, and the Faculty Senate

SAMPLE DOCUMENT

Post-Year Three Review Action Plan – (Department Name)

First Draft Reviewed by Chair _v_ Date: January 20, 20XX

Dean _v_ Date: January 20, 20XX

Senior Administration Review Meeting Date: *(to be filled in by Provost's office)* **Edits/Changes to Action Plan Due Date:** *(to be filled in by Provost's office)*

Attendees: *(to be filled in by Provost's office)*

Part 1 == Updates and Reflection on Action Items from APR Action Plan: (Date)

Recommendation	Department Action	College Action	Provost's Office Action	Action Plan Update
Space: Expand available office and research laboratory space to reduce severe constraints on departmental function and potential growth	X	X	X	(DEPT) was able to acquire lab research space in the ILSB for Dr. XXX on the 5th floor of Sondheim. (DEPT) has also worked to more efficiently and equitably distribute the space it has. We recently reassigned partial natural/physical science research lab space to help start addressing a deeply critical need for social science meeting space and research.
Graduate Student Support	X	X		DEPT was awarded a 0.5 GA in 20XX. DEPT is part of the Interdisciplinary Consortium for Applied Research in the Environment (iCARE) NSF-funded program, which provides funding for Masters students. Three of the 6 students in the 20XX-XX cohort are (DEPT) students. Four of the 6 students in the 20XX-XX cohort are (DEPT) students.
Faculty Hires	X	X	X	We hired Dr. XXX in 20XX and Drs. XXX and XXX in 20XX. We hired XXX in 20XX. We are currently searching for an XXX Professor to start in fall 20XX. We have also been fortunate to have Dr. XXX (recently hired Director of XXX), and Dr. XXX both identify (DEPT) as their home department. Dr. XXX will be teaching and doing research/mentoring students.
Undergraduate Courses and Pedagogy	X	X		We have created several tracks within both the BS and BA sides of our programs, to better help students focus their interests. We added a lab component to our core class. We have expanded the offerings of our core XXX classes. Further, we have introduced several new upper-division elective courses on both the BA and BS sides of (DEPT). We are ready to implement an active learning pedagogy in our introductory-level classes; this however, will depend on GA support.

Part 2 == Current/Ongoing Action Items for YTR

Recommendation	Department Action	College Action	Provost's Office Action	Action Plan Update
<p>Space: (a) Short-term space need: add new office and laboratory space for faculty the department will be recruiting (and currently interviewing) under the current hiring plan</p> <p>(b) Short-term space need: critical laboratory upgrades needed to support faculty research projects and</p> <p>(c) Long-term space need: comprehensive plan for improving the department's facilities either in Sondheim Hall or another building</p>	X	X	X	<p>(a) Lab space needed for new faculty (search is ongoing as of January 20XX).</p> <p>(b) Lab space will be needed for Dr. XXX. Possible solutions: award Dr XXX with a lab in the ILSB or designate and equip a lab next to Sondheim.</p> <p>(c) Work with Facilities to create a new comprehensive dept space plan that includes teaching, research, and advising needs and that includes all the hires planned for (DEPT) in the hiring plan.</p> <hr/> <p>By deadline: (a) and (b): Spring 20XX to be designated and Fall 20XX to be completed (c): Spring 20XX</p>
<p>Graduate Student Support and Opportunities</p>	X	X	X	<p>(a) Work with Dean and Provost to develop a plan for allocating additional GA's to support instructional curriculum. We have already completed a review to convert our introductory courses to active learning.</p> <p>(b) Provide more consistent opportunities for graduate students to teach introductory courses (Note: we have a Ph.D. Graduate student teaching (DEPT) 102 this semester).</p> <hr/> <p>By deadline: (a) AY 20XX/XX; (b) Spring 20XX</p>
<p>Faculty Hiring</p>	X	X	X	<p>Work to replace faculty lost, and expand into new and exciting areas where (DEPT) can make important contributions. We will work with the Dean and Provost's office to implement our hiring plan in the areas of XXX.</p> <hr/> <p>By deadline: AY 20XX-XX</p>
<p>Undergraduate Curriculum and Pedagogy</p>	X	X	X	<p>As described above, we will work with the Dean and Provost to try to secure additional funding for GA lines to implement active learning in our introductory-level classes.</p> <hr/> <p>By deadline: AY 20XX-XX</p>