

Development of the Post-APR Action Plan

The purpose of the post-APR meeting, which is coordinated by the Associate Provost for Academic Affairs with the Department Chair, Dean, and senior administration, is to:

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

These meeting goals are accomplished as follows:

1. The Department Chair and Dean prepare the Post-APR Draft Action Plan using the template stored on the Provost's website under "Policies & Guidelines" after the Department reviews the External Review Report and the Dean's Response to the External Review Report. This action plan lists the significant recommendations made by the reviewers, assigns responsibility to the Department, College, and/or Provost's Office, briefly describes how each recommendation is met and gives a deadline. The Department Chair sends the Dean-approved draft Action Plan to the Associate Provost for Academic Affairs two weeks before the scheduled post-APR meeting.
2. The Provost and Academic Affairs staff review the draft Action Plan and edit or add to it as needed. Academic Affairs then circulates the completed draft to the Department Chair, Dean and senior administrators invited to the post-APR meeting.
3. At the Post-APR Draft Action Plan meeting, the Department Chair presents the draft Action Plan with the support of the Dean, including significant recommendations, issues, and proposed actions by all parties. The Department Chair, Dean, and senior administrators discuss and confirm the draft Action Plan, including proposed changes. Academic Affairs staff develop the final draft of the Action Plan based on the meeting's results.
4. Within two days of the draft Action Plan meeting, the Provost's Office sends the final draft to all meeting participants for review and approval. The draft circulates for two weeks, after which the Associate Provost for Academic Affairs finalizes the plan and releases it to Senior Administration and the Department Chair so that the Department can begin its work.
5. The final Post-APR Action Plan is posted on Blackboard with the other APR documents and sent to faculty governance committees. It is also used in the report on the APR filed with USM.

The following topics are typically discussed in the Post-APR Draft Action Plan meeting.

- 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 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 the achievement of the program goals?

The Next Generation APR Guidelines, posted to the Office of the Provost website and stored under "Policies & Guidelines," discusses the APR timeline and responsibilities.

Post-APR Action Plan – (Department/Program)

First Draft Reviewed by Chair ___	Date:	Dean ___	Date:	Next YTR: <i>(to be filled in by Provost's office)</i>
Senior Administration Review Meeting Date: <i>(to be filled in by Provost's office)</i>		Edits/Changes to Action Plan Due Date: <i>(to be filled in by Provost's office)</i>		
Attendees: <i>(to be filled in by Provost's office)</i>				

Re commendation	Department Action	College Action	Provost's Office Action	Action Plan Update
List each major recommendation separately.	Indicate the unit responsible for the action.			<p>Briefly describe how each recommendation will be acted upon. If multiple offices are responsible indicate each office's direct responsibility.</p> <p>By deadline Give the date by which the recommendation will be accomplished (semester and year)</p>
Develop a timeline and a documented commitment to improve and expand the department's space, including the move to the library.	X	X	X	<p>The Department and College will work with UMBC's architectural and teaching technology consultants to develop space utilization plans for the Department over a two-year period.</p> <p>The Dean's Office will provide a written update to the Provost and Vice Provost for Academic Affairs on the project's progress at the beginning of each semester.</p> <p>By deadline: The Department's space will be improved and expanded by the beginning of the F27 semester.</p>
Improve post-graduate and career counseling for majors.	X			<p>Review the Department's internship program with the Shriver Center and provide workshops for majors through the Career Center.</p> <p>By deadline: By the beginning of the F27 semester.</p>