

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 "Academic Affairs" and on [Blackboard](#) under "Guidelines and Forms for Academic Program Reviews (APRs) and Year Three Reviews (YTRs)" 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, assigns responsibility for completing each action to the appropriate position (Chair, UPD, GPD, etc.) and gives a deadline. The Department Chair sends the Dean-approved Post-APR Draft Action Plan to the Associate Provost for Academic Affairs two weeks before the scheduled Post-APR Draft Action Plan meeting.
2. The Provost and Academic Affairs staff review the Post-APR Draft Action Plan and edit or add to it as needed. Academic Affairs then circulates the completed Post-APR Draft Action Plan to the Department Chair, Dean, and senior administrators invited to the Post-APR Draft Action Plan meeting.
3. At the Post-APR Draft Action Plan meeting, the Department Chair presents the Post-APR 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 Post-APR Draft Action Plan, including proposed changes. Academic Affairs staff develop the final version of the Post-APR Draft Action Plan based on the meeting's results.
4. Within three working days of the Post-APR Draft Action Plan meeting, the Provost's Office sends a draft of the final plan to all meeting participants for review and approval. The plan 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.