

## **APR Readiness Timeline**

### 1. Preparation activities:

#### One year or more in advance

- a. Participate in training on learning outcomes and CAS standards
- b. Begin the development of student learning outcomes if they do not exist in your area
- c. Re-visit your mission statement and work with your staff to align it with the current emphases in your department, the Academic Plan design principles, the student affairs mission and the criteria in the CAS standards for mission statements.
- d. Examine your current assessment efforts and devise ways in which you can consolidate them; ask staff members or subdivisions of your department to send appropriate monthly or quarterly assessment reports

#### Six months prior to APR deadline

- e. Re-visit with your staff the APR template, the CAS standards, the student affairs' mission and vision and The University's Academic Plan
- f. Decide upon your internal self-study team and ensure they have all been appropriately trained (you may contact the assessment committee for training if it is needed)
- g. Consider recommendations for your external review team (see guidelines below)

### 2. Time frame:

- a. The appropriate associate vice-president (AVP) is to receive the final self-study report by July 1 of the year in which the unit is undergoing APR.
- b. The reporting time frame for the unit spans the five years prior to APR and should go through the spring semester prior to the APR due date.
- c. The review team must receive the department's self-study from the appropriate AVP by August 1.
- d. The review team must complete their review by August 15 and meet with the department if needed for clarification of any issues or questions about the self-study.
- e. The department's response (if desired) and the action plan are due to the appropriate AVP by Sept. 15.

### 3. General steps to completion of APR

- a. Establish and prepare the review team
  - i. Choose review team members for submission to your AVP for approval. Review team members must be identified at least 6 months prior to the APR deadline.

- ii. The review team must consist of a) one member of the assessment committee, b) one faculty member, c) one contract professional or staff member within student affairs, but outside of your area, d) a currently enrolled or recently graduated student, and d) a staff, contract professional, other faculty member or community member external to your area and external to student affairs.
  - iii. Team training will be conducted by the assessment committee to ensure that members' interpretive differences are resolved before initiating the review.
- a. Gather and summarize evaluative evidence
    - i. Utilize the student affairs APR template and the CAS standards functional area self-assessment guide to begin gathering your data
    - ii. Develop an internal timeline and identify a team in your department who will complete the bulk of the work.
    - iii. Consider and gather evaluative documents, reports and other evidence you will use to demonstrate consistency with the CAS standards.
    - iv. Consult with assessment committee as needed for assistance
  - c. Initiate the review
    - i. Review team members should be given the completed APR template by August 1.
    - ii. After the review team completes the review, the full staff of the area under review will meet with the team to discuss the team's interim assessment of compliance with the elements in the APR template. This allows all staff members to explore together how well the program appears to be accomplishing its stated purpose. Team members may also gain additional insight into the program from the perspective of others.
  - b. Finalize review
    - i. Review team members will compare their ratings and interpretation of program characteristics, accomplishments, strengths and shortcomings against the criteria expressed in the APR template, including the CAS standards.
    - ii. Review team members must provide a specific rationale for each shortcoming identified. This must be completed when any criteria or sub-criteria receives a rating of "not done" or "unsatisfactory."
    - iii. The review team will describe in detail the adjustments that need to be implemented for the program to achieve the

quality and effectiveness to which it aspires. The review team will list specific actions identified during the review that require implementation and will attempt to set priorities on the list by order of importance, need and achievability of the desired change.

- c. Prepare an action plan
  - i. Once review team report is received, begin preparation of any desired responses to the review team's assessment and the action plan to address any concerns stated by the review team.
  - ii. Submit action plan to the appropriate AVP by September 15.