

Annual Program Review: College Report Process

10/07/24

College Report

Timeframe and Description

- Colleges will review the program reports and dashboard information for the programs to create aggregated college reports
- Purpose: To create a college level report that summarizes the program reports including highlighting effective practices as well as prioritizing areas of concern. This report will provide a basis for discussion with the Provost Office Team and provide context for the action plan of the next year(s).
- October-December

Step 1: Review the Dashboards and Provide Suggestions

Description: Review the program reports for the Strategic and Tactical Dashboards

Timeframe: October-November

Part 1: Strategic Dashboard

- After reviewing the program reports, please provide narrative around strengths and weaknesses with the college's contributions to the strategic plan. Is this in line with the overall college strategy to support the university strategic plan?
- Please provide narrative around strengths and weaknesses with the college's contributions to the strategic plan
- Please describe future initiatives that will support advancement within the strategic plan.
- Is there any other data or narrative that you would like to share for the Strategic Dashboard?

Part 2: Tactical Dashboard

- Please provide an update on any action plans/areas of concern from last year (if applicable)
- Please provide a summary of strengths and weaknesses for the college
- Please provide comments/context for programs that are areas of concern
- Please describe major initiative along with goals/KPIs for next year and beyond that address the metrics within the Tactical Dashboard (Some initiatives will take longer than one year to achieve)
- Is there any other data or narrative that you would like to share for the Tactical Dashboard?

Part 3: Suggested Process Improvements

- Are there any suggestions for the continuous improvement of the Annual Program Review Process?

Step 2: Meet with Provost and Team

Description: Meeting between the college and Provost teams to discuss the college level report

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- Review the college level report and discuss the findings in order to help the college determine an action plan for the next year and beyond

Timeframe: November-December

Step 3: Develop an Action Plan

Description: Use the college report and the results of the meeting with the Provost to determine an action plan for the next academic year and beyond.

- Metrics will be provided at the beginning to determine what success would look like.
- The action plan from the year will be used in next year's review.
 - Colleges should consider milestones for initiatives that could take longer than one year to implement

Timeframe: December

Elements of Plan:

- What initiatives will be put in place to address areas of concern?
- What initiatives will be put into place to utilize effective practices?
- What (if any) efficiencies will be enacted over the next year?
- What will the college goals be for the year and beyond?
 - Colleges should consider milestones for initiatives that could take longer than one year to implement