

Undergraduate Program Review Guidelines – Revisions
Action Plan guidelines
v. 02-06-2015

Materials linked from the February 19, 2015 Curriculum Council agenda.

ACTION PLAN TIMELINE

□ **UNIT RESPONSIBILITY:** Submit an action plan to APAA within 3 months after the review report (and, if submitted, response to the report) is accepted by the Curriculum Council

○ **THREE MONTHS AFTER THE REVIEW REPORT IS ACCEPTED BY THE CURRICULUM COUNCIL –**

Action Plan Due - An action plan is to be prepared by the program director within three months of the review (or by another date as agreed upon by all parties and with good reason). The action plan needs to address each of the Review Panel's recommendations to improve program quality and include specific actions to be taken, by whom, and over what time frame. It needs to include goals, objectives, and reliable and meaningful measures help identify whether the goals and objectives have been met. It also needs to address this work in the context of the College's and University's strategic objectives. The action plan is then submitted to APAA, who will forward it to the Provost (or designee), Chair of the Curriculum Council, and the Dean. Feedback on the action plan will be provided at this point (NOTE: Depending on the structure and leadership approach of the College, the Dean may have already worked closely with the unit or program on the initial draft of the plan). A meeting will not be set with the Provost (or designee) until the Action Plan is an "approvable" form. Details about the action plan format are on page *.

- **Consideration of the Action Plan** After initial review the action plan will be presented by the program director/unit head at a meeting with the chair of the Curriculum Council, academic college dean(s), APAA representative, and the Provost (or designee). At the conclusion of the meeting, if the Provost (or designee) finds the plan acceptable, then he/she will sign off on the action plan, specifying any additional issues to be addressed and actions to be taken. At an agreed upon date, typically three years later, the Curriculum Council will conduct a follow-up review to determine if the planned actions have been implemented (see "Follow-up" section below).
- APAA submits the final version of the Action Plan to the Curriculum Council.
- The outcome of the review process is communicated by the APAA leadership to the members of the Review Panel.

3-YEAR FOLLOW-UP MEETING TIMELINE

- APAA schedules a follow-up meeting to include Provost (or designee), APAA leadership, Curriculum Council chair, Review Committee chair, college dean, department/school chair/head. The meeting reviews the progress that has been made on the Action Plan.

Undergraduate Program Review Guidelines – Revisions
Action Plan guidelines
v. 02-06-2015

ACTION PLAN

An action plan is to be prepared by the program director within three months of the review (or by another date as agreed upon by all parties and with good reason). The action plan needs to address the 10 year goals (as identified in the self-study) each of the Review Panel's recommendations to improve program quality. It needs to include goals, objectives, and reliable and meaningful measures help identify whether the goals and objectives have been met. It needs to include specific actions to be taken, by whom, and over what time frame, as well as, address this work in the context of the College's and University's strategic objectives ([link to OSU Strategic Plan *](#)).

The action plan is then submitted to APAA, who will forward it to the Provost (or designee), Chair of the Curriculum Council, and the Dean. Feedback on the action plan will be provided at this point (NOTE: Depending on the structure and leadership approach of the College, the Dean may have already worked closely with the unit or program on the initial draft of the plan). A meeting will not be set with the Provost (or designee) until the Action Plan is an "approvable" form.

A possible format for the action plan is:

Program Goal:

Action	Metric	Outcome	Who	When

- How do these steps meet the goal?
- How will you know it is working/achieving the goal?

Review Report Recommendation:

Action	Metric	Outcome	Who	When

- How do these steps meet the recommendation?
- How will you know it is working?

Undergraduate Program Review Guidelines – Revisions
Action Plan guidelines
v. 02-06-2015

Consideration of the Action Plan After initial review the action plan will be presented by the program director/unit head at a meeting with the chair of the Curriculum Council, academic college dean(s), APAA representative, and the Provost (or designee).

At the conclusion of the meeting, if the Provost (or designee) finds the plan acceptable, then he/she will sign off on the action plan, specifying any additional issues to be addressed and actions to be taken. At an agreed upon date, typically three years later, the Curriculum Council will conduct a follow-up review to determine if the planned actions have been implemented (see “Follow-up” section below).

Follow-up Three years after the review the Curriculum Council examines progress achieved through the implementation of the action plan. Reports of these follow-up reviews are shared with APAA, who forwards copies to the program director/unit leader, academic dean(s) and Provost (or designee). Follow-up reports are reviewed by the Curriculum Council. Outcomes of the follow-up review could range from a conclusion that the action plan was appropriate and its implementation is well under way to a recommendation that insufficient progress has been made and a need exists for further conversation among the program leader, college dean(s), Provost (or designee) regarding the future of the program.

RUBRIC FOR ACTION PLAN?