

Undergraduate Program Review Guidelines – Revisions
Action Plan guidelines
v. 02-25-2015

Materials linked from the February 27, 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 ACCPTED 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 also needs to include short range and long range goals, objectives, and reliable and meaningful measures help identify whether the goals and objectives have been met. These can be connected with the recommendations as appropriate. The Action Plan needs to address this work in the context of the College’s and University’s strategic objectives.

The plan is submitted to APAA, who will forward it to the Provost (or designee), Chair of the Curriculum Council, the Dean, and other leadership, as appropriate. 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.

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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.

ACTION PLAN DETAILS

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 Review Panel’s recommendations to improve program quality;
- include short and longer term goals, objectives and connect them with the recommendations;
- provide reliable and meaningful measures help identify whether the goals and objectives have been met;
- describe prioritization of goals/objectives and why. If a recommendation is not going to be addressed, then describe why not;
- include specific actions to be taken, by whom, and over what time frame;
- 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.

The Action Plan format is as follows:

- 1. Review Report Recommendation:** (copy and paste recommendation here)
 - a. Response to the Recommendation:** (provide a brief response to the recommendation, addressing whether the unit agrees with the recommendation, a description of the proposed actions to be taken, which are summarized in the table below, and goal(s) and anticipated outcomes from the actions. Be sure to address the following questions.
 - How do these actions meet the goal?
 - How will you know it is working/achieving the goal?
 - b. Goal and Metrics:** (List the goal(s) here, then complete the table with an abbreviated description of the action that was described above.)

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Action	Metric	Outcome	Who	When

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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.

Consequences If the plan is not completed in a timely fashion then * (need to talk with Becky about this). If adequate progress is not made by the three year review then an out-of-cycle review will occur in year 5 *? (Ideas for length of time?). **NOTE: Program reviews will be more effective if the university sets aside funds to support units with implementing at least some of the recommendations to help them succeed. This provides a reward system for the effort, but funds can also be withheld if adequate progress is not made. This seems like a conversation between Faculty Senate and the Provost.**