



# Academic Program Review

## **Program Review Response & Action Plan Report**

(in response to External Reviewer Report)

[Insert Department Name]

Date of On-Site Visit:

Date External Review Report Received:

Response Report Submission Date:  
(i.e., submission date of this report).

Following the review of the program’s self-study and on-site visit, the external review team submits their external review report. The Provost and Department Chair and faculty respond to both the recommendations (and/or commendations) presented in the report. This report facilitates this process.

**Guidelines:**

The tables below are provided to guide completion of this report. There are several sections to the report. Sections I, II and III allow the department to respond to the review report. Section IV includes the Provosts response. Once both sections are completed, the department chair schedules a meeting with the Provost to discuss the findings, the review response and any action plans. At this point, Section V, is completed and a **Comprehensive Program Planning** Statement is developed. This statement outlines any agreed upon strategies or plans to support continued program success.

**Deadline:**

This Program Review Response & Action Plan Report should be completed and submitted in the Provost’s Office **within two months of receipt of the external review report. If the report is received at the conclusion of a semester, an appropriate submission deadline can be discussed.**

**I. Department’s Response to the External Reviewers’ Recommendations**

In this section of the report, please list the recommendations that the external reviewers provided in their report. Then, provide a departmental response to each recommendation. This is an opportunity to agree with the recommendation, disagree with it, and to provide some context as to why.

Recommendations from External Reviewers (copied from the external review report)	Department Response

## II. Department's Reflection and Plan of Action

In this section of the report, departments should consider what program improvements might align with departmental and institutional goals? Primary questions to consider are: How is the program supporting the strategic goals of the college? What changes must occur for continued programmatic success? What challenges hinder achievement of program outcomes and action plans?

Considerable thought should be given to the programs **action plan for the next five to seven years** and what actions might support continued improvement. Consider the following:

How the program will address any weaknesses identified in the report.

How might the program address any recommendations while building on existing strengths outlined during the review or within the report.

Improvements possible with existing resources.

Improvements that require additional resources.

Consider strategies to be implemented within a 5–7-year period. This coincides with the program review cycle. Describe actions that will be taken as a result of the review. If they connect to a recommendation from the external reviewers, list it in the table. Note when the action will be completed and who is responsible for seeing that it is completed. Finally list any resources that will be used to complete the action. Add lines to the table as necessary.

Recommendation	Action Plan/Action Steps	Timeframe of action and/or deadline	Required Resources	Responsible Person, Role, Group

### **III. Strategic Planning & Implementation**

Considering the action steps outlined in Section II above, how does the department plan to execute these steps? How will the department measure success of each action item?

When developing the program implementation plan, consider the following:

How flexible is the plan? Would plan phasing be appropriate and beneficial?

How engaged are program faculty? Does faculty engagement need to be addressed?

How sustainable is the plan? Can it be maintained between review cycles (5-7 years)? Will these action items be a part of any annual planning or meetings?

What role will faculty or faculty committees play in this process?

What activities might be interdisciplinary?

How might the current department chair ensure that these action items are sustained or remain a part of the department conversations beyond her tenure?

In this section of the report, you may also reflect on the entire academic program review process.

Were there discoveries about the program made during the review process (whether reported on or identified during discussion) that are worth noting now? Did the external reviewers' findings point to aspects of the program that were not originally put in the self-study? Besides the listed actions, are there other aspects of the program that will change as a result of the study? Did the external reviewers confirm the activities that are well done in the department in ways that were expected?

Date completed & submitted:

Sections II-IV

Please send a copy to the Office of Institutional Effectiveness Business Intelligence Analyst.

#### IV. Provost's Response to the External Reviewers' Recommendations

Recommendations from External Reviewers (copied from the external review report)	Provost's Response

Date completed:

Please send a copy to the Office of Institutional Effectiveness Business Intelligence Analyst.

## **V. Comprehensive Program Planning Statement**

In this section the Provost, the Department Chair and faculty outline any agreed upon strategic plans for program improvement or operational enhancements.