Guidelines for the APR Action Plan
September 2021

The Action Plan consists of two parts, plus a signature page and an appendix. It should be limited to 3 pages (not including the signature page and appendix), using Times New Roman 12 point and single spaced.

Typically, the unit head works with the dean’s office in the development of the action plan, especially with regard to those action steps that require resources from the college. At the discretion of the unit head, units may find it useful to involve other faculty in the process of developing the action plan or to present a draft of the action plan to the full faculty for discussion and feedback.

1. Major Findings of the Current Review

List the major findings from the current self-study report, chair’s letter, dean’s letter, and review report, emphasizing those findings that motivate or justify the objectives in part 2.

2. Action Plan for the Coming Cycle

For each major actionable finding in part 1, provide a plan for responding to the finding that consists of
1) at least one measurable objective for improving the unit and its programs over the next five or six years and, for each objective,
2) at least one action step designed to achieve that objective. Each action step should include a timeline for implementation and a description of any needed resources. At least one objective and action step should concern the improvement of student learning, and objectives may include the development of new degree and/or certificate programs.

For clarity, please key each objective to its major finding. Some major findings may have more than one associated objective. For example, major finding 3 may be addressed by objectives 3a, 3b, and 3c. The objectives may be grouped under broader goal statements, but this is not required.

Each objective should be SMART:
- **Specific:** it responds to the major finding with one or more concrete activities (the action steps)
- **Measurable:** it provides a means, such as a quantifiable target, by which the unit and the dean can determine whether the objective has been achieved
- **Achievable:** it can actually be accomplished, from a personnel and resource standpoint
- **Relevant:** its achievement promises to actually address the major finding
- **Time-related:** it clearly specifies the stages of implementation

Also, please begin each action step with words indicating which actor will undertake it (e.g., “The department will...,” “The director of graduate studies will...,” “The dean’s office will...,” etc.)
Finally, keep in mind that no new funds are available from the central administration for APR, so most of the action steps should consist of budget-neutral quality improvements. If an action step requires new resources, the resources will have to come from one of four sources: 1) reallocation of existing resources within the unit; 2) reallocation of resources within the unit’s college; 3) standing university-wide programs, such as Next Generation, CETLOE, URSA, and CTC; and 4) external resources, such as development gifts, grants, contracts, fellowships, trainings, etc. If new college resources are required for a particular step, they should be discussed with the dean during the preparation of the Action Plan. In the case of an objective that may require substantial resources, the unit is encouraged to consider offering one or more intermediate objectives that could be achieved with correspondingly smaller amounts of resources.

Signature and Date Lines

The Action Plan needs to be signed and dated by the unit head, the dean, and the provost.

Comprehensive Program Review (CPR) Appendix

For each degree program in the unit, please provide a summary related to the program’s productivity, viability, and quality and indicate which of the above Action Steps, if any, apply to the program. The summary for each program may be as short as one paragraph and should, as a general rule, be no longer than one page. If this is the initial review of the program, address how the program is or is not meeting the enrollment and credit hour projections contained in the original program proposal.