Guidelines for the APR Action Plan

The Action Plan consists of four parts and should be kept to 3 pp. maximum, using Times New Roman 12 pt, single spaced. It is generally prepared by the unit chair in consultation with the relevant dean or associate dean.

1. Status of Action Items from Prior Review

Summarize the extent to which the Action Plan items in the previous cycle are complete. Do any partially completed/incomplete items still need to be addressed?

2. Major Findings in Current Review

List the major findings from the current Self-study, Dean’s letter, external reviewers’ report, and report of the University Senate's Academic Program Review Committee. Prioritize and number the list according to what your unit thinks are the most significant and actionable findings.

3. Action Steps for the Coming Cycle

For each major finding in part two, provide a plan for responding to the finding. For clarity, key each action step to its major finding in the same order. Some major findings may have more than one action step attached. For example, major finding #3 may be addressed by action steps 3a, 3b, and 3c. Each action step should be SMART:

- **Specific**: it addresses the major finding with one or more concrete activities
- **Measurable**: it provides a means (such as a quantifiable target or a list of specific actions) by which the unit and the dean can determine whether the step has been achieved
- **Assignable**: it identifies specific actors in the unit (the chair, the graduate director, the undergraduate committee, etc.) who will undertake it
- **Realistic**: it can actually be accomplished, from a personnel and resource standpoint
- **Time-related**: it describes stages to be implemented before the next APR cycle

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 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 department; 2) reallocation of resources within the College; 3) university-wide programs such as Next Generation and CETL; or 4) external resources, such as development gifts or grants. If new College resources are required for a particular step, they should be discussed with the Dean during the preparation of the Action Plan.

4. Signature and Date Lines

The Action Plan needs to be signed and dated by the unit chair, the relevant Dean, and the provost.