

Program Review ACTION PLAN details

Approved by the Educational Effectiveness Committee December 9, 2013

There are various ways to put together your action plan. The ideal would be a detailed seven-year schedule of meetings, work to accomplish, and expected events where you address the relevant topics. For each action event, it would be best if there were listings of the person(s) responsible for the tasks. Show that you have considered the actual decision processes both inside the program and beyond the program. Provide some indication of how you would know that you met your goal for the specific task. That is, try to envision specific documents or other evidence of actual productivity toward your goals. Alternative ideas about how to best express your action plans for the next seven years are welcome.

1. Describe how goals from previous reviews have been/not been met
2. Detail the explicit goals and plans to meet each goal over the next seven years. Explain how your plans connect to the conclusions you reached in your program review self-study (this report to this point). Show the expected sequences of efforts at each step or milestones toward each goal. Many of the 'events' may be planned agenda items for Dept. or program faculty meetings. Address planning for specific meetings and work in the following area:
 - a. Learning outcomes –
 - i. Revisions and improvements of statements
 - ii. Review, revision and improvements of rubrics or other evaluation methods
 - iii. Archives of evidence
 - iv. Collaborative calibration of reliability and validity of assessments
 - b. Curriculum development
 - i. Expected course proposals and revisions
 - ii. Increased expressions of the meaning, quality, and integrity of the degree(s)
 1. Build and improve expressions of the coherence of the overall student experience in the program (e.g., conceptual mapping of learning sequences and developments). Can your students explain their degree program to relevant others?
 2. Expressions of
 - a. admission standards
 - b. course prerequisites
 - c. connections of Core 21 courses to major requirements
 - d. expected student accomplishments (tied to learning outcomes)
 - e. evidence students should keep of individual accomplishments (e.g., a portfolio)
 3. Alignment of the capstone experience with prior coursework and post-graduation planning (specifically how the degree prepares the best students for possible graduate school efforts)
 4. Student and alumni feedback on the curriculum
 - iii. Connection to and expansions of experiential learning in the curriculum
 - iv. Interdisciplinary cooperation and collaborations

- c. Student advising and mentoring efforts
 - i. Training
 - ii. Consistency
 - iii. “Take-away” – What evidence can we provide of progress with mentoring? What do we want the students to be able to report about their advising and mentoring sessions?
 - d. Student recruitment and retention efforts
 - i. Events where you might encounter prospective students
 - ii. Opportunities for current students to express their perspectives on the major
 - iii. Program web presence
 - e. Faculty development
 - i. Participation in program governance
 - ii. Training efforts to upgrade or maintain currency (e.g., planned workshop participation; inclusivity training)
 - iii. Mentoring of junior faculty
 - iv. Planning for faculty research efforts and travel (particularly expected sabbatical applications)
 - v. Faculty support needs (e.g., equipment, software, special facilities)
 - vi. Expected Faculty retention and recruitment efforts
 - f. Resource management issues
 - i. Facilities – current and future needs
 - ii. Equipment and supplies – current and future needs. Process and plans to monitor and inventory equipment and supplies (e.g., photocopying)
 - iii. Funds needed for events
 - iv. Staffing (e.g., administrative assistants)
3. Summary of the Action plan. Describe how these program action plans are visionary in scope in ways that further or add to
- a. Student learning
 - b. The program mission
 - c. The University’s mission
 - d. The current university strategic plan