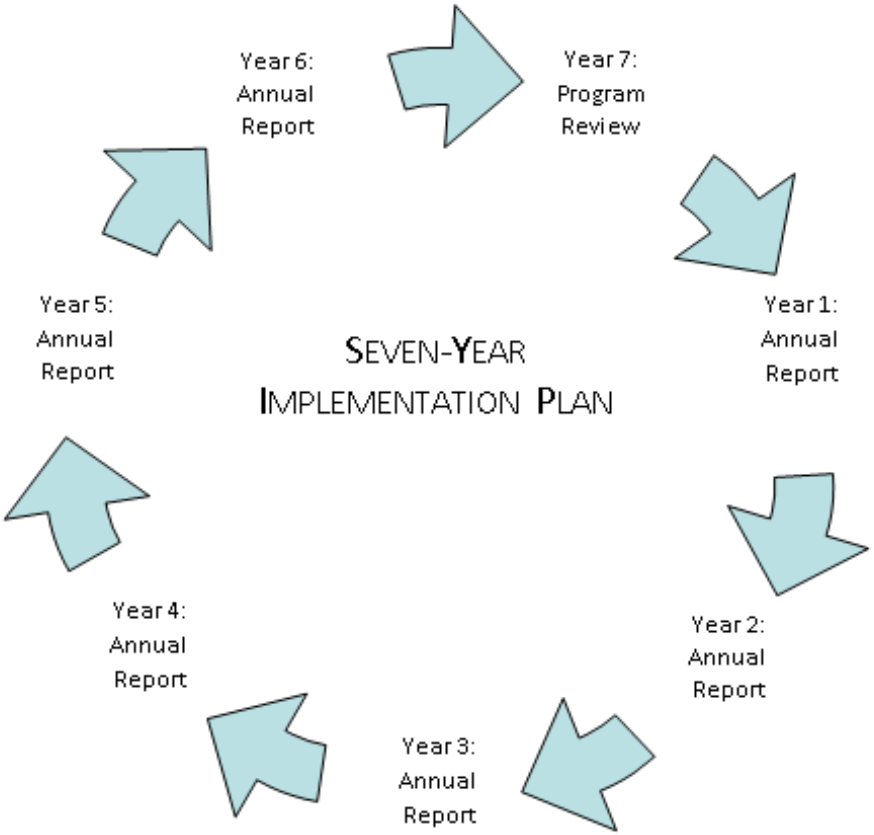
Academic Program Review

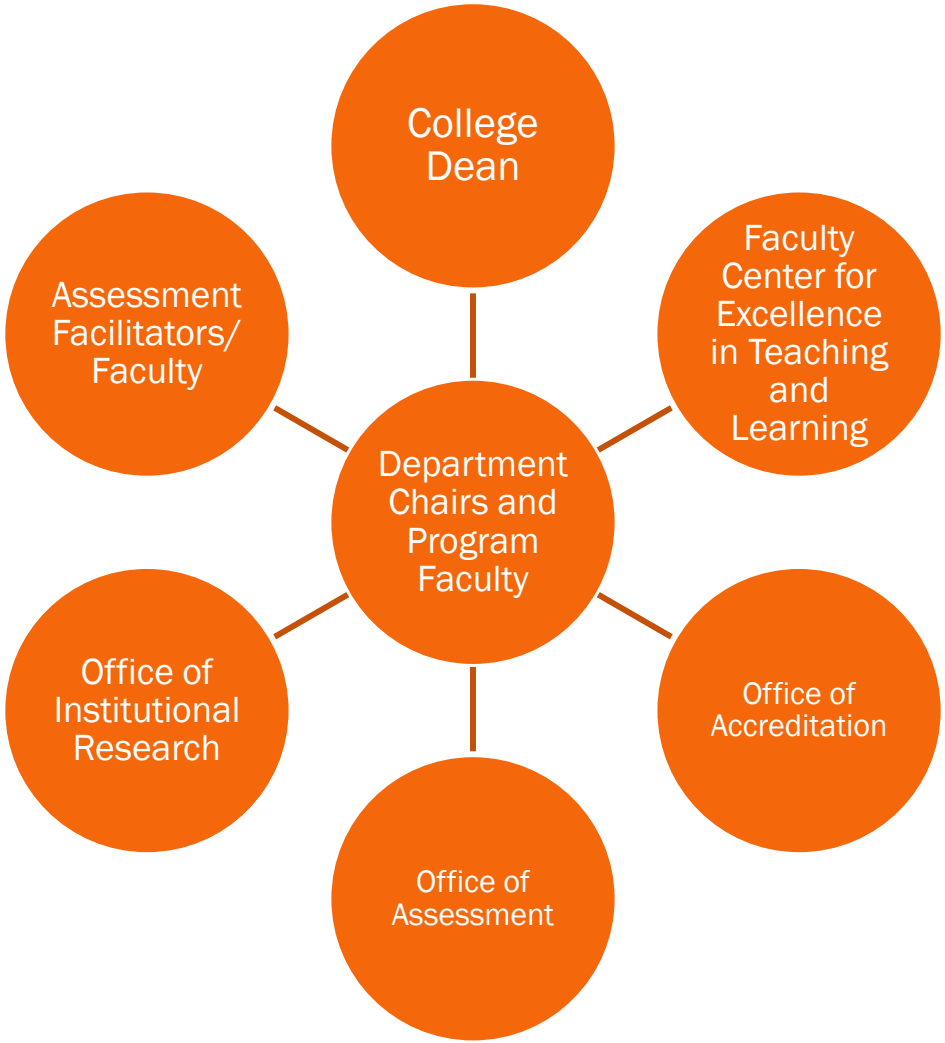
Streamlining the Program Review and Annual Reporting Processes

Integrating the Annual Reporting and APR Processes

See handout: Seven-Year Academic Program Review Cycle



Completing the Program Review Cycle: Support for Department Chairs and Program Faculty



Roles and Responsibilities: Program Chairs/ Faculty

Annual Reporting Responsibilities

- The **department/program chair** coordinates, encourages, and leads faculty in the assessment of student learning.
- **Program faculty** are responsible for developing student learning outcomes and employing methods annually to evaluate program effectiveness as established in the APR implementation plan.

Program Review Responsibilities

- The **department/program chair** is responsible for the oversight and implementation of the Academic Program Review.
- All **program faculty** are responsible for participating in the preparation and review of the program's APR.

Advancing Educational Effectiveness through Technology

See handout: Advancing Educational Effectiveness: Annual Reports and APR

Annual Report Process

Table 2. Assessment Plans and Annual Reports: Campus Process and TaskStream Review

	CAMPUS PROCESS	TASKSTREAM REVIEW
STEP 1:	Develop multi-year assessment plan and submit to the Faculty Coordinator for Assessment of Student Learning to be posted to the Office of Assessment and Student Learning website.	Mission, learning outcomes, and curriculum map have been loaded into TaskStream. Programs will select the learning outcomes indicated in the Implementation Plan for review during the next APR cycle.

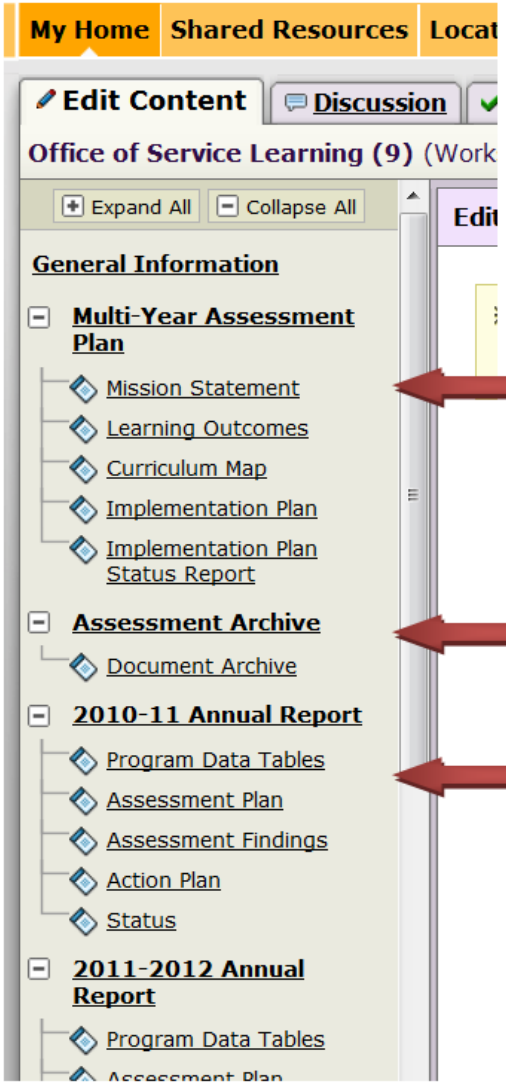
Academic Program Review Process

Table 1. Academic Program Review: Campus Process and TaskStream Review

	CAMPUS PROCESS	TASKSTREAM REVIEW
STEP 1:	Preliminary Self-Study Completed	Preliminary Self-Study is submitted via the TaskStream Academic Program Review Self-Study form.
STEP 2:	Dean and AVPAA review and provide feedback; feedback incorporated	Dean and AVPAA – with read and review access – provide feedback on the preliminary report using the discussion feature available in TaskStream. Program faculty can then incorporate feedback as deemed appropriate.

Closing the Loop: Reporting in TaskStream

Completing Annual Reports



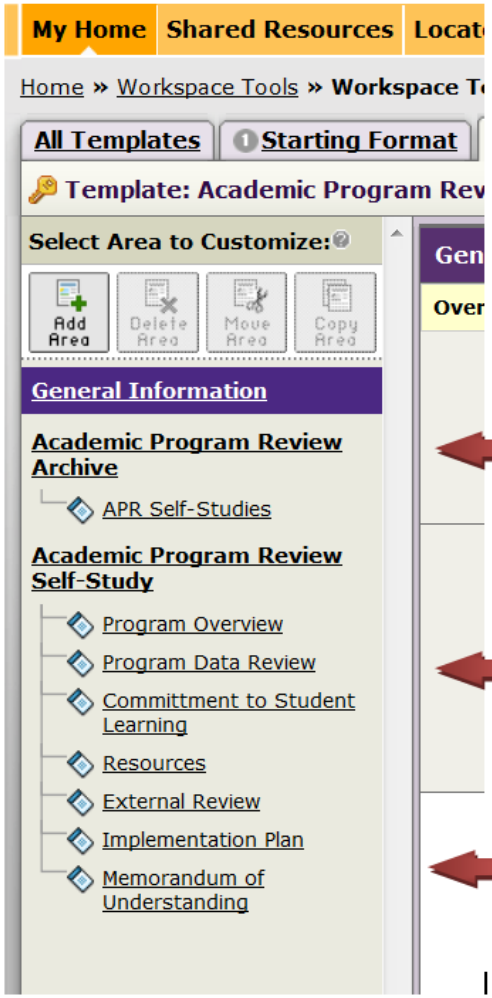
The Multi-Year Assessment Plan need only be updated when revised or at the beginning of a new APR cycle. The Implementation Plan Status Report is updated annually based on findings.

Past Assessment documents will be archived within the TaskStream workspace.

When completing the Academic Program Review Self-Study, programs export summary data to the Academic Program Review self-study form (see below) for formal review and submission.

Closing the Loop: Reporting in TaskStream

Submitting the APR Self-Study



Past APR self-studies are archived within the TaskStream workspace.

Academic Program Review Self-Studies are completed via fill-in form using summary data exported from the program's work area in the Program Portfolio. The Self-Study is submitted for appropriate review via TaskStream; reviewers can add comments/feedback via the Discussion function in TaskStream

After all feedback has been incorporated, the APR Workspace is submitted to the Provost for final approval. After a meeting with the AVPAA, Deans, Chairs, and program faculty, the Provost submits a MOU indicating approval and allocation of resources for the completion of the Implementation Plan.

Developing Direct Assessment

TaskStream Rubric Wizard

Criteria	Inadequate Insert Column Delete Column	Developing Adequacy Insert Column Delete Column	Adequate rather than competen Insert Column Delete Column	Competent, although it may hav Insert Column Delete Column
Argument development Insert Row Delete Row	Attempts to address the issue, but does not provide adequate development.	Often develops only one aspect of the issue, or may distort the issue; contains generalizations with little support rather than developing and argument.	Acknowledges the complexity of the issue.	Develops and sustains an argument that acknowledges the complexity of the issue.
Language control Insert Row Delete Row	Lacks control over language.	Displays general control over language although there may be an accumulation of errors.	Uses language appropriately.	Uses relatively sophisticated language.

Assessment@csustan.edu