**ACADEMIC PROGRAM REVIEW ANNUAL REPORT GUIDELINES**

Due November 1

Instructions:

Please save your files as follows: College\_Department/Program/Degree

Colleges, departments, and programs should identify who is responsible for uploading this report. At the beginning of the fall term, Academic Affairs will provided a google sheet to all the Associate Deans with one for each College so they can note who will upload documents and share that information by the third Monday each September. Associate Deans have administrative access to the Box folder where you will upload your completed for or they can add individuals to the College’s folder.

All programs with and without external accreditation will submit an annual report.

Read the following to determine which category best describes your program.

1. **No external accreditation.** This brief report is due each year unless you are in your self-study year or you are submitting a full program review in the fall of the academic year..
2. **External accreditation with an accrediting body that requires an annual report.** You will not need to answer any of these questions but you will need to attach the annual report you provide to your external accreditor. Please submit your most recent report keeping in mind that your reporting due dates may have occurred sometime prior to this November 1 report deadline for ISU..
3. **External accreditation with an accrediting body that does not require any annual reporting**. This brief report is due each year unless you are in your accreditation self-study year.

The schedule for program reviews for programs without external accreditation and the schedule for accredited programs are on the [ISU web site](https://www.isu.edu/academicaffairs/program-information/program-review/). Scroll down until you see the heading “Program Review Schedule.” Use the link “Academic Program Review Plan” or “Specialized Accreditation Listing” to access the excel spreadsheet.

ACADEMIC PROGRAM REVIEW ANNUAL REPORT TEMPLATE

PROGRAM:

DATE OF LAST PROGRAM REVIEW:

CONTACT INFORMATION: (Name & Email)

1. Refer to the action plan from your most recent program review.

1. Describe progress your program has made according to your action plan and timeline.
2. Describe your next steps for the upcoming academic year.

2. Refer to your assessment plan.

Report assessment results for program level student learning outcomes that were assessed in the most recent academic year. (Use table in same format as Academic Program Review or APR)

1. Based on the plans you discussed last year (part C below in the prior year) briefly explain if you were able to make the changes you identified and how they were implemented.
2. Incorporate the data you collected this year in the table below.

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| --- | --- | --- | --- | --- |
| **Student Learning Outcome** | **Assessment Tool (Exam, Homework, Project, Presentation etc)** | **Data Analysis Method-if you used a random sample, included all modalities or if you assessed every student** | **Results (percent & number of students who are developing or 1, meets expectations – 2, or exceeds expectations -3** | **Actions taken: Curricular Changes Based on Assessment Results** |
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1. Discuss the results from your assessment activities this year and describe what actions you plan to take next year to make changes based on the information.

3. Describe operational and other changes your program plans to make that are not discussed under #1 and #2 above.

Approved: Dean’s Council 9/07/21

Approve: Faculty Senate: 9/27/21