

Academic Program Review Checklist

Please use the checklist below prior to hitting the “Finalize and Submit” button on the [APR System](#).

Part I - Review	Part II – Student Learning Assessment
I. A. APR Documentation	II. A. Student Learning Outcomes
I. A. 1. Program Description	<input type="checkbox"/> Do you have student-centered learning outcomes that are clearly measurable and specific? <input type="checkbox"/> For each program outcome, did you complete a student outcome “form” in the APR System ? <input type="checkbox"/> Required for UNDERGRADUATE programs ONLY: Did you align your program goals with the University’s General Education Student Learning Goals? <input type="checkbox"/> Did you align your program student learning outcomes with the program’s curriculum (courses)?
<input type="checkbox"/> Did you provide an overview of the program’s mission, educational philosophy, and core values as they relate to the University’s Mission and Strategic Plan ? <input type="checkbox"/> Have you included data, and discussion in text, from the 7-year data tables provided by UARA, including enrollment trends (of majors and concentrations – tracks are optional), student credit hours, time-to-completion, and program retention? <input type="checkbox"/> Have you discussed the program’s enrollment trends/projections and aspirations? <input type="checkbox"/> Have you discussed the challenges and potential obstacles to achieving the program’s aspirations?	
I. A. 2. Internal Review and Narrative	II. B. Assessment Methods, Results, Dissemination, and Use
<input type="checkbox"/> Did you complete a SWAT analysis, as well as including: summarizing how weaknesses identified in the program’s previous APR were addressed; and the program’s vision and initiatives for the next 7 years? <input type="checkbox"/> Did you provide a rationale for the program’s curriculum sequencing and/or changes in this sequencing as well as plans for changes in the next 7 years? <input type="checkbox"/> Did you describe staffing and faculty expertise and future needs based on data (i.e., enrollment growth/aspirations, curricular changes, etc.)?	<input type="checkbox"/> Have you identified a systematic method for evaluating student achievement of identified student learning outcomes? <input type="checkbox"/> Have you described assessment data results? <input type="checkbox"/> Did you describe how the results have been shared with relevant stakeholders? If not, have you added an additional Assessment Action Plan step describing how the results will be disseminated? <input type="checkbox"/> Have you described how the assessment results have been used? If not, have you added an additional Assessment Action Plan step describing how the results will be used? <input type="checkbox"/> For each assessment method, did you complete/update an assessment method “form” in the APR System ? – or – did you complete/update and submit an Assessment Summary template document to UARA (to copy/paste into APR System for you)?
I. A. 3. External Review Summary	II. C. Assessment Action Plan
<input type="checkbox"/> Did the external reviewer send their summary report and was it subsequently sent to UARA? <input type="checkbox"/> Did you send the program’s response to the external review summary report (including updated action plans, if applicable) to UARA?	<input type="checkbox"/> Did you incorporate any assessment-related external recommendations into the Assessment Action Plan? <input type="checkbox"/> Did you complete an Assessment Action Plan and include it in the APR report? <input type="checkbox"/> Did you upload the completed Assessment Action Plan to the APR System ?
I. B. Recommendations Action Plan	OVERALL
<input type="checkbox"/> Did you complete a Recommendations Action Plan with both internal (program) and external recommendations and include it in the APR report? <input type="checkbox"/> Did you upload the completed Recommendations Action Plan to the APR System ?	