Please use the checklist below prior to hitting the “Finalize and Submit” button on the [APR System](https://webapps.salisbury.edu/login/?site=/APReview/).

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| --- | --- |
| **Part I - Review** | **Part II – Student Learning Assessment** |
| **I. A. APR Documentation** | **II. A. Student Learning Outcomes** |
| **I. A. 1. Program Description** | Do you have student-centered learning outcomes that are clearly measurable and specific? |
| Did you provide an overview of the program’s mission, educational philosophy, and core values as they relate to the [University’s Mission](https://www.salisbury.edu/discover-su/mission-values.aspx) and [Strategic Plan](https://www.salisbury.edu/administration/academic-affairs/university-analysis-reporting-and-assessment/_files/Strategic_Plan_2020_25.pdf)? | For each program outcome, did you complete a student outcome “form” in the [APR System](https://webapps.salisbury.edu/login/?site=/APReview/)? |
| 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? | Required for UNDERGRADUATE programs ONLY: Did you align your program goals with the University’s General Education Student Learning Goals? |
| Have you discussed the program’s enrollment trends/projections and aspirations? | Did you align your program student learning outcomes with the program’s curriculum (courses)? |
| Have you discussed the challenges and potential obstacles to achieving the program’s aspirations? | **II. B. Assessment Methods, Results, Dissemination, and Use** |
| **I. A. 2. Internal Review and Narrative** | Have you identified a systematic method for evaluating student achievement of identified student learning outcomes? |
| 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? | Have you described assessment data results?  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? |
| 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? | 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? |
| Did you describe staffing and faculty expertise and future needs based on data (i.e., enrollment growth/aspirations, curricular changes, etc.)? | For each assessment method, did you complete/update an assessment method “form” in the [APR System](https://webapps.salisbury.edu/login/?site=/APReview/)? – or – did you complete/update and submit an Assessment Summary template document |
| **I. A. 3. External Review Summary** | to UARA (to copy/paste into [APR System](https://webapps.salisbury.edu/login/?site=/APReview/) for you)? |
| Did the external reviewer send their summary report and was it subsequently sent to UARA? | **II. C. Assessment Action Plan** |
| Did you send the program’s response to the external review summary report (including updated action plans, if applicable) to UARA? | Did you incorporate any assessment-related external recommendations into the Assessment Action Plan? |
| **I. B. Recommendations Action Plan** | Did you complete an Assessment Action Plan and include it in the APR report? |
| Did you complete a Recommendations Action Plan with **both** internal (program) and external recommendations and include it in the APR report? | Did you upload the completed Assessment Action Plan to the [APR System](https://webapps.salisbury.edu/login/?site=/APReview/)? |
| Did you upload the completed Recommendations Action Plan to the [APR System](https://webapps.salisbury.edu/login/?site=/APReview/)? | **OVERALL** |
| **I. C. Additional Appendices** | Did you send the final APR report components to UARA – to compile & upload into section I. A. in the [APR System](https://webapps.salisbury.edu/login/?site=/APReview/)? |
| Did you include additional appendices? If so, did you reference the appendices in the APR report and also upload the appendices to the [APR System](https://webapps.salisbury.edu/login/?site=/APReview/)? | Did you upload a separate completed APR report - without appendices (if applicable) - in section I. A. in the [APR System](https://webapps.salisbury.edu/login/?site=/APReview/)? |