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

|  |  |
| --- | --- |
| **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/)? |