Dean's Academic Program Review of <mark>Accredited</mark> Programs with Portfolio (rev. 1/27/23)

Department Chairs will submit the APR portfolios to college accounts (i.e., CEBS Portfolio, CHHS Portfolio, etc.) from their *departmental* accounts. Never use personal accounts for APR.

1. After deans log in to their Anthology-Portfolio accounts, they will arrive at the dashboard that should look something like this:

2. Click on the Pending Assessments Menu at the top to see items queued for assessment. When you get to the list of Portfolios to assess, click on the line and a new menu appears. Click on Assess to access the APR Portfolio.

The next screen looks something like this:

3. Before Reviewing the contents, <u>make sure the portfolio was sent from the **department account**</u> (department name will be in top left). This is also a good time to confirm that you are reviewing from your college account (and not your personal account). Departments must resubmit if personal accounts are used instead of department and college accounts.

   Review all documents to make sure they are complete:
   a) Complete self-study template (View it to make sure all required information is included—this will save time later. Make sure that all areas have been covered on the template or highlighted on the Annotated Accreditation Report).
   b) Annotated Accreditation Report (should be complete. Note: some programs have decided to just cut and paste language from the report into the template; that is fine, but the accreditation report should still be attached).
   c) APR Degree Review Data Sheet (this is a PDF of the Visual Analytics information--it may not be complete, but it should include the top-level information.
   d) Assurance of Student Learning Reports (they will likely have four of these, which is sufficient)
   e) They may have Other Supporting Materials (optional).

4. If the portfolio is complete, you will score it with a 1. If the portfolio is Incomplete, you score with a 0. The # doesn't matter; just hover over the black box to see what clicking means.
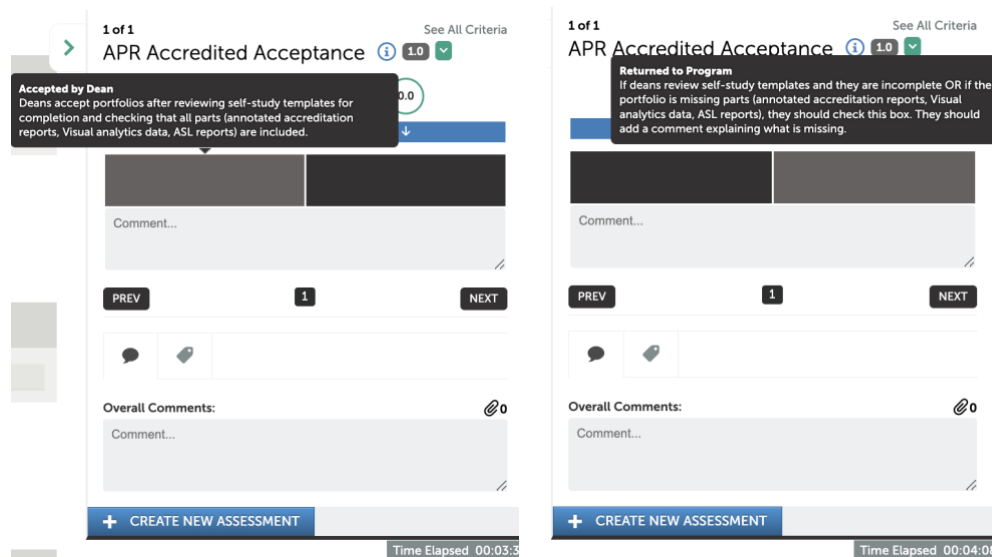

5. Accepted portfolios advance. Not accepted portfolios send a message back to the department. If the portfolio is incomplete, <u>you must add an overall comment telling department what is missing</u>. They must revise the portfolio (they don't have to start from scratch) and resubmit until you accept it. <mark>This review step for completeness is probably the most important step in the dean's review—it will save a lot of time later if you ensure all needed data is submitted and if you provide detailed feedback about what (if anything) is missing if you have to send it back.</mark>

6. Click SAVE once you have accepted or not accepted the portfolio.
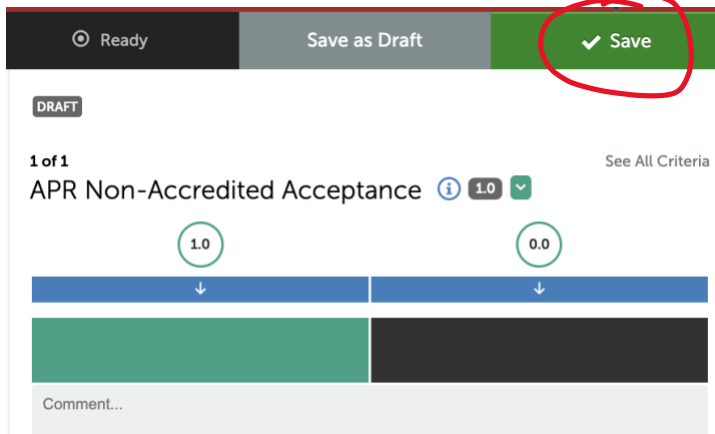
7. Some time will pass between your acceptance of the portfolio and the next step. Deans will have communicated with departments about the accreditation results and about their preliminary final summary based on their review of all data. Once they have carefully communicated with the department/program, they are ready to close the loop. When you log into the system, it should look something like this. Click on Pending Assessments at the top of the page
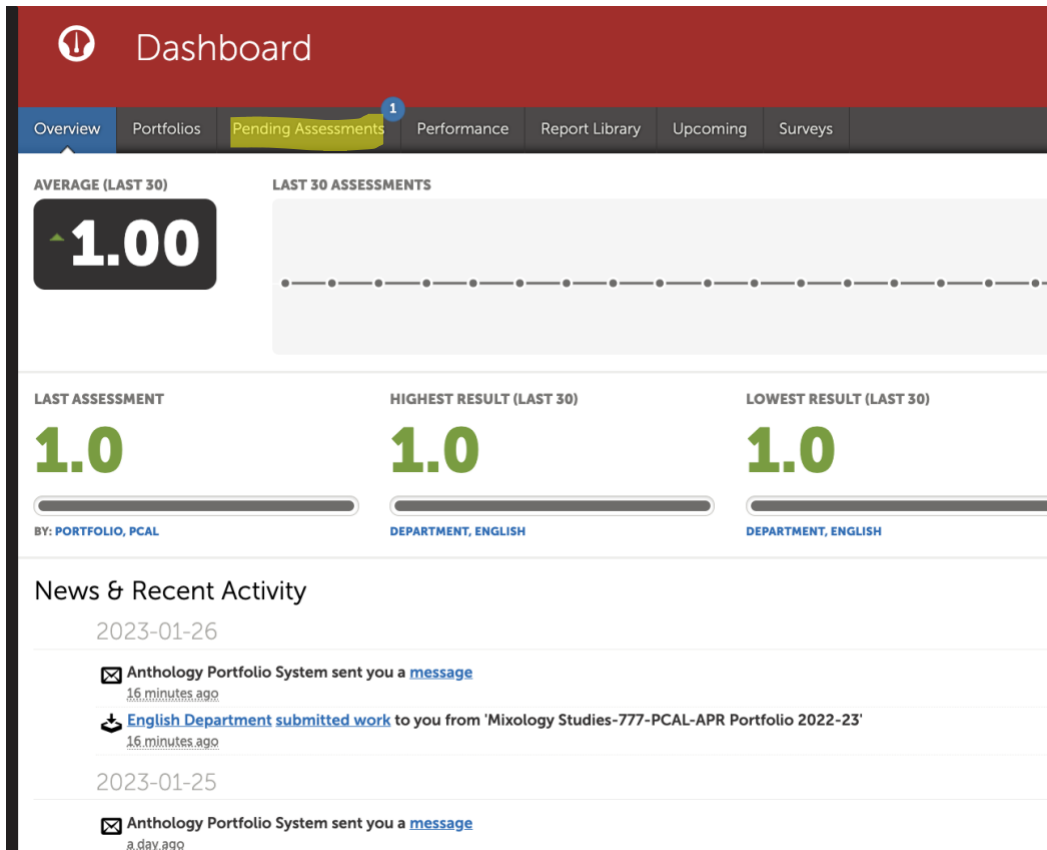
8. Click on the row and select Assess.

9. Their portfolio will appear for you to view again if needed. You can hover over the black boxes at the right of the screen to see what selecting those ratings means, but you will always pick the first box. You should also click the paperclip icon in the Overall Comments section. This is where you will attach the Dean's Final Summary Report. Click Save at the top of the page and your response will be shared with the department and a receipt sent to the Provost's Office.

10. This screen will appear. Choose the appropriate document that contains your summary and click Upload. You will get a notification that file is uploaded. Click the X.
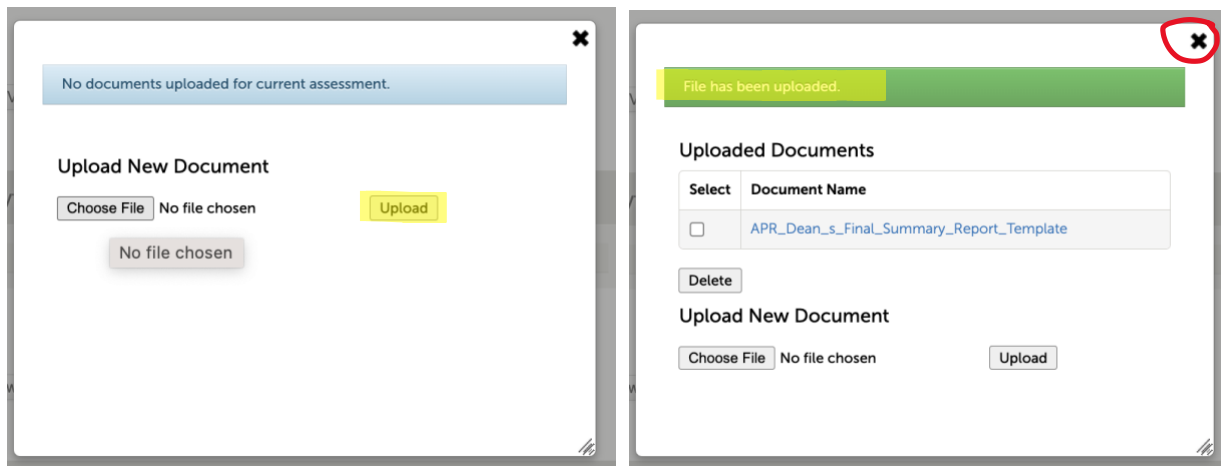
11. Click Save at the top right of the screen and the assessment will be sent to the program and a receipt will be sent to the Provost's Office.
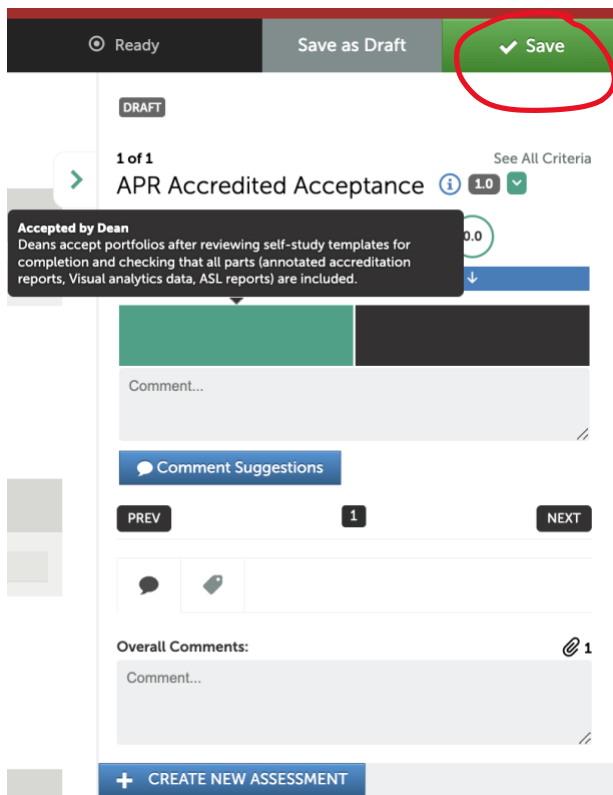
The Process is now complete!