Dean's Academic Program Review of <mark>NON</mark>-<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. <u>Never use personal accounts for APR</u>.
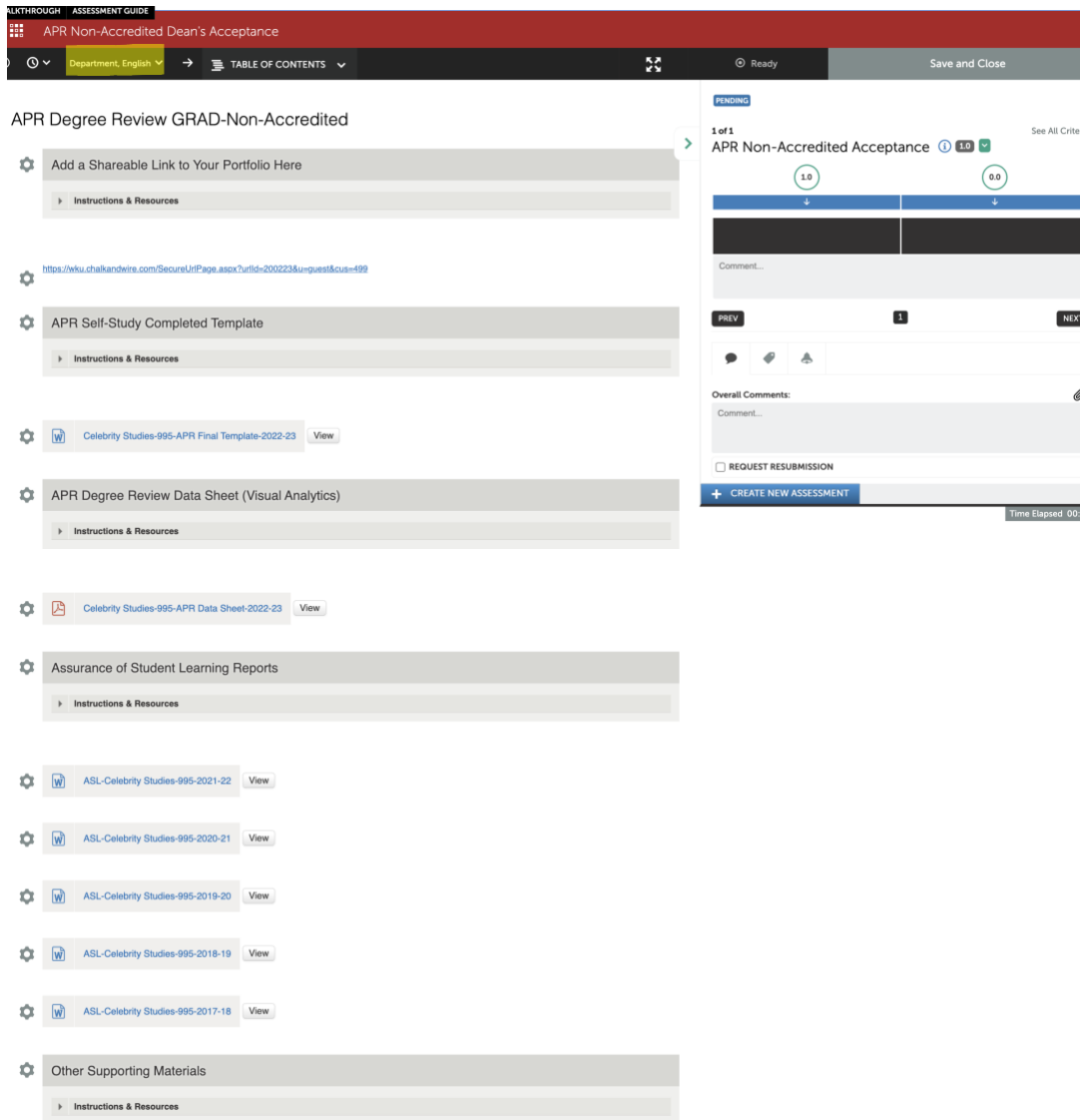
1. After deans log in to their Anthology-Portfolio accounts, they will arrive at the dashboard that should look something like this:

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) Shareable link (should by be a hyperlink at the top of the Portfolio)
   b) Complete self-study template (View it to make sure all required information is included—this will save time later.
   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, score it with a 1. If the portfolio is Incomplete, score with a 0. The # doesn't matter; just hover over the black box to see what clicking means.
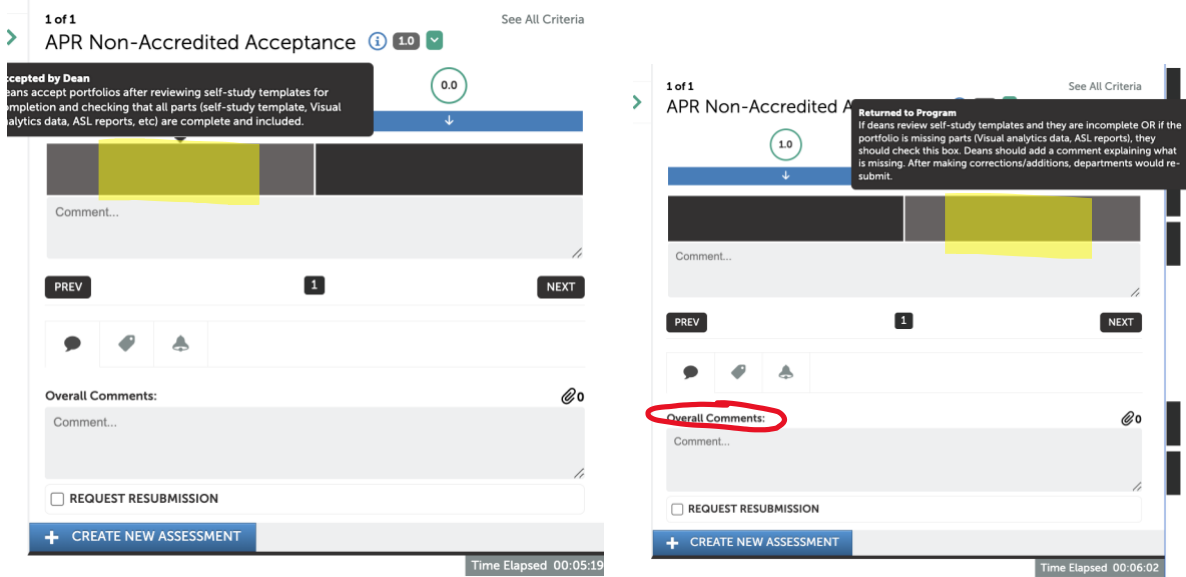
5. Accepted portfolios advance. Not accepted portfolios send a message back to the department. If the portfolio is incomplete, you must add an overall comment telling them what is missing. They must revise the portfolio (they don't have to start from scratch) and resubmit until you accept it. Make sure to click save to send the results.
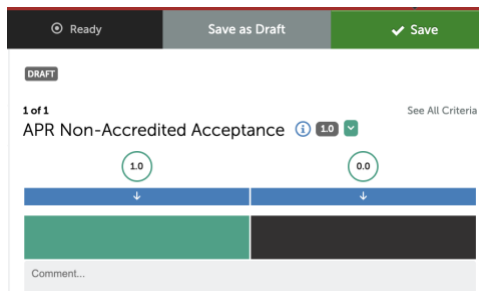
6. Now that you have accepted the APR Portfolio as complete, you need to share the contents with the full Review Committee via email. The link should be at the top of the portfolio table of contents. Copy the link, shift to your email program, and send to the full committee. The Provost's Office will provide language and guidelines to integrate into the email.
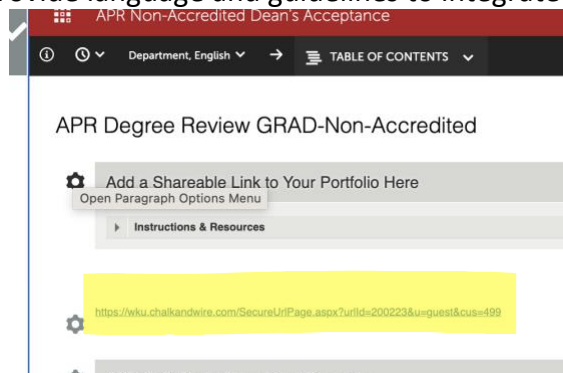
7. You will also need to TRANSFER the portfolio to the Review Committee Chair so that it can be scored. {This is a bit complicated.}. Click on Menu (top left). And then click Assess.
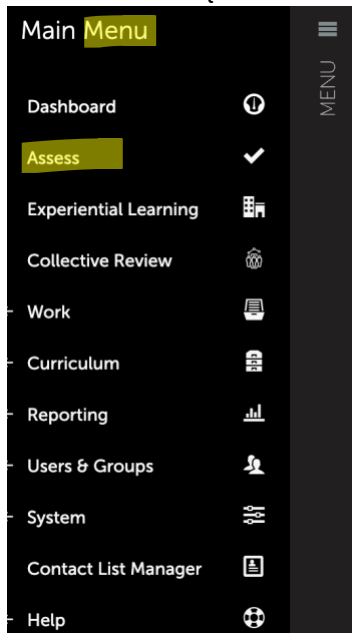
8. That screen will look something like this. Click on Completed Assessments.
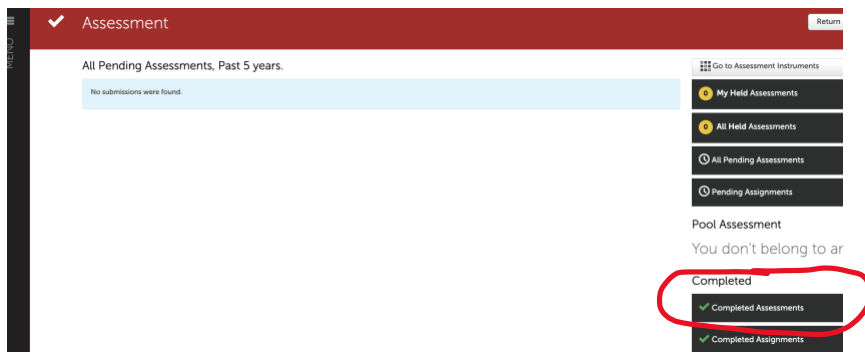
You will get to a screen that looks something like this
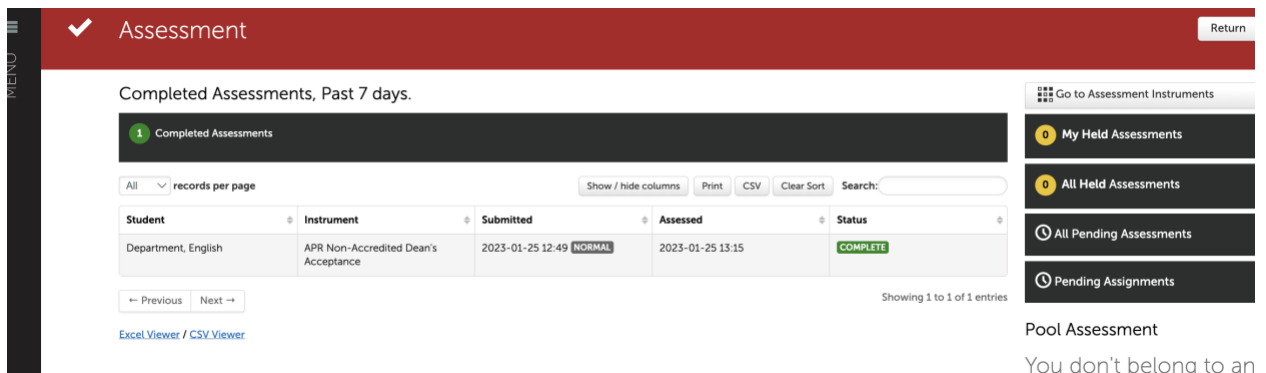
More than one record may appear in the table depending on how many assessments you've received. After identifying the correct record, hover over the row, click, and select TRANSFER.
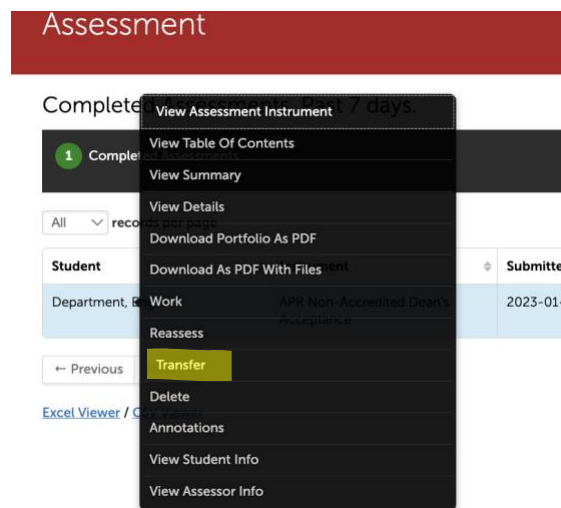
9. After you get to this screen, click CHOOSE, to select a new assessor.
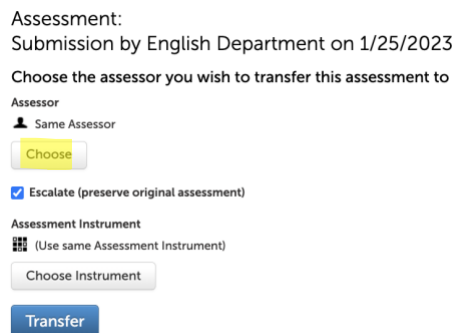
The screen will look like this (it will likely have your college and Provost's Office).
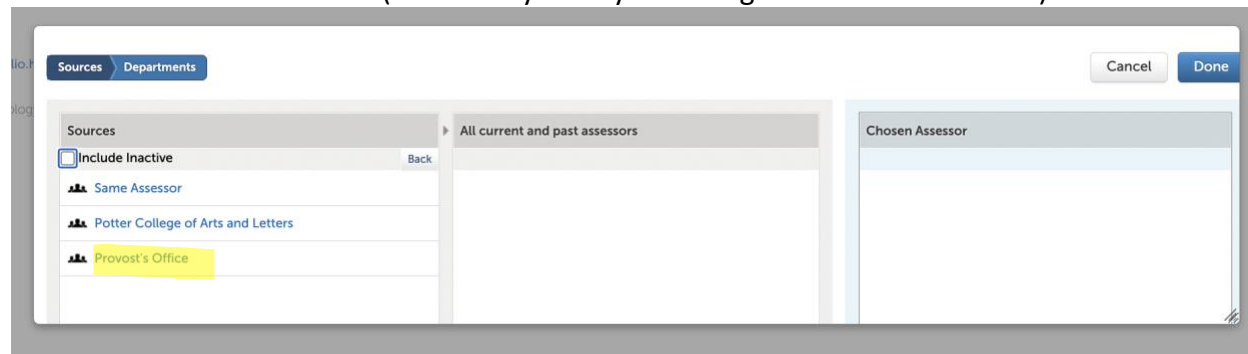
10. Click on Provost's Office and then type the name of the Review Committee Chair in the search box.
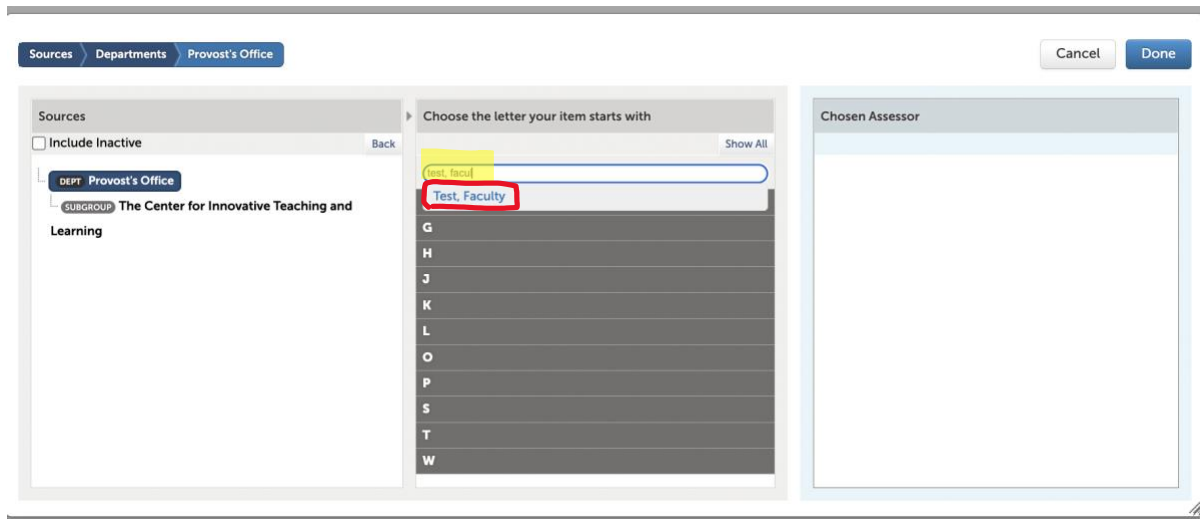
11. Click the blue name when it appears, and it will move to the Chosen Assessor Column. Make sure to Click Done.
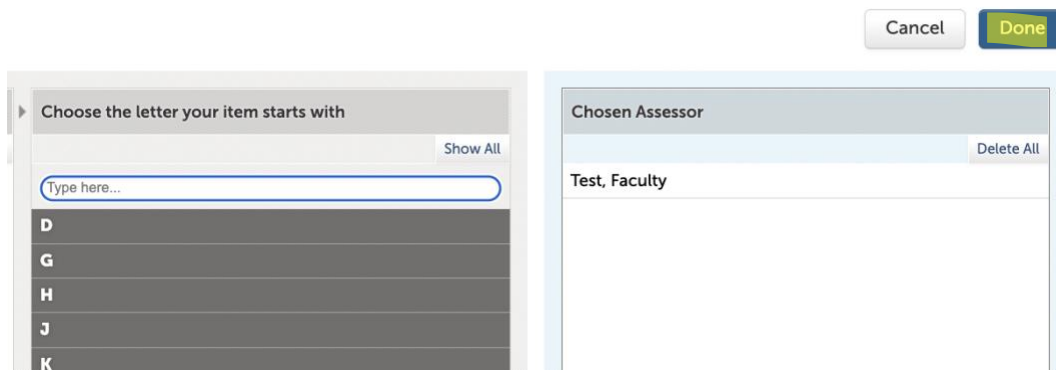
The name of the Review Committee Chair will appear on the next screen:

Now click on the Choose Instrument button.

And then click on Provost's Office.
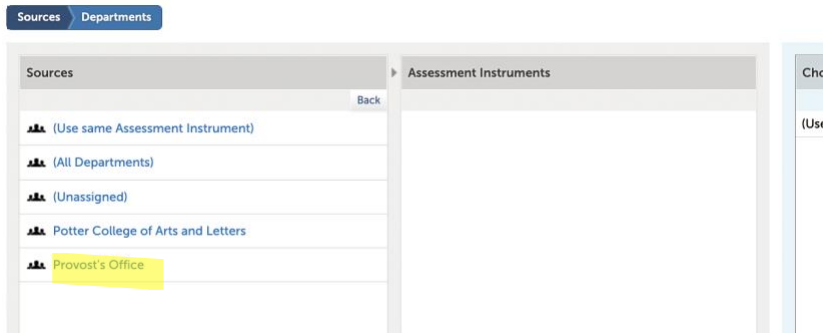
The screen will look something like this
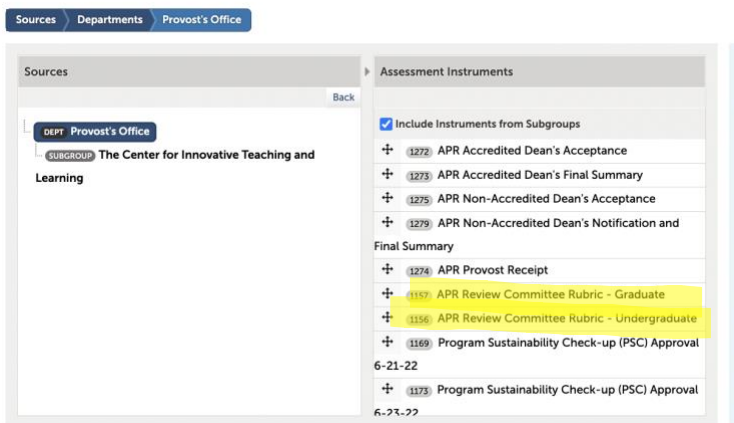
12. Drag the appropriate Rubric to the Chose Instrument Column. It will either be
    - 1157 APR Review Committee Rubric – Graduate or
    - 1156 APR Review Committee Rubric – Undergraduate

After it is in the Chosen Instrument Column, Click Done.
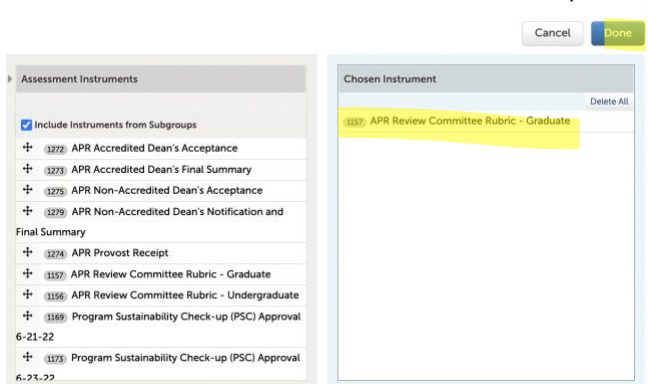
13. The next screen should show Review Committee Chair's name and the appropriate rubric. Click Transfer.
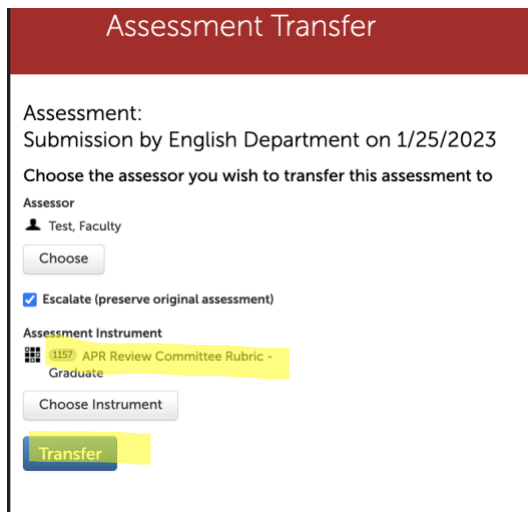
On the top right of the screen, you will get a notification
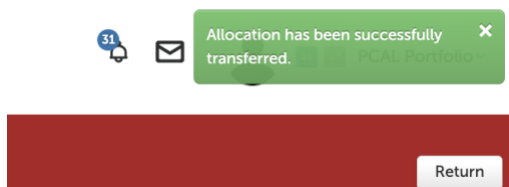
The portfolio will be sent to the Review Committee Chair. On behalf of the entire committee, the committee chair will submit one rubric and an APR Review Committee Report. The system then submits the portfolio to the Provost who transfers it back to the appropriate college.

14. When deans log into the system, it should look something like this:
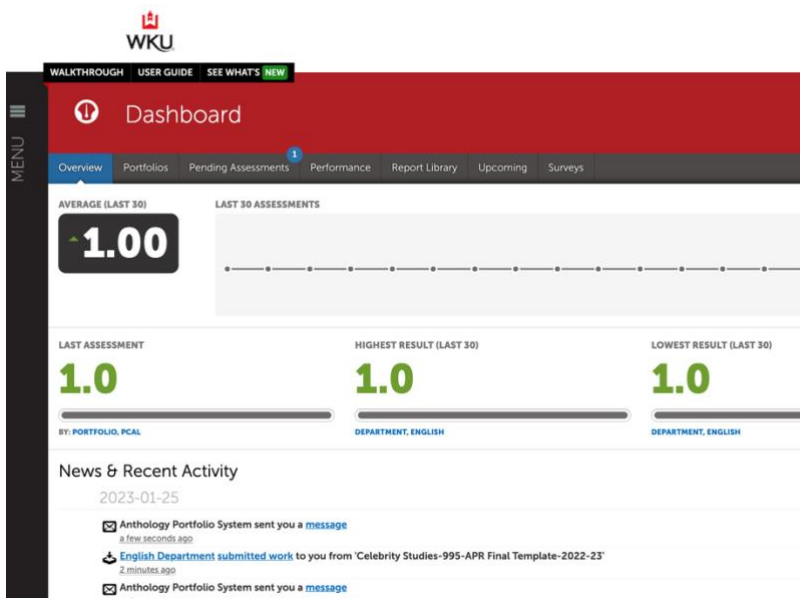
This is not an intuitive process. You first need to review the Review Committee's work, then you will release results to the department, and finally assess the self-study by completing the Dean's Final Summary.

15. To review the Review Committee's work, click on Menu and then Curriculum

Then click on Assessment Instruments.

16. The screen will look something like this. Type the letters *apr* in the search box to narrow the choices.

ID	Name	Type	Regime	Department	Creator	Created	Last Editor	Last Edited
1156	APR Review Committee Rubric - Undergraduate	Conventional Rubric	Candidate to Choose Assessor	Provost's Office	Johnson, Tonya	2022-05-19 12:42	Hale, Rob	2023-01-25 09:22
1157	APR Review Committee Rubric - Graduate	Conventional Rubric	Candidate to Choose Assessor	Provost's Office	Johnson, Tonya	2022-05-20 09:10	Hale, Rob	2023-01-25 09:41
1272	APR Accredited Dean's Acceptance	Conventional Rubric	Candidate to Choose Assessor	Provost's Office	Hale, Rob	2023-01-09 09:31	Hale, Rob	2023-01-24 14:16
1273	APR Accredited Dean's Final Summary	Conventional Rubric	Candidate to Choose Assessor	Provost's Office	Hale, Rob	2023-01-09 10:12	Admin, CAW	2023-01-24 14:15
1274	APR Provost Receipt	Conventional Rubric	Candidate to Choose Assessor	Provost's Office	Hale, Rob	2023-01-09 10:23	Admin, CAW	2023-01-24 14:15
1275	APR Non-Accredited Dean's Acceptance	Conventional Rubric	Candidate to Choose Assessor	Provost's Office	Hale, Rob	2023-01-09 14:06	Hale, Rob	2023-01-24 14:57
1277	Test-APR Non-Accredited Dean's Notification and Final Summary	Conventional Rubric	Candidate to Choose Assessor	Provost's Office	Hale, Rob	2023-01-17 13:51	Hale, Rob	2023-01-25 09:23
1279	APR Non-Accredited Dean's Notification and Final Summary	Conventional Rubric	Candidate to Choose Assessor	Provost's Office	Hale, Rob	2023-01-24 14:02	Hale, Rob	2023-01-25 09:27

Showing 1 to 8 of 8 entries (filtered from 22 total entries)

17. Click on either APR Review Committee Rubric - Graduate or APR Review Committee Rubric – Undergraduate depending on the program level. This screen appears
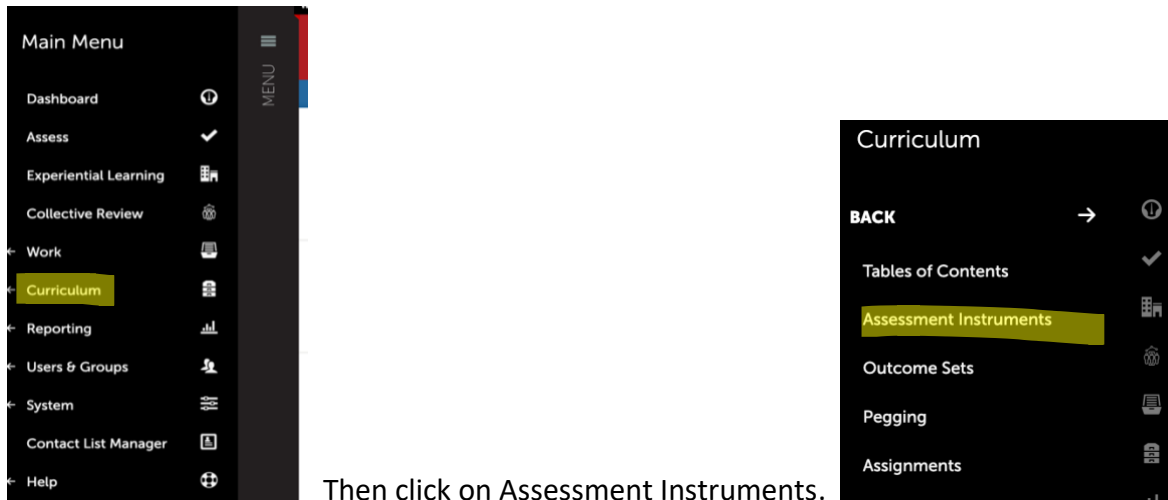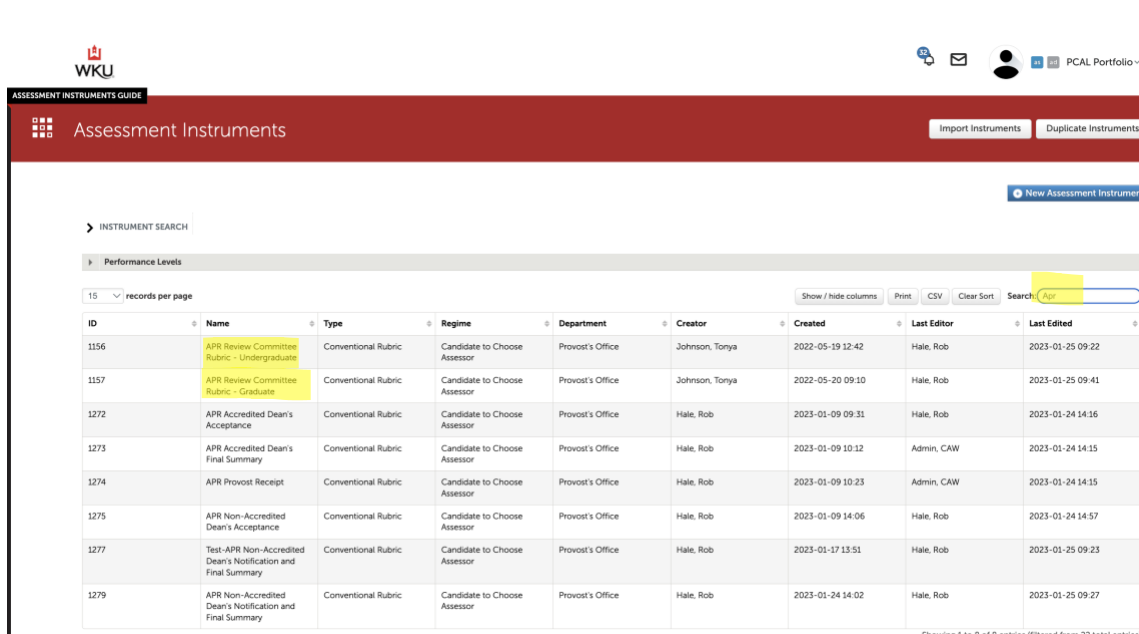
18. Then Click on Assessments. Any assessments that have been done with this rubric will appear in the table.

19. Click on the line with the appropriate program. It should have a blue H in the far right of the table. Select View Details.

Report generated on Wednesday January 25, 2023 15:17 in 0.422s

You should then see a screen something like this.

WKU

Assessment Details   ☑ Notify Student   Release Scores   Print   Return

SCORE: 2.8 – HELD Department, English   Actions ▾

⏱ SUBMITTED 2023-01-25 12:49:08
⏱ ASSESSED 2023-01-25 13:58:40
👤 ASSESSOR Test, Faculty
✔ TYPE Normal
📎 ATTACHED FILE(S)
   APR_Review_Committee_Report_Template
   Uploaded 20 minutes ago
     APR_Review_Committee_Report_Template

OVERALL COMMENT: None

☰ TOC APR-Degree Review-GRAD-Non-Accredited--2022-23
⬛ INSTRUMENT APR Review Committee Rubric - Graduate
🏷 Tags

Save Tags

Assessed Criteria

Criterion	Description	Score	Comments
1. Response to Previous Recommendations		1.0 — 3.0 (3.0)	
2. Program Overview		1.0 — 3.0 (3.0)	
3. Achievement of Student Learning Outcomes (SLOs)		1.0 — 3.0 (3.0)	
4. Assessment for Improvement		1.0 — 3.0 (3.0)	
5. Curriculum Map		1.0 — 3.0 (3.0)	
6. Assessment Reports		1.0 — 3.0 (3.0)	
7. Program Enrollment GR:10		1.0 — 3.0 (3.0)	
8. Program Enrollment Trend		1.0 — 3.0 (3.0)	
9. URM Program Enrollment Trend		1.0 — 3.0 (3.0)	
10. Student Recruitment Planning		1.0 — 3.0 (3.0)	
11. Clear Process and Rationale for Advising Processes		1.0 — 3.0 (3.0)	
12. Effective Advising Materials on the Web		1.0 — 3.0 (3.0)	
13. Orientation and Welcome of Students		1.0 — 3.0 (2.0)	
14. Faculty Diversity Efforts		1.0 — 3.0 (3.0)	
15. Program Diversity Efforts		1.0 — 3.0 (3.0)	
16. PD Opportunities and Resources		1.0 — 3.0 (3.0)	
17. Internships/Practica		1.0 — 3.0 (2.0)	
18. Retention Rate Trend		1.0 — 3.0 (3.0)	
19. Degrees Awarded GR: 7		1.0 — 3.0 (3.0)	
20. Degrees Awarded Trend		1.0 — 3.0 (3.0)	
21. URM Degrees Awarded Trend		1.0 — 3.0 (1.0)	
22. Degree Completion Efforts		1.0 — 3.0 (3.0)	
23. Employment Outcomes		1.0 — 3.0 (3.0)	
24. Workload Percentage SCHP taught by FT Faculty GR: 65 percent ; Average SCHP/Full-time Faculty Member GR: 25	Workload % SCHP taught by FT Faculty GR:65% Average SCHP/Full-time Faculty Member GR:25	1.0 — 3.0 (3.0)	

20. This screen is the review committee's rubric assessment of the department's self-study and includes the Review Committee Report (see top left under attached files). Review the rubric and report to ensure there are no surprises and to prepare yourself for the conversation with the department. Before releasing, you may want to speak with the department chair if there is anything controversial in the report.

21. When you are ready to release the scores, click the blue button at the top right of the page (Release Scores). The department will then receive a notification with scores and report. The release scores button disappears after you've sent the scores.

22. Completing the Final Summary. Before you complete final summary, you should review documentation, have a conversation with program faculty about the findings, and to share your preliminary response. Once you've shared your preliminary draft response orally, then you can complete the Final Summary

23. Navigate to the dashboard and click on Pending Assessments at the top of the page.
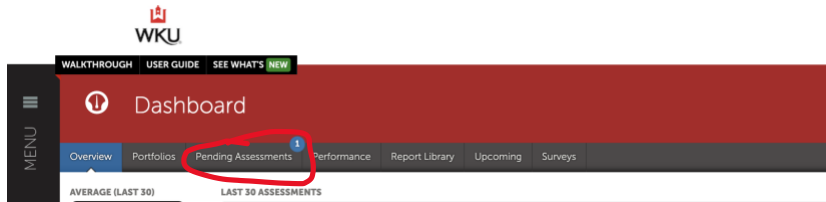
Click on the row and select Assess.
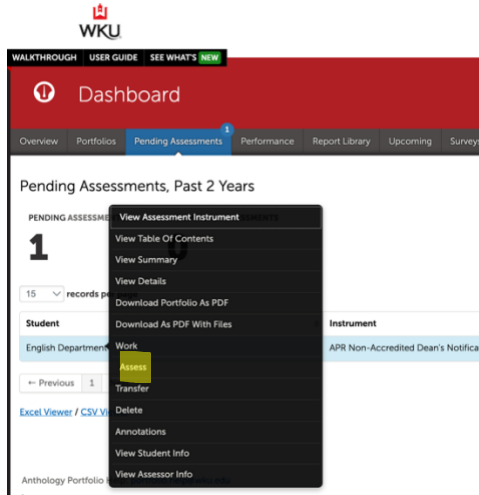
24. Their portfolio will appear. You can hover over the black boxes to see what selecting those ratings means, but you will always pick the first box. You should also click the paperclip icon in the Overall comments section. This is where you will attach the Dean's Final Summary Report.
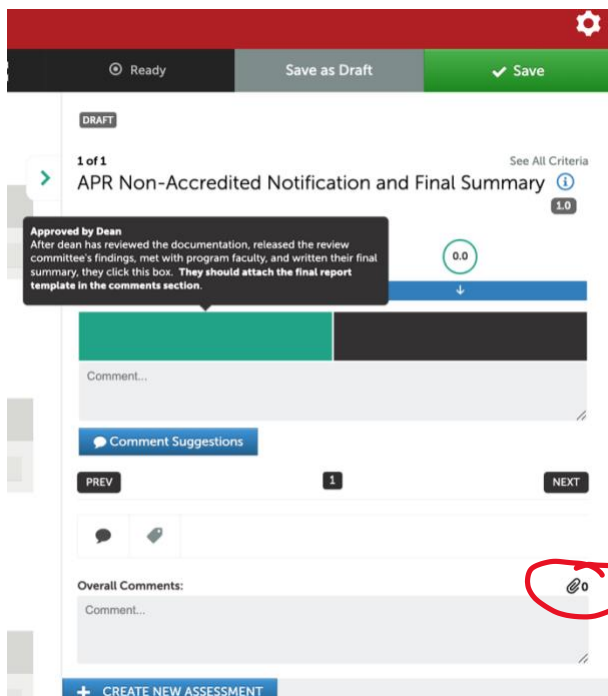
25. This screen will appear. Choose the appropriate document that contains your summary and click Upload.
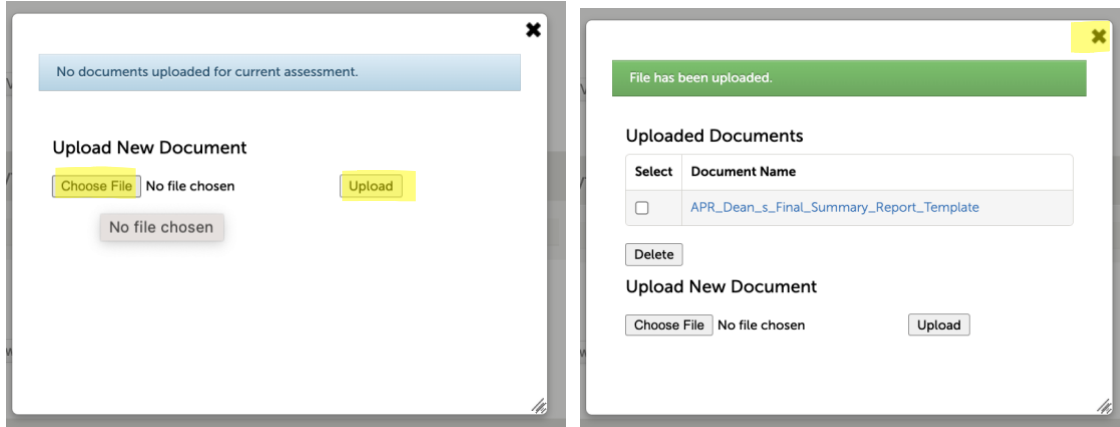
26. Click Save at the top of the page and your response will be shared with the department and a receipt sent to the Provost's Office.