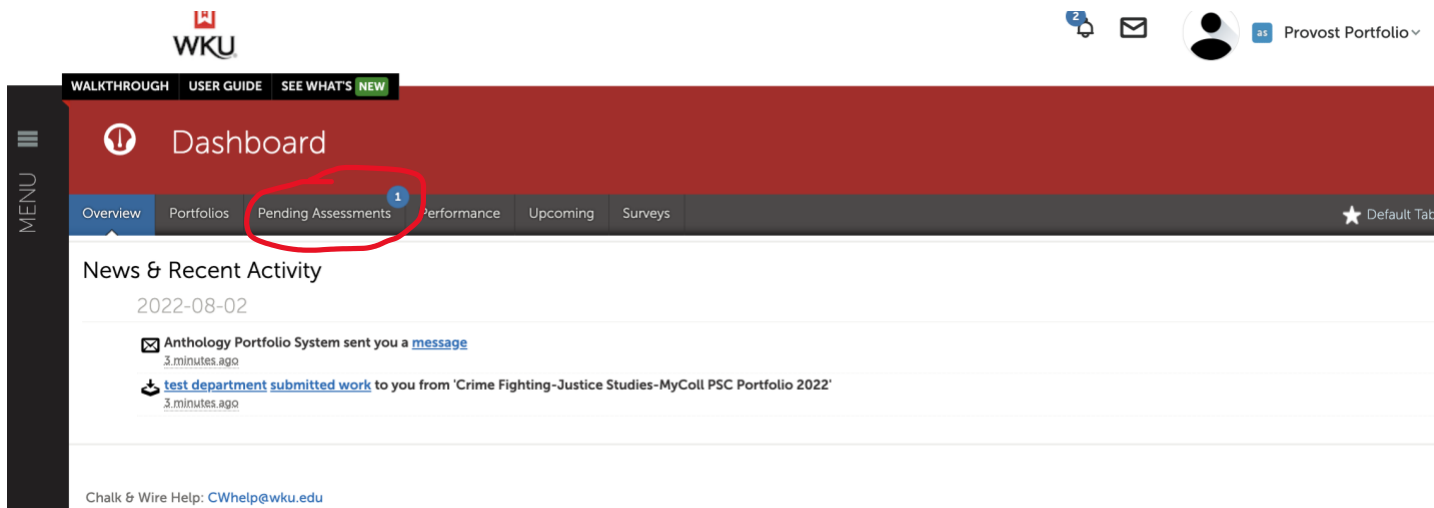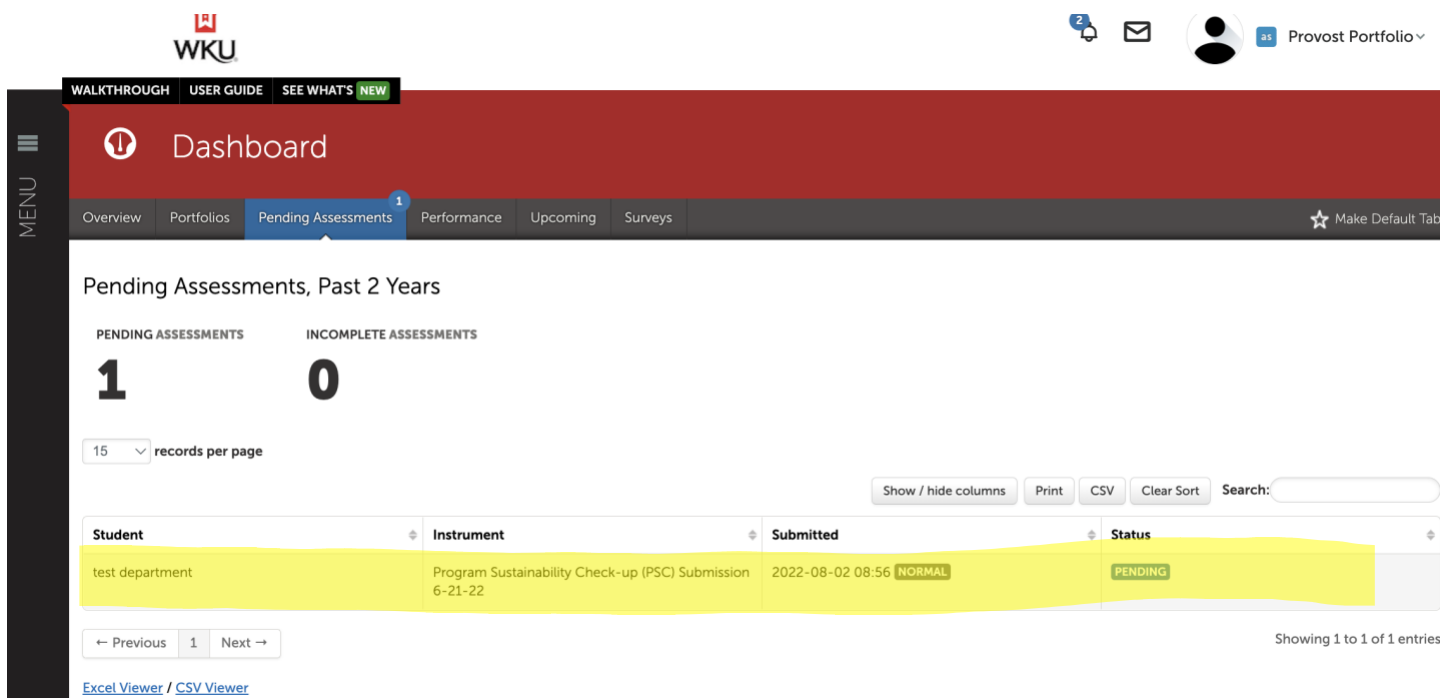# Dean's Guide to Reviewing PSC Submissions in Portfolio

<u>Reviewing and Responding to the PSC Initial Submission</u>

1. After a department chair and program coordinator submit a portfolio to the college account, there are two ways to access it. You will receive an email in your college.portfolio@wku.edu account which will give you a direct link to the portfolio under review (See Appendix page 5 of this document). Alternatively, you can directly log in to your college account in Portfolio. If you have work to assess, you will see the screen below indicating that you have a pending assessment. Click on Pending Assessments to get to the portfolio to review.

2. When you arrive at the Pending Assessments page, you will see a table with each portfolio that needs to be assessed.

3. Hover over the department or instrument in the table and click once until the menu appears. Click on Assess in the menu to get to the actual portfolio.

4. The portfolio materials will appear on a screen that looks like this. To review the portfolio, simply click "View" for each section.

5. After you click View, the screen will look like this:

PSC Initial Submitted Self-Study

⚙	PSC Template--Initial Self-study Submission

▸	**Instructions & Resources**

⚙	📄	PSC-Crime Fighting-666-2022	Download	Close

box ✏ 💬

WKU Program Sustainability Report (updated 7-1-22)

Program Name:	**Departmental Home:**
Crime Fighting	Justice Studies
WKU Program Reference Number:	**CIP Code:**
666	.0123456
Program Coordinator:	**Program Original Implementation Date:**
Bruce Wayne	08/1990
Department Head:	**Final Report Submission Date:**
Charles Xavier	
Dean:	
Steve Rogers	

Before you begin the report, copy the first page of the PSC Metrics from Visual Analytics for your program. You will upload this page into Anthology-Portfolio so that program faculty, department chairs, and deans will have a common data set. Find help at https://www.wku.edu/academicaffairs/psc/psc.php

PART I (1-3) to be completed by the Program/Department

1. Based on a review of the PSC dashboard data, explain your interpretation of the sustainability of your program and the causes of any sustainability issues that may need to be addressed. (250 words or fewer)

Blah, blahdy, blah, blah.

Note: *there will likely be three sections of the portfolio to review (the completed template, the visual analytics data, and any other supporting documents).*
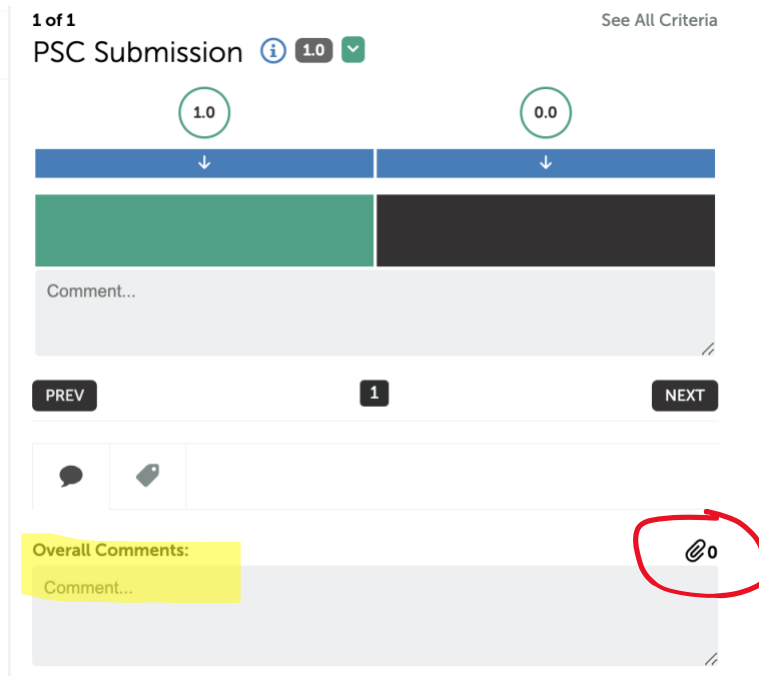
6. On the right-hand side of the page, you can hover over the black boxes to see what each criterion is:

Reviewed by Dean
After programs submit their PSC self-studies, deans will review and provide initial feedback--a general assessment of the initial sustainability plan with any suggestions/questions and attention to financial implications. They will invite relevant parties to a meeting to discuss their reactions, get any needed clarification, and come to an agreement about the final sustainability plan for submission.

Not reviewed by dean
A dean would never pick this option--it is a placeholder

OR

You will give the portfolio a score of 1 (<u>just click the box—don't forget this part!</u>), but most importantly, you will give the program feedback about their report, essentially a general assessment of the initial sustainability plan with any suggestions/questions and attention to financial implications. Deans will invite relevant parties (chair, coordinator) to a meeting to discuss their reactions, get any needed clarification, and come to an agreement before programs prepare their final submission (a revision of this draft).

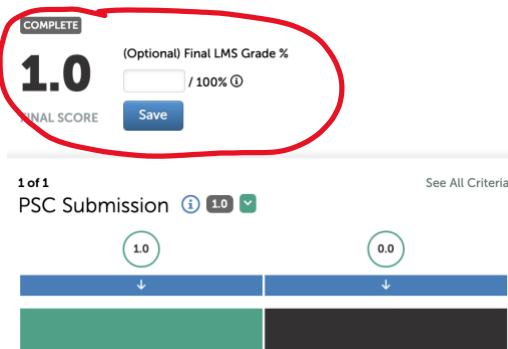Deans have two options for providing feedback:

1. Enter response in the Overall Comments box; or
2. Click on the paper clip to add a document that you've written in a word processing software (i.e., Word or Adobe)

Please note: *In cases where issues that triggered the PSC have already been addressed but in which the data has not affected the results (i.e., when faculty were hired the previous year to begin in the upcoming year), deans should simply give the parties the option to meet but may recommend that a meeting isn't needed. They would then advise chairs/coordinators to submit final self-study in the Final/Approved Program PSC Self-Study section of their portfolio. There may be other cases where deans don't think it's necessary to meet with participants—deans can make that recommendation, but please give them the option to meet if they wish.*

7. After deans have written or attached their comments (and scored the portfolio with a "1"), they can click Save as Draft if they want to hold it and review it later, or, if they are ready to share their response, they simply click on Save, and their results will be sent to the department chair.

After clicking Save, the response is sent to the chair and an unusual message (*Optional Final LMS Grade*) will appear on the review page. Just ignore it.

Appendix:

This is what the email looks like that will show up in the college.portfolio@wku.edu account. Just click the link and it will take you directly to the portfolio that needs to be reviewed.
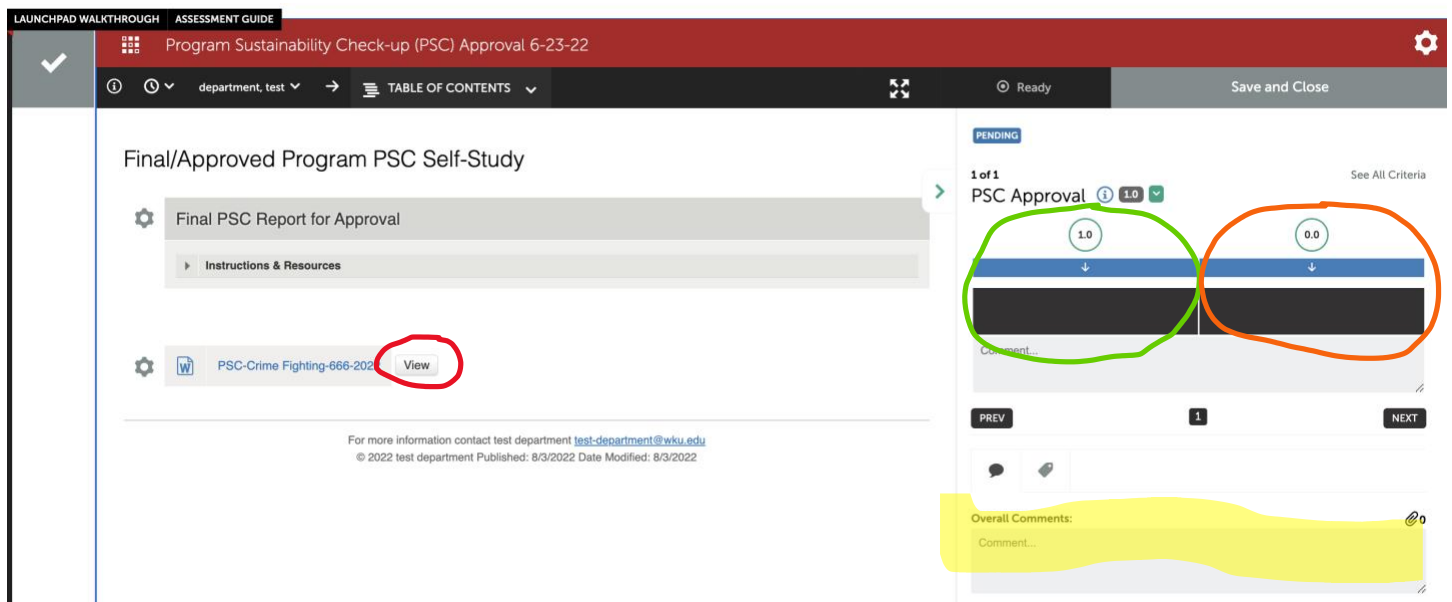
Approving the Final Program PSC Self-Study

1. Follow steps 1-3 in previous directions (Reviewing and Responding to the PSC Initial Submission) to get to the Pending Assessments page and to select the portfolio.

2. When you arrive at the Pending Assessments page, it will look like the page below. Note: the title of this page is PSC Approval.
    a. Click on View (circled in red) to see the revised PSC Self-study. Chairs and Coordinators will have made adjustments based on your comments on the initial draft and the conversation. Deans will want to read the final self-study carefully before approving.
    b. If the self-study is acceptable, click on the 1.0 box (circled in green). That indicates that colleagues have developed a reasonable plan, with an appropriate timeline, and appropriate metrics to reach sustainability. Feel free to add comments/affirmations in the Overall Comments section (yellow highlights)
    c. If the self-study is not acceptable, click on 0.0 (circled in orange). That indicates that programs should revise and re-submit their self-studies with additional explanation, clearer metrics, and/or a clearer timeline. It's vital that deans include explanation in the Overall Comments section (or with paperclip function [yell) for what is missing and/or why they didn't approve the self-study.

3. Once you have scored the portfolio, two options will appear at the top of the screen. Select Save as Draft if you're not ready to proceed and want to come back to this later. Click Save if you are ready to submit your response to the chair and coordinator. The Provost's Office will also be copied in with your response.