APRR Report Submission Outline

Pages 1 & 2 remain the same
- Page 1: Buttons for Get Started, Continue Saved Report, Edit Submitted Report
- Page 2: Welcome "letter"

> Dear department heads and academic program administrators,
>
> K-State's Academic Program Review and Revitalization project encourages faculty conversations about their academic programs with the goal of identifying ways to meet the changing needs of students with high quality educational programs.
>
> Completing this reporting document is intended to become a foundation for development of program goals, action items, and targeted investment funding. It also assists your dean and the Office of the Provost in strategic planning and communicating the strength of K-State's programs to external stakeholders. If you have questions or comments regarding the APRR process, please email aprr@k-state.edu.

Page 3
- User's name and title are automatically input
- Pull down menus for College, Department, Program, Level (undergraduate or graduate).
- When selected, the following information will be automatically filled: CIP
- Select Yes/No for whether the program is accredited.

- Which changes did your program experience this academic year? (Choose all that apply).
  - Received external accreditation
  - Increase in number of faculty
  - Decrease in number of faculty
  - Increase in number of staff
  - Decrease in number of staff
  - Positive changes to budget
  - Negative changes to budget
  - Minor curriculum changes
  - Major curriculum changes
  - No major changes
  - Other: _____

- (Pull down menu) Describe faculty involvement in the conversations about your degree program.
  - All involved
  - Majority involved
  - Select committee
  - One responsible

- (Pull down menu) Describe the frequency of your program discussions.
  - Weekly or bi-weekly
  - Monthly
  - Each term
  - Annually

Page 4

Tables filtered by CIP loaded from DAIR PowerBI sources
- ✓ Headcounts (academic and fall) for each plan offered
- ✓ Academic year Admissions Funnel for CIP
- ✓ Freshman Retention and Completion Rates
- ✓ Degrees Conferred by Academic Year; Enrolled Terms to Degree by Graduation Year

Program criteria	**Strength:** Describe the strengths concluded from the data provided, identifying specific data points used to support your response.	**Challenges:** Describe the challenges concluded from the data provided, identifying the specific data points used to support your response.	**Change Ideas:** List some possible change ideas that the program might consider implementing to address the challenges.
Recruitment			
Admissions			
Enrollment			
Retention			
Progress towards degree			
Graduation numbers			

Page 5

Tables filtered by CIP loaded from DAIR PowerBI sources
- ✓ Program demand trends
- ✓ Median salaries

- Describe strengths and/or opportunities for trying new change ideas concluded from the program demand trend data provided. Does the program, as currently implemented, meet the demand?
- escribe strengths and/or opportunities for trying new change ideas concluded from the median salary data provided.
- Include strengths and/or opportunities for new change ideas from additional data and sources, if applicable..

Note: Including this item for SLOs will replace the annual SLO reporting to the Office of Assessment.

Answer the following for each assessed outcome: What outcome did you assess? How many students were assessed and what percent of students met each of the program's achievement levels? What do the results mean concerning student achievement and programmatic expectation?
Example below shown in box as "Hint text" to provide formatting example for submitters. Example: SLO 5: Oral communication. 40 students assessed. Exceeded expectations = 10%, Meets expectations = 60%, Approaching expectations = 20%, Not meeting expectations = 10%. We had 5% more students meet expectations than last year and we lowered the number of students not meeting expectations by 5%. It appears that adding more discussion and presentation opportunities in our upper-level courses had a positive impact on this outcome. Still, our goal is for 80% of students to meet expectations. SLO 6: Written Communication. 60 students assessed. Etc.
Describe your overall plans for instruction, curriculum, and/or assessment processes based on your overall assessment findings, and long-term plans to improve the assessment process and/or student learning. If all outcomes were not assessed, describe the plan to assess these other outcomes.

This page asks you to identify courses from two-year Kansas colleges that your transfer students typically bring in.

- List the courses in your undergraduate major that are typically satisfied by transfer courses. For a list of all K-State program courses, click on the Course Catalog button at the bottom of the page.
- List the courses that typically transfer but do not apply to your undergraduate major.
- What changes in transfer course approvals would be helpful for your program?
- What is the maximum number of transfer credit hours from two-year Kansas colleges that can apply to your undergraduate major program? (Ex: 12)
- How many transfer credit hours from two-year Kansas colleges typically do not apply to your undergraduate major program? (Ex: 6)

Page 8
Previous year's goals and action items loaded from SharePoint list.

Previous Year's Goal 1	Previous Year's Goal 1 Action Items	Provide an update of your previous year's Goal 1 and Action items
Goal loaded	Action items loaded	Open-response box
Previous Year's Goal 2 (if applicable)	Previous Year's Goal 2 Action Items (if applicable)	Provide an update of your previous year's Goal 2 and Action items (if applicable)
Goal loaded	Action items loaded	Open-response box
Previous Year's Goal 3 (if applicable)	Previous Year's Goal 3 Action Items (if applicable)	Provide an update of your previous year's Goal 3 and Action items (if applicable)
Goal loaded	Action items loaded	Open-response box

Page 9
- Based on the review of all data, what is your overall assessment of your degree program?
    - The program is vital and/or flourishing. The program will continue implementing change ideas.
    - The program is fine but there are areas that need improvement.
    - The program has market and demand potential, but needs revitalization.
    - The program no longer has a relevant market and demand as written.

(If the first or second options above are selected)
- What are the program's opportunities for growth?
- What specific steps will your program take towards this growth?
- What support is needed to achieve this growth?
- What is the expected time needed to achieve this growth?

(If the third or fourth options above are selected)
- What areas need improvement?
- What specific steps will your program take towards this improvement?
- What support is needed to achieve this improvement?
- What is the expected time needed to achieve this improvement?

- As available, there is an opportunity for one-time funding to help implement the change ideas laid out in your APRR this year. The intent of the funds is to help offset the costs of the expectation of continuous improvement of programs. Are you planning on applying for APRR funding?
    - Yes
    - Maybe
    - No

- Provide any additional information regarding the review of your program

Page 10
Review & Submit page.
- Copy of report emailed to user and Office of Assessment.