

## **Academic Program Planning Operations Protocol Review Teams and Report Format**

1. Composition of teams is described on page 8 of the Framework for Institutional Effectiveness and Academic Program Planning (APP) document, January 2002, on the web at: <http://www.wmich.edu/poapa/strategic/newapp.pdf>. Your recommendations of two to three external colleagues who can serve as a review team member should be provided to the vice provost for institutional effectiveness by September 17. The external team colleague is expected to have current disciplinary knowledge about the department's programs, to be aware of any external accreditation requirements, and to serve as a catalyst in helping the faculty and department consider alternative future developments for departmental programs.
2. The external colleague is formally invited by the respective academic dean to serve as a team member or team chair, and up to two trips to campus plus one \$1,000 honorarium for team service are funded by the Office of Institutional Effectiveness. Some departments/colleges choose to add to the amount of the honorarium. Substantial communication with the external team colleague can be facilitated by email in advance of the first visit to campus.
3. Role of the external team colleague is to assist the team with objectively examining alternative futures in terms of (a) changes in the discipline, (b) the capacity of the faculty, (c) student interest and demand, and (d) fiscal constraints. Also, attention should be paid to WMU's mission and goal statement as well as related college and department statements.
4. The committee or team prepares the material involving the "required technical factors" in advance of the external colleague's first visit along with an overview of curriculum and brief summary (one page if possible) of faculty vitae. Determine in advance if your report will include any of the "optional planning factors" on pages 12 through 16 of the Framework for Institutional Effectiveness and Academic Program Planning (APP) document. Remember, the focus is on the future and what the department seeks to accomplish during the next several years given the centrality of student learning to University mission, the realities of Michigan higher education, and the national and global context. The purpose of the past years' data on planning factors is to have a concrete platform upon which to propose improvements or change of direction.
5. Any unnecessary duplication or fragmentation in curriculum content should be considered, and student views may be especially helpful with this issue. Also, the department's assessment plan and specific departmental metrics about what student know, their post-graduation success factors, or how they progress are essential elements of the report.
6. Report components (not to exceed ten text pages plus executive summary and appendices) suggested as follows:
  - a) Executive Summary
  - b) Program improvements during the next five years, including rationale or major reasons
  - c) Summary of how the required technical factors support the proposed direction
  - d) Summary of how any optional planning factors support the proposed direction
  - e) Explanation of changes needed in faculty, program, curriculum, equipment or space during the next five years to implement proposed plan
  - f) Estimated implementation cost of proposed changes and proposed/confirmed source(s) of funding
  - g) Appendices include the departmental profile sheets and detail on required planning factors, optional planning factors, student assessment, cost detail, and summary of faculty vitae
7. Report should be written in crisp, brief language that conveys the major direction and ideas being advanced for the department. Questions, concerns, or suggestions for improvement? Please contact the Office of Institutional Effectiveness at (269) 387-0399.