APR Self-Study Reporting
Technical User’s Guide
Academic Program Review

Western Michigan University
Office of Institutional Effectiveness
Academic Program Review

The purpose of the Academic Program Review self-study/review process is to assist programs in identifying their strengths and weaknesses for better targeted planning toward continuous quality improvement. The goal of this users guide is to provide participants with a step-by-step walkthrough of the technical aspects of the Academic Program Review 2020 self-study phase. Pages 3 through 9 cover how to access and use the Compliance Assist: Program Review module of Campus Labs to respond to the APR self-study questions. Pages 11 through 17 cover how to obtain the institutional data report through Cognos.

Determining What and How Programs will be Reviewed

The 2020-21 Academic Program Review will review all 451 active degree- and certificate-granting programs that became active prior to fall 2019. This includes those programs that are in the process of phasing out. To reduce potential redundant responses between programs that are similar or share resources, the APR work group, in partnership with the offices of Academic Affairs, Institutional Effectiveness, and Institutional Research, allowed departments and colleges to “cluster” similar programs into one template. That way, information that is common to all programs within the cluster can be provided once; while, information specific to individual programs can be highlighted within a single question.

General Guidelines for Completing the APR Self-Study Reporting Template

Responses must be based on credible, verifiable sources (e.g., institutional data, etc.), and must be appropriately cited and attached, where appropriate. For example, if comparisons to the State of Michigan population demographics are being referenced, a website showing the data should be provided as the source, and the reader should be given relevant descriptive statistics as part of the response. In addition, source information may be uploaded as a PDF and attached to the template, if desired. See the “Document Directory” section, beginning on page 7, for instructions on how to upload source documents.

In order to allow for organic responses, this guide does not contain information on how to respond to questions. There are some things to remember, however.

Where questions ask participants to “comment on ...,” participants should analyze the data, and discuss what it means to the specific program/program cluster. For instance, a falling trend is not necessarily a bad thing, any more than a rising trend is automatically good. Reviewers will not have the same in-depth understanding of the program nuances as do program faculty.

It is possible that some programs may not be able to respond to some questions. An honest response of “we don’t know” is valuable information for planning purposes. Responding with “N/A,” “not applicable,” “not available,” etc. is acceptable, should include a brief rationale to help reviewers understand why.

Please remember that completed review templates will be read by individuals who may not be familiar with the program’s taxonomy. Therefore, acronyms and initials should be kept to a minimum. When including acronyms and initials, the official title or proper name must be written out, immediately followed by the acronym or initials in parentheses.
Accessing and Using Compliance Assist

The APR self-study reporting template will be completed online using Campus Labs' Compliance Assist: Program Review platform. Following is a step-by-step, pictorial guide to accessing and using Compliance Assist. Since this is a web-based application, you will not need any special software and may access it from any computer with an internet connection.

Locate and Open Compliance Assist

Open a browser and login to GoWMU with your Bronco NetID and password.

In your “My Work” channel, click the arrow next to “All Links,” to drop the menu down.

Click on “Campus Labs” to launch – Note: This will redirect you to the WMU’s Campus Labs Platform.

Click on “Compliance Assist” to launch – Note: This will redirect you to the Compliance Assist landing site.
Click “Program Review” to launch the template selector page

The dark bar shows what template you are using, and which program you’ve selected – Note: Units with multiple programs under review must click on the arrow next to the program name to drop down the full list

Each program template has a series of two tabs:

- **APR Template** – this tab is the template you will need to complete for each program/program cluster – it is identical to the MS Word version of the template found posted on [https://wmich.edu/effectiveness/program/academic](https://wmich.edu/effectiveness/program/academic)

- **Document Directory** – this is where you will upload and save your evidentiary documents

**Completing the Template**

Questions are listed by number under their respective categories. To open and respond to a question, click on its related number.
This view shows the question number and title, the question to be answered, and instructions for responding.

To add your response, click the arrow next to “Options,” and select “Edit Item.”

NOTE: When an item is opened in edit mode, it becomes “checked-out” of the system, and will need to be “checked-in” when completed.

Scroll down the page, and place our response to the question in the “Narrative Response” section.

~ If working directly in Compliance Assist, just begin typing.

~ If you used the MS Word version of the template, copy and paste your response here.
Scroll to the bottom of the page to add your source information.

Choose “New Document Source” to include a PDF from your “Document Directory” – see below for instructions

Choose “New URL Source” to link directly to a webpage

Click “Save & Close” to return to view the completed response. This will generate a warning window.

Click “Check-In” to register the response – you may always return, later, to make additions or corrections

A word of caution: Responses that are left “checked-out” do not register, and will not become part of the report.

Document Directory
When you have completed entering your information, it’s important to include resources to support your narrative. These resources serve as your evidence for reporting. Make certain to convert your documents to PDF format, first. Then, upload the PDF version to this directory. This allows a single document to be used in multiple responses.

Click the “Document Directory” to begin uploading your files

To upload your documents, click “Options,” and select “Manage Files.”
Then, select “Upload File”

To upload a single document, click “Select” to open a “File Explorer” window

Select your document and click “Open”
To Upload Multiple Files at a Time
Select “Upload File”

Click on the hyperlink called “upload multiple files”

This changes the window design to allow for a group of files to be dragged and dropped (see next page)

The filename appears confirming that it is an acceptable file type

Click “Upload Files” to complete the process

This will generate a confirmation window allowing you to continue or return to the “Document Directory” page

Success: All provided files were uploaded. You can continue to upload files or close this window.
To Organize Documents into File Folders
Select “Add Folder.” This generates an “Add New Folder” pop-up.

Open a “File Explorer,” and select the files you need to upload.

Drag files into the “cloud” area of the window and drop.

Click “Upload Files” to complete the process.

This will generate a confirmation window allowing you to continue or return to the “Document Directory” page.

Insert the name of your folder, and click “Create Folder.”
Accessing Cognos for Academic Program Review Data
Data for completing questions E.1 through 4, F.1, G.1 and 2, and I.1 of the APR self‐study reporting template are available as a single report by “program cluster” through Cognos. Following is a step‐by‐step, pictorial guide to accessing and downloading those reports. Since this is a web‐based application, you will not need any special software, and may access it from any computer with an internet connection. You will, however, need to have a Cognos account. Also, if your computer is not physically connected to the network, you will need to sign into VPN before you login to Cognos.

Locate and Open Cognos
Open a browser and go to https://cogmsp1.cc.wmich.edu. You should see the following landing page:

Enter your Bronco NetID and password, and click “Sign In”

This will take you to the Cognos “Welcome Page.”

In the far left panel, click on the “Team Content” icon to open the menu
Click on “02.00 Academic Program Review 2020” to open the report menu

Click on “02.01 Academic Program Review 2020” to open the report launcher

This report provides the data points required for the 2019-20 Academic Program Review Self-Study. The report is based on the majors in the cluster, the pre-codes of those majors, and any old majors that were renamed to the majors in the cluster. 

*Note: If you have multiple programs/program clusters, you will need to generate a report for each.*
Select the “Academic Program Group” to generate the data report specific to your program/program cluster.

Then, click “Finish” to generate your report as an MS Excel workbook.

Once your report has finished generating, depending on your browser, it may open directly into MS Excel, or you may be asked to save it.

If you are asked to save, enter a file name you will recognize for this report that differs from other program/program cluster reports, and “Save”
Your Data File

Your program/program cluster data contains all of the official institutional data required to complete questions E.1 through 4, F.1 through 4, G.1 and 2, and I.1 of the APR self-study reporting template. These are located in tables on seven separate worksheets within the MS Excel workbook.

Note that program-specific information is provided by level, degree type, and program name. Totals for the program/program cluster are also provided.

To see the tables for each question, select a tab, and scroll through the tables.
To see all the majors included in the data pull for the file, click on the final tab of the spreadsheet named 'Major List.'

Exception
Occasionally, the selected program/program cluster won’t have an easily defined department/subject for which to pull data for tab “F1. Instructional Personnel_3.” If this is the case, your F1 tab will look like the following:
To obtain the report for question “F1. Instructional Personnel:”

Return to the “Team content” icon

Click on “02.00 Academic Program Review 2020” to open the report menu

Then, select “02.02 Academic Program Review 2020 – Courses by Subject” to open the report launcher

This report provides the count of courses by instructional type for clusters that do not have an easily defined department/subject combination. This data gives information to help answer the F1. Instructional Personnel question of the Academic Program Review 2019-20 Self-Study. The course data is from FY 2018-19.
Select the “Course Subject” to generate the data report specific to your program/program cluster. You may select multiple subjects at one time, as needed.

Then, click “Finish” to generate your report as an MS Excel workbook.

Once your report has finished generating, depending on your browser, it may open directly into MS Excel, or you may be asked to save it.

If you are asked to save, enter a file name you will recognize for this report that differs from other program/program cluster reports, and “Save”