APR User Guide

Completing the Deans' Review Phase

Academic Program Review

WESTERN MICHIGAN UNIVERSITY
Office of
Institutional Effectiveness

Academic Program Review

The main purpose for conducting Academic Program Review is to satisfy HLC Core Component 4.A.1, which states: "The institution maintains a practice of regular program reviews and acts upon the findings." APR is intended to promote continuous quality improvement of academic programs through a process of self-study and review. Results are meant to provide direction for the program's strategic planning efforts. The goal of this user guide is to provide deans with a step-by-step walkthrough of the technical aspects of the **Academic Program Review Deans' Review** phase.

Determining What and How Programs will be Reviewed

Beginning with spring 2021, Academic Program Review works on a five-year rotation cycle where approximately 20 percent of active degree-granting and graduate certificate-granting programs are reviewed each year over a five-year period. To reduce potential redundant responses between programs that are similar or share resources, departments and colleges may choose 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. Each fall semester, deans work with their chairs and directors to ensure the list of programs slated for the upcoming spring APR administration is current and "clustered" appropriately.

General Guidelines for Reviewing APR Self-Study Reporting Templates

Deans are asked to review the Narrative, Observation, and Chair's Comments for each question; then, to return to the main menu page and complete the "Dean's Summary" page with overall strengths, overall weaknesses, and recommendations for planning.

For questions or concerns about this guide or the APR process, please contact:

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Accessing and Using Program Review

The APR self-study reporting template is completed online using Anthology's Program Review platform. Following is a step-by-step, pictorial guide to accessing and using Program Review. 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.
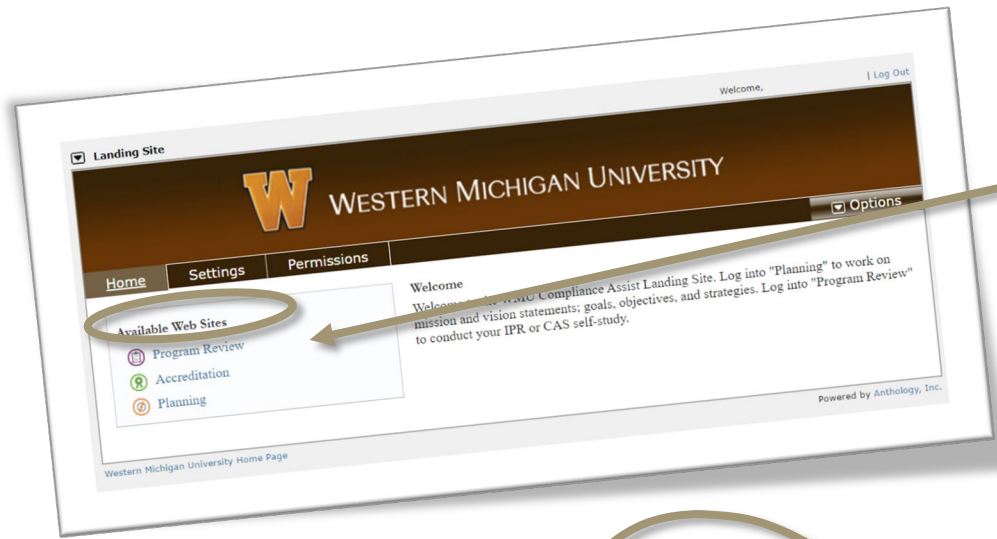
Locate and Open Program Review

Open a browser and login to GoWMU with your Bronco NetID and password. Go to the "Apps" menu, and locate the "For Everyone" section.
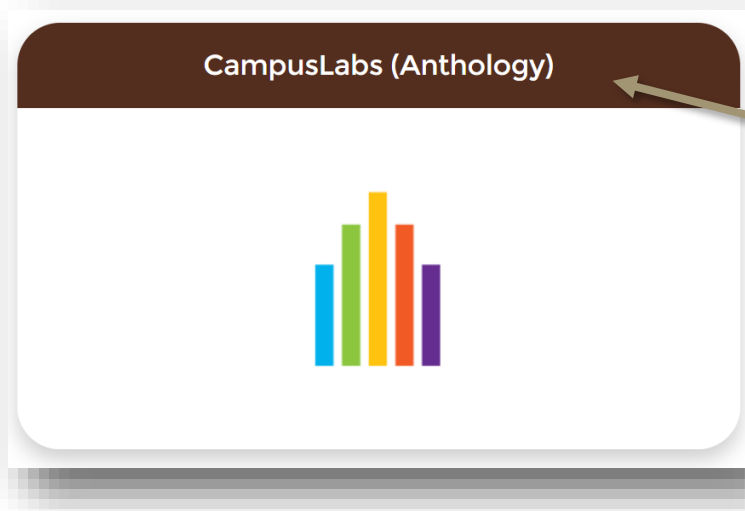
Click on "CampusLabs (Anthology)" to launch the WMU's platform

Click on "Accreditation & Program Review" to launch –
*Note: This will redirect you to the Accreditation & Program Review landing site*

On the landing site, click "Program Review" to launch the template selector page

Note: Your "Available Web Sites" may look different based on your level of access

The dark bar on the Template Selector page shows what template you are using. A boxed arrow in front of the template name shows that you have access to multiple templates. Drop down the list and click on a new template name to select that program/program cluster.
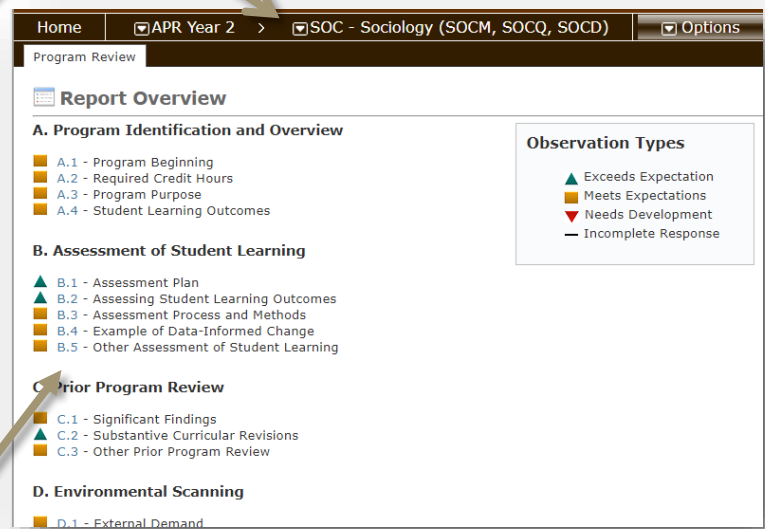
From this menu, you will easily see the observations for each specific question type. You may choose to review each item in sequential order, or you may choose to use the observation type as a guide, selecting those of the same type to review first.

To begin your review, click on the blue letter/number combination between the icon and item description.
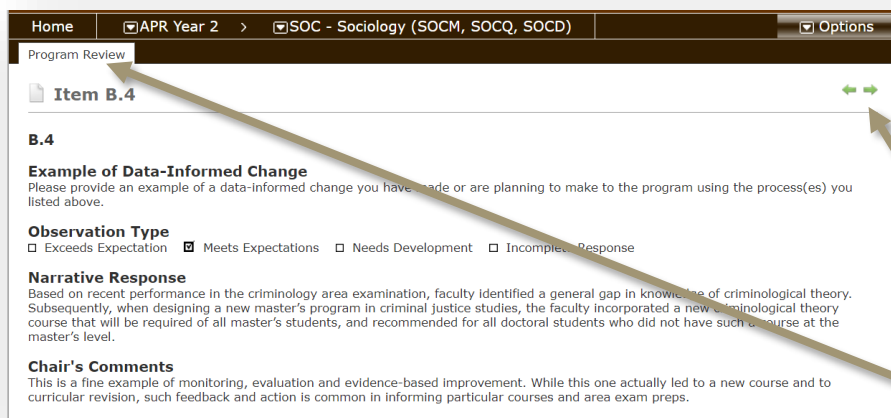
This will take you to a "read-only" page where the question, narrative response, observation, and chair's comments are listed.

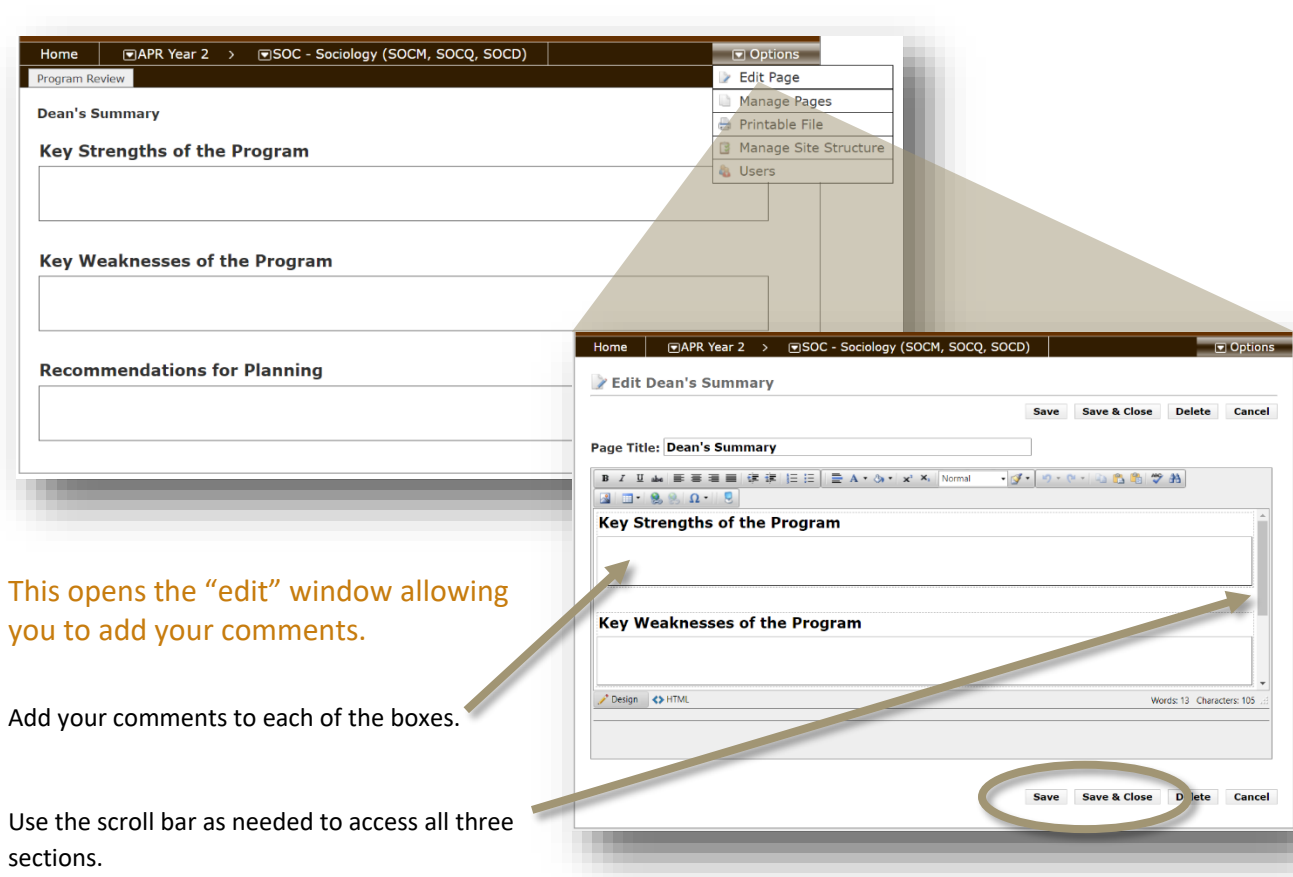Use arrows to move forward or backward in sequential order.

Click on "Program Review" to return to the menu.

Completing the Dean's Summary

To complete your review, return to the menu, scroll to the bottom of the page, and click on the "Dean's Summary."

This view shows the three sections to be completed. *To add your response, click "Options," and select "Edit Page."*

This opens the "edit" window allowing you to add your comments.

Add your comments to each of the boxes.

Use the scroll bar as needed to access all three sections.

Click "Save" to periodically save while staying on the page, or "Save & Close" to leave the page.

There is no "Submit" button with this application.

Once you have saved your review, move on to the next one until you have completed all reviews in your menu. You will continue to have "write access" to all APR documents until August 1 when the Provost's Review phase begins.