APR Self-Study User Guide

Program Review Platform Walk-Through

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 participants with a step-by-step walkthrough of the technical aspects of the Academic Program Review self-study 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 Completing the APR Self-Study Reporting Template

Responses must be based on credible, verifiable sources (e.g., institutional data, etc.) and cited, 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 self-study completer should comment on what the data means in the context of the program(s) under review. Although not required, source information may be uploaded as a PDF and attached to the template. See the "Document Directory" section, beginning on page 6, for instructions on how to upload source documents.

Where questions ask participants to "comment on" Cognos data, self-study completers should discuss what the data means in context to the program(s) under review. ***Please do not rebuild the data table into the response***. Also, it is unnecessary to upload Cognos reports and attach them to the template. Reviewers have access to the Cognos report but are looking for self-study completers to provide the context and meaning behind the data.

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, and 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 should be written out for the first inclusion.

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

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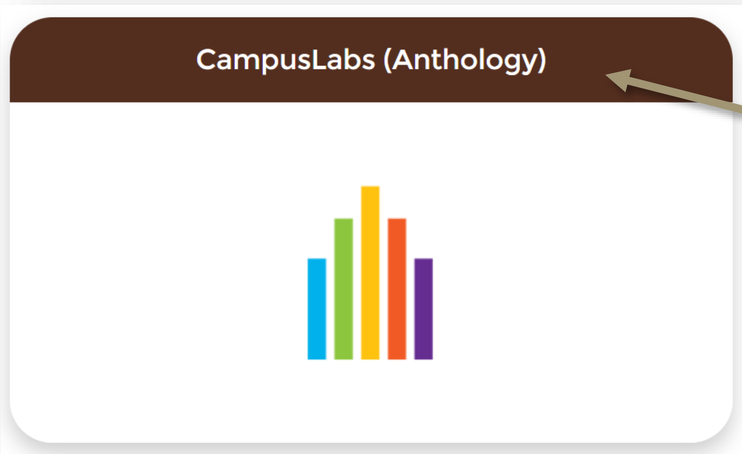
Accessing and Using Program Review

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.

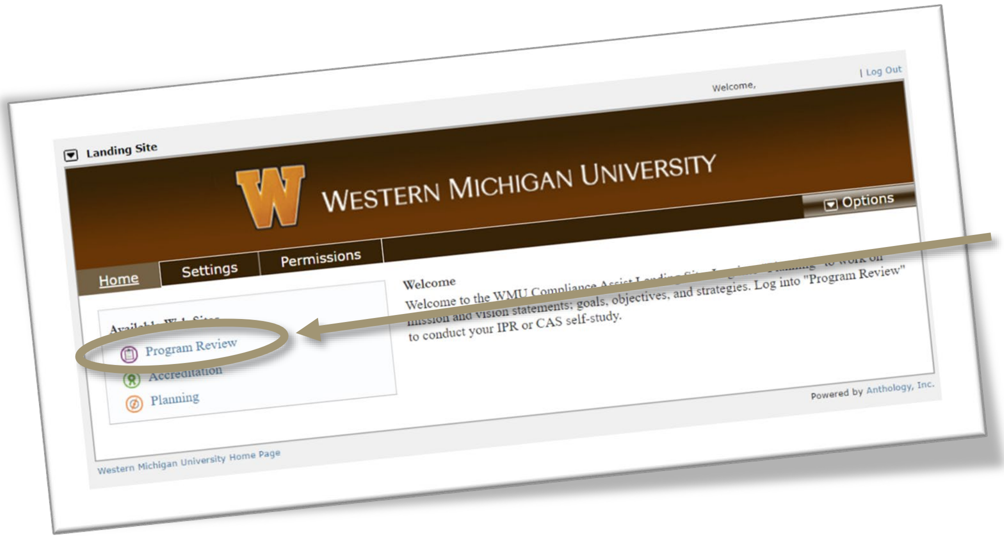
Locate and Open Program Review

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

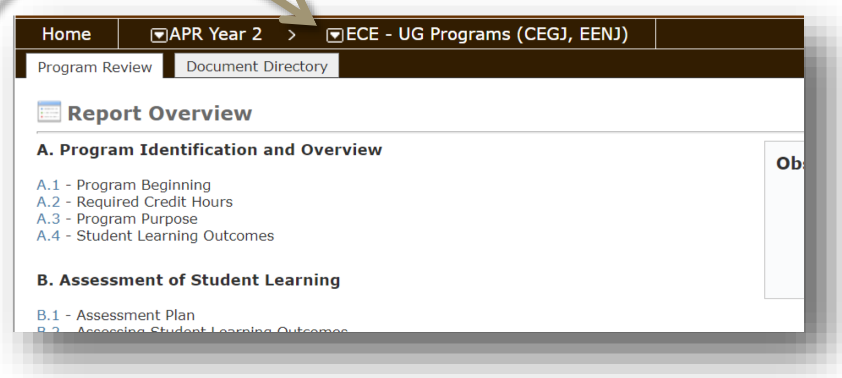
Click on "Accreditation & Program Review" to launch –
Note: This will redirect you to the Accreditation & Program Review landing site



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.



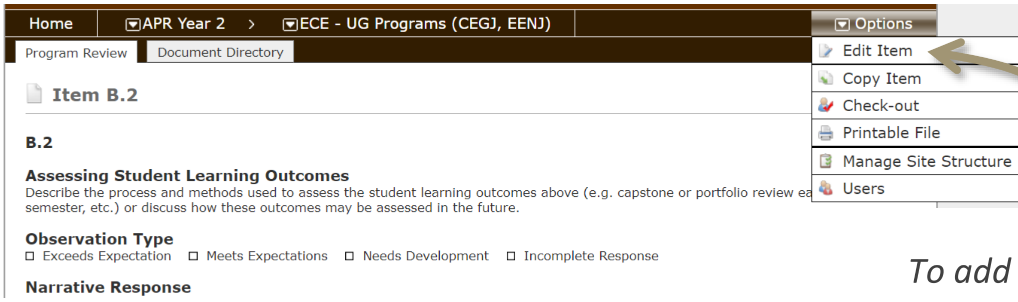
Each program template has a series of two tabs:

- **Program Review** – this tab is the template you will need to complete for each program/program cluster
- **Document Directory** – this is where you may upload and save your evidentiary documents, if you choose to include any *(please see pages 8 through 10 of this guide for instructions on uploading and connecting documents to template responses)*

Completing the Template

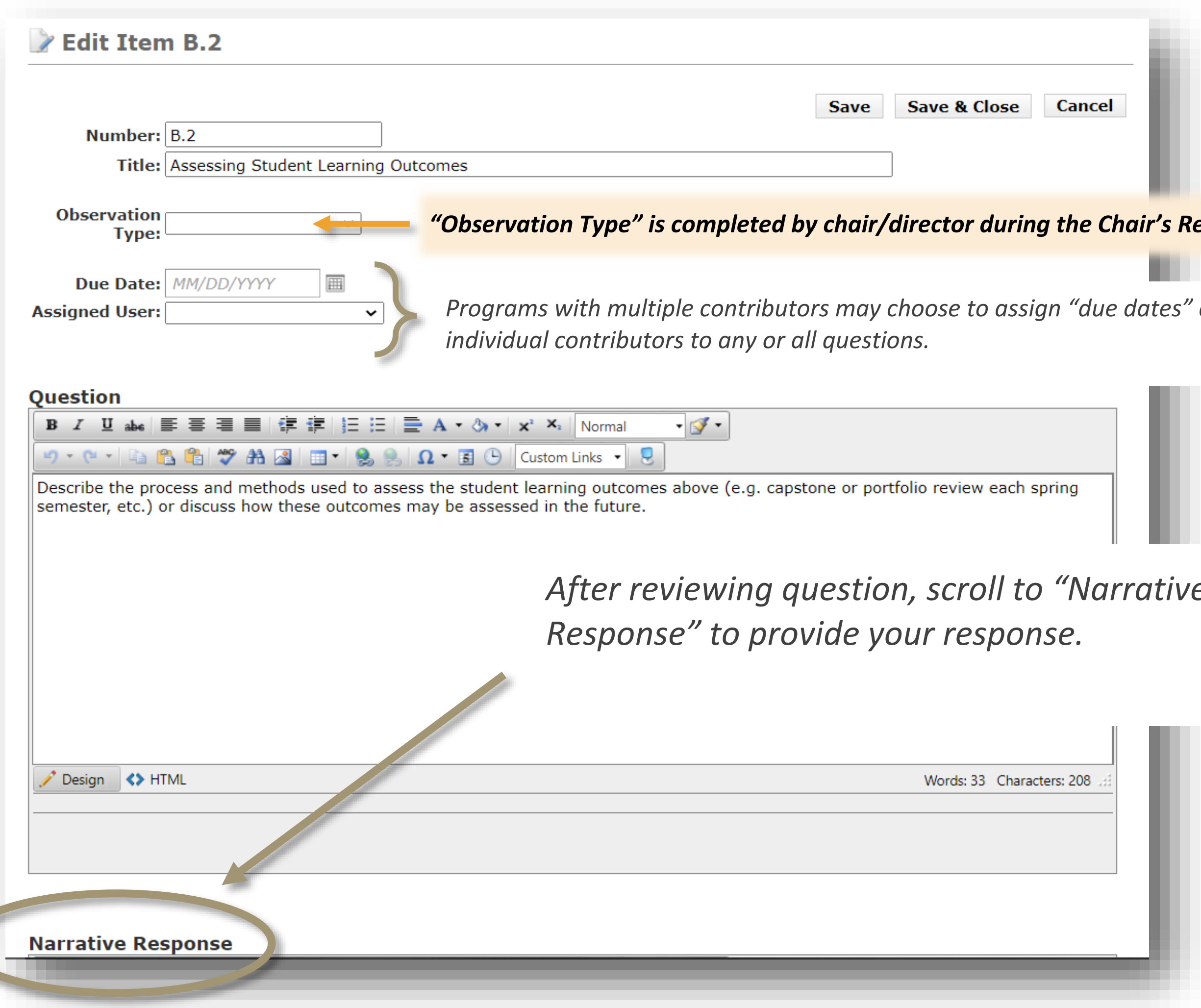
Questions are listed by number under their respective categories. To open and respond to a question, click on its related number.

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"

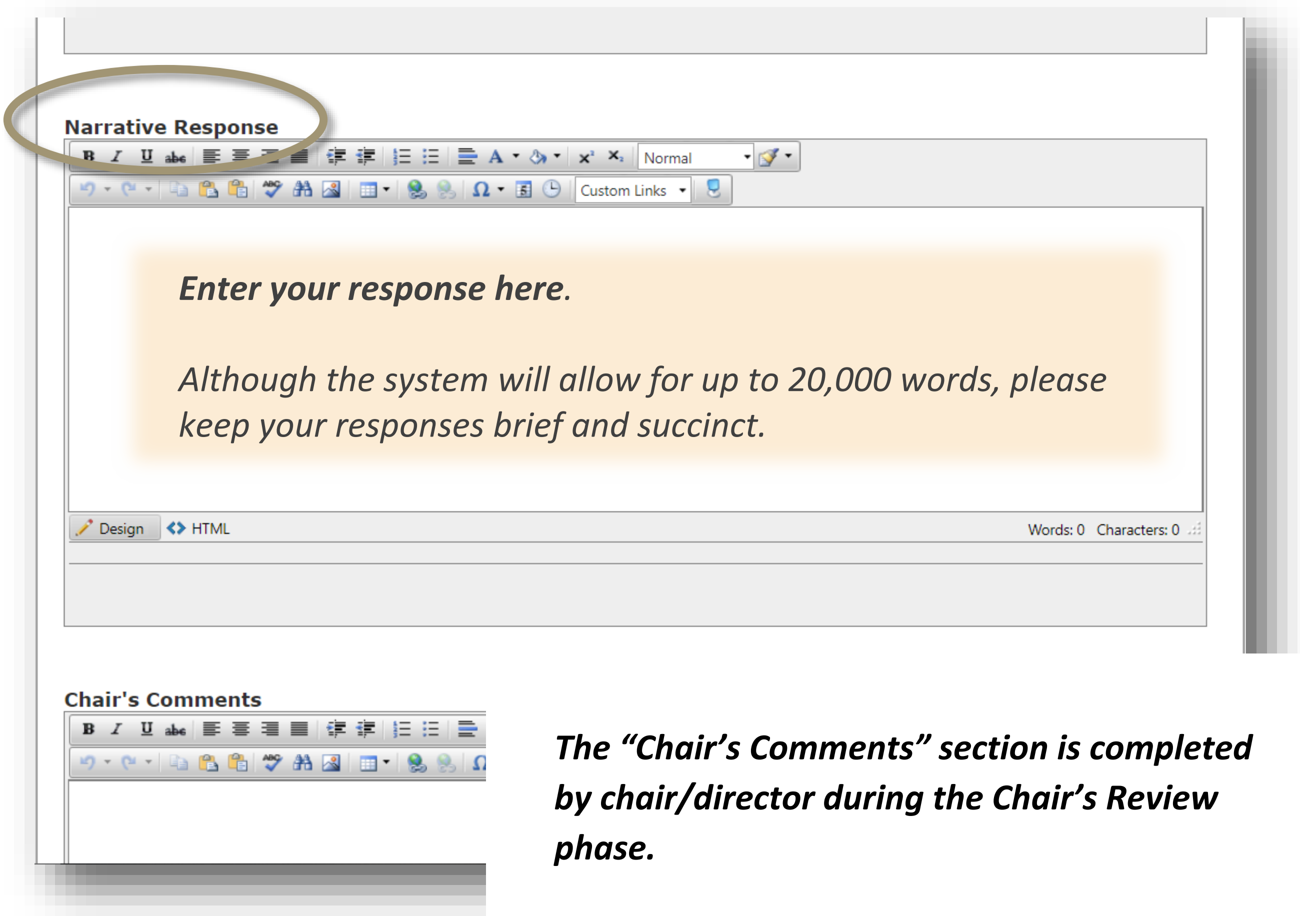
NOTE: When an item is opened in edit mode, it becomes "checked-out" of the system, and will need to be "checked-in" when completed.



"Observation Type" is completed by chair/director during the Chair's Review phase.

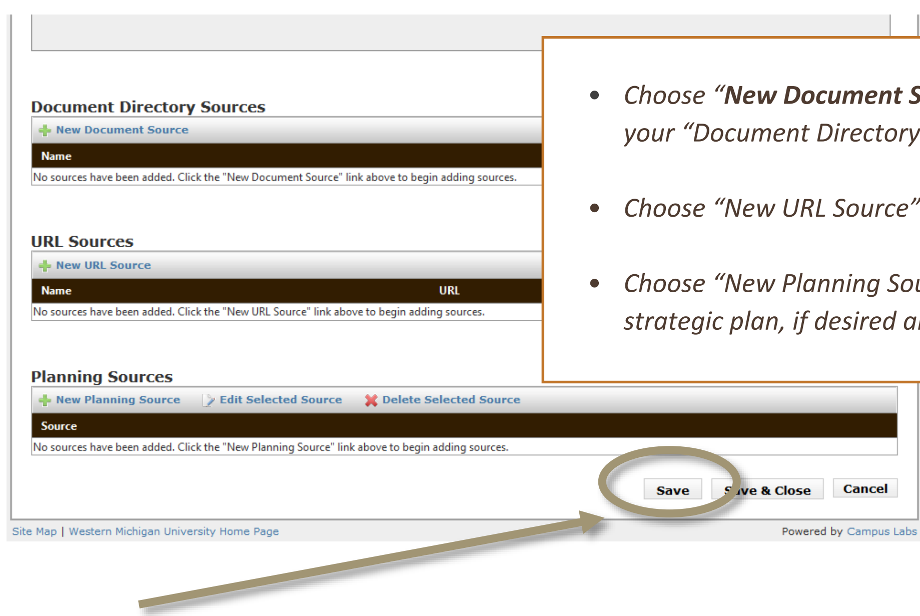
Programs with multiple contributors may choose to assign "due dates" and/or individual contributors to any or all questions.

After reviewing question, scroll to "Narrative Response" to provide your response.



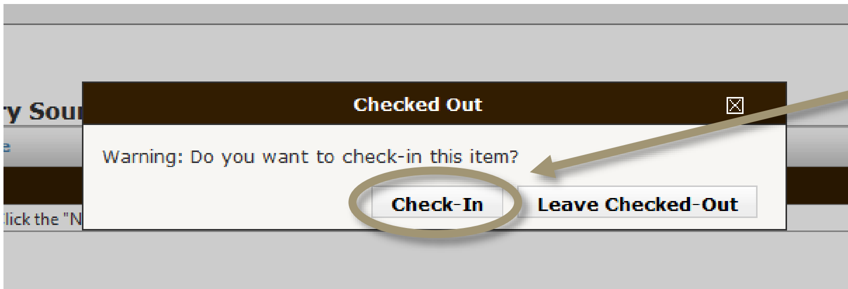
The "Chair's Comments" section is completed by chair/director during the Chair's Review phase.

Scroll to the bottom of the page to add your source information, if applicable.



- *Choose "**New Document Source**" to include a PDF from your "Document Directory" – see pages 8 through 10*
- *Choose "New URL Source" to link directly to a webpage*
- *Choose "New Planning Source" to link to your unit strategic plan, if desired and available*

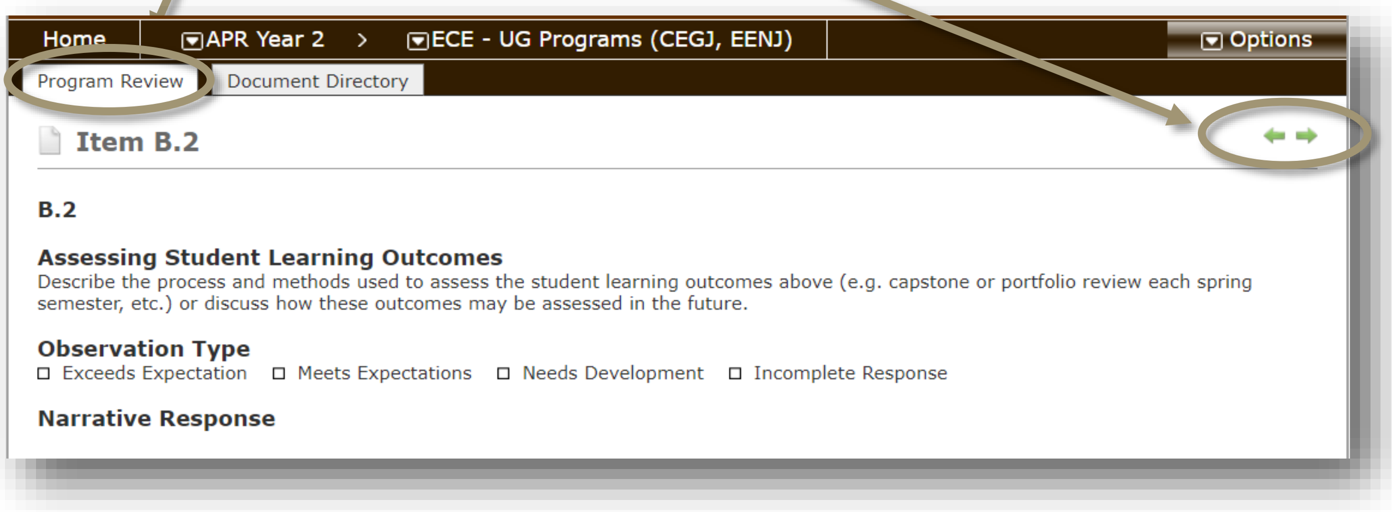
Click "Save & Close" to return to view the completed response. This will generate a warning window.



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.

To access the next or previous question, click the appropriate green arrow. To return to the main menu of questions, click on the "Program Review" tab.

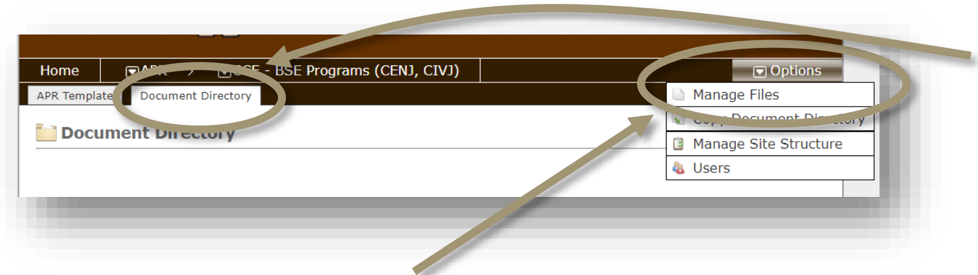


Completing the Self-Study Template

There is no "submit" button in the Program Review platform. The self-study report is complete and ready for review once all questions have been answered, and contributing writers and chairs/directors are comfortable with their responses.

Document Directory

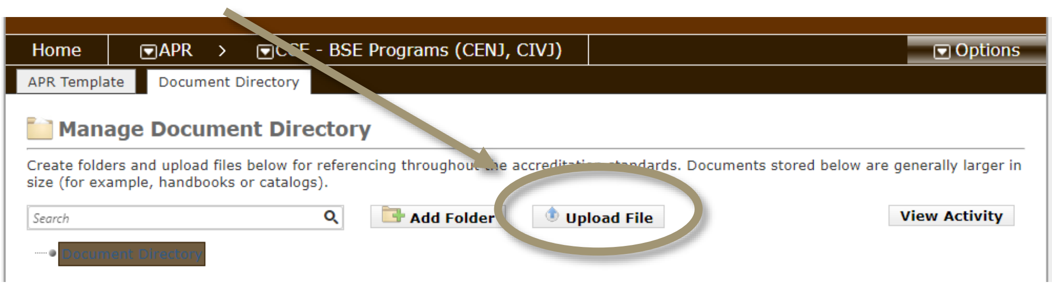
If you chose to include documents to support your responses, you will need to add them to your Document Directory by following the next series of instructions. ***Make certain to convert your documents to PDF format, first***. Then, upload the PDF version to this directory. This allows a single document to be used in multiple responses.



Click the "Document Directory" to begin uploading your files

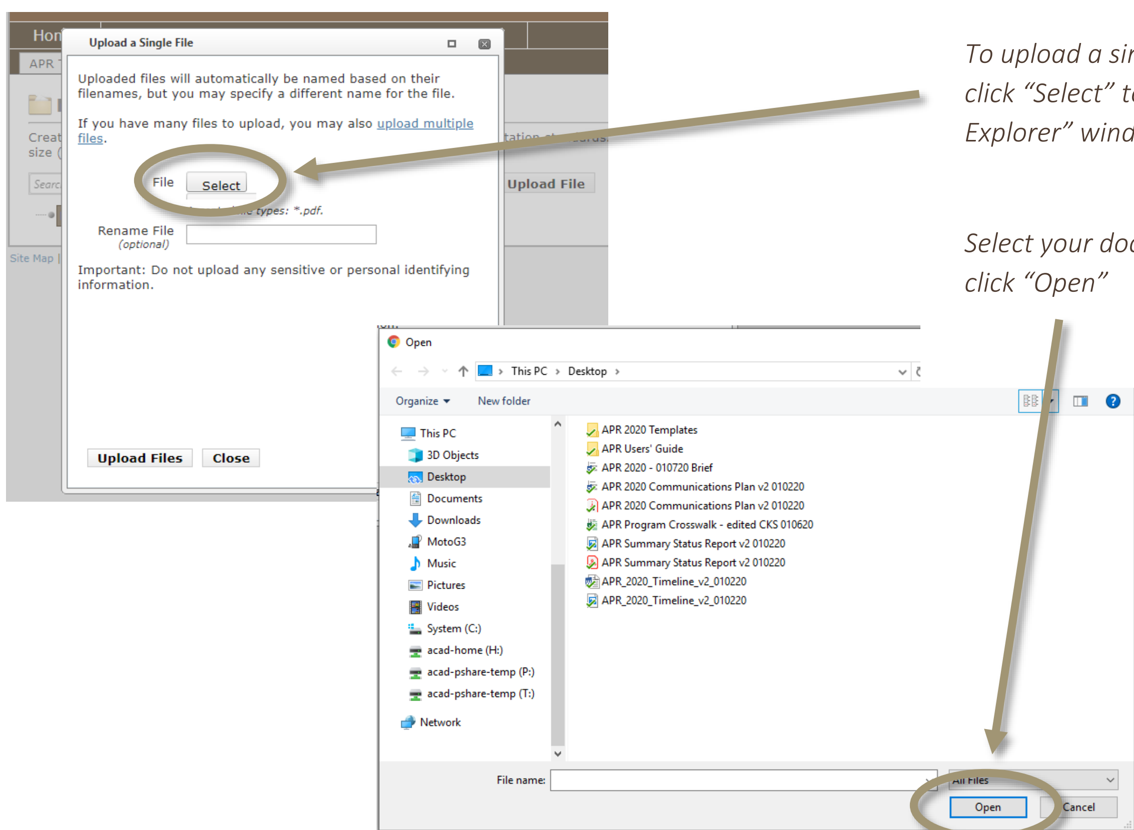
To upload your documents, click "Options," and select "Manage Files."

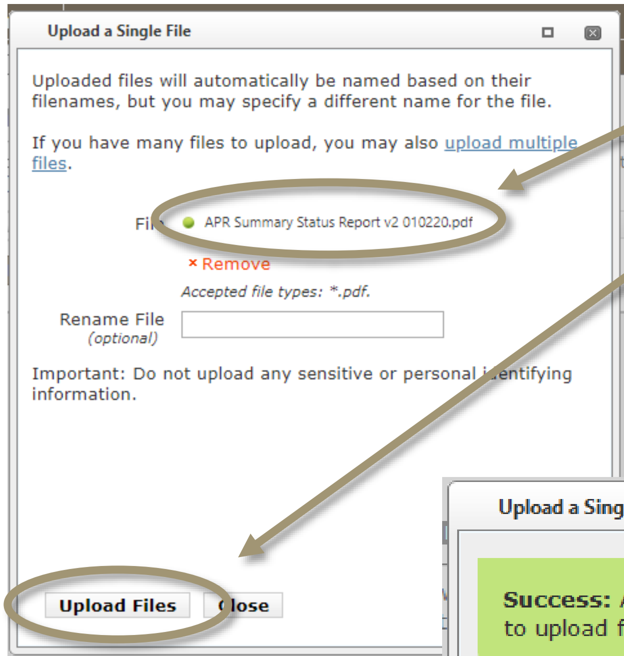
Then, select "Upload File"



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

Select your document and click "Open"

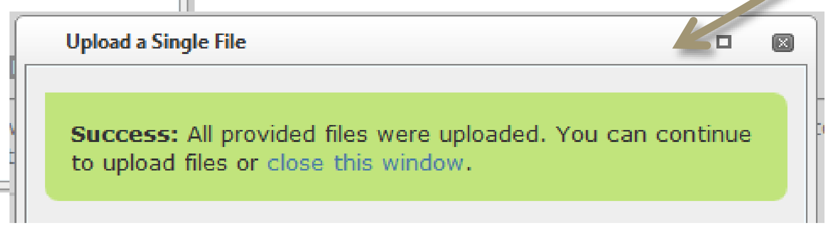




The filename appears confirming that it is an acceptable file type

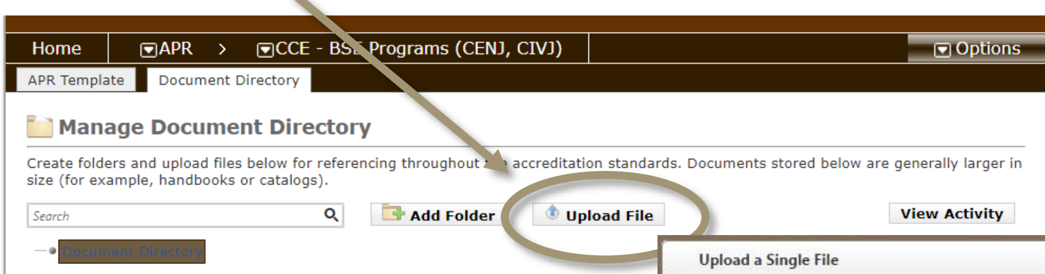
Click "Upload Files" to complete the process

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



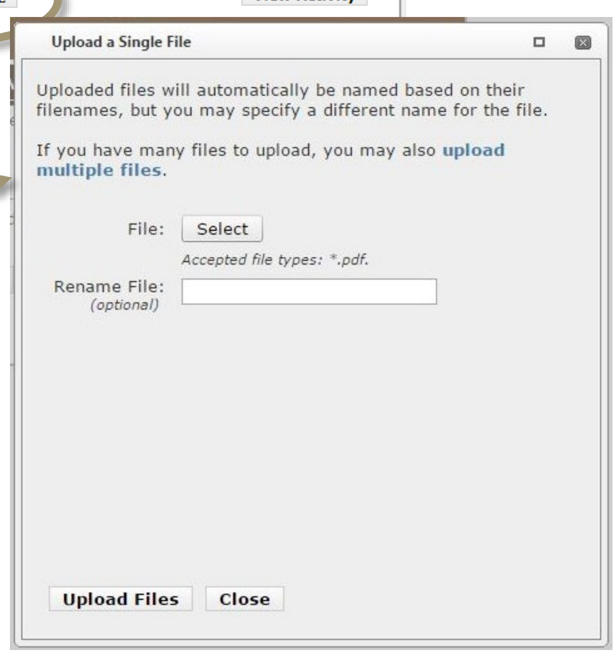
To Upload Multiple Files at a Time

Select "Upload File"

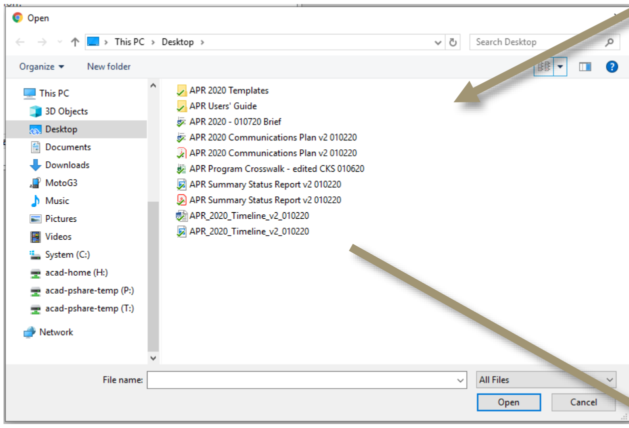


Click on the hyperlink called "upload multiple files"

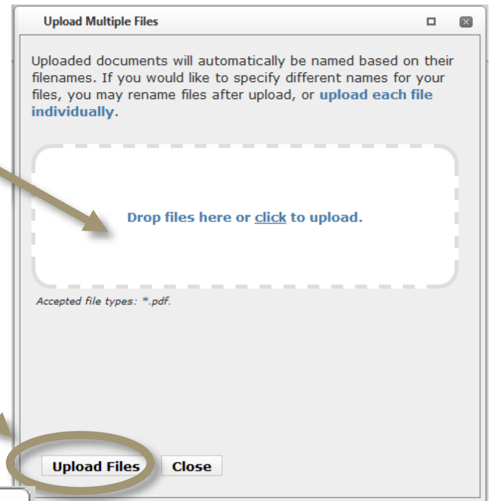
This changes the window design to allow for a group of files to be dragged and dropped (see next page)



Open a "File Explorer," and select the files you need to upload

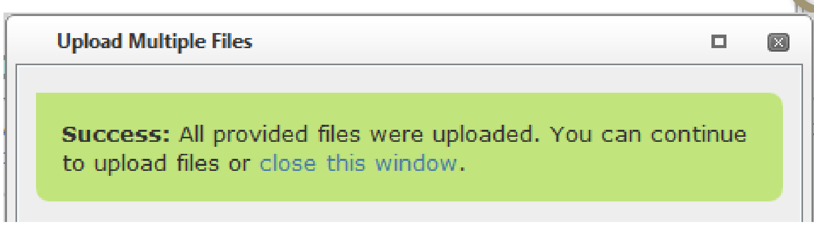


Drag files into the "cloud" area of the window and drop



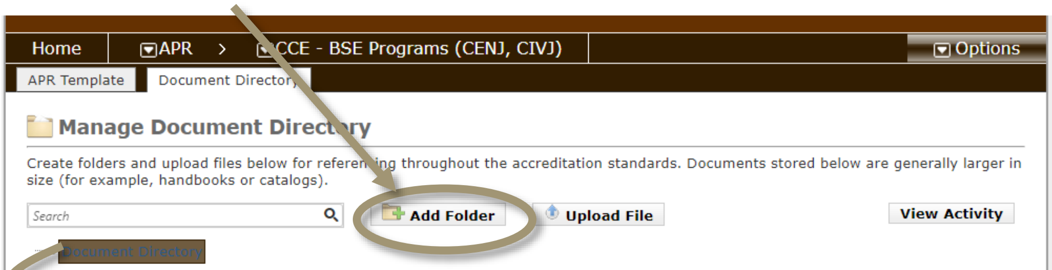
Click "Upload Files" to complete the process

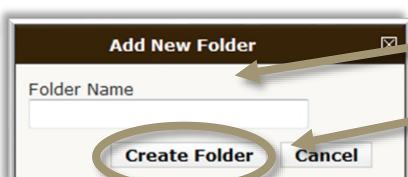
This will generate a confirmation window allowing you to continue or return to the "Document Directory" page



To Organize Documents into File Folders

Select "Add Folder." This generates an "Add New Folder" pop-up.





Insert the name of your folder,

and click "Create Folder"