APC Fall Semester:

- **September Orientation**: At the first meeting of the academic year, APC will provide orientation for new members, review the recommendations from the previous academic year, and overview the upcoming academic year.

- **September**: APC ensures that all academic programs prepare the annual report (Form A) and that programs up for review on the 5-year cycle prepare the in-depth report (Form B).
  - All academic programs must submit Form A to the APC by **October 1**.
  - Academic programs up for review on the 5-year cycle must submit Form B to the APC by **November 1** to be placed in a shared folder. The committees and commissions that are participating in the review process (AOC, ASC, AITC, and UABC) will have access to the shared drive and must complete their portion of the form by **May 1**.

  [ex: Form B’s submitted by programs by Nov. 1, 2014, and reviewed by AOC, ASC, AITC, and UABC by May 1, 2015, are reviewed by APC fall 2015.]

APC communicates with the committees and commissions involved in the in-depth reporting process to provide guidance as necessary.

- **October**: APC meets with the chancellor (and other administrators as appropriate) to discuss short-term and long-term institutional goals (may extend over more than one meeting session).

- **October-December**: APC reviews in-depth reports (Form B) that have been submitted by programs and reviewed by AOC, ASC, AITC, and UABC the previous academic year and meets with representatives from programs/department chairs as necessary.

Throughout the semester, APC also takes up issues not directly related to short-term and long-term planning, such as requests for new programs.

**APC Spring Semester**:

- **January** (before the spring semester begins), the APC meets for a retreat to make recommendations on in-depth program reviews; APC may also start the review of the annual reports.

- **January-February**: APC communicates recommendations to programs under review on the 5-year cycle and solicits responses from programs; APC forwards the recommendations to Faculty Senate. APC also notifies all programs that are up for review by AOC, ASC, AITC, and UABC during the next academic year of the November 1 deadline for completion of Form B.

- **February -April**: APC meets with administrators as necessary; APC makes recommendations to programs, deans, and Faculty Senate for the next academic year based on their review of the annual reports.

- **May**: APC reports to Faculty Senate on actions taken and recommendations made during the academic year.

Throughout the semester, APC also takes up issues not directly related to short-term and long-term planning, such as requests for new programs.
Academic Planning Council  
Annual Program Review [Form A]  

SECTION ONE – DATA TABLE – This section is supplied to each program.

<table>
<thead>
<tr>
<th>Personnel</th>
<th>Program Profile</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty FTE (Instructional)</td>
<td>Number of Student Credit Hours (Fall)</td>
<td></td>
</tr>
<tr>
<td>Faculty FTE with Administrative Duties or Non-Classroom Duties</td>
<td>Number of Credit Hours Taught by Faculty</td>
<td></td>
</tr>
<tr>
<td>Teaching Academic Staff FTE</td>
<td>Number of Student Credit Hours Taught by Academic Staff</td>
<td></td>
</tr>
<tr>
<td>Non-Teaching Academic Staff FTE</td>
<td>Number of Majors</td>
<td></td>
</tr>
<tr>
<td>Number of Faculty, Teaching and Non-Teaching Academic Staff Members</td>
<td>Number of Minors</td>
<td></td>
</tr>
<tr>
<td>Classified Administrative Staff FTE</td>
<td>Number of Graduates (previous year)</td>
<td></td>
</tr>
<tr>
<td>LTE Administrative Staff FTE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In consultation with UABC, APC will determine the essential budget categories.
SECTION TWO – NARRATIVE – This section is completed by each program.

The data provided in Section One and the responses in Section Two will help the APC make recommendations regarding the allocation of campus resources for the following year(s). Because the APC will review each program annually, please respond **concisely**. The questions are general so that they will apply to every program; however, responses should be specific. Many questions may trigger multiple responses, so please restrict your responses to the most salient issues in the program. The responses to these questions will be recorded, along with the recommendation made by the APC and any subsequent actions taken. In this way, the collection of annual reviews will serve as a record over time.

Program:  
Department:  
Current academic year:  
Name and position of program contact person:  

1. Please review the data in the data table. To the best of your knowledge, is this file accurate?  
   Yes ☐ No ☐ 

If the data is not accurate, please correct the data.

<table>
<thead>
<tr>
<th>Personnel</th>
<th>Program Profile</th>
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In consultation with UABC, APC will determine the essential budget categories.
<table>
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<tr>
<th>Classified Administrative Staff FTE</th>
<th>Number of Graduates (previous year)</th>
<th>LTE Administrative Staff FTE</th>
</tr>
</thead>
</table>

2. Please provide the anticipated change in the resources required by your program in each of the next three years.

<table>
<thead>
<tr>
<th>Anticipated Increase (Decrease) in Personnel Required in Program (Faculty, Teaching and Non-Teaching Academic Staff) FTE</th>
<th>2014-2015</th>
<th>2015-2016</th>
<th>2016-2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anticipated Increase (Decrease) in Student Credit Hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anticipated Major Capital Expenditures</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Did the APC identify significant concerns on your most recent in-depth or annual review?
   Yes [ ] No [ ]
   If yes, please identify the year and how you are addressing these concerns. (The maximum response is 1,500 characters.)

   We will capture this response and store in a spreadsheet.

4. Please identify one or two significant changes in your program that have occurred since the last annual review. You might consider details such as retirements, new hires, unexpected growth or decline in majors, etcetera. (The maximum response is 1,500 characters.)

   We will capture this response and store in a spreadsheet.

5. Please identify one or two of the program’s most significant concerns regarding resources. While the APC recognizes the temptation to list many concerns, please identify the areas of greatest and most immediate concern. (The maximum response is 1,500 characters.)
6. Please identify any relevant information you would like APC to consider. Again, the APC recognizes how open-ended this question is, but please respond briefly. (The maximum response is 1,500 characters.)

Recommendations Made by APC

Based on data provided in the chart and the responses to the narrative part of the review, the APC will identify the programs and departments with the most pressing needs in terms of resources.
To be completed by the program/department

1. In a paragraph, briefly describe your program’s Mission Statement and how it relates to the University Strategic Mission.

2. List your program’s long-term (5+ years) goals as reported on at your last APC review and describe how your program met those goals. If there was a need to modify those goals, briefly explain why. Please attach a copy of all the annual reports since your last APC review.

3. At this point in your long-range planning, list your program’s most important (5+ years) goals and briefly describe the resources your program will need to be successful, as well as any concerns or issues your program is facing. Also briefly address how these goals support your program’s Mission Statement.

(maximum of three)

- Long-term goal #1:
4. Was your program reviewed by any outside accrediting bodies since the last APC review?

No ☐
Yes, by ________________________________

If so, briefly summarize the review results in 1-2 paragraphs.

____________________________________________________________________

5. Briefly describe your current program assessment activities and how your program has addressed any concerns raised by the Assessment Oversight Committee during your last program review.

____________________________________________________________________
6. Briefly describe how your program is engaged in reviewing its own internal academic standards. Also describe your program’s student recruitment and retention efforts, especially as they might pertain to underrepresented student populations.

7. Briefly describe any technology, information, or library resources that your program may need.

8. Briefly describe how your program has addressed any concerns raised by the University Academic Budget Committee during your last program review. Also describe program budget needs, especially as they might pertain to support of faculty, staff, students, and facilities.
Program Review

1. To be completed by the Assessment Oversight Committee. Once completed, save the form and any attachments in the shared drive for APC.

   Evaluation of program (especially with regards to section number 5 above):
   - □ does not meet expectations in quality and/or level of resources
   - □ meets expectations in quality and/or level of resources
   - □ exceeds expectations in quality and/or level of resources

The AOC notes the following:

________________________________________________________________________

Signature of AOC chair

Date

Copy of evaluation sent to program coordinator or department chair on _____________ (date)
2. To be completed by the Academic Standards Committee. Once completed, save the form and any attachments in the shared drive for APC.

Evaluation of program (especially with regards to section number 6 above):

- □ does not meet expectations in quality and/or level of resources
- □ meets expectations in quality and/or level of resources
- □ exceeds expectations in quality and/or level of resources

The ASC notes the following:

__________________________________________

Signature of ASC chair

Date

Copy of evaluation sent to program coordinator or department chair on ____________ (date)
3. To be completed by the Academic Information and Technology Commission. Once completed, save the form and any attachments in the shared drive for APC.

Evaluation of program (especially with regards to section number 7 above):

- □ does not meet expectations in quality and/or level of resources
- □ meets expectations in quality and/or level of resources
- □ exceeds expectations in quality and/or level of resources

The AITC notes the following:

____________________________________  ____________________
Signature of AITC chair  Date

Copy of evaluation sent to program coordinator or department chair on _____________ (date)
4. To be completed by the University Academic Budget Commission. Once completed, save the form and any attachments in the shared drive for APC.

Evaluation of program (especially with regards to section number 8 above):

- □ does not meet expectations in quality and/or level of resources
- □ meets expectations in quality and/or level of resources
- □ exceeds expectations in quality and/or level of resources

The UABC notes the following:

____________________________________  ____________________
Signature of UABC chair                  Date

Copy of evaluation sent to program coordinator or department chair on _____________ (date)
Evaluation by Academic Planning Council

Recommendation of the APC:

☐ □ Continue program in its present form
☐ □ Modify program in form or direction
☐ □ Strengthen program
☐ □ Consolidate with other programs
☐ □ Phase out program

Comments:

________________________________________________________________________

Signature of APC chair ___________________________ Date ______________

Copy of evaluation sent to program coordinator or department chair on ____________ (date)

Response of program to APC recommendation:

________________________________________________________________________