

Regular Academic-Year and Open Studies Programs

Spring 1

- Chair/Director and Associate Dean attend Coordination and Training Meeting convened by Associate Vice President for Educational Planning & Development (AVP- EPD)
 - Pre-populated *APR Self-Study Template* and *APR Key Steps* are provided
- Chair/Director and Assoc. Dean identify Self-Study Team which includes one MICA faculty member from outside of the program
 - Use all faculty in the program or a subset?
 - Include non-faculty associated with the program (technicians, community partners, etc.)?
 - Assoc. Dean invites the external MICA faculty member
- Chair/Director and Assoc. Dean identify and engage External Reviewers
 - Chair/Director provides a slate of potential reviewers the their Assoc. Dean who makes the final selection
 - Assoc. Dean invites external reviewers and plans the dates for the visit to occur in late Fall
- Self-Study Team identifies an approach to their Self-Study, consulting with their Assoc. Dean and, if needed, the AVP-EPD
 - How often will the Self-Study Team meet?
 - What data other than that which is included in the *APR Self-Study Template* is needed and how will it be collected?
 - Are more detailed demographic data needed?
 - Will focus groups of students and/or alumni be conducted?
 - Will industry partners be interviewed or surveyed?
 - Will curricula at aspirational programs be reviewed?
 - Etc.
 - Who will be the primary author of the Self-Study?
- Chair/Director begins Self-Study via submission of program's *Annual Report*
 - *Annual Report Template* is provided

Fall

- Self-Study Team proceeds with completion of Self-Study, consulting with their Assoc. Dean and, if needed, the AVP-EPD
 - Prior Annual Reports and Assessment Reports should be used as source information
- AVP- EPD convenes a Progress Meeting to address any challenges encountered by programs and to discuss next steps in the APR process
- Self-Study Team makes schedule for the external reviewer visit, consulting with their Assoc. Dean as needed
 - Visitors should meet with:
 - Self-Study team
 - Students
 - Program faculty
 - Technicians/support staff
 - Others as appropriate (admissions, advising, career development, international education, etc.)
 - Schedule for the visit is shared with the Coordinator for EPD who will assist in booking rooms and arranging campus meals
- Coordinator for EPD makes local hotel arrangements for external reviewers
- Assoc. Dean contacts external reviewers to share the *Self-Study*, the *External Reviewers' Feedback Report Template*, the visit schedule, and local arrangement information
- Visit occurs
- External Reviewers' Feedback Report* is received two weeks after the visit
- Coordinator for EPD processes the stipend for the external reviewers and any other expenses associated with the visit

Spring 2

- Chair/Director uses the *External Reviewers' Feedback Report* in the production of their *Program Visioning Document*, consulting with their Assoc. Dean and, if needed, the AVP-EPD
 - *Program Visioning Document Template* is provided
- AVP- EPD convenes a Debriefing Meeting to assess the process and make any necessary adjustments for improvement for future APR cohorts
- Program Self-Study*, *External Reviewers' Feedback Report*, and *Program Visioning Document* are submitted in lieu of the Annual Report
- Assoc. Dean, in consultation with Vice Provost, provides feedback to the Chair/Director including direction in terms of prioritizing initiatives/changes, suggested collaborations, and funding opportunities
- Assoc. Dean produces the *Associate Dean's Summary* which is shared with Provost Council (in the summer) and the Program (in the following fall)
 - *Associate Dean's Summary Template* is provided

Summer Intensive Programs

Spring 1

- Chair/Director and Associate Dean attend Coordination and Training Meeting convened by Associate Vice President for Educational Planning & Development (AVP- EPD)
 - Pre-populated *APR Self-Study Template* and *APR Key Steps* are provided
- Chair/Director and Assoc. Dean identify Self-Study Team which includes one MICA faculty member from outside of the program
 - Use all faculty in the program or a subset?
 - Include non-faculty associated with the program (technicians, community partners, etc.)?
 - Assoc. Dean invites the external MICA faculty member
- Chair/Director and Assoc. Dean identify and engage External Reviewers
 - Chair/Director provides a slate of potential reviewers to their Assoc. Dean who makes the final selection
 - Assoc. Dean invites external reviewers and plans the dates for the visit to occur in the Summer
- Self-Study Team identifies an approach to their Self-Study, consulting with their Assoc. Dean and, if needed, the AVP-EPD
 - How often will the Self-Study Team meet?
 - What data other than that which is included in the *APR Self-Study Template* is needed and how will it be collected?
 - Are more detailed demographic data needed?
 - Will focus groups of students and/or alumni be conducted?
 - Will industry partners be interviewed or surveyed?
 - Will curricula at aspirational programs be reviewed?
 - Etc.
 - Who will be the primary author of the Self-Study?
- Chair/Director begins Self-Study via submission of program's *Annual Report*
 - *Annual Report Template* is provided

Summer

- Self-Study Team proceeds with completion of Self-Study, consulting with their Assoc. Dean and, if needed, the AVP-EPD
 - Prior Annual Reports and Assessment Reports should be used as source information
- AVP- EPD convenes a Progress Meeting to address any challenges encountered by programs and to discuss next steps in the APR process
- Self-Study Team makes schedule for the external reviewer visit, consulting with their Assoc. Dean as needed
 - Visitors should meet with:
 - Self-Study team
 - Students
 - Program faculty
 - Technicians/support staff
 - Others as appropriate (admissions, advising, career development, international education, etc.)
 - Schedule for the visit is shared with the Coordinator for EPD who will assist in booking rooms and arranging campus meals
- Coordinator for EPD makes local hotel arrangements for external reviewers
- Assoc. Dean contacts external reviewers to share the *Self-Study*, the *External Reviewers' Feedback Report Template*, the visit schedule, and local arrangement information
- Visit occurs
- External Reviewers' Feedback Report* is received two weeks after the visit
- Coordinator for EPD processes the stipend for the external reviewers and any other expenses associated with the visit

Fall/Spring 2

- Chair/Director uses the *External Reviewers' Feedback Report* in the production of their *Program Visioning Document*, consulting with their Assoc. Dean and, if needed, the AVP-EPD
 - *Program Visioning Document Template* is provided
- AVP- EPD convenes a Debriefing Meeting to assess the process and make any necessary adjustments for improvement for future APR cohorts
- Program Self-Study*, *External Reviewers' Feedback Report*, and *Program Visioning Document* are submitted in lieu of the Annual Report
- Assoc. Dean, in consultation with Vice Provost, provides feedback to the Chair/Director including direction in terms of prioritizing initiatives/changes, suggested collaborations, and funding opportunities
- Assoc. Dean produces the *Associate Dean's Summary* which is shared with Provost Council (in the summer) and the Program (in the following fall)
 - *Associate Dean's Summary Template* is provided