

DIN: 3115-2-03
Name of Process: Academic Program Action Planning Process

Purpose

This process outlines how program faculty use data and information to develop and implement an Academic Program Action Plan for their program. This plan guides the improvement actions to be taken by the program. It serves as the consolidation point of program input and allows the faculty to develop and implement one master Academic Action Plan for the program.

Scope

This applies to all academic programs.

Definitions

The following is a list of key definitions:

Term/Phrase	Definition
Academic Program Action Plan	Form that lists the seven college priorities, to which faculty members address their plans for improvement, based on data from various processes and sources. The timeframe of the plan is 3 years; however, it is reviewed and updated annually, and reviewed with the dean every three years.
Strategic Priorities	These are the seven priorities of the college to which college goals are aimed.
Advisory Committee Work Plan	The Action Plan IS the work plan for the advisory committee.
Academic Program Assessment Plan/Report form	This is the form that faculty fill out as part of the assessment of learning process. On this form, they set targets for achievement (in green columns). They report <u>findings</u> (results of their assessment and/or data) and <u>actions</u> to be taken based on those results (in yellow columns) : direct assessments (eFolio evaluation of artifacts, standardized exams, licensure exam results, capstone projects or courses, etc), indirect assessments (outcomes assessment surveys given to graduating learners, other surveys), graduation numbers, related placement numbers). These reports provide input into the program’s Academic Program Action Plan, which also uses input from a variety of other sources.

Process

The table below describes responsibilities for this process:

Stage	Who	Description
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1	Program Faculty	<p>Gather and analyze input, including but not limited to:</p> <ul style="list-style-type: none"> • feedback/analysis from Dean of Academic Affair, as part of the Comprehensive Program Vitality and Effectiveness review process, • Information learned from the preparation of the Program Effectiveness Report for program review; • Data from annual Program Vitality Report, including Dean’s review of data (i.e., enrollment numbers, FYE/FTE ratios, retention, graduation, placement, etc) • Input from Advisory Committees (the Action Plan is the Advisory Committee’s Work Plan); • findings from annual Academic Program Assessment Plans/Reports; • and other input (accreditation reports, learner feedback on course surveys, research on programs at other institutions, etc).
2	Program Faculty	<p>Develop Strategic Objectives to address the Strategic Priorities. Complete the remainder of the action planning template for each objective, if possible, or wait to get Advisory Committee feedback. Bring to Advisory Committee for their review and comment, along with information from Stage 1.</p>
3	Advisory Committees and Faculty	<p>Review feedback results that faculty reviewed in stage 1, plus any additional input and information that faculty wish to bring to Advisory Committee for their feedback and input. Review the Strategic Objectives and develop remainder of Action Plan, as needed. Incorporate into the Action Plan any agreed upon additional Strategic Objectives that are recommended by the advisory committee and complete the planning template.</p>
3	Dean	<p>Review program action plans and provide feedback to program faculty.</p>
4	Program faculty	<p>Implement Action Plans. Review annually, starting with Stage 1, and update as needed. Every third year, when the program completes the Comprehensive Program Vitality and Effectiveness Review process, the Analysis Form with Dean’s comments triggers a more comprehensive revision of the program’s Action Plan to incorporate the feedback and insights gained from the thorough analysis of the program during the review process.</p>

Supporting references

Listed below are college documents that support this process:

- [3115-1-01 Academic Program Assessment](#)
- [3115-4-04 Academic Program Assessment Plan/Report Form](#)
- [3115-4-05 Academic Program Action Plan Form](#)

Example objectives for academic program action plans

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