**Academic Program Review**

**RESPONSE AND ACTION PLAN GUIDELINES**

Upon receipt of the Program Review Team’s (PRT) review forms, the self-review committee develops a Response and Action Plan. The document will mirror the sections of the review forms. The report should provide an understandable, clear, and succinct response to each item in Part I: Academic Unit and Part II: Academic Program. An example is provided from the Department of History’s 23-24 review. Do NOT include any hyperlinks. The formatting and content of this document are important because the report is submitted to the Texas Higher Education Coordinating Board for review.

The Response and Action Plan Report should contain the following elements:

**FORMAT** should include page numbers in the footer.

**TITLE PAGE** including the date of the response, name of the academic unit, the college, contact information, and the website address for the unit. Also include the co-chairs and anyone else who assisted with the report.

**Executive Summary** that highlights the major commendations and recommendations. This can include specific suggestions made by the PRT.

**PART I: ACADEMIC UNIT:**

In the footer, please note that “\* The Program Review Team’s comments are included here in italics in the order they appear in their report.” Include this \* in the header.

Divide the body by each of the major sections:

**Section A. Academic Unit Description and Strategic Plan**

**Section B. Faculty**

**Section C. Resources**

Include quotes from the PRT’s response for each major section. These can come from the general comments or recommendations made by the team. Follow this with an **Action Plan** and indicate the Section and Item (ex: A.1. or A.2.). You can combine items if there is a common response (ex: B.1.-B.10.). Bullet points are acceptable to organize the response.

Next is the **Summative Conclusions and Recommendations to the Department** provided by the PRT, any **Comments on Summative Conclusions,** and your **Action Plan for Summative Conclusions**. Bullet points are acceptable to organize the response.

This section will conclude with signature lines that are dated by the Chair and Dean.

**PART II: ACADEMIC PROGRAM – (Indicate the Program Name, CIP Code, and Level):**

This section will be written for each of your programs, which will often include one for the Bachelor and Graduate/Master programs. Repeat the same format of response for each program reviewed.

Again, include quotes from the PRT’s response for each major section. These can come from the general comments or recommendations made by the team. Follow this with an **Action Plan** and indicate the Section and Item (ex: B.1. or B.2.). You can combine items if there is a common response (ex: C.1.-C.6.). Bullet points are acceptable to organize the response.

Next is the **Summative Conclusions and Recommendations to the Department** provided by the PRT, any **Comments on Summative Conclusions,** and your **Action Plan for Summative Conclusions**. Bullet points are acceptable to organize the response.

This section will conclude with signature lines that are dated by the Program Coordinator, Chair, and Dean.

**ACADEMIC PROGRAM REVIEW**

**RESONSE AND ACTION PLAN**

**Date**

**Department**

**College**

**Year of Review**

**Website**

**APR Self-Review Committee:**

**Co-Chairs**

**Members**

**Executive Summary**

**Specific suggestions include:**

***Page Break for a New Page***

**Response and Action Plan\***

**(in footer indicate, \*The Program Review Team’s comments are included here in italics in the order they appear in their report.)**

**Part I: Academic Unit**

**A. Academic Unit Description and Strategic Plan**

Include quotes from the PRT’s response for each major section. These can come from the general comments or recommendations made by the team. Indicate the Section and Item (ex: A.1. or A.2.).

**Action Plan for A.x.:**

**B. Faculty**

Include quotes from the PRT’s response for each major section. These can come from the general comments or recommendations made by the team. Indicate the Section and Item (ex: B.1. or B.2.). You can combine items if there is a common response (ex: B.1.-B.10.).

**Action Plan for B.x.:**

**C. Resources**

Include quotes from the PRT’s response for each major section. These can come from the general comments or recommendations made by the team. Indicate the Section and Item (ex: C.1. or C.2.). You can combine items if there is a common response (ex: C.1.-C.6.).

**Action Plan for C.x.:**

**Summative Conclusions and Recommendations to the Department:**

**Comments on Summative Conclusions:** (if any)

**Action Plan for Summative Conclusions:**

**Signature Line for Chair**

**Signature Line for Dean**

**PART II: ACADEMIC PROGRAM – (Indicate the Program Name, CIP Code, and Level):**

Repeat for each program reviewed

**B. Program Curriculum**

Include quotes from the PRT’s response for each major section. These can come from the general comments or recommendations made by the team. Indicate the Section and Item (ex: B.1. or B.2.). You can combine items if there is a common response (ex: B.1.-B.8.).

**Action Plan for B.x.:**

**C. Students and Graduates**

Include quotes from the PRT’s response for each major section. These can come from the general comments or recommendations made by the team. Indicate the Section and Item (ex: C.1. or C.2.). You can combine items if there is a common response (ex: C.1.-C.8.).

**Action Plan for C.x.:**

**Summative Conclusions and Recommendations to the Department:**

**Comments on Summative Conclusions:** (if any)

**Action Plan for Summative Conclusions:**

**Signature Line for Program Coordinator**

**Signature Line for Chair/Director**

**Signature Line for Dean**