

## **Action Planning in Response to External Program Review**

### **Rationale**

As stated in the *Guidelines for External Review of Academic Programs*, an external review of a program is intended to be a comprehensive assessment of the program's strengths, weaknesses, and opportunities for improvement. Formulation and implementation of the *Action Plan* that results from a program review closes the assessment loop and the process of improvement continues with every subsequent program review.

### **Process**

#### **A. Identification of Actionable Items**

The first step in formulating an *Action Plan* is to identify specific, actionable items contained in the reviewer's recommendations and observations. In consultation with the academic administration and other stakeholders, those items should be translated into achievable and measurable outcomes linked to specific timeframes. Identification of actionable items requires careful and collaborative analysis of the review report. Reviewers may sometimes make mistakes of facts or mistakes of judgment. If any of the recommendations is to be rejected because it is based on unfounded information or unwarranted conclusion, the *Action Plan should* explicitly identify it and reject it, accompanied by supporting explanation and documentation.

#### **B. Formulation of an *Action Plan***

Identification of actionable items and eventual formulation of an Action Plan requires broad consultation with all the stakeholders. As a first step, the department chair/director distributes the review report at the earliest opportunity to the faculty members and leads discussion of the report in view of identifying actionable items. Those items that the departmental/institute faculty as a group have identified as actionable (or non-actionable) are then forwarded to the Vice President for Academic Affairs who consults with the chair/director and other appropriate stakeholders. In light of these discussions, a final list of actionable items is created and the chair/director begins formulating an action plan that includes responsible person(s), timelines, specific strategies and actions for implementation, and the needed additional resources (if any). The entire process should be consultative, involving all stakeholders. The form given below should be used to formulate the *Action Plan* that becomes an institutional document.

#### **C. Monitoring Progress**

The *Action Plan* should be periodically monitored and progress documented. Modifications to the strategies or timelines may become necessary in the course of time. Progress should be assessed collaboratively with the program faculty and the Vice President for Academic Affairs. Elements of the *Action Plan* may also become part of the Academic Affairs Goals of the Institutional Strategic Plan. Successful monitoring and implementation of the *Action Plan* closes the program review loop.

**D. Action Plan Form**

Program Name:

Review Date:

Name(s) of Reviewers:

Date Review Report Received:

(Attach copy of Review Report)

(Attach additional pages/documents as needed)

Date Action Plan Approved:

<b>Recommendation</b>	<b>Accepted/rejected (If rejected, provide rationale for rejection)</b>	<b>Action/Strategy for implementation</b>	<b>Person responsible for implementation</b>	<b>Timeline</b>	<b>Additional Resources needed</b>
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8. Etc.					

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Signature of Department Chair/IELI Director

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Signature of Vice President for Academic Affairs