**Annual Program Review Action Plan Progress Report**

**VIDEO TRANSCRIPT**

Welcome to this presentation brought to you by the Office of Institutional Effectiveness at Bowling Green State University. The topic for this session is the Annual Program Review Action Plan Progress Report (APPR).

The academic program review process at BGSU is meant to foster a culture of continuous improvement. Programs that undergo the program review process submit a self-study which includes an Action Plan for continuous strategic planning up to the next 5-year mark program review cycle. Programs report annually on progress made on the Action Plan strategic tasks or goals. How, you may ask?

To support this reporting process, the Office of Institutional Effectiveness (OIE) has created a user-friendly Qualtrics-based template requiring programs to confirm metrics used for documentation of any progress, provide a brief summary of results and/or findings from these metrics, and articulate preliminary conclusions from results and/or findings.

When it is time for a program to complete their Action Plan Progress Report, the Office of Institutional Effectiveness (OIE) sends an email reminder to the respective Program Review Coordinator which includes a link to the Qualtrics platform. An example of such communication from OIE is included on the next slide.

In this presentation, we will walk you through the Action Plan Progress Report Template. Please note that the template includes several embedded links to your Trello board located in Teams. We suggest you log into your Teams/Trello board at this time for a better visualization.

Once you access your Qualtrics platform via the link embedded in the email from OIE, you will notice the instructions to simply follow the prompts. Note: all question boxes require an answer before you can continue on to the next question or section of the template.

First, select your college. Enter your School or Department Name, the Name of the Person completing this report. This should be the Program Review Coordinator. Next, their BGSU email address. At the bottom of this first section, you will find a convenient link to the Action Plan you submitted as part of your review (or a revised version of the Action Plan if feedback from your external reviewers were incorporated as a result of their visit). This link will take you to the Action Plan as uploaded in your Trello board in Teams. This is why it is critical that all of your self-study materials, including your Action Plan, be promptly uploaded in Trello prior to the external reviewers’ visit. You will find a copy of your Action Plan (or revised Action Plan) under the attachments.

Section I of the Action Plan Progress Report Template will ask that for each of the strategy or goal you listed on your Action Plan, you will list the corresponding metrics, results or findings from these metrics and preliminary conclusions. The template is pre-built with 10 rows and the boxes will expand as you type. Please contact the Office of Institutional Effectiveness if you require additional rows to report on additional strategies/goals.

At the bottom of this section, you will be prompted to access you Trello Board to upload any additional evidence in support of the progress you claim to be making on your Action Plan’s strategies and/or goals. When that window pops up, look for the “Attachments” tab on the left and upload any documentation you wish to provide to that effect. You may choose a file from your computer or insert a link.

Section II of the Action Plan Progress Report Template invites you to expand on delay issues, as applicable, for any gaps in progress pertaining to your Action Plan strategies and/or goals. Once again, contact OIE for additional rows.

You may enter any additional comments in Section III of the Action Plan Progress Report Template. The last page will prompt you to sign and submit your responses. At this point, the Office of Institutional Effectiveness will receive notification that your report is completed and will be able to generate a PDF version for distribution as needed to Deans, Associate Deans and Upper Administration.

This completes our brief tour of the Action Plan Progress Report Template. If any questions, feel free to contact the Office of Institutional Effectiveness at [institutionaleff@bgsu.edu](mailto:institutionaleff@bgsu.edu) Thank you for watching!