

# Annual Program Review Program Reports FAQ

## General Questions

### What are the goals of the Annual Program Review?

- Provide timely data for decision making
- Establishing clear expectations to increase accountability
- Promote the culture of continuous improvement

### How do the Program Reports fit into the Annual Program Review Process?

The Program Reports are the 1<sup>st</sup> of 3 phases:

1. Program Reports: 4/28/25 – 06/09/25
  - a. The programs complete a report using the two dashboards – Strategic and Tactical
2. College Reports: 06/23/25 – 08/04/25
  - a. The Dean and representatives from the colleges/schools evaluate the program reports and the aggregated dashboard views of all of the programs, create a report to frame a discussion with the Provost.
  - b. Colleges will meet with Provost Jensen in September
3. University Report: October/November
  - a. The APR Oversight Committee evaluates all of the college reports, looking for trends, and gathers all of the suggested improvements from the program and college reports, and creates a university report.

### What happens to the Program Report after I complete it?

- The reports will be collected and sent to the Dean as the foundation for the College Report
- The APR Oversight Committee will review trends within the data, as well as any suggestions for process improvement

### What is the APR Oversight Committee?

A committee comprising of faculty and professional staff from the colleges/schools that will help the Provost Office facilitate the process and create the University Report

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## Where can I find resources to help me in the process?

- APR Website: <https://drexel.edu/institutionalresearch/initiatives/annual-program-review>
- Who can I contact if I have any questions?
  - Sujoy Das – Vice Provost of Institutional Research, Assessment, and Accreditation
    - [sd889@drexel.edu](mailto:sd889@drexel.edu)
  - Joseph Hawk – Executive Director of Assessment and Accreditation
    - [jmh356@drexel.edu](mailto:jmh356@drexel.edu)

## What are the expectations for the participants of the Program Report Phase?

- Complete the Program Report using the individual invitation Qualtrics survey link sent from IRAA.
- Meet with the Dean and others who will create the College Report to discuss the submitted Program Report

## What if I need to complete more than one Program Report?

- At the end of the Program Report, you can choose to complete another one. Simply click the button to start another one.

## Program Report Instrument Questions

### What is the Strategic Dashboard?

This complements the Tactical Dashboard and can be used to determine whether and to what extent the strategic plan is aligned.

Process:

- Faculty or professional staff will rate themselves and provide evidence for that rating
- This rubric can be used by program directors, faculty, and individual school/college administration to discuss and develop solutions and strategic planning for programs
- *No program will be fully aligned in all categories, and some categories may not apply to all programs*

### What is the Tactical Dashboard?

- A set of 15 metrics reviewed and agreed upon by a representative committee composed of faculty and professional staff

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## Process:

- The dashboard will be available for all to see throughout the year, but it will also be part of the annual review process and updated every year.
- Programs will review and comment on trends found in each metric.

## How accurate do I need to be on the slider questions?

These questions are designed to provide context for the reports, so they do not need to be 100% perfect. Instead of spending a lot of time attempting to calculate this perfectly, you can provide the closest approximation.

“During students’ time within the program, what percentage of students in the program participate in scholarly, research, or creative activities? (Example: research papers or capstone projects).”

This question encompasses activities that require a lab or other equipment, research papers or projects, and creative work.

" Time Spent by all faculty (full time, part time and adjunct) within the program on Direct Education vs. Research Program Roles (must add up to 100%)”

This is intended to:

- include all faculty, including Tenure Track (TT), Not on Tenure Track (NTT and adjunct faculty
- refer to % of teaching load and not the overall faculty load

"Teaching Time Spent Within the Major and Outside the Major (must add up to 100%)”

- The intention is to gauge how much time is spent teaching students enrolled within the program versus those that are not enrolled within the program.

How much evidence for the Strategic Dashboard should I provide and how do I provide it?

- We suggest using bullet points to dictate what evidence applies to which category.
- Please provide a narrative to show how you are meeting the criteria, which could include data.

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- Please try to use materials you already have, so you are not duplicating work.

### If I provide process improvements, how will they be reviewed and potentially used?

- This whole process is about continuous improvement, so the APR team would like to model that behavior and continuously improve the process. All suggestions will be reviewed and evaluated for potential implementation within the APR Oversight Committee.

### How was the pilot used to improve the process and instruments?

- The program and college reports were reviewed by Institutional Research, Assessment and Accreditation in order to gather trending information and process suggestions provided by participants. This information was shared with the Program Performance Review Committee and over a series of three meetings changes were discussed and implemented before the final product was shared with the Provost who had the final approval.
- The process improvement suggestions from the pilot were used to reshape the process considerably, including the following examples:
  - The timeline was changed to better suit when participants would be available for each phase and to coincide with strategic planning time.
  - The Program Report was shortened with question consolidation
  - The College report was shortened, allowing for a clearer focus and a better experience for the Deans.