**Guidance for Optional Program Responses:**

* Program review committees may submit to the provost an optional response to the dean’s findings by February 28 using this form.
* Responses should be emailed to uaa\_provost@alaska.edu, with a copy to the dean. If the program is delivered on a community campus, copy the appropriate community campus director(s) as well.
* Please keep the bolded headings and respond to each section.
* Delete the blue instructions before submitting the optional program response.
* Optional program responses will be posted on the AY20 Expedited Program Review SharePoint site and accessible to UAA students, faculty, and staff.
* Optional program responses should be no more than five pages, no appendices, reference lists, or other attachments, and must be FERPA-compliant.
* To be FERPA compliant, do not include the names of any current or former students. If the response includes specifics that can be tied to a particular student, check to see that there is not a directory hold. The Registrar can assist with that check.
* To be posted the response must also be ADA compliant.
* Only text, data tables and graphs are allowed. Please note that graphs will need alternative text to describe what they convey, and programs will want to provide those sentences.
* Some helpful guidance is here from [Microsoft](https://support.office.com/en-us/article/Make-your-Word-documents-accessible-to-people-with-disabilities-d9bf3683-87ac-47ea-b91a-78dcacb3c66d).
* The dean’s office will help make the reports ADA compliant. To assist in that work, do not use pictures or images, other than graphs, and do not add links to other documents or webpages.
* While the deans’ offices will assist with this to the best of their ability, if the response cannot be made ADA compliant, it will not be posted.
* Programs with specialized accreditation or other external recognitions must comply with restrictions about what can published, as per the accreditor or external organization.

Date:

To: John Stalvey, Interim Provost

From: Program Review Committee Chair Name, Title

Cc: Dean Name, Title, College

Program Review Committee Member Name, Title (include all committee members)

Community Campus Director Name(s), Title, Campus (if applicable)

# Re: AY20 Expedited Program Review: Optional Program Response to Dean’s Recommendation

## Program/s in this review:

## Program response to dean’s findings: (text, data tables and graphs only; a maximum of five pages)