ACADEMIC PROGRAM REVIEW

INTERIM PROGRESS REPORT FORM

This form is composed of three parts: the Program Section, the Dean Section, and the Provost Section. Guidance for submission is provided in each section.

Using the Form: The form is pre-loaded with information specific to each program and posted on the Academic Program Review website. The program should download and save their form to begin using it. The form is locked, so instructions are viewable and the only sections of the document that can be edited are the form fields.

The form uses narrative, text, and drop-down boxes. Narrative boxes have a character limit, which includes spaces. When using text and drop-down boxes, if you want to undo an answer, press “Control-Z” or “Command-Z.”

Responses are to be narrative only, and must be ADA and FERPA compliant. Do not embed any tables or links, including to webpages or other documents. To be FERPA compliant, do not include the names of any current or former students. Rather, use statements such as, “In AY21 four program graduates were accepted to graduate programs in the field.” Programs with specialized accreditation or other external recognitions must comply with restrictions regarding what can be published, as per the accreditor or external organization. Do not include appendices. Appendices to this form will not be accepted.

Assistance: For technical assistance with this form, email Academic Affairs (uaa.oaa@alaska.edu).

Submission date: Select date.

Name and title of person(s) submitting the report: Enter name and title.

Program(s) in the report: OAA will enter the programs, e.g., OEC Welding, AAS Accounting.

Specialized Accrediting Agency (if applicable): OAA will enter the specialized accrediting agency or N/A.

Campuses where program is delivered: ☐ Anchorage ☐ KOD ☐ KPC ☐ MSC ☐ PWSC OAA will enter.

Year of last review: OAA will enter the year of last review.

Final decision from last review: OAA will enter the final decision from the last review.

PROGRAM SECTION (Due on March 1)

After completing the Program Section, the program should email this form to the dean. If the program is delivered on a community campus, copy the appropriate community campus director(s) as well.

For each current recommendation listed below, provide a timeline for addressing the recommendation, an indication of how you will know when the recommendation has been successfully achieved, a brief description of actions taken to date, and any evidence that the actions have been successful. Address any guidance in the provost’s response to the AY21 Interim Progress Report, posted on the Academic
Recommendation 1: OAA will preload the actual recommendation and delete this blue guidance. After each recommendation, the text: Address any guidance in the provost’s response to the AY21 Interim Progress Report, posted on the Academic Program Review website.

Timeline (2000 characters or less)

How will you know the recommendation has been successfully achieved? Include description of data or metrics used and method used to determine success. (2000 characters or less)

Actions taken to date and evidence of success to date. (2000 characters or less)

Future actions to take, if applicable. (2000 characters or less)

DEAN SECTION (Due on April 1)

If the program is fully delivered on one or more community campus, the dean should consult with the director(s) of the campus. After completing the Dean Section and signing it, the dean should email this form to the program, and copy uaa.ooa@alaska.edu. If the program is delivered on a community campus, copy the appropriate community campus director(s) as well.

For each recommendation, comment on the progress to date and provide commendations and guidance as appropriate. Refer to any guidance in the provost’s response to the AY21 Interim Progress Report, posted on the Academic Program Review website. (2000 characters or less for each recommendation)

Recommendation 1: OAA will preload the actual recommendation and delete this blue guidance. After each recommendation, the text: Refer to any guidance in the provost’s response to the AY21 Interim Progress Report, posted on the Academic Program Review website.

In AY21, the provost required an Interim Progress Report in AY22.

Does this Interim Progress Report demonstrate that the program has completed the tasks as requested by the provost? ☐ Yes ☐ No
The provost required a Follow-up Program Review in (Year). Do you agree? ☐ Yes ☐ No (If the provost did not require a Follow-up Program Review, this question and sub-question will be omitted.)

If no, why not? (500 characters or less)

If you are proposing that this Interim Progress Report end the current review cycle:

What are your continuing or new commendations?

I commend the program for: (number and list the specific commendations in the narrative box, 1500 character limit)

What are your continuing or new recommendations?

I recommend that the program: (number and list the specific recommendations in the narrative box, 1500 character limit)

What is your proposed final recommendation for the cycle? Select from the following recommendations.

If an Interim Progress Report is proposed, recommended year: Select N/A or Academic Year.

If a Follow-up Program Review is proposed, recommended year: Select N/A or Academic Year.

Proposed next regular Program Review: Select N/A or Academic Year.

Dean’s signature: __________________________ Date: Select date.

PROVOST SECTION (Due on August 1)

After completion and signature, the provost will email the final decision to the program and dean, with a copy to uaa.oaa@alaska.edu for posting. If the program is delivered on a community campus, copy the appropriate community campus director(s) as well.

Provost’s commendations, additional or adjusted recommendations, if any, and other general comments (3000 characters or less):
Final decision: Select a final decision.

Provost’s signature: [Signature]  

Date: Select date.