Academic Program Review (APR)

Department Chair/Admin. Assistant ~

- The Chair/Director of the department/program will need to schedule two meetings, usually over a two day period, <u>as early in the semester as possible</u>. The meetings include an initial and an exit interview.
- The initial interview is comprised of the CAS Dean, the Associate Dean, and the APR reviewers. The Chair is not required at the initial interview but is requested to attend the ***<u>exit interview.</u>***
- Several dates should be tentatively scheduled on the Dean's calendar and fine-tuned after the reviewers are confirmed.
- When the reviewers and dates are confirmed, please send names, addresses, and affiliated universities to the CAS Dean's office.

  Please contact Ellen Valentine, x4215 to reserve dates on the Dean's calendar.

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Dean's Office Responsibilities ~

- **Information Packet -** When the reviewers and the dates are confirmed, the CAS Dean's office sends a letter of welcome and a packet that includes the following information for the APR team.
  -Letter of welcome
  -Vision & Goals
  -Mission Statement,
  -Jesuit Vision,
  -Highlights of JCU brochure,
  -Undergraduate and Graduate Bulletins,
  -map of the campus

- **Letter from the Dean -** Approximately 3 weeks before the review, a letter is sent from the CAS Dean that includes review dates, program review questions (per Associate Dean), a draft of the review team schedule,* and stipend information.

APR Department Responsibilities ~

- **Self-Study -** the APR self-study is sent by the <u>department</u> to the reviewers after it has been approved by the CAS Dean**.** For more information on the self-study and the APR process please contact Todd Bruce, x1600 rbruce@jcu.edu.
  The *APR Information Guide* can be found at
  http://webmedia.jcu.edu/assessment/files/2016/06/Academic-Program-Review-Information-Guide.pdf

- * **APR schedule/itinerary –** The review team schedule is prepared by the <u>department</u> and a draft is sent to the Dean's office no later than 3 weeks before the review date and included with the letter from the Dean. Please contact Ellen Valentine at x4215 if you would like a sample schedule.

- **Travel and Accommodations –** Airline travel arrangements and hotel accommodations are to be made through the <u>department</u>.
  When choosing hotel accommodations for the APR review team, please refer to the following list of university sanctioned hotels.

http://sites.jcu.edu/businessoffice/pages/purchasing-accounts-payable/preferred-vendors/

We are currently suggesting the Hyatt Place at Legacy Village. The Hyatt Legacy provides a continental breakfast for their guests. They also provide shuttle transportation to the university. Please inquire about these services and request the JCU rate when making reservations. Contact Maureen O'Hanlon, 216-413-5275
https://clevelandlyndhurst.place.hyatt.com/en/hotel/home.html?corp_id=91820
Please use your JCU purchasing card to secure reservations.

The University administration uses the following taxi service which has had favorable reports. *Cleveland Livery Service,* **216-421-1101**

- **P-card transactions and submitting receipts for reimbursement -** Receipts for travel and meals should be gathered and marked with the appropriate information. When reviewing purchase card transactions, please change the default org. number on the transaction detail report to **"none".** In the text box, put the APR org# **201900**, the name of the reviewer, and a clear explanation of the transaction.
Please prepare your P-card and reimbursement reports and include the appropriate receipts**.** ***Flag all forms containing APR transactions when <u>submitting to the Dean's office for signatures</u>.***

Dr. Todd Bruce will be handling all stipend payments. The <u>off campus</u> reviewers' Social Security number/s will be needed for payment. Please send the name of the reviewer, dept., address and SS# to Dr. Todd Bruce, Director of Assessment, AD133D, rbruce@jcu.edu or, 216-397-1600

Questions? Call Ellen Valentine at x4215 or Accounts Payable x4275.