***Deans APR Memo Template – Post Self-Study and Post External Review DRAFT March 29, 2023***

**Directions for Spring 2023 for College of Arts and Science Dean and Graduate School Dean**

Please respond to the prompt questions below after you review the APR Self-Study Report, External Reviewers Report and the academic unit’s new APR Memo – Post Self-Study and Post External Review for each of the academic units who have completed these stages of the APR process.

The goal is to support an iterative dialogue that is documented by review and response. The Memo you write should capture your preliminary thoughts and recommendations about what you saw as the important points of the self-study and external review, and your unique takeaways, including about resource allocation. A dialogue about your ideas, including resources, needs to first take place with just the CAS Dean and Graduate School Dean as you write this Memo; then in a meeting with the academic unit and Deans; and then together with Deans, academic unit, and the Provost.

This Memo is to share with the Provost. You may also want to annotate it after you meet with the academic unit. The Memo will not be shared with the academic unit.

Send your replies to the below prompt questions for the ***Deans APR Memo – Post Self-Study and Post External Review*** back to Rachel Penn, [rpenn@luc.edu](mailto:rpenn@luc.edu). Let her know if you have other questions.

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***APR Memo – Post Self-Study and Post External Review***

**Prompt Questions –** Keep your responses to a few pages at most. Use lists and brief text rather than narratives.

If the department has both Undergraduate Programs and Graduate Programs, write your memo so it is clear to which level/programs you are referring.

Academic Unit: Level of Programs:

1. Drawing on the APR Self-Study Report, External Reviewers Report, and the academic unit’s APR Memo – Post Self-Study and Post External Review, what recommendations for improvement actions do you have? Please name 1-3 specific actions that the self-study, external reviewers, or unit Memo proposed that you agree would be useful and a priority at this time.
2. Upon reflection, do you recommend any unique actions that were not mentioned by the APR Self-Study Report or External Reviewers Report or APR Memo by the academic unit? If so, please name 1-3 specific actions that were NOT described above.
3. Please share any other observations and/or suggested actions to support continuous improvement in these academic programs that arose from the Academic Program Review.
4. What College of Arts and Science and Graduate School resources might be reallocated, or policies or practices changed to support any planned improvements and/or recommendations?