## Dean's Academic Program Review of NON-Accredited Programs with Portfolio (rev. 1/27/23)

Department Chairs will submit the APR portfolios to college accounts (i.e., CEBS Portfolio, CHHS Portfolio, etc.) from their *departmental* accounts. <u>Never use personal accounts for APR</u>.

1. After deans log in to their Anthology-Portfolio accounts, they will arrive at the dashboard that should look something like this:

WKU			ې 🗹 🗳	3 al PCAL Portfolio ~
WALKTHROUGH USER GUIDE				
Overview Portfolios Pend	ing Assessments Performance Repo	rt Library Upcoming Surveys		★ Default Tab
AVERAGE (LAST 30)	LAST 30 ASSESSMENTS		- 0 0 0 0 0	STUDENT RESULTS
LAST ASSESSMENT	HIGHEST RESULT (LAST 30)	LOWEST RESULT (LAST 50)		
News & Recent Acti	DEPARTMENT, ENGLISH	DEPARTMENT, ENGLISH		
Anthology Portfolia a few seconds ago <b>English Departmen</b> a few seconds ago	o System sent you a <u>message</u> I <u>t submitted work</u> to you from 'Celebrity Stu	dies-995-APR Final Template-2022-23'		
2023-01-23				
Anthology Portfolio 2.days.ago	o System sent you a <u>message</u>			
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2.days.ago Anthology Portfolio 2.days.ago	o System sent you a <u>message</u>			

2. Click on the Pending Assessments Menu at the top to see items queued for assessment. When you get to the list of Portfolios to assess, click on the line and a new menu appears. Click on Assess to access the APR Portfolio.

PENDING ASSESSMENTS	INCOMPLET	E ASSESSMENIS					
1	0		View Assessr	nent Instrument			
			View Table Of	Contents			
15 v records per page			View Summar	У			
			View Details				
			Download Po	rtfolio As PDF	CSV	Clear Sort	Search:
Student	Φ	Instrument	Download As	PDF With Files	\$	Status	
English Department		APR Non-Accredited Dean's	c Work ce	2023-01-25 12:49 NORMAL		PENDING	
			Assess				Sh
← Previous 1 Next →			Transfer				311
Excel Viewer / CSV Viewer			Delete				
			Annotations				
			View Student	Info			
Anthology Portfolio Help: portfoli	io.help@wku.	edu	View Assessor	<sup>,</sup> Info			

The next screen looks something like this:

ALKTHRO	APR Non-Accredited Dean's Acc	eptance		_			
0 0	× Department, English × → 들	TABLE OF CONTENTS V	53				Save and Close
APF	Pogree Review GRAD-N	Non-Accredited		\$	PENDING		See All Crite
\$	Add a Shareable Link to Your Pe	ortfolio Here		É	APR Non-Accredit	ted Acceptance	(0.0)
	Instructions & Resources				↓ ↓		↓ ↓
۵	https://wku.chalkandwire.com/SecureUrlPage.asp	xx7urtid=200223&u=guest&cus=499			Comment		
\$	APR Self-Study Completed Tem	nplate			PREV	1	NEX
	▹ Instructions & Resources				۰ ک		
۵	Celebrity Studies-995-APR Final Ter	mplate-2022-23 View			Overall Comments: Comment	N	Ć
\$	APR Degree Review Data Shee	et (Visual Analytics)		Ľ	+ CREATE NEW ASSESSM	IENT	
	▹ Instructions & Resources						Time Elapsed 00:
\$	Celebrity Studies-995-APR Data Sh	eet-2022-23 View					
ų	Assurance of Student Learning	Reports					
	P Instructions & resources						
۵	ASL-Celebrity Studies-995-2021-22	: View					
¢	W ASL-Celebrity Studies-995-2020-21	View					
۵	ASL-Celebrity Studies-995-2019-20	View					
\$	ASL-Celebrity Studies-995-2018-19	View					
\$	ASL-Celebrity Studies-995-2017-18	View					
\$	Other Supporting Materials			Ľ			
	<ul> <li>Instructions &amp; Resources</li> </ul>						

 Before Reviewing the contents, <u>make sure the portfolio was sent from the department</u> <u>account</u> (department name will be in top left). This is also a good time to confirm that you are reviewing from your college account (and not your personal account). Departments must resubmit if personal accounts are used instead of department and college accounts.

Review all documents to make sure they are complete:

- a) Shareable link (should by be a hyperlink at the top of the Portfolio)
- b) Complete self-study template (View it to make sure all required information is included—this will save time later.
- c) APR Degree Review Data Sheet (this is a PDF of the Visual Analytics information--it may not be complete, but it should include the top level information.
- d) Assurance of Student Learning Reports (they will likely have four of these, which is sufficient)
- e) They may have Other Supporting Materials (optional).

4. If the portfolio is complete, score it with a 1. If the portfolio is Incomplete, score with a 0. The # doesn't matter; just hover over the black box to see what clicking means.

>	1 of 1 APR Non-Accredited Acceptance (1) 💷 💟	See All Criteria		
ans eans emple alyti	ed by Dean accept portfolios after reviewing self-study templates for tion and checking that all parts (self-study template, Visual cs data, ASL reports, etc) are complete and included.	>	1of1 APR Non-Accredited A 10 10 4 Returned to Program If denis review self-study templates a If denis review self-study templates a If denis review self-study templates a If denis review self-study templates is missing area.	See All Criteria nd they are incomplete OR if the tics data, ASL reports), they dd a comment explaining what dditions, departments would re-
	Comment PREV 1	NEXT	Comment	NEXT
	●		● Ø ♣	
	Overall Comments: Comment	<i>©</i> 0	Overall Comments: Comment	Øo
	CREATE NEW ASSESSMENT		REQUEST RESUBMISSION     CREATE NEW ASSESSMENT	
	Tim	ne Elapsed 00:05:19		Time Elapsed 00:06:02

 Accepted portfolios advance. Not accepted portfolios send a message back to the department. If the portfolio is incomplete, <u>you must add an overall comment telling them</u> <u>what is missing</u>. They must revise the portfolio (they don't have to start from scratch) and resubmit until you accept it. Make sure to click save to send the results.



6. Now that you have accepted the APR Portfolio as complete, you need to share the contents with the full Review Committee via email. The link should be at the top of the portfolio table of contents. Copy the link, shift to your email program, and send to the full committee. The Provost's Office will provide language and guidelines to integrate into the email.

(i)	© ~	Department, English 🗸	→	■ TABLE OF CONTENTS マ	
A	PR D	egree Review	GR/	AD-Non-Accredited	
	Open	dd a Shareable Lin Paragraph Options Men	k to Y	our Portfolio Here	
		Instructions & Resourc	es		
	¢ https	://wku.chalkandwire.com/Se	cureUrlP	2age.aspx?urlid=200223&u=guest&cus=499	
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Dean's Academic Program Review of NON-Accredited Programs 3

7. You will also need to TRANSFER the portfolio to the Review Committee Chair so that it can be scored. {This is a bit complicated.}. Click on Menu (top left). And then click Assess.



8. That screen will look something like this. Click on Completed Assessments.



You will get to a screen that looks something like this

	Assessment					Return
MEIV	Completed Assessme	nts, Past 7 days.				Go to Assessment Instruments
	1 Completed Assessments					0 My Held Assessments
	All V records per page		Show / I	hide columns Print CSV Clear Sort	Search:	0 All Held Assessments
	Student	Instrument	Submitted	Assessed	Status ¢	
	Department, English	APR Non-Accredited Dean's	2023-01-25 12:49 NORMAL	2023-01-25 13:15	COMPLETE	G All Pending Assessments
	to Dressious Masters	Acceptance			Showing 1 to 1 of 1 entries	O Pending Assignments
	Excel Viewer / CSV Viewer					Pool Assessment
						You don't belong to an

More than one record may appear in the table depending on how many assessments you've received. After identifying the correct record, hover over the row, click, and select TRANSFER.

Complete	View Assessn	nent Instrument 17 days.		
	View Table Of	Contents		
	View Summar	y		
	View Details			
	Download Por	rtfolio As PDF		
Student	Download As	PDF With Files <sup>nent</sup>	Φ	Submitte
Department, B	Work	APR Non-Accredited Dean's		2023-01
	Reassess	Acceptance.		
← Previous	Transfer			
Excel Viewer / (	Delete			
Excel viewer 7	Annotations			
	View Student	Info		
	View Assessor	Info		

9. After you get to this screen, click CHOOSE, to select a new assessor.



Anthology Portfolio Help: portfolio.help@wku.edu

The screen will look like this (it will likely have your college and Provost's Office).

Sources Departments				Cancel
Sources		All current and past assessors	Chosen Assessor	
Include Inactive	Back			
ALL Same Assessor				
ALL Potter College of Arts and Letters				
ALL Provost's Office				

10. Click on Provost's Office and then type the name of the Review Committee Chair in the search box.

Sources Departments Provost's Office				Cancel Do
Sources		Choose the letter your item starts with	Chosen Assessor	
Include Inactive OUTP Provost's Office GUBGROUP The Center for Innovative Teaching and Learning	Back	Show All Fast, faculty G H J K L O P S T W		

11. Click the blue name when it appears, and it will move to the Chosen Assessor Column. Make sure to Click Done.

			Cancel	Done
Choose the letter your item starts with		Chosen Assessor		
	Show All			Delete All
Type here		Test, Faculty		
D				
G				
н				
J				
к				

The name of the Review Committee Chair will appear on the next screen:



Now click on the Choose Instrument button.

And then click on Provost's Office.

ources	Þ	Assessment Instruments	с
	Back		
Use same Assessment Instrument)			((
L. (All Departments)			
L (Unassigned)			
Potter College of Arts and Letters			
Provost's Office			

The screen will look something like this

urces		Assessment Instruments
	Back	
DEPT Provost's Office		Include Instruments from Subgroups
Guidroup The Center for Innovative Teaching and		+ 1272) APR Accredited Dean's Acceptance
Learning		+ 1273) APR Accredited Dean's Final Summary
		+ 1275 APR Non-Accredited Dean's Acceptance
		1279 APR Non-Accredited Dean's Notification and
		Final Summary
		1274) APR Provost Receipt
		1157 APR Review Committee Rubric - Graduate
		1156 APR Review Committee Rubric - Undergraduate
		+ 1169 Program Sustainability Check-up (PSC) Approval
		6-21-22
		+ 1173 Program Sustainability Check-up (PSC) Approval

12. Drag the appropriate Rubric to the Chose Instrument Column. It will either be

- 1157 APR Review Committee Rubric Graduate or
- 1156 APR Review Committee Rubric Undergraduate

After it is in the Chosen Instrument Column, Click Done.

	Cancel
Assessment Instruments	Chosen Instrument
	Delete All
V Include Instruments from Subgroups	(1157) APR Review Committee Rubric - Graduate
+ 1272 APR Accredited Dean's Acceptance	
+ (1273) APR Accredited Dean's Final Summary	
I275 APR Non-Accredited Dean's Acceptance	
4 (1279) APR Non-Accredited Dean's Notification and	
Final Summary	
4 1274 APR Provost Receipt	
1157 APR Review Committee Rubric - Graduate	
+ (1156) APR Review Committee Rubric - Undergraduate	
+ 1169 Program Sustainability Check-up (PSC) Approval	
6-21-22	
+ (1173) Program Sustainability Check-up (PSC) Approval	
6-23-22	

13. The next screen should show Review Committee Chair's name and the appropriate rubric. Click Transfer.

Assessment Transfer
Assessment: Submission by English Department on 1/25/2023 Choose the assessor you wish to transfer this assessment to Assessor Test, Faculty Choose
Escalate (preserve original assessment)
Assessment Instrument III III APR Review Committee Rubric - Graduate Choose Instrument Transfer

On the top right of the screen, you will get a notification



The portfolio will be sent to the Review Committee Chair. On behalf of the entire committee, the committee chair will submit one rubric and an APR Review Committee Report. The system then submits the portfolio to the Provost who transfers it back to the appropriate college.

14. When deans log into the system, it should look something like this:



This is not an intuitive process. <u>You first need to review the Review Committee's work, then</u> you will release results to the department, and finally assess the self-study by completing the Dean's Final Summary.

15. To review the Review Committee's work, click on Menu and then Curriculum



16. The screen will look something like this. Type the letters *apr* in the search box to narrow the choices.

ASSESSMENT IN	L WKU TRUMENTS GUIDE							♥ ☑ 🍨	at 🗃 PCAL Portfolio 🗸
	Assessment In	struments						Import Instruments	Duplicate Instruments
	INSTRUMENT SEARCH Performance Levels								New Assessment Instrument
	15 V records per page	Name 🎄	Type 🎄	Regime	Department	Creator a	Show / hide columns Pri	Last Editor	Last Edited
	1156	APR Review Committee Rubric - Undergraduate	Conventional Rubric	Candidate to Choose Assessor	Provost's Office	Johnson, Tonya	2022-05-19 12:42	Hale, Rob	2023-01-25 09:22
	1157	APR Review Committee Rubric - Graduate	Conventional Rubric	Candidate to Choose Assessor	Provost's Office	Johnson, Tonya	2022-05-20 09:10	Hale, Rob	2023-01-25 09:41
	1272	APR Accredited Dean's Acceptance	Conventional Rubric	Candidate to Choose Assessor	Provost's Office	Hale, Rob	2023-01-09 09:31	Hale, Rob	2023-01-24 14:16
	1273	APR Accredited Dean's Final Summary	Conventional Rubric	Candidate to Choose Assessor	Provost's Office	Hale, Rob	2023-01-09 10:12	Admin, CAW	2023-01-24 14:15
	1274	APR Provost Receipt	Conventional Rubric	Candidate to Choose Assessor	Provost's Office	Hale, Rob	2023-01-09 10:23	Admin, CAW	2023-01-24 14:15
	1275	APR Non-Accredited Dean's Acceptance	Conventional Rubric	Candidate to Choose Assessor	Provost's Office	Hale, Rob	2023-01-09 14:06	Hale, Rob	2023-01-24 14:57
	1277	Test-APR Non-Accredited Dean's Notification and Final Summary	Conventional Rubric	Candidate to Choose Assessor	Provost's Office	Hale, Rob	2023-01-17 13:51	Hale, Rob	2023-01-25 09:23
	1279	APR Non-Accredited Dean's Notification and Final Summary	Conventional Rubric	Candidate to Choose Assessor	Provost's Office	Hale, Rob	2023-01-24 14:02	Hale, Rob	2023-01-25 09:27

17. Click on either APR Review Committee Rubric - Graduate <u>or</u> APR Review Committee Rubric – Undergraduate depending on the program level. This screen appears

## > INSTRUMENT SEARCH

Performance Levels					
15 V records per page		View			
ID ¢	Name	Assessments	Туре	¢ Regime	
1156	APR Review ( Rubric - Und	View Linkages Committee Edit <sup>iuate</sup>		Candidate to Choose Assessor	e
1157	APR Review	Colmportee Unite Test		Candidate to Choose Assessor	е
1272	APR Accredit Acceptance	Hide		Candidate to Choose Assessor	e
1273	APR Accredit Final Summa	Duplicate ed Dean's NAgreement Rej	Conventional Rubric	Candidate to Choose Assessor	e
1274	APR Provost	Receipt	Conventional Rubric	Candidate to Choose Assessor	e
1275	APR Non-Ace Dean's Accep	credited otance	Conventional Rubric	Candidate to Choose Assessor	e

18. Then Click on Assessments. Any assessments that have been done with this rubric will appear in the table.

# 20RWILLED		ASSESSED	MEAN MEDIA	N									
2		2	<b>1.92 1</b> .	.92									
RESULTS SEARCH													
15 ∨ records per	page					Show / hi	de columns	Print	CSV	Clear Sort	Search:		
\$ Student	Student #	Assessor ¢	Table of Contents	Section 0	Assessment Instrument	¢	Submittee		¢	Assessed	0	Score ¢	Grade (%)
Department, English		Test, Faculty	APR-Degree Review-GRAD-Non-Accredited2022- 23	APR Degree Review GRAD-Non- Accredited	APR Review Committee Rubric - Graduate		2023-01-2	25 12:49 🕻	NORMAL	2023-01-2	25 13:58	2.8 H	
department, test		Test, Faculty	APR-Degree Review-GRAD-Non-Accredited2022- 23	APR Degree Review UG-Non-Accredited	APR Review Committee Rubric - Graduate		2023-01- NORMAL	25 09:43		2023-01-2 09:46	25	1.0	
← Previous 1 N	iext →											Showing 1 t	o 2 of 2 entrie

19. Click on the line with the appropriate program. It should have a blue H in the far right of the table. Select View Details.

# SOBMITTED	#	ASSESSED		MEAN	MEDIAN
2		2		1.92	<u>1.9</u> 2
				View Assessment Instrument	
RESULTS SEARCH				View Table Of Contents	
				View Summary	
15 $\checkmark$ records per	page			View Details	
	Ch. dana			Download Portfolio As PDF	
\$tudent \$	#	Assessor 🔶	Table of	Download As PDF With Files	Section
Department,		Test,	APR-Deg	Work ree Neview-GRAD-Non-Accredited20	22- APR Degree Review GRAD-Non-
English		Faculty	23	Release	Accredited
department, test		Test,	APR-Deg	Transfer ree Review-GRAD-Non-Accredited20	22- APR Degree Review UG-Non-Ac
		Faculty	23	Delete	
← Previous 1 N	√ext →			Annotations	
				View Student Info	
Excel Viewer / CSV View	wer			View Assessor Info	

Report generated on Wednesday January 25, 2023 15:17 in 0.422s

You should then see a screen something like this.

WKU			- L	
Assessment Details			Notify Student	esse Scores Print Return
SCORE: 2.8 - HELD Department, English				Actions *
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OVERALL COMMENT: None				
Assessed Criteria		Description	Score	Comments
1. Response to Previous Recommendations			1.0	3.0
2. Program Overview			1.0	3.0
3. Achievement of Student Learning Outcomes (SLOs)			1.0	3.0
4. Assessment for Improvement			1.0	3.0
5. Curriculum Map			1.0	3.0
6. Assessment Reports			1.0	3.0
7. Program Enrollment GR:10			1.0	3.0
8. Program Enrollment Trend			1.0	3.0
9. URM Program Enrollment Trend			1.0	3.0
10. Student Recruitment Planning			1.0	3.0
11. Clear Process and Rationale for Advising Processes			1.0	3.0
12. Effective Advising Materials on the Web			1.0	3.0
13. Orientation and Welcome of Students			1.0	3.0
14. Faculty Diversity Efforts			1.0	3.0
15. Program Diversity Efforts			1.0	3.0
16. PD Opportunities and Resources			1.0	3.0
17. Internships/Practica			1.0	3.0
18. Retention Rate Trend			1.0	3.0
19. Degrees Awarded GR: 7			1.0	3.0
20. Degrees Awarded Trend			1.0	3.0
21. URM Degrees Awarded Trend			1.0	3.0
22. Degree Completion Efforts			1.0	3.0
23. Employment Outcomes			1.0	3.0
24. Workload Percentage SCHP taught by FT Faculty GR: 65 percent ; Average SCHP/Full-time Faculty Member GR: 25		Workload % SCHP taught by FT Faculty GR:65% Average SCHP/Full-time Faculty Membe	1.0	3.0

- 20. This screen is the review committee's rubric assessment of the department's self-study and includes the Review Committee Report (see top left under attached files). Review the rubric and report to ensure there are no surprises and to prepare yourself for the conversation with the department. Before releasing, you may want to speak with the department chair if there is anything controversial in the report.
- 21. When you are ready to release the scores, click the blue button at the top right of the page (Release Scores). The department will then receive a notification with scores and report. The release scores button disappears after you've sent the scores.
- 22. Completing the Final Summary. Before you complete final summary, you should review documentation, have a conversation with program faculty about the findings, and to share your preliminary response. Once you've shared your preliminary draft response orally, then you can complete the Final Summary
- 23. Navigate to the dashboard and click on Pending Assessments at the top of the page.

		KU WKU				
	WALKTHROU	GH USER GU	IDE SEE WHAT'S NEW			
	0	Dash	board			
MEN	Overview					
	AVERAGE (L	AST 30)	LAST 30 ASSESSME	NTS		

Click on the row and select Assess.



24. Their portfolio will appear. You can hover over the black boxes to see what selecting those ratings means, but you will always pick the first box. You should also click the paperclip icon in the Overall comments section. This is where you will attach the Dean's Final Summary Report.



25. This screen will appear. Choose the appropriate document that contains your summary and click Upload.

	< ×
No documents uploaded for current assessment.	File has been uploaded.
Upload New Document	Uploaded Documents
Choose File No file chosen Upload	APR_Dean_s_Final_Summary_Report_Template
	Delete Upload New Document
	Choose File No file chosen Upload
	16

26. Click Save at the top of the page and your response will be shared with the department and a receipt sent to the Provost's Office.

			\$
	Ready	Save as Draft	✓ Save
	DRAFT		
>	1 of 1 APR Non-Accredi	ted Notification and	See All Criteria
Approved After dea committe summary template	I by Dean has reviewed the documentat se's findings, met with program t they click this box. They shoul In the comments section.	ion, released the review faculty, and written their final Id attach the final report	0.0
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	Comment		
	Comment Suggestion	ns	1.
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	<b>•</b>		
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	Comment		
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