



## CAPE Transformation Guidelines

The following questions reflect the WKU Strategic Plan, “Climbing to Greater Heights” and most, if not all, should guide you as you progress through the transformation process. Keeping in mind that each transformation will be unique, use some or all of the questions below to guide the development of your transformed program. How will your transformed program:

- be attractive to students?
- meet marketplace needs?
- be innovative and creative?
- incorporate changes that reflect the evolution and direction of the field/discipline?
- create a more diverse, equitable, and inclusive student body?
- motivate engagement by both students and faculty?
- incorporate high impact practices?
- improve recruiting and retention efforts?
- develop cross-disciplinary curricula?
- impact costs and resources of existing and requested budget?
- address CAPE committee recommendations?

In addition to those explicitly named above, you may have guiding questions that are unique to your discipline and faculty. Please share those in your update.

You must articulate a measurable goal(s) for your program transformation and identify measurements, targets with estimated timeline, and any achieved milestones in your update(s). Future academic program reviews will determine if your goals have been achieved.

Transformation Updates must be reviewed by the Department Head or School Director and submitted to your college dean each semester (October 31 and March 31) until the transformation is complete. Because each program’s current status and transformation is unique, there is no specific deadline for completion that applies to all programs. Some programs may be finished by the March 31, 2020 deadline. One would expect the initial update to be longer than subsequent follow-ups. Note that the updates are cumulative and you will not have to repeat prior points of information, just provide your progress toward completion. Both your Dean and the Provost will review and provide feedback to the program director or department head regarding your progress. A final report must be submitted at the point your transformation is complete.

Several offices within the Division of Academic Affairs and the Division of Enrollment and Student Experience are to serve as resources during your transformation. Please contact them as needed. These offices include:

Rheanna Plemons CPE and curricular process questions General program transformation questions <a href="mailto:Rheanna.plemons@wku.edu">Rheanna.plemons@wku.edu</a> 58985	Michelle Trawick SACSCOC and curricular process questions General program transformation questions <a href="mailto:Michelle.trawick@wku.edu">Michelle.trawick@wku.edu</a> 58803
Beth Laves Alternative classroom delivery Market data needs through EMSI database <a href="mailto:Beth.laves@wku.edu">Beth.laves@wku.edu</a> 55308	Tuesdi Helbig Market data needs through EMSI database, etc. Guidance on data requests through Institutional research <a href="mailto:Tuesdi.helbig@wku.edu">Tuesdi.helbig@wku.edu</a> 53250
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