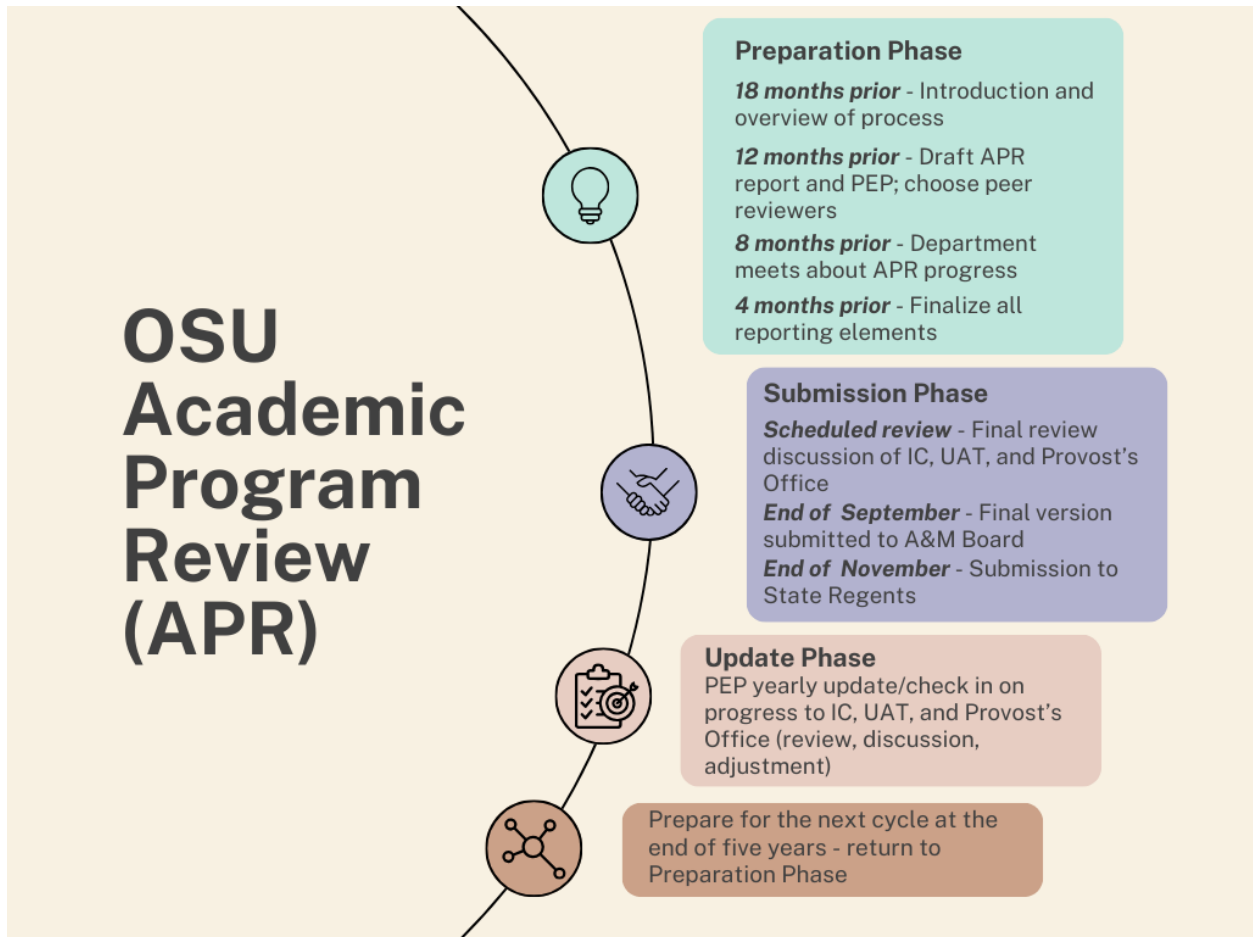


Figure 1

OSU APR Timeline Flowchart (Tentative)



Programs will be informed of their upcoming OSU APR with 18 months of advanced notice. This will allow for three full semesters in which the program can work on and solidify all steps of the process. Instruction Council (IC), University Assessment and Testing (UAT), and the Provost's Office will aid in facilitation of the steps outlined in the below timeline. It is expected that these units will provide integral assistance in ensuring that the program will fulfill the requirements.

The 2023-2024 cohort will serve as a pilot year for the new APR process; a more condensed timeline will be followed to ensure on-time submission. See page 7 for the 2023-2024 timeline.

## ***2023-2024 Pilot Timeline (Tentative)***

### **Fall 2023**

- The APR plan will be introduced at Instruction Council and discussed/endorsed
- UAT and the Provost's Office will send out information to the program to introduce the three-semester plan and answer any outstanding questions. They will review the process and procedures outlined in this document, will discuss the expected reporting elements, and will identify where the program can find resources.
  - Colleges should meet with programs up for APR early in the semester to answer questions and discuss the new procedure. If needed, a representative from the Provost's Office and UAT can be invited to attend the meeting for additional support.
- The program will then meet with and share this information with the faculty and stakeholders within the program.
- During the first semester, the program will complete the following tasks:
  - Draft the OSU APR report with information provided by Institutional Research and Analytics (IRA) and through conversation with associated faculty. The first draft of the APR report should be available for review at the end of January 2024.
  - Begin to draft the PEP (along with a timeline for the PEP) and begin discussions among faculty regarding upcoming actions for improvement.
  - Begin to identify any challenges that should be provided to IC, UAT, and the Provost's Office for consideration.
  - Identify who will serve as the two external peer-reviewers and provide justification for the choice to IC, UAT, and the Provost's Office.
- At the conclusion of the first semester, the program will provide an update to the IC, UAT, and the Provost's Office in the form of a checklist regarding their progress on these tasks.

### **Spring 2024**

- At this time, the program should begin working with the peer-reviewers that were chosen in the prior semester. These peer-reviewers will be provided with a rubric with which to review the progress and outcomes of the PEP.
- During the second semester, the program will complete the following tasks:

- Department should meet internally to address any final concerns or adjustments to the document(s).
- The college should review the APR and PEP drafts for quality and make any recommendations in February 2024.
- Provide a one-page checkup document on the progress of the OSU APR as well as the ongoing peer-review process.
- Provide a completed first substantial draft of the PEP proposal. This should be done by early April and sent to the peer reviewers with rubric.
- Peer reviewers should have everything back to the program for recommendations and changes by the first week of May.
- The college should review the APR and PEP drafts for quality and make any final recommendations by the end of May 2024.
- Optional/Upon Request - Meet with IC, UAT, and the Provost's Office to discuss progress and answer any questions the committee has.
- At the conclusion of the second semester, the program will provide an update to the IC, UAT, and the Provost's Office in the form of a checklist regarding their progress on these tasks.

### **Summer 2024**

- By the end of the third semester, all elements of the OSU APR process should be completed.
- All documents should be submitted to University Assessment and Testing (UAT) by the end of June of the OSU APR year. A thorough review will be conducted by UAT during July in preparation for submission of the reports in coming months.
  - Any recommendations or questions from UAT will need to be addressed by the program through their APR or PEP drafts by the end of August.
- During the third semester, the program will complete the following tasks:
  - Finalize the APR report that will be provided to the State Regents.
  - Finalize the PEP including having faculty support and approval.
  - Finalize any work with the two peer-reviewers as needed.
  - Optional/Upon Request - Meet with IC, UAT, and the Provost's Office to answer any final questions the program, department, or other stakeholders have.

- Update the above reports using any final recommendations provided by the reviewers, IC, UAT, the Provost's Office, or other stakeholders.

### **Fall 2024**

UAT will work with the Provost's Office to submit all relevant documents to the A&M Board by the end of September in preparation for their October meeting. The A&M Board will only be provided with the first page, executive summary of the report.

The final report will be submitted to OSRHE by the end of November of the OSU APR year in preparation for their meeting in December. The State Regents will be provided with all the pages of each report (including the executive summary and elaborated questions).

Approval from the OSRHE should be received in December of the OSU APR year.