About Administrative Program Review (APR)

- A strategic process that involves high-level analysis of non-instructional departments
  - Includes identifying, documenting, and planning for continuous improvement

- APR staff will have regular communication with the administrative department to offer assistance during every phase of the review.

- The APR process is expected to span 3-6 months.

Goal: Improve the quality and number of resources available to the department for assessment and internal evaluation
APR Process Overview

1. Completion of **Self-Study** by department

2. Review of department by **Peer Review Committee**

3. Development of **Action Plan** by department

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**1. Self-Study**

- The Self-Study consists of several questions regarding the department’s:
  - Mission, goals, and objectives
  - Policies, procedures, and plans
  - Resource adequacy (staffing, facilities, equipment)
  - Organizational context and impact
  - Communication and stakeholder feedback

- APR staff will sit in on Self-Study preparation meetings as needed.
APR Process Overview

1. Self-Study

- Supporting documents will be provided to the administrative department spanning up to five years of data to assist in the completion of the APR Self-Study:
  - Annual assessment reports (CampusLabs/Anthology)
  - Institutional goals and objectives
  - Organization charts
  - Budget and expense reports by request
  - Other information as requested
- Documents will be stored in a secured folder on the T: drive, accessible only by the department being reviewed and Institutional Effectiveness staff.
- The administrative department will complete the Self-Study before the Peer Review Committee is formed.

2. Peer Review Committee

- Peer Review Committee Role
  - Review completed APR Self-Study and supporting documents
  - Visit with administrative department onsite or remotely (Zoom)
  - Complete the APR Rubric
    - Provide feedback, comments, and recommendations
- Peer Review Committee (Minimum of one member from each category below):
  - External to SHSU
  - Internal to SHSU
    - Faculty and/or staff not in the administrative department being reviewed
    - Current SHSU student
    - Not employed by Institutional Effectiveness or department being reviewed
- APR staff will coordinate Peer Review Committee visit(s).
**APR Process Overview**

### 3. Action Plan

- The department will review recommendations included on rubrics and any self-identified areas of need to draft action plan objectives to span 3-5 years.

- APR will work with the department to set a timeline for the submission of the Action Plan.

- Action Plan items are intended to be used in annual assessment (CampusLabs/Anthology) and will assist the department in defining its strategic plans.

- APR staff will draft an executive summary describing the APR process to be submitted to University leadership with the completed Action Plan.

### APR Process Overview

#### Next Steps

- Two years after creating the Action Plan, the administrative department will meet with APR staff to:
  - Evaluate the progress of the Action Plan objectives
  - Make any necessary modifications
  - Report to University leadership on the status of the continuous improvement efforts

- APR staff will assist the department with any data collection needs, such as the implementation of surveys or other data collection instruments.

- The APR process will repeat on a five-year cycle.
Questions?

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