***APR Memo – (APR <Department> Memo, Example: APR Chemistry Memo)***

This memo is to be written by the Department post Self- Study and post external Review for CAS departments. The goal of the memo process is to synthesize the information in the APR documents and achieve consensus on Departmental priorities.

**Directions for CAS Department Chairperson, APR Unit leads and APR Steering Team;**

Please respond to the prompt questions below after you review the APR Self-Study Report, the External Reviewers Report. – Post Self-Study and Post External Review.

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 thoughts about curriculum and resource allocation. After you review your APR Self-Study Report and your External Reviewers Report, reflect on the prompts below and provide responses to each prompt. Your response will be shared with the CAS Dean’s office, the Dean of the Graduate School (as applicable) and the Provost. To promote communication, on Departmental priorities, it is useful for the Department Chair, CAS Dean and Graduate School Dean to dialogue about your ideas, including curriculum and resources, in a meeting with the Department Chair and Deans. The Dean of CAS and Dean of the Graduate School (as applicable) will write a parallel memo based on APR Self-Study, External review, and Department APR Memo. Finally, we explore and affirm these priorities together with Deans, Department Chairs , and the Provost.

Please send your memo (i.e., replies to the questions below) titled **<Department Name> 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. Please reach out to Rachel Shefner or David Ensminger if you have any questions. Please return the memo within two weeks of receipt of these documents.

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

**Prompt Questions –** Keep your memo 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 Department 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 at least one specific action that the self-study, external reviewers, or unit memo proposed that you agree would be useful and a priority for each of the following categories:
   1. Student Learning and Sucess (e.g., improved instruction, assessment curriculum, student engagement, research, student engagement career development).
   2. Resource Effectiveness (e.g., personnel, allocation of school or department funds, use of space, use of department resources)
   3. Size and Type of Programs (e.g., development of new degree program, change in focus of program, grow enrollment in existing program, sustain enrollment in program, change in program delivery)
2. Upon reflection, do you recommend the Department take other priority actions mentioned in the APR Self-Study Report, or External Reviewers Report, not part of the three categories above? Do you recommend any unique actions not mentioned by the APR Self-Study Report, or External Reviewers Report that would improve programs or Department operations? 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 for the Department that arose from the Academic Program Review.
4. What Departmental and/or 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?