***APR Memo – (APR <School> Memo Example APR School of Business Memo)***

This memo is to be written by the Academic Dean post Self-Study and post External Review for the academic unit. The goal of the memo process is to synthesize the information in the APR documents and achieve consensus on the School’s priorities.

**Directions for School Dean, 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 Provost and Dean of the Graduate School (as applicable). To promote communication on the School’s priorities, it is useful for the Deans and Provost to dialogue about your ideas and explore and affirm these priorities together in a meeting.

Please send your memo (i.e., replies to the questions below) titled <School 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 Unit 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 Success (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 Unit 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 unit’s 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 Unit that arose from the Academic Program Review.
4. What Unit or Graduate School resources might be reallocated, or policies or practices changed to support any planned improvements and/or recommendations?