Components of the APR:

Because the APR is an administrative function, overseen by the Provost, there are specific items that are required to be included. In order to maintain a degree of standardization across departments, the format of the reports is proscribed. The components of the APR are as follows:

Executive Summary: to be prepared when the full report is completed. Not to exceed five pages.

Academic Program: this section of the report must contain the following components:

- A brief overview of the academic program in the department
- Department mission statement and program goals and objectives
- Student Learning Outcomes (SLOs) of the academic program in the department and how they relate to the goals and objectives
- A matrix relating each course to the SLOs
- Admissions requirements (if applicable)
- Specification of the degree requirements
- Brief course descriptions for all courses offered within the last three academic years (copies of most recent syllabus, with date of last update, to be included in the appendices). A separate table will be provided to list each course with its associated information (i.e., credit hours, enrollment, etc.).
- Community/business/education links and/or involvement in the department's academic program (e.g., internships, clinical practica, fieldwork, etc.)
- Articulation agreements, as appropriate
- New academic programs (include only those that are in process, not those that are still in the planning stages).

Outcomes Assessment Activities and Program Evaluation:

- Course and program assessment activities—provide a brief description of activities, results, and the use of the results in improving the academic program. (Full reports can be placed in the appendices.)
- Analysis of course grade patterns across terms and plan(s) for addressing issues relating to high course failure or withdrawal rates
- Use of student evaluations in course improvement
- Results from surveys of students and/or faculty, as appropriate.

Students in the Department's Academic Program:

- Enrollment
- Demographic profile of current students in the department's academic program

- Performance on the CUNY Skills Tests (as appropriate) and CPE (as appropriate)
- Student recruitment
- Retention and graduation statistics for department's academic program
- Student outcomes—performance on licensure examinations, job placement, transfer rates to senior college, etc.

Faculty:

- Overview of faculty including: number, length of service, tenure status, adjuncts, courses taught, and faculty demographics
- Summary of faculty scholarship and grants
- Faculty development activities within the department's academic program and how those activities relate to improving the department's academic program
- Each faculty member is required to provide a paragraph summarizing accomplishments and activities. (Curriculum vitae for each faculty member are included in the appendices.)

Facilities and Resources:

- Overview of non-faculty staff—brief description
- Adequacy/appropriateness of library facilities and collections for academic program
- Space (including office, classroom, and other space)
- Equipment/laboratories (as appropriate)
- Budget, including PS and OTPS issues

Strengths, Weaknesses, Opportunities and Threats (SWOT):

- Identify areas that would support or impede achieving the goals of the department's academic program and/or impede the growth of the department's academic program.
- Include a review of the discipline(s) relating to the department's academic program. The review should focus on the continuing need for an academic program in this discipline, the outlook for employment for graduates of the program, the availability of quality faculty in the future.

Future Directions for the Academic Program:

- Based on the data collected and the analyses that have been performed, where does the academic program want to be in three years? In 5 years?
- What new courses and/or other curricular changes should be implemented?
- Are there new programs to add? Should any existing programs be dropped or substantially modified?

- What needs to happen in order for this academic program to achieve the goals it has set out for itself?

Recommendations:

The academic program should make specific recommendations to address the issues raised above. These recommendations are to be divided into two categories:

- Those recommendations that can be implemented by the academic program
- Those recommendations that can be implemented only by the intervention and/or assistance of OAA, the Provost, the President, or higher authority.