

Completing the Academic Program Review: A Step-by-Step Walkthrough

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Creation Date

February 15, 2024

Last Updated

February 15, 2024

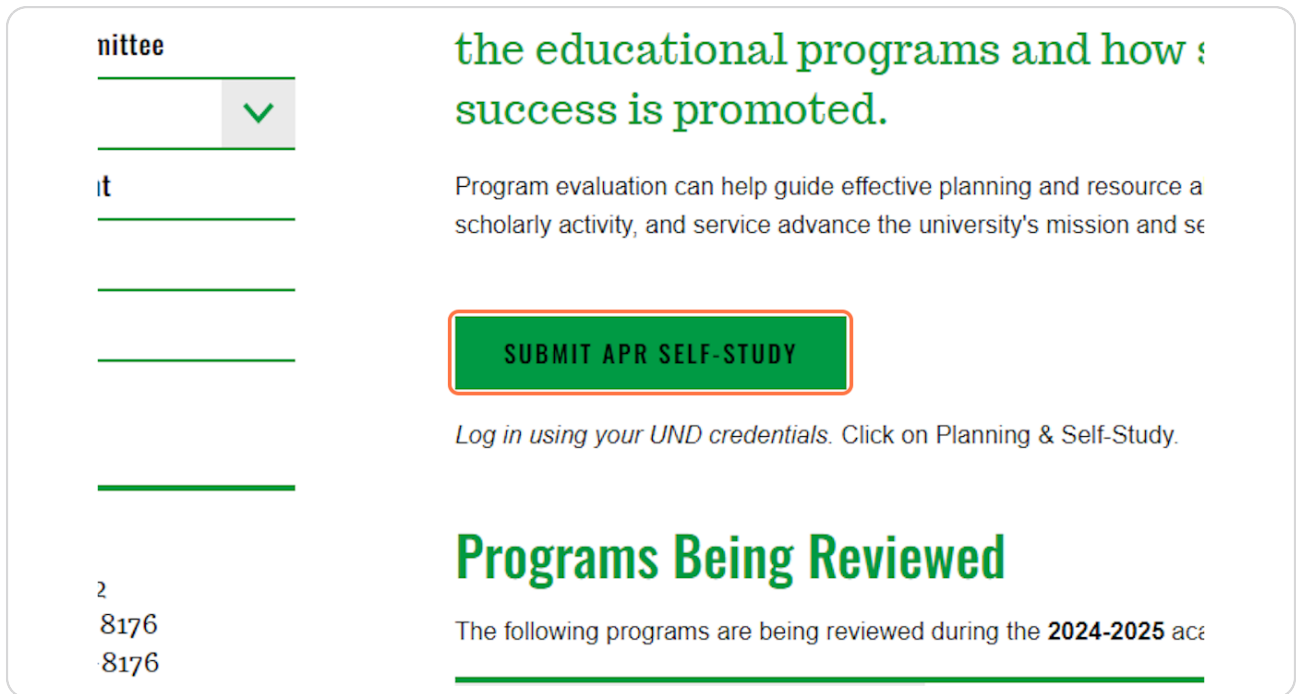
<https://und.edu/academics/provost/assessment-accreditation/program-review.html>

This website contains all relevant information related to the APR process including:

- Programs and certificates being reviewed
- APR Timeline
- Link to complete the APR
- Word and PDF copies of the self-study prompts
- Link to institutional dashboards to respond to some of the prompts
- FAQs

STEP 1

Click on SUBMIT APR SELF-STUDY



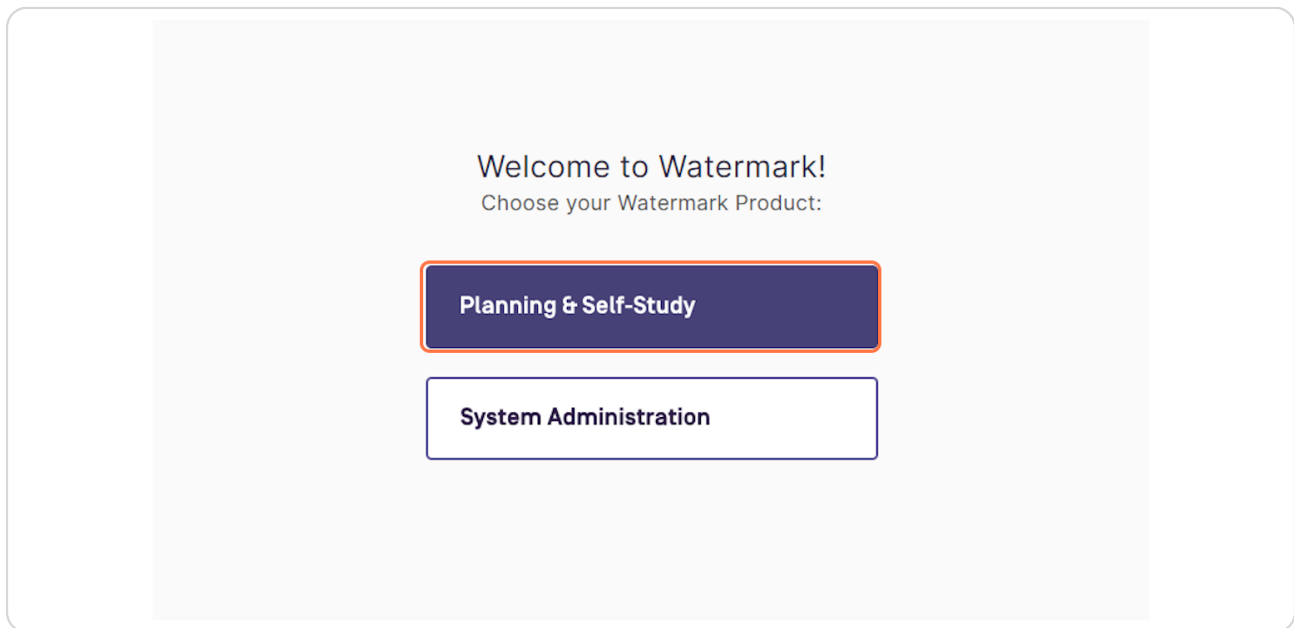
The screenshot shows a web interface with a header 'nittee' and a dropdown menu with a green checkmark. Below the header, there is a section titled 'the educational programs and how success is promoted.' with a sub-header 'Program evaluation can help guide effective planning and resource a scholarly activity, and service advance the university's mission and se'. A prominent green button with a red border says 'SUBMIT APR SELF-STUDY'. Below the button, it says 'Log in using your UND credentials. Click on Planning & Self-Study.' Another section is titled 'Programs Being Reviewed' with the text 'The following programs are being reviewed during the 2024-2025 acc'. On the left side of the interface, there are several horizontal lines and the text '2', '8176', and '8176'.

Log in to Watermark Planning & Self-Study

Log in using your UND credentials.

STEP 2

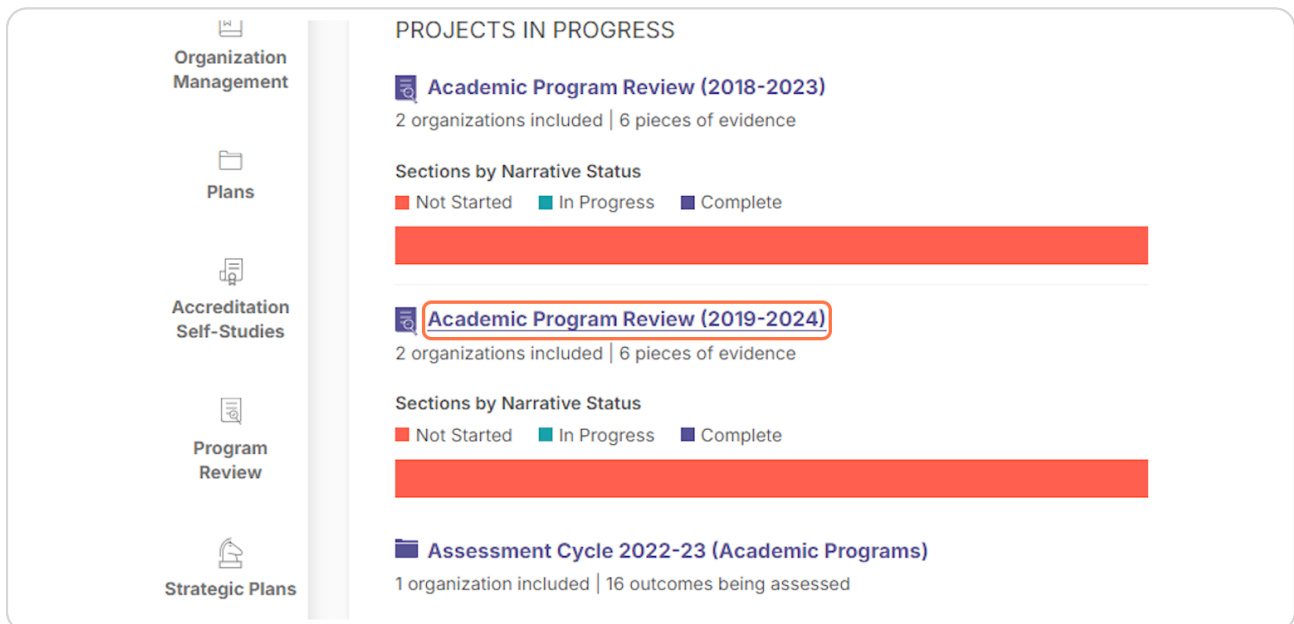
Click on Planning and Self-Study



STEP 3

Under the respective degree program or certificate, click on Academic Program Review (2019-2024)

This process will need to be completed for each degree or certificate.



STEP 4

Complete the prompts.

This page is your APR dashboard/home page. This page shows the details of the programs review - when it was last updated, who is assigned to the program, and the progress by section.

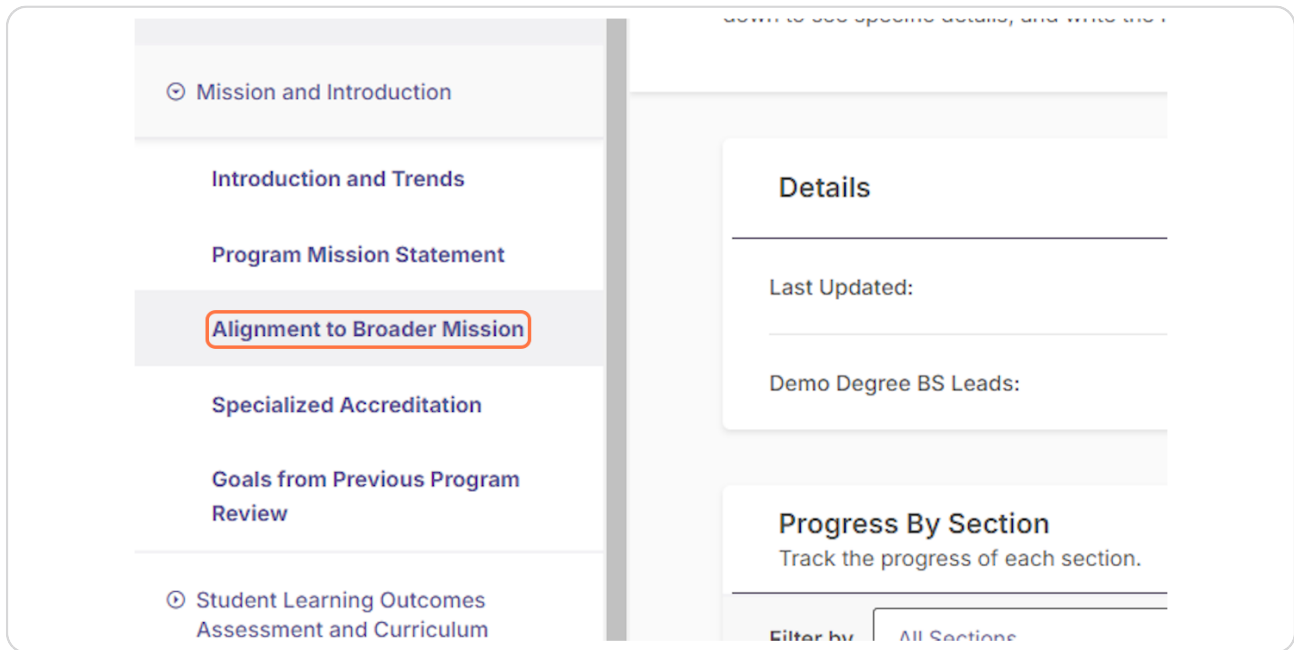
The left side grey menu will outline all of the prompts.

Click on the category (e.g., Mission and Introduction) to access the specific prompts.

The screenshot shows a web interface for a program titled "Program: Demo Degree BS". At the top, there is a dark header with the program name. Below the header, there is a button labeled "EXPAND ALL". The main content area is divided into two columns. The left column is a grey sidebar menu with the heading "Overview" and three items: "Mission and Introduction" (highlighted with a red box), "Student Learning Outcomes Assessment and Curriculum", and "Faculty Qualifications, Activities and Scholarship". The right column contains a "Welcome to your program" message, followed by a paragraph of text: "This is where you will manage and contri review. Use the panel on the left to navig; down to see specific details, and write th". Below this, there is a "Details" section with a horizontal line, followed by "Last Updated:" and "Demo Degree BS Leads:".

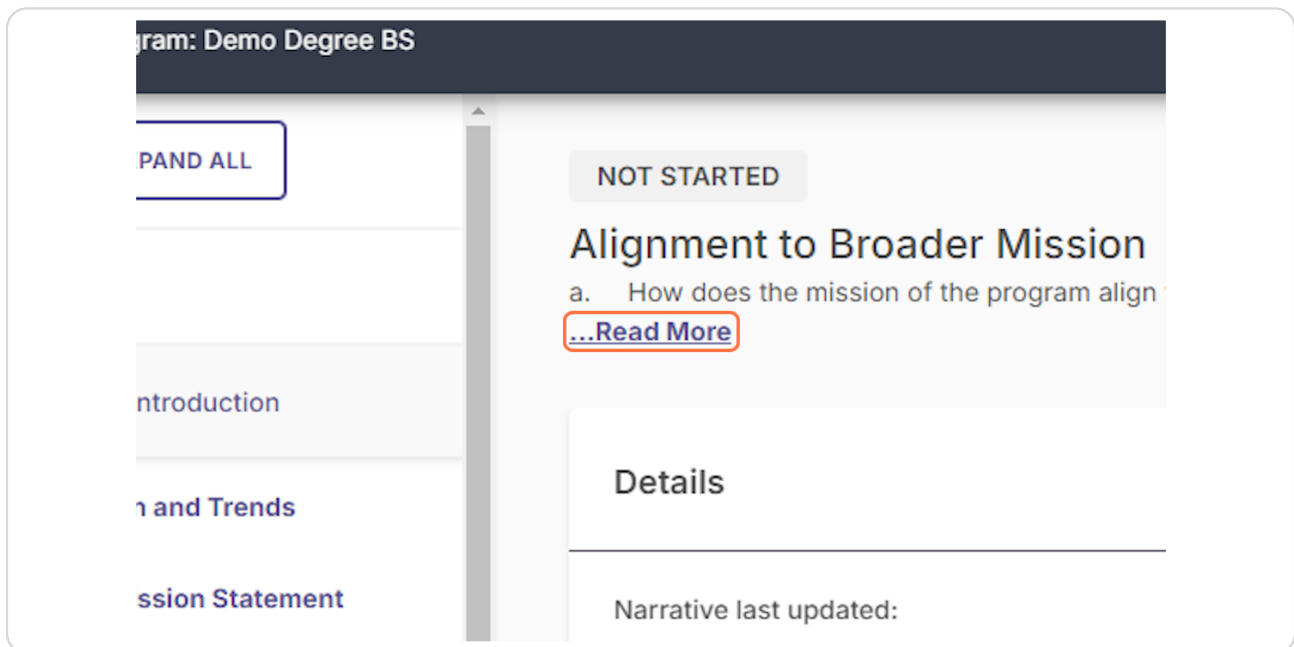
STEP 5

To complete the narrative, click on prompt title (Alignment to Broader Mission)



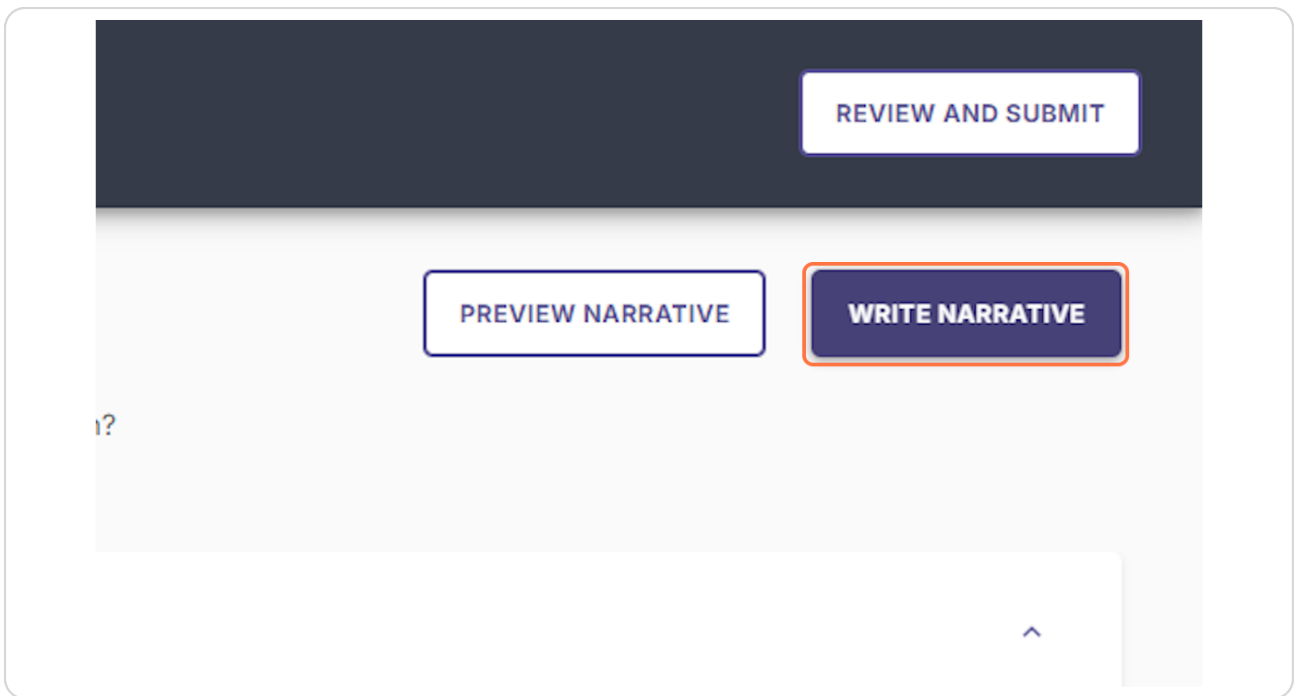
STEP 6

Click on "...Read More" to see the entire prompt.



STEP 7

Click on Write Narrative



STEP 8

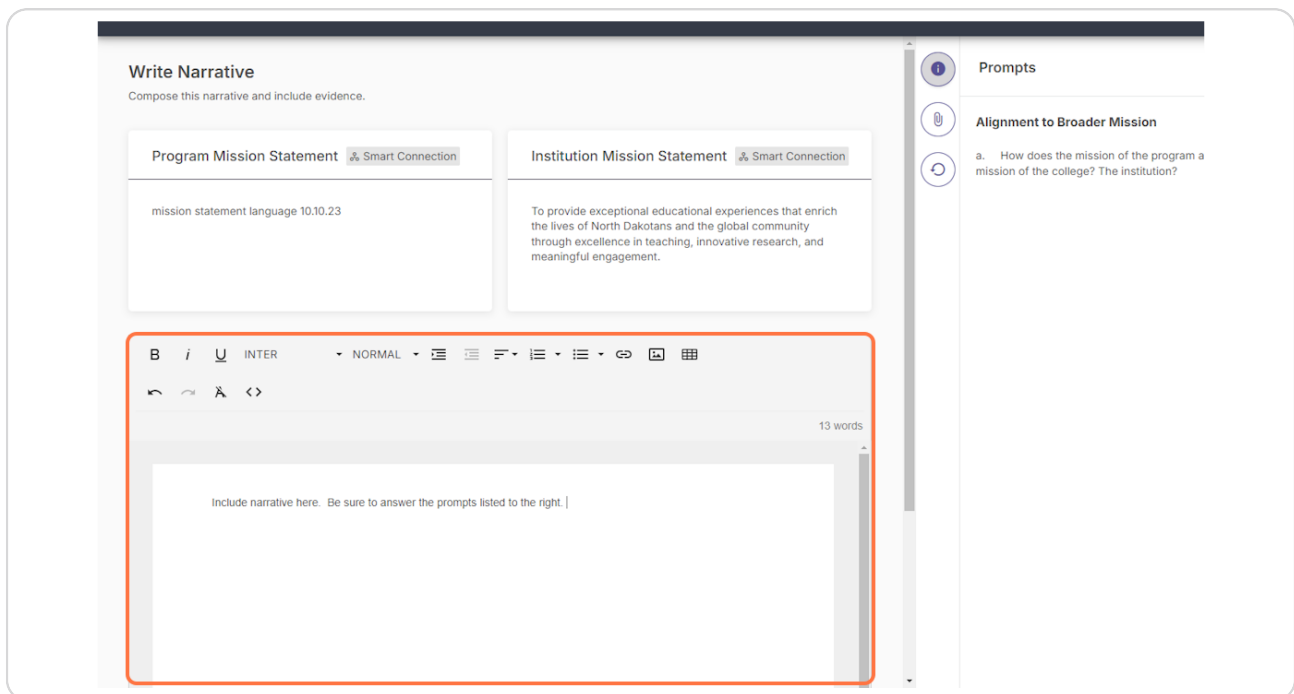
Compose this narrative and include evidence. Screen reader users may use ALT+F10 to access formatting toolbar.

Any relevant information linked from other reports above the narrative box. Please note: this linked information will not appear in the final APR report unless copied into the narrative section.

The full question prompt will be listed to the right of the narrative box.

Formatting for the narrative is also available. (Bold, italics, underline, tables, etc.)

Evidence can be linked by using the paperclip icon. It will be added as an attachment within the APR report.



The screenshot displays a web interface for writing a narrative. At the top, the heading "Write Narrative" is followed by the instruction "Compose this narrative and include evidence." Below this, there are two boxes for mission statements, each with a "Smart Connection" icon. The "Program Mission Statement" box contains the text "mission statement language 10.10.23". The "Institution Mission Statement" box contains the text "To provide exceptional educational experiences that enrich the lives of North Dakotans and the global community through excellence in teaching, innovative research, and meaningful engagement." Below the mission statements is a rich text editor with a formatting toolbar. The toolbar includes icons for bold (B), italic (i), underline (U), text color (INTER), font color (NORMAL), bulleted list, numbered list, indent, outdent, link, unlink, and table. Below the toolbar is a text input area with a placeholder "Include narrative here. Be sure to answer the prompts listed to the right." and a word count of "13 words". To the right of the narrative box is a "Prompts" sidebar with a paperclip icon and a list of prompts, including "Alignment to Broader Mission" and "a. How does the mission of the program a mission of the college? The institution?".

STEP 9

Once the narrative is complete, click on Save and Exit.

SAVE SAVE AND EXIT

Information icon Paperclip icon Refresh icon

Prompts

Alignment to Broader Mission

a. How does the mission of the program align with the mission of the college? The institution?

STEP 10

Complete the other prompts. (Click on Student Learning Outcomes Assessment and Curriculum)

Repeat the above steps for each question on the left side navigation.

Alignment to Broader Mission

Specialized Accreditation

Goals from Previous Program Review

Student Learning Outcomes Assessment and Curriculum

Faculty Qualifications, Activities and Scholarship

Program Data: Student Experience

Industry and Program Trends

Narrative last updated:

Demo Degree BS Leads:

Evidence:

Narrative Progress

Track the progress of this narrative.

STATUS

DRAFTING

STEP 11

(Click on Program Student Learning Outcomes)

Specialized Accreditation

Goals from Previous Program Review

- ⊙ Student Learning Outcomes Assessment and Curriculum
- Program Student Learning Outcomes**
- Assessment Results
- Action Items and Use of Results
- Non-Primary Major Enrollment (undergraduate programs only)

Demo Degree BS Leads: Karir

Evidence: 0 Do

Narrative Progress

Track the progress of this narrative.

STATUS

- DRAFTING
- NOT STARTED

STEP 12

Click on Write Narrative

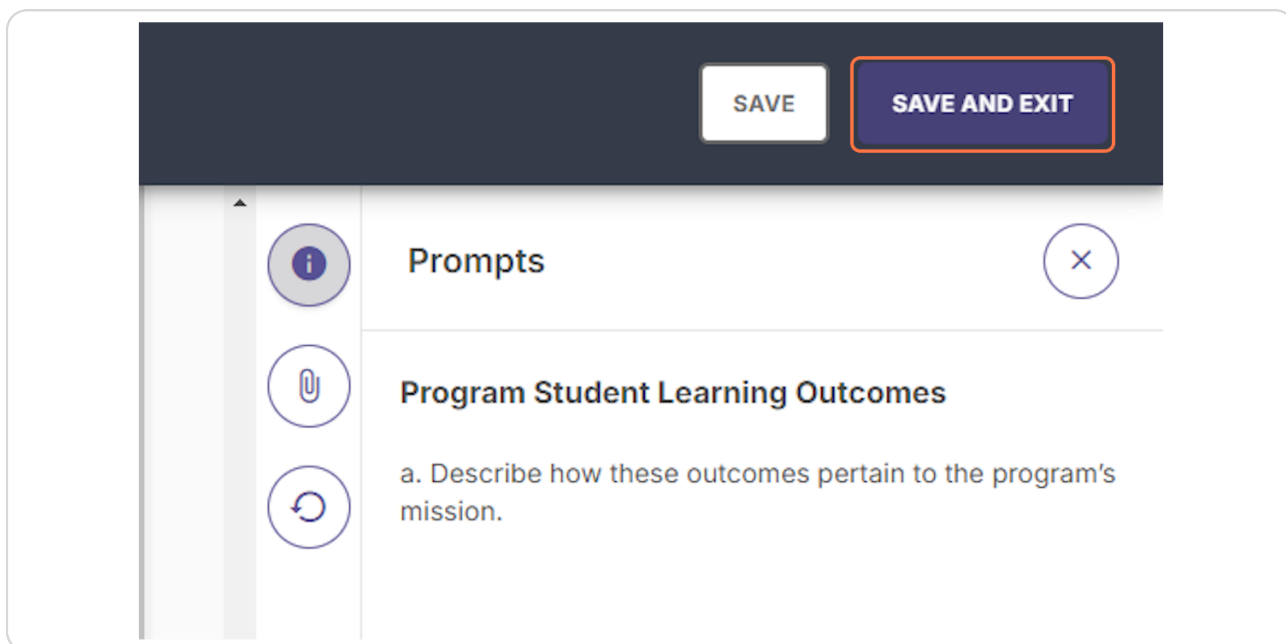
REVIEW AND SUBMIT

PREVIEW NARRATIVE

WRITE NARRATIVE

STEP 13

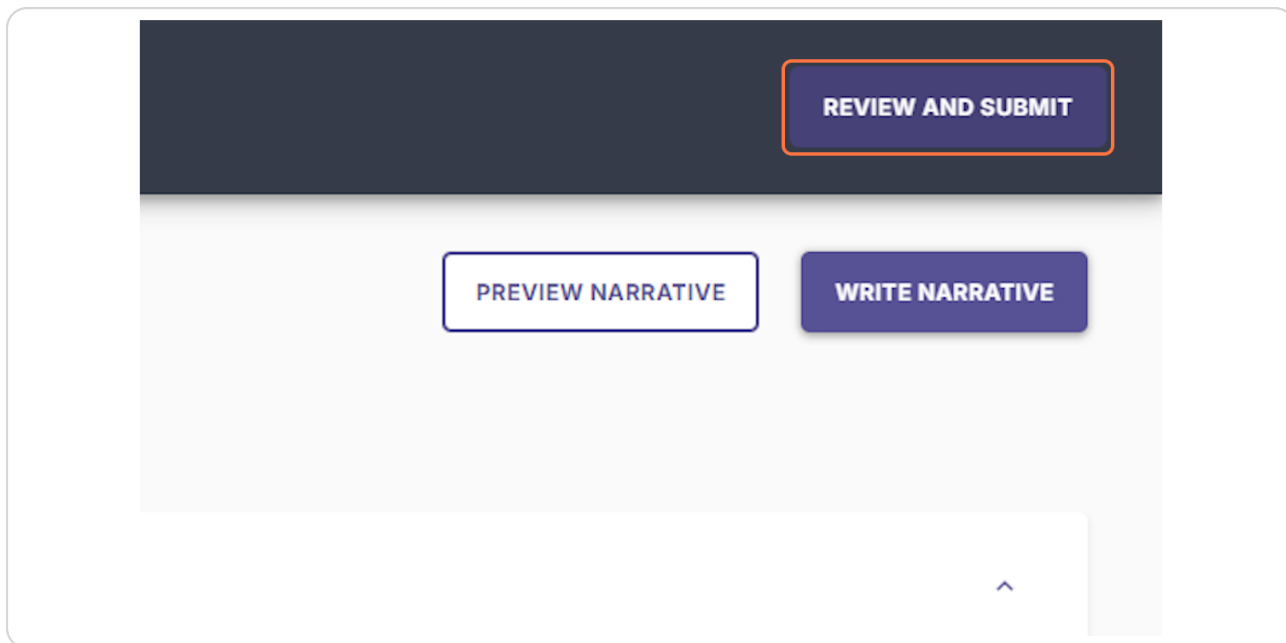
When the narrative is complete, click on Save & Exit.



STEP 14

When all prompts have been answered, click on Review & Submit.

From this page you are able to export the full report, including any linked evidence files.

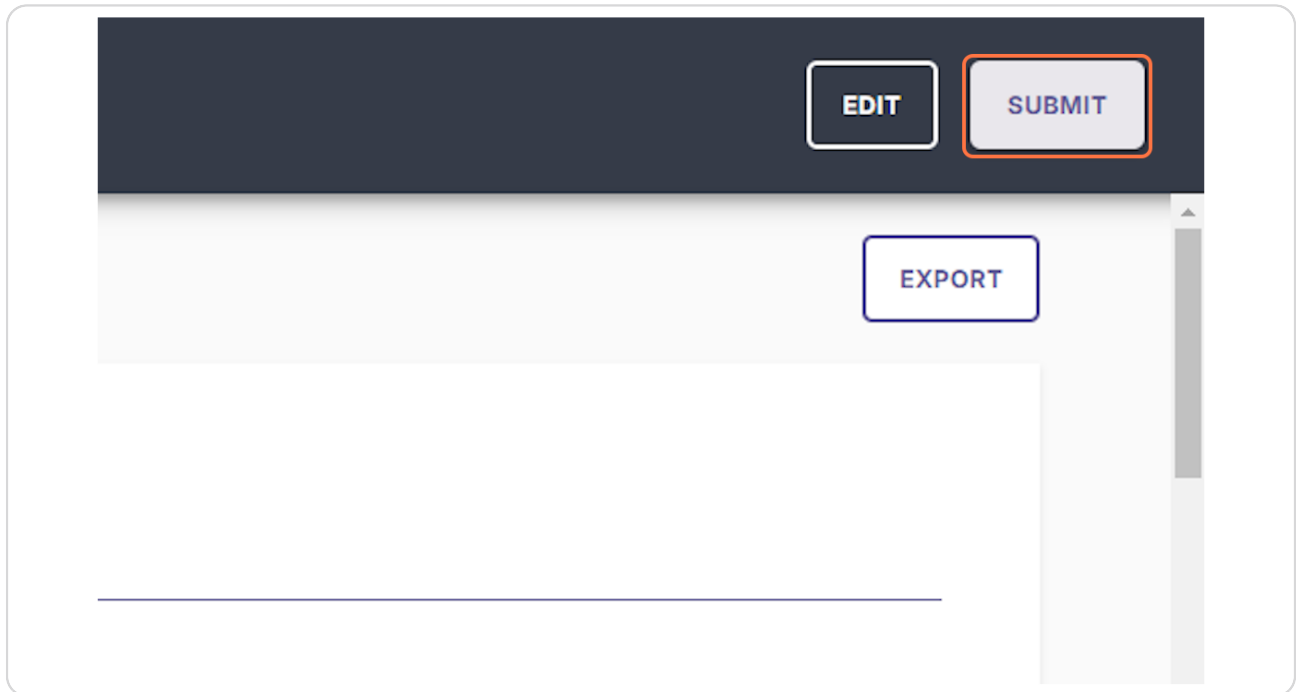


STEP 15

Click on Submit.

This is the final step in the process. Once completed, you will receive an email from Watermark indicating that the APR has been submitted.

The APR self-study prompts are to be completed by **October 15th, 2024**.



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