



VICE PRESIDENT STUDENT SERVICES

Student Services Planning & Budget Team (SSPBT) APRU Process

2016-2017 APRU Timeline

January-May 31	Completion of APRUs.
May 31	Draft APRUs sent to readers.
June 7	Reader meets with APRU author to give feedback/evaluation of the APRU draft.
June 15	APRUs completed.
June 15-June 30	SSPBT gives feedback/recommendations on APRU.
June 15-August 18	Managers will review APRUs to make certain they are complete and meet the evaluation criteria.

APRU Reader Responsibilities

SSPBT Readers sign-up for APRUs they would like to read and evaluate. Readers are to read and give feedback on the APRU.

The draft APRU will be e-mailed to the reader by May 31, 2017. The APRU evaluation criteria are listed below, items 1-28 check off list. Readers will discuss the check off list and written comments to the APRU report author.

Feedback is due back to the program APRU writer by June 7, 2017 if possible. This will give the program enough time to make revisions before submitting their final APRU by June 15, 2017.

Readers are asked to provide narrative feedback comments only for those sections in which the responses could be more focused or stated more clearly. Feedback should be any questions, recommendations, and/or comments the reader has about the draft APRU. The reader should use the guidelines/suggestions below when giving the feedback to the program.

Annual Program Review Update Evaluation Criteria

Overall APRU Review

1. Was the requested information provided? Yes No
2. Were the questions answered directly and succinctly? Yes No
3. Are the responses focused, clear, and logical? Yes No
4. Are the responses brief and to-the-point? Yes No
5. Do you know what the writer is talking about? Yes No If not, request or more information and/or context as an evaluation/feedback comment.
6. **Have you made any significant changes in your program?** Yes No
7. Are staffing needs clearly stated? Yes No
8. Is it clear how the proposed staffing, equipment, facilities, operational costs, organizational alignment or laws are connected to the program goals? Yes No
9. **Have there been any other significant changes?** Yes No
10. Are facility needs clearly stated? Yes No
11. Is it clear how the proposed facility needs are connected to the program goals? Yes No
12. **What impact have these significant changes had on your program? Is this clearly stated and to the point?** Yes No
13. **What impact have these significant changes had on your students? Is this clearly stated?** Yes No
14. Have you initiated anything new to your program? Yes No
15. Is there anything else the SSPBT should know about what has happened in your program? Yes No
16. Are there any additions/deletions/edits to list of common or unique services identified in your previous APRU? Yes No
17. Are there any changes to the common or unique service designations listed in your previous APRU? Yes No
18. List all of your current and active Student Services Learning Outcome statements as they are numbered and recorded in your TracDat account. Are the SSLOs listed? Yes No
19. What is or has been the outcomes/assessment activity for 2016-17? Is this listed? Yes No
20. Which SSLOACs were completed in 2016-17? Are these listed? Yes No
21. Have you identified any improvement plans which additional resources will be needed in order to achieve a desired outcome? Are these listed? Yes No
22. Are there any deletions/edits to the resource requests listed in your previous APRU? Yes No
23. Are there any additions to the resource requests listed in our previous APRU? Yes No
24. Specify resources received: staffing, computers, furniture, facilities, etc. Are these listed? Yes No
25. Programs offering curriculum; Counseling and DSPTS.

Annual Program Review Update Evaluation Criteria (cont'd)

26. Is it clear what proposed curriculum revisions will be needed over the next five years and are they connected to the program goals? Yes No
27. Is it clear what proposed new curriculum will be needed over the next five years and how are they connected to the program goals? Yes No
28. Is it clear where the program stands regarding student success rates in its classes? Yes No
- Is it above the 60% success rate “floor”?
 - If no, is it clear how the program intends to address any short falls in this area?
 - Is there any more than a 5% success rate variance between any ethnic grouping of students?
 - If yes, is it clear how the program intends to address any short falls in this area?