Outline of the Four Year Interim Report

The Internal Self-Study Four Year Interim Report should conform to the following outline. Writers may supplement the self-study with additional sections that focus on issues most relevant to the program but all sections must be covered.

Use the outline below to construct the *Internal Self-Study Four Year Interim Report*. Subdivide the self-study by sections based on the outline headings. This report should be brief and address only the topics listed in the outline. The entire report should not exceed 10 pages.

I.   Status of the Program

    A. Compare the number of students served by the academic program currently to the number during the previous APR, including each of the areas below:
        1. Student enrollment
        2. Graduation rates

    B. Compare the current resources to the resources from the previous APR, including:
        1. Instructional Resources
        2. Facilities
        3. Support Services (i.e., administrative assistance, technology support, etc.)

    C. Compare the status of program graduates to those from the previous APR, including:
        1. Employment
        2. Certification Pass Rate
        3. Graduate School

II.   Status of Progress on APR Recommendations

    A. Review of Recommendations from the previous APR
        1. Based on the action plan created as part of the previous APR, evaluate the success of the action plan-related objective (from the Planning Database).
        2. What were the main concerns raised in the previous APR?
        3. What steps have been taken to address them? How successful have they been?

III.   Modifications to Strategic Plan

    A. Evaluation of current and future needs
        1. What are current issues facing the program?
        2. What new issues do you anticipate the program to encounter before the next external review?

B. Need for External Review

    1. Identify two to three areas (in rank order) in which external consulting could benefit the program. These should not be generalities – the program must identify specific needs that will result in measureable outcomes. For example, the program may need assistance in developing a master's program, managing enrollment or developing hybrid-type instruction. List the areas and provide a brief (two to three paragraphs) justification for each.

C. Review of Additional Areas (Optional)

    1. The Provost Office, with input from the supervising vice provost and deans, may select specific areas to address in a full report.