

Dean's Guidance for Managing Accredited APR Submissions (1-12-26)

Because dean's have used the Workflow system extensively in recent years, this document provides general guidance instead of step-by-step instructions.

Dean Review & Final Summary

Follow the directions in the workflow. If there are problems with the report, send it back to the department chair for revision. Once you have all of the needed information, write a draft of your final summary, and then meet to discuss the draft with the program faculty. After you make any needed revisions, you will submit the final version into the workflow. You must also pick one of the CPE options (Grow, Sustain, Fix, Sunset) and include 1-2 sentences explaining your decision with an emphasis on enrollment and/or degree production. When you select, Proceed to Provost Review, the department chair will receive an email notification to access your final summary.