

Dean's Guidance for Managing **Non-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.

Vetting the Self-Study Documents

As explained in the actual workflow, simply review all of the documents to make sure they are correct and complete. Follow the directions in the workflow to return for correction or proceed to committee.

Note: you must add a comment to the box no matter which option you choose. For a return to committee, simply explain the corrections that need to be made. When you are ready to proceed to review committee, add a substantive comment telling all members of the review committee that the documents are ready for their review and that they must use the WKU email to access the workflow. You should also explain that if they have not had APR training, that will hear from the Provost's Office soon, and that they can contact you (associate dean) directly with questions. **Ultimately, you must forward the notification message to the external reviewers' home email addresses** because it is unlikely that they **will regularly check the WKU affiliate account** (deans will receive their own email notifications).

Dean Review

Follow the directions in the workflow. If there are problems with the report, send it back to the committee chair. Once the committee report is ready for the department chair to view, select Proceed to Final Summary Stage. Note: you must provide a brief comment no matter which option you select.

Final Summary

Follow the directions in the workflow. Make sure to meet with the program faculty to discuss your draft before you submit the Final Summary, and then make any needed revisions. When you submit the final version, you will have to pick one of the CPE options (Grow, Sustain, Fix, Sunset). Note: you must include 1-2 sentences explaining your decision with an emphasis on enrollment and/or degree production.