The Academic Program Assessment and Improvement Report
(APAIR)

Guidance
Prepared by the Office Of
Institutional Effectiveness, Strategic Planning, and Assessment (IESPA)

July 21, 2023

Phase I

UMB IESPA website: https://www.umaryland.edu/iespa/
APAIR Access: https://cfapps.umaryland.edu/apair/
Email: umbassessment@umaryland.edu
Access the APAIR here: APAIR- University of Maryland, Baltimore | APAIR (umaryland.edu)

General Guidance: There are four modules related to completing this APAIR. They are as follows, with the detailed information highlighted in the respective sections named below.

- Program Details
- Annual Program Plan
- Institutional Learning Outcomes
- External Program Review

Program Details Module

Purpose: To provide current information on Program leadership and website information for institutional reporting.

General Guidance: IESPA has preloaded data fields for each active degree and certificate Program, and will be responsible for maintaining the accuracy of these fields.

- UMB approved degrees and certificates
- Primary School affiliation(s) for each degree or certificate
- Secondary School affiliation (if applicable)
- HEGIS and CIP codes

The Program Details module allow programs to link related certificates under one APAIR that share same goals.

The Provost's Office will require information and evidence of assessment.

- When do the meetings occur?
- What annual metrics of Program success get discussed and who gets notified about these results?

1) Initiate Program Details
   a. Select Program Name.
   b. SELECT those certification(s)\(^1\) to be reported under a single APAIR.
   c. Fill out all “Required” portions.

\(^1\) NOTE: One CANNOT join multiple degree programs under a single APAIR.
Update Program Details

Program: IESPAN TEST DEGREE
HEGIS Code: 1234.56
CIP Code: 55
Degree Type: MSL
Degree Level: Masters
Self-Supporting?: N
Primary School Graduate

Program Director: Gregory Spengler gspengler@umaryland.edu
Program Co-Director: Karen Matthews karen.matthews@umaryland.edu
Program Details Last Updated By: Gregory Spengler on 06/14/2023

Update Program Director
Optional

Update Program Co-Director
Optional

Program Website
www.umaryland.edu/iespa

Required

Related Certificate Programs:
Programs

Required

Annual Plan Start Date
07/01/2024 (FY 25)
Required - End date will automatically be June 30th of next year

What annual metrics are being reviewed?
Retention rates; graduation rates; student review of faculty surveys

Required

Did you review this data with your supervisor or faculty leader?

Yes
No

Who did you review it with?
Program leaders and teaching faculty; website

Required

Date of Review
June 2022

Required

Who is the assessment data shared with?
program directors; curricular development team

Required

Document related to the review meeting
Download

Replace above documentation related to the review meetings/process
Choose File
No file chosen
Optional - Word, Excel, PowerPoint, PDF, JPG or GIF only

Comments
Optional

Status
Required - Use the comments field to provide feedback if needed.

Return to the Program Summary page to make additional changes and/or submit/resubmit to Approver for review.
2) Upload Evidence (Optional)
3) Update Status to “In Progress”

4) Press: Submit
Edits: See PROGRAMS Menu

Annual Program Plan Module

Purpose: To Define Area(s) of Improvement and Goals by Fiscal Year

General Notes about this Module

♦ There are no limits to the number of goals a program can pursue to elevate its status, student outcomes, and overall success; however, at least one goal must be attempted annually with a required progress report due when requested.
♦ New goals can be added at any time during the defined goal-setting period (Return to the PROGRAMS tab).

Define Program Goals

1) Select Year Range
2) Fill in all Required fields
3) Input Goal(s)
4) Select Goal Type

Goal Types Defined

♦ **Institutional Learning Outcome**: Provost-approved learning outcome applicable to all students (7 Themes)
♦ **Student Learning Outcome**: Learning outcome specific to students in an academic program
♦ **Program Performance Indicator**: Quantitative measure of program outcomes (e.g., retention rates, graduation rates)
♦ **Program Operations**: Activities related to marketing, recruitment, fundraising, etc.
♦ **Other**: Not defined above
EXAMPLE:

For current Year Range 2023-2024:

Progress on the last program review goals: The program was instrumental in obtaining an analyst position to support evaluation and assessment activities.

Areas of weakness being addressed: A greater understanding of program support is needed to attract students from HBCUs and HLIs, particularly in western Maryland counties. The program would like to enhance opportunities for its students to interact across professions.

Examples of Goal Constructs to Address Areas of Weakness:

Goal Type: Program Operations

♦ **Goal Title #1:** Create and implement a recruitment strategy that increases program access to under-represented minorities.
♦ **Milestone/Metric to Evaluate Success:** numbers increase in applications from HBCUs and HLIs, and from the minorities’ applicants in western counties.

Goal Type: Institutional Learning Outcome

♦ **Goal Title #2:** Collaborate with at least two schools to implement an IPE seminar on health information for non-clinical program students.
♦ **Milestone/Metric to Evaluate Success:** MHEC submission of a new program request for the certification in "Population Health for Non-Clinical Professionals.

5) Add additional goals, as needed.
Edits: See PROGRAMS Menu

Institutional Learning Outcomes Module

Purpose: Track program achievement on the Institutional Learning Outcomes

General Notes about this Module

♦ The Provost Office declares, based on feedback received from each school’s dean, that each Program can meet the first objective in each ILO theme. As such, the Provost Office **DOES NOT** require Programs to provide a goal to “ADVANCE” the status but welcomes new goal(s) to improve student achievement in the thematic areas.

♦ **Should the Program select to “ADVANCE” the ILO’s status, the APAIR requires a corresponding annual goal exists for this purpose.** If no goal exists, please return to the ANNUAL PROGRAM PLAN Module to create a respective goal during the allowable goal-setting period.

♦ One goal can address multiple ILOs, if it makes sense to the Program and is supported ultimately by evidence when satisfied.

ILO Themes

Seven Themes, with their corresponding definition, outcome, and objectives approved by the Provost are preloaded for your convenience, and are as follows below:

♦ Community Engagement
♦ Cultural Competence/Diversity, Equity, and Inclusion (DEI)
♦ Ethics
♦ Global Learning and Engagement
♦ Integrity
♦ Interprofessional Education
♦ Leadership

Data to be filled in:

♦ Fiscal Year
♦ Choose the *Highest Objective Achieved* for each Theme
♦ Answer: Whether the Program plans to “Maintain” the current ILO status or has proposed a goal to “Advance” the status?
♦ Answer: Whether the goal relates to an ILO theme? (Note: Annual Goals identified previously as an ILO will be made visible in each theme for selection.)
Define and upload evidence (no less than one file) to support the ILO selections.

- One document can be used for multiple ILOs and evidence of achievement.
- Evidence: add, delete functionality (auto date-stamped)
Edits: See PROGRAMS Menu

External Program Review Module

Purpose: Facilitates external program review and reporting.

Required Fields

- Program Review Status (e.g., fully approved/accredited/recertified; Program Action; Program-Suspended; Program Discontinued)
- Program Reviewer: USM or Other
- External Review Organization Name (if other)
- Date of Last Review
- Review Outcome
- EVIDENCE UPLOAD (Required Supporting documents)

![External Program Review Details](image)
Final Submission

If Contributor

1) Once all Modules have been completed, return to the PROGRAMS menu
2) Scroll to the bottom of the page and click Submit under the “Submit to Approver for Review” section

If Approver

1) Confirm all Modules have been completed and are correct.
2) If not correct, Approver returns to Contributor with comments on needed corrections. *(Contributors will receive email notifications requesting changes.)*
3) If correct, Approver changes status to “Approved.” *(Contributors and Approvers with access rights to this APAIR will receive notification that it is approved.)*

THEN,

1) APPROVER, selects the Program on the Program list/page and at the bottom of the Program details page
2) Pick the year range for review by IESP, under the “Submit for IESP Review” section. Once it is submitted, it will appear on the “Pending Review” page (the “IESPA Reviewed” column will say “Pending Review”), and an email notification will be sent to IESP, letting them know it is ready for review.
   a. While the program is being reviewed by either the Program Approver or IESP, it will be locked so that contributors CANNOT make any changes until the review is complete.
   b. The APAIR will appear in the “Programs” page once the program is reviewed. Note: The “IESPA Reviewed” column will say “IESPA Reviewed.”