

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

APAIR

Access the APAIR here: [APAIR- University of Maryland, Baltimore | APAIR \(umaryland.edu\)](https://umaryland.edu/apair)

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 IESPA 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

Required

Related Certificate Programs:

Programs

Annual Plan Start Date

Required - End date will automatically be June 30th of next year

What annual metrics are being reviewed?

Required

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

 Yes
 No

Who did you review it with?

Required

Date of Review

Required

Who is the assessment data shared with?

Required

Document related to the review meeting

[Download](#)

Replace above documentation related to the review meetings/process

 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"**

Status	<input type="text" value="In Progress"/>
Required - Use the comments field to provide feedback if needed.	

- 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).

The screenshot shows a web form for defining program goals. It includes a 'Year Range' dropdown menu with a note: 'Required - ranges with defined goals are disabled'. Below this are two text input fields: 'Please describe your progress on the goals from the last academic program review' and 'What areas of weakness are you trying to address?'. Both are marked as 'Required'. At the bottom, there is a table-like structure with three columns: 'Goal' (text input, 'Required - 250 characters limit'), 'Goal Type' (dropdown menu, 'Required'), and 'Milestone/Metric to evaluate success' (text input, 'Required - 250 characters limit').

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.)

ILO Tracking for 2023-2024

**ILO Theme 1:
Community Engagement**

Civic engagement is "working to make a difference in the civic life of our communities and developing the combination of knowledge, skills, values, and motivation to make that difference. It means promoting the quality of life in a community, through both political and non-political processes." In addition, civic engagement encompasses actions wherein individuals participate in activities of personal and public concern that are both individually life-enriching and socially beneficial to the community.

Outcome

UMB graduates will understand the historical and current inequities experienced by diverse communities to effectively engage in service learning and community-based learning experiences to improve health and social justice outcomes in partnership with the Baltimore community and beyond.

Choose Highest Objective Achieved

- 1: UMB students will understand the historical and current structural oppression and inequities experienced by diverse communities
- 2: UMB students will increase the awareness of their personal biases and their impact when working across difference to achieve a civic aim
- 3: UMB students will apply relevant knowledge and skills from their academic and clinical training to effectively make inclusive decisions as community-based scholars, researchers, practitioners, and leaders

ILO Status this Fiscal Year

Required - Objectives are ordered from lowest to highest

- Maintain
- Advance

Required - If there are no ILO Goals, then Advance will be disabled

Comments

Optional

Goals linked/associated with this program for the same year range

Goals

- This is an ILO for ethics

Required - must pick at least one if ILO Status is Advance

Number of Supporting documents

1

Required - one document is minimum, but you can increase to more

Note: You must select/assign a ILO goal for a theme above in order to submit the form.

- ◆ 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)

ILO Tracking:

Click on the Year Range to view details and update ILO Tracking information.

Year Range	Theme 1	Level	Theme 2	Level	Theme 3	Level	Theme 4	Level	Theme 5	Level	Theme 6	Level	Theme 7	Level
2023-2024 (FY 24)	Community Engagement	1	Cultural Competence/Diversity, Equity, and Inclusion	2	Ethics	1	Integrity	1	Global Engagement and Learning	1	Interprofessional Institutional Learning	1	Leadership	1

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

Type of Reviewer	<input checked="" type="radio"/> USM <input type="radio"/> External Reviewer
When was the last external program review or accreditation?	Required 12/06/2020
Review Outcome	Required Program met all standards.
Supporting documents	Required (100 character limit) Download Delete
Next anticipated Review Year	Required 2020

[Submit](#)

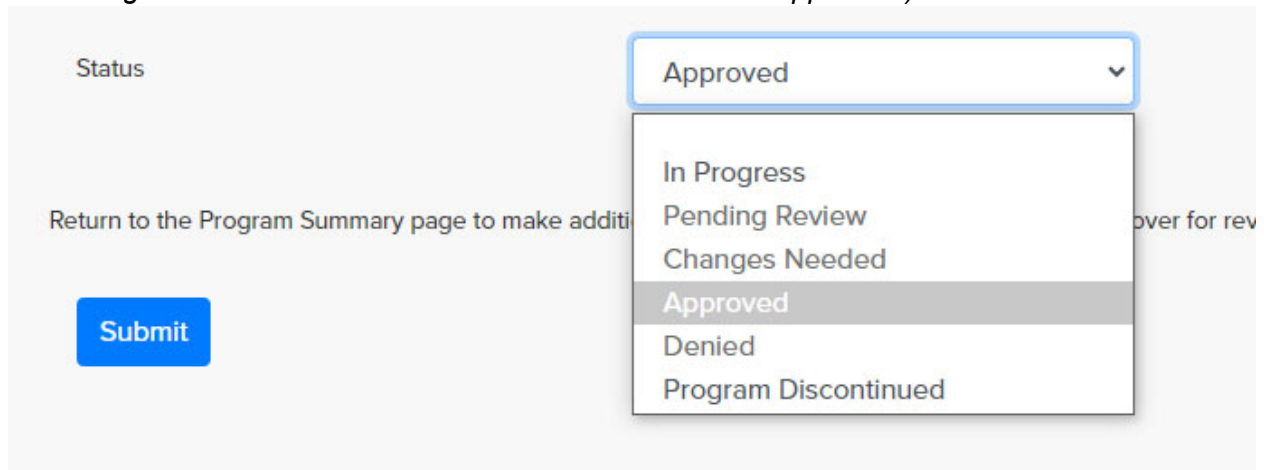
Final Submission

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 IESPA, under the “Submit for IESPA 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 IESPA, letting them know it is ready for review.
 - a. **While the program is being reviewed by either the Program Approver or IESPA, 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.”**