***APR Memo – (APR <Department> Memo, Example: APR Chemistry Memo)***

This memo is to be written by the academic department post Self-Study and post External Review for CAS departments.

**Directions for CAS Department Chairpersons , APR Unit leads and APR Steering Team;**

After you review your APR Self-Study Report and your External Reviewers Report, reflect on the prompts below and provide responses to each prompt. Send your completed memo back to Rachel Shefner, [rshefne@luc.edu](mailto:rshefne@luc.edu), David Ensminger, [densmin@luc.edu](mailto:densmin@luc.edu) and CC Rachel Penn [rpenn@luc.edu](mailto:rpenn@luc.edu). Please reach out to Rachel Shefner or David Ensminger if you have any questions. Please return the memo within two weeks of receipt of these documents.

Your response will be shared with the CAS Dean’s office, the Dean of the Graduate School (as applicable) and the Provost. The Dean of CAS will write a memo based on APR self Study, External review, and APR Memo. Then a meeting will occur for further discussion of APR findings and memos that will include your academic department, and the Dean’s Office. Finally, a meeting will be set up for discussion with you, your Deans, and the Provost’s Office to discuss your draft action plan.

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***APR Memo – Post Self-Study and Post External Review***

**Prompt Questions –** Keep your memo to a few pages at most. Use lists and brief text rather than narratives.

If the department has both Undergraduate Programs and Graduate Programs, write your memo so it is clear to which level/programs you are referring.

1. Drawing on your APR Self-Study Report and your External Reviewers Report, what recommendations for improvement, changes or growth do you have? Please name 1-3 specific actions that the self-study and/or external reviewers proposed that you agree would be useful and a priority at this time.
2. Upon reflection, do you recommend any additional actions that were not mentioned above as priorities but would improve programs. If so, please name 1-3 specific actions that were NOT described above.
3. Please share any other observations and/or suggested actions to support continuous improvement in these academic programs that have arisen from the Academic Program Review process thus far.
4. What department resources can be reallocated, or department policies or practices changed, to support any planned improvements and/or recommendations?