***APR Memo – (APR <School> Memo Example APR School of Business Memo)***

**Directions for School Dean, 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.

Responses from you will be shared with Provost and Dean of the Graduate School if appropriate. Finally, a meeting will be set up for discussion with you, your Dean, Dean of the Graduate School if appropriate, and Provost’s Office to discuss your memo and 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 academic unit 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?