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| Vancouver Island University |
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| Program Review |
| Action Plan Template**Department of <Insert Name>****Faculty of <Insert Name>** |
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| Prepared for Dr. Carol Stuart, Provost and Vice President AcademicPrepared by <insert name>, Program Review Committee Chair<insert date prepared> |



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| **Program Name:** |  | **Date Report Submitted:**  |  |
| **Area of Focus:** | Choose an item. |
| **Recommendation:** |  |
| **Source:** | Choose an item. |
| **Objective***What do you want to achieve?* *What is the level of priority for your program (i.e., low, medium, high)?* | **Actions** *What actions will be taken to achieve desired objectives?* | **Lead Person(s)***Who will be responsible for leading this action?* | **Resources***What resources will you need to complete this action (e.g., time, money, software, equipment)?* | **Timeline** *How long do you think it will take to complete this action?* | **Monitoring***How will you track the implementation of your action?* | **Outcomes***How will you know that you have achieved your objective?*  |
| Start DateMMM -YY | End DateMMM-YY |
| Increase the number of international students applying for and being successfully admitted to the program(Priority: LOW) | * Meet with international student recruiters to discuss program, admissions requirements, processes, and deadlines.
 | Department Chair | * Time to meet and discuss
 | Oct-18 | Oct-19 | * Take notes
 | Increase in the number of applications from international students (from # to #).Increase in number of international participants in info webinars. Increase in number of qualified international students successful in the program competitive admissions process. |
| * Ensure international education is informed of program info session webinar dates and how to register for them.
 | Department Chair | * None
 | Sept-18 | Sept-19 | * Email trail
 |
| * Meet with international student admissions to explain the timelines and firm application deadlines our program has and explore opportunities for better co-ordination of domestic and international applications processes.
 | Department Chair | * Time to meet and discuss
 | Jan-19 | Oct-19 | * Take notes and share with those at meeting
* Create plan to better integrate international applications process and with domestic applications
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**External Review Report Recommendation Requiring No Additional Departmental Action**

**Self-Study Report Suggestions Currently being Actioned**

**Self-Study Report Suggestions Requiring No Additional Departmental Action (Actions Completed)**

**External Review Report Recommendations that Require Administrative Action to Implement**

**Departmental Request for Support from Administration YYYY-YYYY**