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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 Academic  Prepared 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 Date  MMM -YY | End Date  MMM-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 |

**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**