You should have clicked on a link that took you to the correct program review portal for the year of the review cycle that your program(s) is/are currently assigned to. On the left side menu, you should see your list of programs that are scheduled for that type of review.
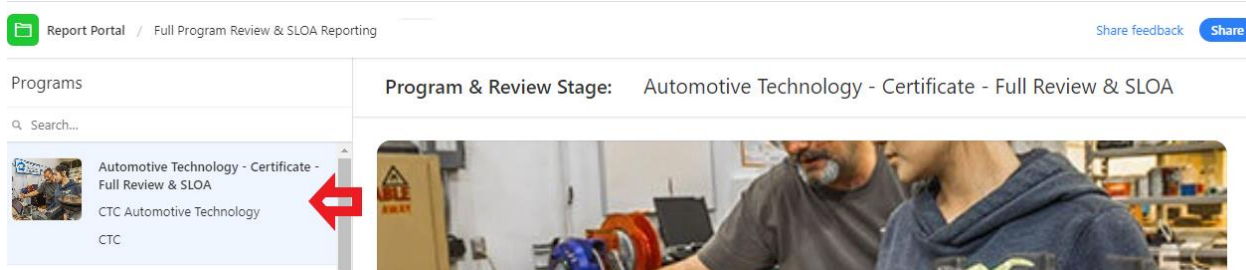
If you don't see any programs listed there, one of two things may be happening:

1. You may not be "assigned" permissions to access the programs for your department; request access from the Accreditation and Assessment Office.
2. You may be in the wrong reporting portal for the stage of the review cycle that your programs are in. Toggle to a different reporting portal using the menu at the top left of the screen.
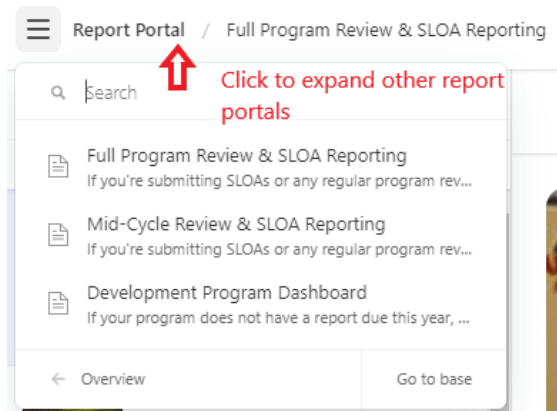
USING THE PORTAL:

Items contained in gray boxes are provided for your information, or to make the task of reporting easier for you. Some of these fields have information from past reporting cycles, while some will remain empty until this year's review is complete and your program review feedback is provided by the committee.

Items contained in green boxes are meant for you to edit and submit your reporting information. Many of these fields are rich text type, intended for you to write your narrative answers. Rich text fields have a 250-word limit, but you can use things like bullets or hyperlinks to format your answer concisely and link to supporting information as needed.

EXAMPLE:

**Summary of Learning Outcomes Discussion (Required)

All 3 members of the department were involved in SLOA assessment over the past 2 years. We met twice each year to review and discuss the results collected from our student learning outcomes assessment. These were our findings:

- Students perform well on outcomes 1, 2, and 4
- Outcome 3 shows evidence that students are not attaining

Bulleted list

57 ← Word count

There are also editable fields that ask you to select from a menu of options and apply labels to your report. Add labels by clicking on the plus sign (+) and using the drop-down menu that appears to make each selection.

EXAMPLE:

Student Success Data Trends (select all that apply)

+ ← Click to open menu of available labels

Student Success Data Trends (select all that apply)

Equity gaps ✕ +

REPORTING ON MULTIPLE PROGRAMS

For programs under full review, the section labeled "Program Profile and Financial Data Submission" may be shared to multiple department programs if it makes sense for you to do so. If this basic information about cost effectiveness, mission, program duplication, etc. applies to all programs that fall within your department, and you can save time by selecting the option to copy your response in one program's form to the other related programs.

EXAMPLE:

Program Profile and Financial Data Submission

These program review components in this section rarely change for departments. Answers you submit will be ready for you the next time you are here. That means, for the next program submission, any narrative profile answer will be here for editing and the program can decide then if updates need to occur, all depending on your needs for next program review cycle.

This narrative submission has been revised from prior years reports, allowing for additional context from departments.

This is the list of related programs to this department structure.

Arctic and Northern Studies - Bachelor of Arts - Full Review & SLOA

Arctic and Northern Studies - Master of Arts - Full Review & SLOA

If this is the first time you are using this interface please check this box to use the profile and financial data submissions below for all affiliated programs as a time saving function. Answers you enter below will populate for the related programs once you also mark your entire report as submitted. You may then edit your submissions for each program as needed in your reporting.

Check box to turn on response sharing for all of the programs named above.

The first program report where you checked the box will need to be **submitted** before the program profile responses are copied to the additional program portals takes place.

SUBMITTING THE REPORT

There are two steps to marking your report submission is done. The first is a simple check box. The second part is searching and selecting the email address(es) of one or more submitters for the report, and typing in the names of the submitter(s) and any collaborators from the program or department that contributed to the report.

Check the box if you are satisfied and ready to submit your report for this program.

Mark Submission as Done

⬅ Click to check the box

Use the "Add a record" button to search for your email and add yourself as the submitter.

Your name, and the names of any departmental colleagues who contributed to the report.

Submitted By

+ Add record

⬅ Click the '+' sign, find your email address, and add multiple if needed.

Submitter & Collaborator Names

Type in the names of any program faculty that contributed to the report

EXAMPLE:

Use the "Add a record" button to search for your email and add yourself as the submitter.

Your name, and the names of any departmental colleagues who contributed to the report.

Submitted By

mastrickland@alaska.edu

FIRST   LAST
Michelle   Strickland

+ Add record

Submitter & Collaborator Names

Michelle Strickland, Sarah Stanley, Alex Fitts, Anupma Prakash