1. **Where can I find information?** Type APR in the search box on MSU’s homepage. The site includes:
   - Background documents
   - Calendar
   - Sources for data
   - Units participating in APR (past and present)
   - 25 Key University Accountability Indicators (Boldness by Design/Bolder by Design)
   - Six Self Study Questions
   - Who to contact for what

2. **What happens when?** The calendar is on the website but the main dates are listed here.
   - **June-December**: Initial meetings are held. Units begin work, gather data, meet with resource people as needed
   - **March 1**: Self study is submitted to college for review by the Dean and College Advisory Committee
   - **April 15**: College submits self study to the Office of the Provost
   - **May**: Provost meets with the Dean regarding the self study
   - **September**: Provost (through the Dean) provides feedback to the unit
   - **18 months later**: Unit provides progress report to the Dean

3. **Is there a model self-study we can look at?** There is no example available. The topics reflected in the self study are specific to each individual department. A list of units who have participated in APR can be found on the website.

4. **Is there anything we must include in the self-study?** Yes, the self-study must include a discussion of the assessment of student learning outcomes within the unit. This discussion should be a realistic analysis of how the unit is progressing in measuring student learning outcomes and, based on this analysis, what actions the unit intends to take. Please refer to “Structuring the Six Self Study Questions” on the APR website.

5. **What does the self study look like?**
   - **12-15 page document**
   - Aligns around the six key questions
   - Reflects only the most important issues facing a unit
   - Focuses on data, analysis, and action
   - Informed by Boldness by Design

6. **What should NOT be included in the self study?**
   - History of the unit
• Data (numerous charts and graphs)
• Lists of students and their job/graduate school placements
• Lists of faculty publications
• Faculty and staff employed in the unit and their job descriptions

(Continued on back side)

7. Who is available to help?

• **Julie Harrison:** Schedules APR meetings and answers general questions (355-5767 or harris24@msu.edu)
• **Mary Black:** Data resources and questions (353-6463 or blackm@msu.edu)
• **Kelly Funk:** Assessment of student learning, accreditation, and anything about the APR process (353-0661 or funkk@msu.edu)

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