



**CLARK ATLANTA UNIVERSITY**  
**Office of Planning, Assessment and Research**

# **ACADEMIC PROGRAM REVIEW**

**Program Quality Enhancement Plan (PQEP)**

**Framework**

## Overview

The Program Quality Enhancement Plan (PQEP) is the third component in the academic program review process. Findings and recommendations from the first two components, the Program Self-Study (Self-Assessment) and the review by the Internal Review Team (IRT), are address via the PQEP. The recommendations made in these two reports become planning priorities for the four years following the academic program review. The PQEP provides a detailed plan for improving and enhancing the quality of the academic programs that underwent review. The objectives of the QPEP will be accomplished over this four-year period, and should therefore reflect annual improvement benchmarks for the academic programs. Faculty members should be fully engaged in the development of PQEP.

### **The PQEP should include the following elements:**

- An overview that summarizes the two sets of findings and recommendations
- A delineation of annual planning priorities for enhancement derived from the Self-Study Report and IRT Report (*see [Appendix A](#)*)
- Four (4) annual implementation plans, each of which consists of a plan of action that includes the following content topics: (*see [Annual Plan of Action Forms](#)*)
  - Objectives
  - Actions/Activities
  - Resource requirements
  - Expected results-improvements/enhancements

Either of the *Annual Plan of Action Forms* ([Format 1](#) or [Format 2](#)) may be used to organize the content of the PQEP. Programs may use other formats for the PQEP with the caveat that the content covers the topics delineated above. The objectives of the PQEP will be accomplished over a four-year time span; therefore, they should reflect what can reasonably be accomplished annually to improve the program.

[Table 1](#) depicts the components of the academic program review process. [Figure 1](#) depicts the steps in the development of the PQEP. The form for reporting PQEP planning priorities is shown at [Appendix A](#).

**Table 1: Components of the Academic Program Review Process**

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The Academic Program Review Timeframe includes the following:

<b>Academic Program Review COMPONENT</b>	<b>PARTICIPANTS</b>	<b>SCHEDULE</b>
1. Program Self-Study	Department Chair, Faculty	September: Start Date October: Sections 1-4 Due January: Sections 5-12 Due March: Final Report Due
2. Evaluation Review	Internal Review Team (IRT)	November: Section 1-4 Due January: Sections 5-12 Due April: Final Report Due
3. Program Quality Enhancement Plan (PQEP)	Dean, Department Chair, Faculty	End of May: Final Plan Due

## **PQEP FRAMEWORK**

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### **Development of the PQEP**

**Schools and Academic Departments** are expected to develop a Program Quality Enhancement Plan (PQEP) for their programs that were reviewed during the current Academic Year. These plans are to be based upon findings and recommendations contained in the: (1) School/Department Self-Study Report and (2) the Report of the Internal Review Team, both of which are components of the Academic Program Review Process. Program Quality Enhancement Plans should address areas of improvement identified as a result of the Self-Study and the report of the Internal Review Team. These plans should delineate activities that will be implemented over a five-year period (the cycle for academic reviews) to enhance the quality of the academic program.

In order to facilitate development of the PQEP's the following steps should be taken:

1. Schools/Departments should examine their Self-Study reports and the findings/recommendations in the Internal Review Team Reports.
2. Based upon examinations of these reports, a comprehensive list of areas for improvement should be developed.
3. Areas of improvement and attendant actions should be prioritized by identifying which areas of improvement and attendant actions will be addressed during each year of the five-year cycle. (Please refer to the attached PQEP Prioritization Form)
4. **The five-year PQEP Prioritization Form should be submitted to the Office of the Provost and Vice President for Academic Affairs by May 30th. A copy should also be submitted to your respective Deans and the Office of Planning, Assessment and Research.**
5. A detailed PQEP should be developed in the Spring Semester proceeding the academic year in which the plan is to be implemented. The PQEP should be developed with faculty and staff involvement.
6. Documentation of actions taken to enhance the program as a result of the PQEP should be maintained by the School/Department. This documentation should reflect how implementation of the PQEP was used to enhance the academic program.
7. Each year by **June 30<sup>th</sup>** a status report on the implementation of the PQEP should be submitted to the Office of the Provost and Vice President for Academic Affairs, the Office of the Dean, and the Office of Planning, Assessment and Research.

**Program Quality Enhancement Plan (PQEP)  
Annual Plan of Action Form**

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Year One: AY 20____/20____	Year of Review: AY 20____/20____
Program(s) Reviewed: _____	
Department: _____	Chair: _____
School: _____	Dean: _____
<p><i>Priorities for program enhancement derive from findings and recommendations contained in the: (1) Self Study Report and (2) Internal Review Team Report.</i></p>	

<b>PRIORITY #1:</b>			
Objectives	Action/Activities	Resources Needed	Expected Results Improvement/Enhancement
1.1			
1.2			
1.3			
<b>PRIORITY #2:</b>			
Objectives	Action/Activities	Resources Needed	Expected Results Improvement/Enhancement
2.1			
2.2			
2.3			
<b>PRIORITY #3:</b>			
Objectives	Action/Activities	Resources Needed	Expected Results Improvement/Enhancement
3.1			
3.2			
3.3			

*Use a separate form for each year of the 5-Year Cycle.*

**Program Quality Enhancement Plan (PQEP)  
Annual Plan of Action Form**

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Year One: AY 20 ____/20 ____	Year of Review: AY 20 ____/20 ____
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Unit/Department/Office: _____
Unit Head: _____
Administrative Unit/School: _____
Vice President/Dean: _____

*Priorities for program enhancement derive from findings and recommendations contained in the (1) Self-Study Report and (2) Internal Review Team Report or External Evaluator Report.*

**PRIORITY #1**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Objective 1.1:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Action Steps**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Resources Needed**

\_\_\_\_\_  
\_\_\_\_\_  
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**Expected Results (Improvements) to Program Quality**

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**PRIORITY #2**

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**Objective 2.1:**

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**Action Steps**

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**Resources Needed**

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**Expected Results (Improvements) to Program Quality**

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**PRIORITY #3**

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**Objective 3.1:**

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**Action Steps**

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**Resources Needed**

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**Expected Results (Improvements) to Program Quality**

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**Objective 3.2:**

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**Action Steps**

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**Resources Needed**

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**Expected Results (Improvements) to Program Quality**

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**PRIORITY #4**

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**Objective 4.1:**

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**Action Steps**

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**Resources Needed**

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**Expected Results (Improvements) to Program Quality**

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**Objective 4.2:**

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**Action Steps**

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**Resources Needed**

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**Expected Results (Improvements) to Program Quality**

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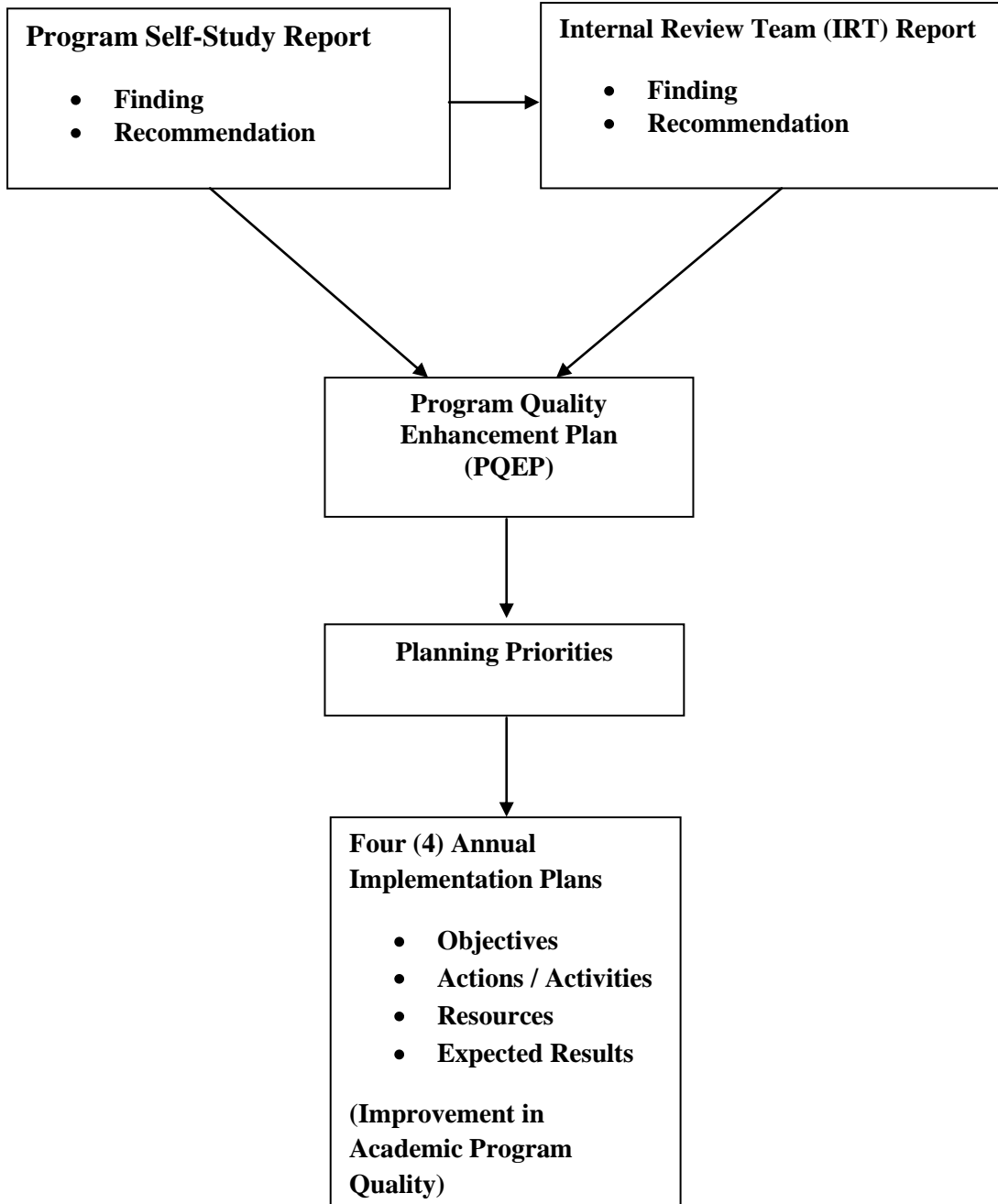
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**FIGURE 1: Steps in the Development of the PQEP**

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## APPENDIX A

### Program Quality Enhancement Plan (PQEP) Annual Planning Priorities Form

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School/Department: \_\_\_\_\_

Academic Program Reviewed: \_\_\_\_\_

Four-Year Period Covered: \_\_\_\_\_

**I. PQEP Priorities –** \_\_\_\_\_  
Year One

- 1.
- 2.
- 3.

**II. PQEP Priorities –** \_\_\_\_\_  
Year Two

- 1.
- 2.
- 3.

**III. PQEP Priorities –** \_\_\_\_\_  
Year Three

- 1.
- 2.
- 3.

**IV. PQEP Priorities –** \_\_\_\_\_  
Year Four

- 1.
- 2.
- 3.

*(Include priorities that can be reasonably accomplished for each year)*