APPENDIX B
Action Planning Table – TEMPLATE

Prepare a table that summarizes your action plan by year, with timelines and approximate costs. Three hypothetical actions are included in the example below. Progress toward this action plan should be addressed in departmental annual reports following the program review.

YEAR	WHAT? **Action Item** *What is the action that is planned?*	WHY? **Department Objective** *Why undertake this action?*	WHEN? **Timeline** *Target date for completion?*	HOW? **Resources/Costs** *What resources are needed to implement this?*	SUCCESS? **Assessment** *How will you know you've met the objective? Who will monitor?*
20xx	Use ETS Major Field Test in senior seminar	Assess content mastery of majors to find curricular strengths and weaknesses	Spring 20xx	Annual purchase of 17 tests and benchmarked score reports @ $37 = $629/yr.	Scores on sub-skills identified in test will yield information to be considered in analysis of curriculum; Senior Seminar instructors to oversee exam. Provost will receive scores and report to department.
20xx	Add junior "gateway" course for majors	Better prepare majors for upper-level work	Fall 20xx	Either reduce 200-level electives to free up staffing (no cost) or add adjunct ($2400)	Performance in upper-level courses, esp. senior seminar; assessed on specific skills to be determined; Instructors in gateway courses will develop evaluative rubrics to assess performance.
20xx	Provide student access to Qualtrics	Industry-standard tool expected by employers	Fall 20xx	Annual subscription of $2700	Senior seminar will require and track use of Qualtrics tools; Senior seminar instructors will collect and report tracking data; OIRA to add question on employer survey re. analytical skills.