Program Review Guide #7:
Annual Follow-Up Reporting

1. Introduction

Annual Follow-up Reporting is the last phase in KPU's program review process. It provides programs with a framework for reporting on progress made in carrying out the Quality Assurance Plan (QAP). The template for the Annual Follow-Up Reports is based on the program's QAP approved by the Senate Standing Committee on Program Review (SSCPR). It is prepared by the Office of Planning & Accountability (OPA) and provided to the program before the first follow-up report is due. The first annual-follow up report is due one year after the Quality Assurance Plan has been approved. Reports are provided annually until the program has demonstrated to the satisfaction of the SSCRP that the Quality Assurance Plan is substantially completed. This is required so KPU can demonstrate how the program review lead to improvements in the program, one of our accountability requirements to government.

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*The **Annual Follow-Up Reporting** continues until the program has demonstrated to the SSCRP substantial completion of the Quality Assurance Plan.*

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2. Completing the Annual Follow-Up Report

To complete the Annual Follow-up Report:

- Update changes to the 'led by' and 'start on' columns, if necessary;
- Add completion dates for completed steps;
- For steps in progress, provide information on progress made;
- Do not use "TBD" or "ongoing" in the dates column.
- For steps that have been delayed, provide the reason for the delay;
- If changes are made to the QAP, describe the changes and their rationale. Sometimes original plans need to change in light of changing circumstances. Provide a rationale for changes in the QAP, clearly explaining how the new approach still addresses the recommendations from the Program Review. If the original recommendations have become obsolete, explain how.

Track changes should be used to show the edits to the document.