

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 QAP has been approved. Reports are provided annually until the program has demonstrated to the satisfaction of the SSCPR that the QAP is substantially completed. This is required so KPU can demonstrate how the program review led to improvements in the program, one of our accountability requirements to government.

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

2. Completing the Annual Follow-Up Report

To complete the Annual Follow-up Report, please adhere to the following guidelines. Note that track changes should be used to show the edits to the document:

- **Update the “Led by” column** as necessary to reflect any changes.
- **In the “Status” column, select** one of the following options from the drop-down menu:
 - Not Started (work has not yet commenced)
 - Started (work has begun)
 - Started but Delayed (work has begun but progress has stalled)
 - Completed (the action has been fully addressed and no further action is required)
- **If the action has been completed**, present the completion date in the “Description of Progress to Date/Reasons for Lack of Progress” column.
- **If the action has not yet been completed**, present any updates to the original “Proposed Completion Date” in the “Description of Progress to Date/Reasons for Lack of Progress” column.
- **If the action is an ongoing action**, the “Proposed Completion Date” column should reflect the initial expected completion date, and the ongoing nature of the activity should be described in the “Description of Progress to Date/Reasons for Lack of Progress” column.
- **In the “Description of Progress to Date/Reasons for Lack of Progress” column**, provide a detailed description of the progress to date for each action item, including reasons for any lack of progress. For delayed steps, specify the reasons for the delay.
- **If changes to the action items in the QAP are necessary** due to evolving circumstances, describe these changes and their rationale in the “Description of Progress to Date/Reasons for Lack of Progress” column in the annual follow-up report template, clearly explaining how the revised

approach continues to address the recommendations from the Program Review. If the original recommendations are now obsolete, provide an explanation. ***Do not remove action items, even if they have become obsolete.***