**Action Plan Form**

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| Program:  | Department:  |
| Person(s) submitting this Action Plan: |

 The Academic Unit Dean and the program faculty will prepare an Action Plan outlining the activities, timeline, and responsible person(s) to address each of the strengths, challenges, and areas in need of improvement identified in the Self-Study Report (SSR). For each issue identified, the action plan should include:

1. Proposed action, expected outcome,
2. Cost/Resource implications,
3. Source of funds/resources,
4. Benchmark and timeline, and
5. Persons(s) responsible.

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| Strength/Challenge/Area in Need of Improvement:  |
| 1. Proposed action/expected outcome:
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| 1. Cost/Resource implications:

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| 1. Source of funds/resources:
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| 1. Benchmarks and timeline:
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| 1. Person(s) responsible:
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| 1. Source of funds/resources:
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| 1. Person(s) responsible:
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| 1. Source of funds/resources:
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| 1. Benchmarks and timeline:
 |
| 1. Person(s) responsible:
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(Repeat table as necessary.)

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| Signatures: |  |  |
| Program Director: |  | Date: |
|  |  |  |
| Department Chair: |  | Date: |
|  |  |  |
| Dean |  | Date: |
|  |  |  |

Submit the signed Action Plan Form to the Office of Assessment by June 30th of the year of review.