Academic Support and Administrative Program Prioritization

Guidelines for Completing Program Templates

Due Date

- Your Final Submission is due **Friday, April 25, 2014.**

Accessing the Online Form

- All reports will be completed online. Paper submissions or attachments will not be accepted.
- Individuals responsible for completing Academic Support and Administrative Program Prioritization forms (typically Directors or Managers) will receive an email inviting them to complete the forms online.
- The email will contain an author access code that will enable the individual to answer questions, make edits, save responses, print drafts, return to partially completed forms, and submit final versions. Content may be also be copied from a Word document into the online form.
- A separate read-only access code will also be provided through email. This will facilitate consultation with colleagues during the completion process. Users of the read-only access code will not have the ability to make any edits to the document.
- An approval access code will be provided through email to the Director or Manager responsible for the program. This person has the final responsibility for the content of the submission.

Navigating the Online Form

- To login, please select the “Author”, “Read-only Review” or “Approval” as appropriate for the access code you have been given.
- To move back and forth between pages, use the “Prev” and “Next” buttons found at the bottom of each page.
- The final page in the document provides a read-only summary view of your responses. Use the “Prev” button to return to the main document to make further changes.
- You may print a hard copy of your draft from the summary view page at the end of the document.
- The program automatically saves regularly; however, select “Finish Later” to ensure all changes have been saved when temporarily exiting the form.
- Composing answers:
    - You may copy and paste from a Word document; however, the form will accept only to the maximum allowed word limit. Any additional text will not appear.
    - A Word document of all questions is available online
    - Images, graphs, diagrams are not able to be copied and pasted into the text boxes. Simple tables (e.g., fewer than 4 columns) can be inserted with minor formatting changes; however, the gridlines will not appear.

    - There is no spell check feature in this form.
    - If you type new text in the middle of a text box and exceed the word limit, the text at the end of the box will be eliminated.
- When you are finished with your report, select "Submit Final Draft." Once this is done, you will no longer be able to make any edits.

Before Beginning

- Read through the entire template prior to answering any questions.
- Carefully review the accompanying scoring rubric. This document will be used by raters to evaluate responses. It provides clear direction in terms of how programs will be rated. It is strongly advised that after completing each criterion section, authors consult the rubric to ensure the answers capture the key concepts outlined in the rubric.

Answering the Questions

- Please keep in mind that the questions are usually asked in relation to the specific **program** under review, and not the Department in which it is housed. In some questions, it may be appropriate to report Departmental information to provide context; however, unless a specific question indicates otherwise, the focus of each response must be the specific **program** under review.
- Designated authors are encouraged to consult within their Departments in the development of responses.
- Please provide an accurate account of the program as it exists today.
- The completed form should provide a clear overview of the program, including its key function(s), primary service(s), resources, stakeholders, quality, goals, accomplishments and opportunities.
- Please avoid repeating information within a program template. If appropriate, please reference another answer in your response. Reviewers will not consider appendices, attachments or references to websites.
- If you are completing two separate templates for closely related programs, it is appropriate that you will have common content on both forms. Note, however, that each program will be evaluated individually based solely on the information provided on its own form. As much as possible, each form should be customized for the program under review.
- Point from is encouraged when appropriate.
- Your report should be written in clear, plain language so as to be understood by colleagues with varied areas of expertise. Please avoid using unfamiliar terms, jargon, acronyms, and technical references. If you must use these terms, please define them in the first instance.
- Please understand the question template was designed for a wide variety of academic support and administrative programs. Do your best to respond to each question or to explain why the question is not applicable.

- Prior to submitting the completed forms, you are encouraged to have someone from outside your department review your report and provide feedback to ensure that it clearly answers the questions asked.
- Most criterions have a final question allowing authors to add any additional information not captured elsewhere. If needed, authors can use this space to elaborate on an earlier criterion question.

Providing Evidence

- Responses will be strengthened by supporting evidence. Both qualitative and quantitative data are encouraged, depending on what is available and appropriate. If a question specifically asks for support, please be sure to include this within your response.
- Please identify and explain any significant trends, variations, or anomalies in the data. However, it is not necessary to report any minor variations.
- The Task Force will not be contacting programs for missing information on submitted forms. If you are unsure how to answer a question, need any clarification, or have any questions, please do not hesitate to contact the Task Force Staff *prior* to submission.
- If you believe any centrally provided data has a significant error or is missing, please contact the Task Force Staff. Do not directly contact departments that provide central data (e.g., Registrar, Finance, and Institutional Analysis).

Available Support

- The FAQ section of the Task Force Website is a repository for answers to commonly asked questions.
- Workshops will be organized to help with the completing of the templates.
- We strongly encourage you to ask the Task Force Staff or other members of the Task Force if you have any questions.
- For additional information, please visit the Presidential Task Force: Sustaining the Academic Priorities at StFX http://sites.stfx.ca/academic_vp/presidential_task_force_home/