

## Academic Program Prioritization

### Guidelines for Completing Program Templates

#### Accessing the Online Form

- All reports will be completed online. Paper submissions or attachments will not be accepted.
- Individuals responsible for completing Academic Program Prioritization forms (typically Department Chairs or Interdisciplinary Program Coordinators) will receive an email inviting them to complete the forms online.
- The email will contain a master 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 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.

#### Navigating the Online Form

- To login, please select the “Author” or “Read-only Review” 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 when you move between questions; 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 be deleted.
  - A Word document of all questions is available online
  - Images, graphs, diagrams can not 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, but there is auto-correct.
  - 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

- Chairs or Coordinators are expected to consult widely within their Departments or Interdisciplinary Programs in the development of responses. This template may be completed by a faculty member designated as principal respondent by the Chair, but is to be signed-off on by the Chair or Coordinator responsible for the program.
- Please provide an accurate account of the program as it exists today.
- 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.
- Point form 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.
- 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.
- While some questions are asked in relation to a whole department as a means of providing context, the unit of analysis in this process is the individual program (i.e., Honours, Advanced Majors, Majors, General Courses, etc.). **As much as possible, please include relevant information about each program in the drop-down boxes in the online form.**
- If you are completing two separate report forms for closely related programs (e.g., Coady programs, Nursing certificates), it is appropriate and expected that you will have some 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 report should be customized for the program under review.

### Providing Evidence

- As much as is possible, centralized data has been provided for Departments and Interdisciplinary Programs to draw upon in their responses. Definitions used to derive the data are also provided.

- Responses will be strengthened by referencing 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 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 by April 4th. **Do not directly contact departments that provide central data (e.g., Registrar, Finance, Institutional Analysis, etc.).**

### 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/](http://sites.stfx.ca/academic_vp/presidential_task_force_home/)