



**University of San Diego Academic Program Review
Memorandum of Understanding (MOU)/Action Plan¹ Template
for Onsite and Distance Education Programs**

College/School:	
Department:	
Academic Program Name(s):	
Contact Name for this MOU/Action Plan:	
Date Submitted:	

Purpose of APR: The University of San Diego's academic program review (APR) provides a systematic and continuous means of assuring academic excellence in student learning. It is designed to encourage accountability and dialogue among members within the program under review as a self-reflective, continuous process within the broader institutional and discipline-based contexts. The process is meant to assist programs in understanding their distinctive and collaborative roles within the university community and with relevant external constituents. It provides the foundation for assessing student learning and for making evidence-based plans and decisions to foster improvements at all levels of the institution. Program reviews are integral to planning, resource allocation, and other decision-making within the university.

¹ We are now using the word Action Plan in place of "LTP" to maintain compliance with academic policy 6.6.

The multiple documents and dialogue that have informed this final MOU/Action plan can be found in this academic program's shared google folder drive.

Table 1 - Recommendations Requiring NO NEW Resources

Strategic University or College/School Goal or Accreditation Standard this Recommendation aligns with (if relevant)	Recommendation Selected (reference from APR documents)	Task to Achieve Actions and Recommendations	Target Start & End Dates	Person(s)/ Role(s) Responsible	Milestones and Measurements	Comments
			S: E:			
			S: E:			
			S: E:			
			S: E:			

[Please add more rows if desired]

Table 2 - Recommendations that Require Resource RE_ALLOCATION or NEW RESOURCES

Strategic University or College/School Goal or Accreditation Standard this Recommendation aligns with (if relevant)	Recommendation Selected (reference from APR documents)	Task to Achieve Actions and Recommendations; & Indicate whether internal Dept, School/College Reallocation or Request for New Resource	Target Start & End Dates	Person(s)/Role(s) Responsible	Milestones and Measurements	Comments (please indicate where new resources will be derived from)
			S: E:			
			S: E:			
			S: E:			
			S: E:			

[Please add more rows if desired]

Table 3 - Recommendations that Require COLLABORATIONS outside of the School/College

Strategic University or College/School Goal or Accreditation Standard this Recommendation aligns with (if relevant)	Recommendation Selection (reference from APR documents)	Task to Achieve Actions and Recommendations	Target Start & End Dates	Person(s) /Role(s) Responsible	Milestones and Measurements	Comments
			S:			

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2 Options for the Key:

- 1) "I"=Introduced; "R"=reinforced and opportunity to practice; "M"=mastery that is demonstrated (often at the senior or exit level); "A"=assessment evidence collected.
- 2) "X" where outcome is either introduced in content, reinforced in practice, or where assessment data is collected to indicate that the outcome has been achieved.

Note: Please add as many columns and rows as needed. If assistance is needed in developing the curriculum map for your program, please schedule an appointment with a member of your School/College assessment committee, ARC, or a staff member in the Office of Institutional Research and Effectiveness.

This form serves as acknowledgement to all interested parties that the Program/Department engages in continuous program improvement and has completed the University's Academic Program Review Process, using the guidelines suggested by WSCUC and the policy established by the University. Furthermore, the new resources requested in this action plan will be used to inform the college's/school's budgetary planning process.

The following parties acknowledge completion of the University's Academic Program Review Process by the Program/Department and defer action items in need of resources to be considered as part of the budget process. Below signatures do not indicate a guarantee that requested resources will be allocated for the specified improvement; only that this document will inform budgetary decision-making.

Name	Title	Signature	Date
	Program Director/Department Chair		
	Dean		
James Antony, PhD	Provost and Vice President for Academic Affairs		

Marilee Bresciani Ludvik, PhD	Director, Academic Effectiveness & WSCUC ALO		
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Last Updated on April 23, 2026 by the Office of the Provost and Vice President for Academic Affairs