

MEMORANDUM

TO Academic Planning and Priorities Committee
Senate

FROM Dean [insert name] and Chair [insert name]

RE Program Review: Response to Recommendations and Action Plan

DATE [insert date]

SUMMARY OF REVIEW (maximum 250 words)

RESPONSE TO EXTERNAL REVIEWER RECOMMENDATIONS (maximum 500 words)

REVIEW CYCLE

- Year of Mid-Cycle Review: [3 years following submission of report to APPC]
- Year of Next Program Review: [as per 7-year review schedule]

SIGNATORIES

Dean

Program Chair

ATTACHMENTS

- External Reviewer Report
- Action Plan