

Guide to Reviewing and Approving the Annual Program Review & Improvement Report (APRIR)

APRIR Overview

The Annual Program Review & Improvement Report replaces the Annual Program Monitoring Report. The new version of the APRIR is a web based template accessed and completed through the new Program Management system.

As an Approver of the APRIR, you will receive an email from the Program Management system when a Program Convenor has submitted an APRIR for review and approval.

As part of the annual program review, a Program Convenor is asked to complete two Curriculum Review (Audit) tools and attach these to the web based APRIR report, through an Attachments page. When reviewing the report, you can access and view these attached tools through the Attachments page.

The APRIR also provides a link to the QPS Management Information System's (MIS) program performance indicators for the program.

To review and approve the APRIR:

1. Access the APRIR for each program in your school and review the report online or generate a word version of the document. Review the responses to the APRIR questions and the recommended action for the next 5 yearly program review recorded – if provided.
2. Click on the KPI link within the report to access the MIS performance indicators
3. Download the attached Curriculum Review Audit Tools from the Attachments page.
4. Amend the recommended review date if necessary and record a decision of Approve or Recycle on the Approval Page and submit the decision. This will submit the report to the next review level in your Group.

Step 1 - Access and review an APRIR

When an APRIR has been submitted for approval by the Program Convenor/Director, an email is sent to the Head of School or relevant role advising that a report has been submitted to them for approval. An approver can access the Report by:

1. Logging on to the Griffith Portal
2. Clicking on the '[Go to Proposal](#)' link within the notification email
- OR**
3. Log onto the Griffith Portal
4. Navigate to Learning & Teaching > Developing the curriculum > Program Management
5. Click on **APRI Report > Find** on the left hand menu
6. Enter the program code or select or enter search parameters to locate the required report. Part words can be entered into the Program title field.
7. Click **Search** (Reports matching the search parameters are displayed in the lower half of the page.)
8. Click on the proposal number link to open the report.

OR

9. Navigate to the Program Management system as above and click on **APRI Report > Summary** and search for all APRIRs for a specific school. It may be useful to search by your host element to see all APRIRs that have been submitted. A green tick under the Subm heading will indicate the APRIR has been submitted.
10. Click on the magnifying glass icon  to be taken to the APRIR's Approval page or click on the  to open up a word version of the report.

When initially accessing the APRIR, the report will be displayed in read only mode. This mode is best for reviewing the report online.

Each red link on the page, opens up a page of information. Click on each link to review the data or if you would prefer to review the report in a Word document

version of the report click on the  button.

To amend 5 yearly program review dates (if necessary) and record an approval decision and comments, click on the Check out for editing button on the right hand corner of the page. (This button does not appear on the Approval page.)

Check out for editing

Step 2 – Review program performance indicators

Click on the [Program attributes](#) link to open the page. This page provides basic details about the program and provides a link, under the program code, to the MIS performance indicators. **Right click on the link and select open in New Window (or Open link in new window)**. This will open a new page which directly links to the MIS program performance indicators for that program. Opening a new window will allow you to toggle between the statistics and the report so you can keep the statistics open and not lose the APRIR web based report.

Step 3 – View program review tools

Click on the [Attachments](#) link in the APRIR to open the Attachments page. Any documents that have been uploaded and attached, will appear on this page. Click on the green arrow against each document to download and view each of the review tools and any other supporting documentation attached to the report.

Step 4 – Record a decision (and amend review date)

Having read the report, performance indicators and attachments, click on the [Program Review Dates](#) link. Assess whether the recommended action for the next scheduled 5 yearly review date is sufficient for the program. You may consider it necessary to change* the date and extend or bring forward the five yearly review dates. Otherwise, leave the 5 yearly program review date as is. If changing the recommended dates, enter comments to explain the change.

(This step may not be required if the Program's 5 yearly review date has not been established.)

Click on the [Approval](#) page and record a decision and any comments*. For an explanation of each field on the Approval page refer to the following section titled, Understanding the Approval Page.

*If not already in edit mode, you will need to click on the **Check out for editing** button to amend the review dates and/or record a decision.

After entering a decision, click the **Submit decision** button to progress the report to the next approval level or if you partially completed the page and wish to return to complete later, click on the **Save decision** button.

Approval Process

On submitting the APRIR for approval, an email will be sent to the Head of School or relevant approval body for the school in which the program resides. The Head of School will review the report and attachments in order to ensure carriage of any recommended program changes and may choose to change the next five yearly review date. Following approval of the report, it is sent on to the Faculty Board. The Dean/Deputy Dean (Learning and Teaching) is then required to present annual program review and improvement reports to Program Committee (in accordance with 7.3 of the University's Framework for Quality Assurance) with a copy of the report findings to PVC(L&SO).

Screen shots of steps outlined above

Access APRIR through Find menu path

Search for annual program review and improvement reports Logged in: Allison Vial | [Logout](#)

Online program management system *AP88F7*

- » Proposals
- » APRI reports
- » Add
- » Find
- » Reports and queries
- » Program management resources
- » Support

Search parameters

Proposal number

Program code

Program title

Academic group

Host element

Year of program review

Home campus

Step 1 Select or fill out search parameters to locate the report

Step 2 Click on Search. All reports matching the criteria will be displayed below

You must select or fill out at least one field above before selecting "Search".

Step 3 Click on the Proposal number to open the report

Search results Arts, Education and Law Group, 2008

Proposal number	Program code	Program title	Host element	Home campus
183	1021	Bachelor of Arts	School of Arts	Nathan Campus

Note that the 'Year of program review' is the year that the review pertains. It is not necessarily the year that the review was conducted. Therefore many reviews performed in 2008 will actually be for the 2007 year.

Report opens in view only mode

Edit annual program review and improvement report Logged in: Allison Vial | [Logout](#)

Bachelor of Arts (prop. nbr: 183)

Version: 0.09 Status: **Work In Progress**

[Preview in Word](#) [Comments](#) [Notify](#)

[Program attributes](#)

[Annual program review and improvement](#)

[Five yearly program review dates](#)

[Attachments](#)

[Approval](#)

[Check out for editing](#)

Click on each red report link to open each page and review the report.

Alternatively, click on the Preview in Word button to generate a word document version of the report

Program attributes page in view only mode

[Preview in Word](#) [Comments](#) [Notify](#)

Program attributes

Program information

Program code: 1021

[KPI entry for this program in the MIS.](#) To open in a new window, right click on link and select "Open [Link] in New Window".

Program title: Bachelor of Arts

Academic career: Undergraduate

Home campus: Nathan Campus

Other campuses

- Gold Coast Campus
- Logan Campus

Academic group: Arts, Education and Law Group

Host element: School of Arts (ART)

Partner elements

- None selected

Year of review: 2008

Program convenor: None selected

[Annual program review and improvement](#)

[Five yearly program review dates](#)

[Attachments](#)

[Approval](#)

[Check out for editing](#)

Right click on the KPI link and select Open in New Window to open the MIS statistics in a new page

Program review and improvement page in view only mode;

[Program attributes](#)

Program review and improvement

Program review and improvement questions

1 What action was taken on issues from the previous APRMIR?

This is a sample response just for the purpose of the training guide. Program Convenors are to respond to this question and each question on this page.

2 Using the most recent data please summarise the performance of the program and progress on action undertaken since last review?

This is a sample response just for the purpose of the training guide. Program Convenors are to use the link on the Program attributes page, displayed under the program code, to open up the MIS Program Performance Indicators.

3 What issues have arisen this year?

This is a sample response just for the purpose of the training guide. Program Convenors are to record the issues.

4 What actions do you recommend for improvement?

This is a sample response just for the purpose of the training guide.

[Program review dates](#)

[Attachments](#)

[Approval](#)

Check out for editing

Review the responses for each question.

Click **Check out for editing** to update program review dates and record an approval decision

Download Program Review Tools from Attachments Page

[Program attributes](#)

[Annual program review and improvement](#)

[Five yearly program review dates](#)

Attachments

Existing attachments

[Select all](#)

Select to delete	Attachment name	
<input type="checkbox"/>	Curriculum-Audit-Tool-BLDLRN.doc	
<input type="checkbox"/>	Curriculum-Audit-Tool-INT.doc	
<input type="checkbox"/>	Curriculum-Audit-Tool-WIL.doc	

New attachment

Upload new attachment (Max file size 32MB)

Click 'Save' to add attachment to proposal.

[Approval](#)

Click on green arrows to download and review each curriculum audit tool. (Only the INT and WIL tools will be completed initially.)

Record your review decision and comments in the Approval Page

Once you have recorded a decision and entered any comments, click on Submit to progress the report to the next level.

Understanding the Approval Page

- Approval Level** Identifies the approval body to action the approval.
- Approver** The Approver is the person that is responsible for the approval decision. The name defaults to the name of the person logged into the system. If approval information is being entered on behalf of someone else, click on the **Change approver** button to search for the name of the Approver.
- Decision** Select one of: Approved or Recycle (The Not approved option may not be relevant for an APRIR.)
(A decision must be recorded in order to submit to the next Approval Level.)
- Date of decision** Enter the date the decision was made. (Defaults to today's date, can be changed.)
- Executively approved** This field is not required for the APRIR.
- Meeting Number** This field is not required for the APRIR.
- Document number** This field will be automatically populated with a document number when the document is

sent electronically to CARMS.

Comments Enter comments relating to the decision. These comments are merged onto the last page of the report when it is generated through the Preview in Word feature.

Submitting Decisions and Subsequent Email Notifications

Decision Automated Email Notifications

Approved Email is sent to the next Approval Level to advise the report has been submitted to them for approval and their action is required.

Notification email is sent to the Program Convenor to advise of the decision.

Not Approved Notification email is sent to the Program Convenor to advise of the decision.

Recycled Email is sent to the previous Approval Level (or submitter) to advise the report has been returned for further consideration, action and resubmission. It is expected that sufficient comments will be recorded against the Recycle decision to inform the previous Approval Level or the Person submitting the report of the reason for the Recycled decision.

Further Details

If you require further assistance in using the Approval Page or the Program Management system please contact your Group Academic Services Officer or click on the Support link on the left hand menu in the Program Management system's menu path, and send an email detailing your request.

If you do not have access to enter information into the Approval Page or you encounter system errors please contact Information Services on 55555 advising a problem with the Program Management system.