**The Report of the Action Plan (RAP)**

The purpose of the RAP is to inform internal and external stakeholders of progress towards meeting the action plan created at the end of a department or program’s Program Review. This report is due annually on May 31.

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| **Action Item** | **Progress Towards Completion** | **Completion Date** |
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Action Item: List each action item from the Action Plan coming out of your most recent Program Review. Since the Action Plan is plan agreed on by the department and Academic Affairs, changes or modifications should be discussed prior to changes being made on this report. This template can be updated annually and re-submitted each May 31st with updated progress and evidence.

Progress Towards Completion: A brief summary and any available evidence that supports progress towards meeting the action plan item is provided here. If the action plan item is completed, please include how is has impacted the department or program along with supporting evidence.

Completion Date: Include the date of completion or anticipated completion here. Semester and Year will suffice for a date.