

MEMORANDUM

TO: Office of Academic Quality, Assessment, and Accreditation

FROM: ***INSERT DEAN NAME*****, Dean, Name of College
INSERT CHAIR NAME**, Chair, Name of Department

RE: Action Plan Update for ***INSERT PROGRAM NAME*****

DATE: ***INSERT DATE OF DOCUMENT*****

The following is an action plan update addressing the points of emphasis raised by the University Provost and selected ARC recommendations. The University Provost's Points of Emphasis are highlighted in bold. At the appropriate location(s), this update includes action plans, time lines and resource allocations that will serve to illustrate how these recommendations and points of emphasis are being actualized.

Action Plan

Insert Program Year ***Insert Academic Review Year***

Insert Date of Document

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[Point of Emphasis]

- Action taken:
- Timeline:
- Resource Allocation
 - ***Insert Center Name*** (Tuition, restructuring, etc.):
 - Outside of ***Insert Center Name***: