**Instructions for Short Self-Study**

If a short self-study was recommended after the last program review, the program can use the template starting on page two to complete the report. Short self-studies are due during the same time-frame as full self-studies (May 1 to Deans, and August 1 to the Office of Academic Assessment). Authors of short self-studies will create their own self-study, as opposed to having a link sent via email. To do this, login to the portal ([Program Review portal](https://www.uww.edu/irap/assessment#reviewportal)), select “create a new short self-study “and follow the prompts.

Review the recommended actions from the final program report to determine which items you are being asked to include in the short self-study. You can access your last self-study, and recommendations, [here](https://www.uww.edu/irap/assessment#scheduleevaluations). List each recommendation in the self-study. Then provide a review of the work that has been done related to the recommended items. Continue until you have reflected on each of the recommended actions.

Once the report is completed, you submit it to the portal. Follow the link above and login using your UWW credentials (MFA is required). Select short self-study and enter your program information. You will then be directed to the page where you can upload your report.

**Short Self-Study Template**

**Submitted by**: Author name­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_

**Program Title**: Demo program\_\_\_\_\_\_\_\_\_\_

**Year of current short self-study review**: 20XX

Year of previous full self-study review: 20XX

***NOTE: Because the final result of this program’s previous review was “Continuation without qualification,” the program is required to submit a short self-study that addresses only the recommended actions from the previous report. Some programs may choose to include introductory or summary remarks or other pieces of information but this is not required.***

**I. Introductory Comments**

*Insert any introductory comments you’d like the review team to be aware of. Examples might include significant changes in program structure, curriculum, staffing, enrollment, etc. If not addressed in your response to the individual Recommended Actions, include any information that would support points you want to highlight about the program, resources you want to make an argument for, etc.*

**II. The Recommended Actions from our 20XX program review are:**

*Insert an exact copy of all recommended actions from the most recent program review.*

**III. Response to Recommended Actions**

1. **Recommended Action #1:**

*Insert summary of accomplishments and progress toward meeting recommended action #1.*

1. **Recommended Action #2:**

*Insert summary of accomplishments and progress toward meeting recommended action #2.*

1. **Recommended Action #3:**

*Insert summary of accomplishments and progress toward meeting recommended action #1.*

1. **Recommended Action #4:**

*Insert summary of accomplishments and progress toward meeting recommended action #1.*

**IV. Summary and Conclusions**

*Insert final summary remarks and/or conclusions you would like to bring to the review team’s attention.*