

Deans' Offices Guide to Managing Certificate Review with the Certificate Review Committee (rev. 3-7-24)

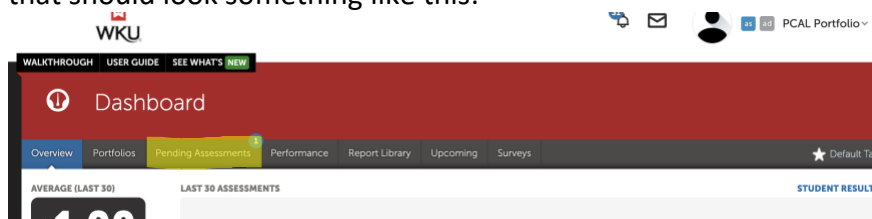
The [Certificate Review Guidelines and Steps](#) handout on the [Certificate Review \(CR\) web page](#) outlines the overall CR process and provides other supporting materials. This brief guide is designed to help associate deans in charge of CR to manage the overall process.

1. In the fall semester, deans/associate deans should form the College Certificate Review Committee (CCRC) to explain the overall process. Take care not to appoint faculty with a conflict of interest. Typically, associate deans will chair the CCRC. See step 3 of [Certificate Review Guidelines and Steps](#) for additional details.
2. In December, the CCRC Chair should have a brief organizational meeting to introduce colleagues to the CR web page and supporting materials, to ensure CCRC members understand their roles, and to answer questions.
3. After the CCRC Chair (AKA Associate Dean) has received the certificate programs' self-studies via Anthology, reviewed them for completion, and approved them, by January 7th, they should cut and paste the self-study links and email them to the CCRC along with the WKU Certificate Review Committee Report for APR template (cc the dean). CCRC members should read the reports and generate any questions.
4. In February, the CCRC Chair will organize brief meetings (~30 minutes) for the CCRC to meet with the department chair, program coordinator, and program faculty to discuss the report and ask any questions. After the CCRC meets with program faculty, they write their report using the WKU Certificate Review Committee Report for APR template (usually 3-5 pages).
5. By February 28, the CCRC Chair submits each report to the dean via email. In early March, the Dean reviews the self-study and CCRC report and has a brief meeting (~30 minutes) with the CCRC chair, the department chair, program coordinator, and program faculty. The dean should ask any questions, provide an informal summary of what they will say in their final report, and give the group an opportunity to respond or provide clarifying information.
6. By March 31, the dean submits the final summary, the link to the self-study, and the final summary in Anthology-Portfolio.

Accessing Reports via Anthology-Portfolio—Detailed Workflow

Department Chairs will submit the APR Certificate portfolios to college accounts (i.e., CEBS Portfolio, etc.) from their departmental accounts. Never use personal accounts for APR.

1. After deans log in to their college's Anthology-Portfolio accounts, they will arrive at the dashboard that should look something like this:



2. Click on the Pending Assessments Menu at the top to see items queued for assessment. When you get to the list of Portfolios to assess, click on the line of the APR Certificate Dean's Acceptance and a new menu appears. Click on Assess to access the APR Portfolio.

All Pending Assessments, Past 5 years.

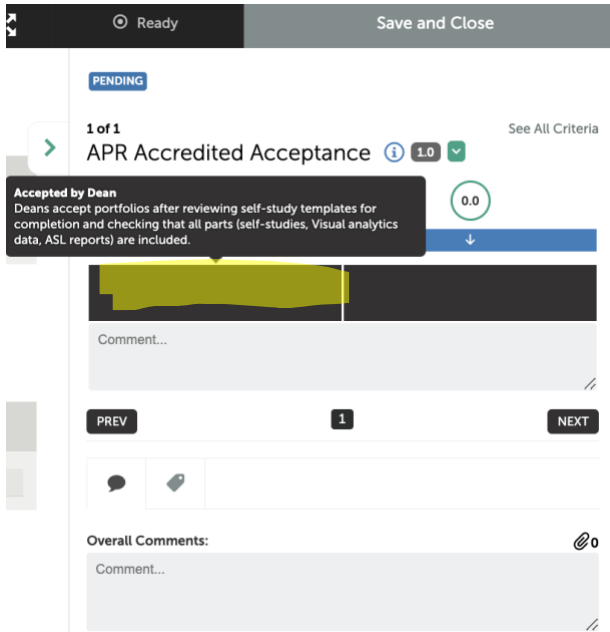
The screenshot shows a table titled 'Pending Assessments' with columns for Student, Submitted, Assessed, and Status. A context menu is open over the first row, listing options such as 'View Assessment Instrument', 'View Table Of Contents', 'View Summary', 'View Details', 'Download Portfolio As PDF', 'Download As PDF With Files', 'Work', 'Assess', 'Transfer', 'Delete', 'Annotations', 'View Student Info', and 'View Assessor Info'. The 'Assess' option is highlighted in yellow.

Student	Submitted	Assessed	Status
department, test	2024-01-08 12:12	NORMAL	PENDING
department, test	2024-01-08 11:48	NORMAL	PENDING
department, test	2024-01-08 16:00	NORMAL	PENDING

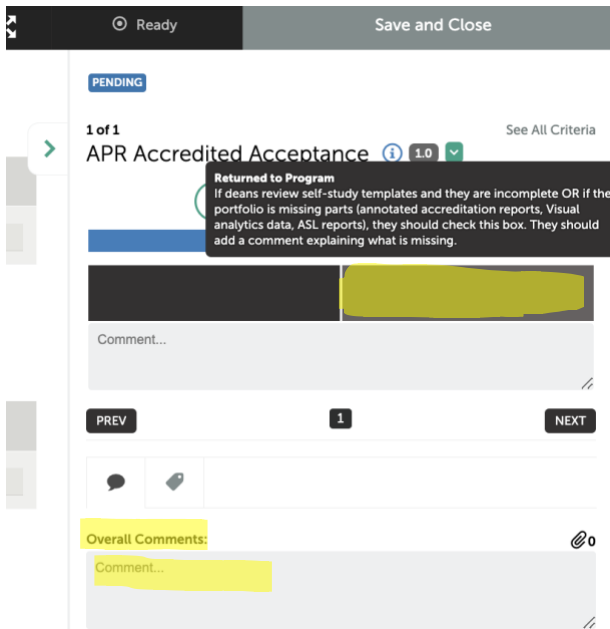
You'll get to a screen that looks something like this.

The screenshot displays the 'APR Certificate Review 2023-24' assessment interface. On the left, a list of review items is shown, including 'Add a Shareable Link to Your Portfolio Here', 'Certificate Review Self-Study Completed Template', 'APR Certificate Review Data Sheet (Visual Analytics)', and 'Assurance of Student Learning Reports'. On the right, a detailed view of the 'APR Accredited Acceptance' criterion is shown, featuring a score of 1.0 and a 'PENDING' status. The interface includes navigation buttons like 'PREV' and 'NEXT', and a 'CREATE NEW ASSESSMENT' button at the bottom.

4. If everything is complete, click the Accepted by Dean box, and then Save and Close.



If the self-study is not complete, click the returned to program button so they can update and re-submit (and Save and Close). **Make sure to add overall comments explaining what it missing.**



After you have accepted the self-study as complete, a new assessment will appear in the Pending assessments queue, but it will stay there until after the CCRC has completed their work (usually by the end of February).

department, test	APR Certificate Dean's Final Summary	2024-01-08 16:16	NORMAL	PENDING
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5. Once the self-study has been accepted as complete, cut and paste the link to the full portfolio and share it with the CCRC via email. It probably is more efficient to gather all of the links and put them

in a table to share all of the certificates under review in your college in a single email. You should also include a link to the [APR Certificate Review](#) web page and call attention to the [Certificate Review Committee Report Template](#) that the committee will use.

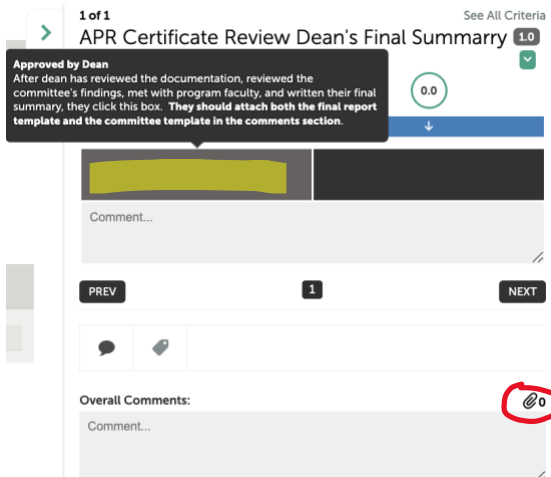
6. The CCRC will briefly meet with each department chair, program coordinator, and program faculty to discuss the reports and ask any questions.
7. After the CCRC meets with program faculty, they write their report using the [Certificate Review Committee Report Template for APR](#) (usually 3-5 pages). It’s helpful if they use the same nomenclature for the files:
 - Certificate Name-Cert #-Dept Name-CCRC Report-year
 - (i.e., Mixology Studies-777-Culinary Arts-CCRC Report-2023-24)
8. Associate deans/CCRC Chairs will share the reports via email with the dean and the department chair who shares it with the program coordinator and program faculty. The Dean will draft their initial responses using the Dean’s Final Summary Report for Certificate Review. The dean will schedule brief meetings with the CCRC chair, department chair, program coordinator, and program faculty to share initial impressions and then orally tweak final summaries based on the meeting.
9. Once the Dean’s Final Summary Report is finalized, they complete the assessment in Anthology. Make sure to have the CCRC and Dean’s Final Summary Reports saved on your hard drive with consistent nomenclature:
 - Certificate Name-Cert #-Dept Name-CCRC Report-year
(i.e., Mixology Studies-777-Culinary Arts-CCRC Report-2023-24)
 - Certificate Name-Cert #-Dept Name-Dean’s Final Summary-year
(i.e., Mixology Studies-777-Culinary Arts-Dean’s Final Summary -2023-24)
10. When dean is ready to submit the final summary, go to the Pending Assessments, click on Certificate Review Final Document and select Assess.

All Pending Assessments, Past 5 years.

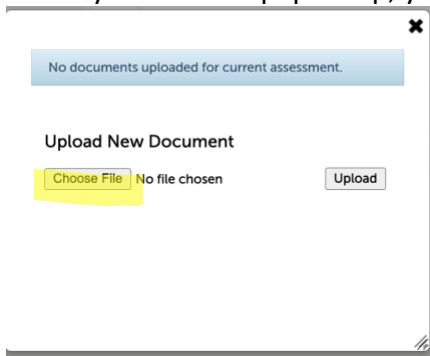
The screenshot displays the 'Pending Assessments' page in the Anthology system. A table lists three entries with columns for 'Submitted', 'Assessed', and 'Status'. The 'Submitted' column shows dates and times, and the 'Assessed' column shows 'NORMAL'. The 'Status' column shows 'PENDING'. A context menu is open over the first entry, with the 'Assess' option highlighted. The right-hand sidebar contains navigation buttons for 'Go to Assessment Instruments', 'My Held Assessments', 'All Held Assessments', 'All Pending Assessments', 'Pending Assignments', 'Pool Assessment', 'Completed Assessments', and 'Completed Assignments'.

Submitted	Assessed	Status
2024-01-08 12:12	NORMAL	PENDING
2024-01-08 11:48	NORMAL	PENDING
2024-01-08 16:16	NORMAL	PENDING

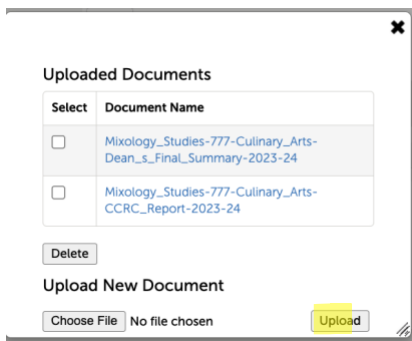
11. You’ll arrive at a page that includes the full self-study. In the right-hand side, click on the 1 to “Approve by Dean.” In Overall Comments, the dean should attach two documents by clicking on the Paper Clip.



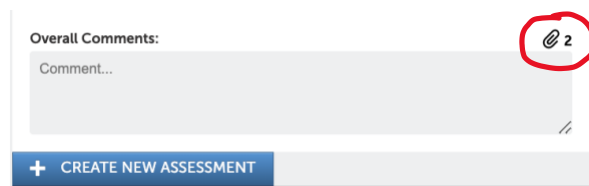
When you click the paper clip, you'll arrive at the upload screen. Click Choose File.



Then select the two files from your hard drive and upload them. You should see the number @ next to the paper clip if they are both there.



When the number 2 appears next to the paper clip on the main screen, you'll know they are both attached.



Click Save and Close at the top of the screen, and your work is done.