Submitting the Academic Program Review
For Program Review Leaders (PRLs)

As part of the Academic Program Review process, each academic program up for review will have identified a Program Review Leader (PRL). The PRL may be the program director, department chair, or a designee. The PRL is responsible for completing the Program Review Prompts and submitting the responses online by October 15th.

Once this person has been identified, please email Karina Knutson (karina.knutson@und.edu) to ensure appropriate access has been set up within the online system.

Sign into Taskstream
1. Click link provided in email or UND APR Website
   a. Use UND/IDM login
      i. If unable to log in or having issues viewing the correct areas, contact Karina Knutson (karina.knutson@und.edu)

Access the Program Area
1. On the Home Page, navigate to the degree program you are completing the APR for.
   a. i.e. Chemical Engineering (MEng), Biology (MS), Higher Education (PhD)
2. Click on Academic Program Review, whichever project you are wanting to access.
   a. There may be a date associated with the APR listed (i.e. 22-23 Academic Program Review)

Complete the Program Review Prompts
The left side navigation (light grey box) outlines each step of the APR Process. The PRL is responsible for completing the General Program Information and Program Review Prompts sections.
To respond to each of the prompts:

1. Click on the Criterion (section) you are answering.
2. Read the Directions and additional questions.
3. To input your response, click on “check out” (upper right corner- green button).
   a. Click on “add Text & Image”
   b. Input your response to the stated questions.
   c. When complete, click on “check in”; then “return to work area”.
4. Repeat for each Criterion (section).
Submit the Responses

1. Once the responses are inputted into Taskstream, click on “Submission & Read Reviews” (upper right)
2. Locate the General Program Information and Program Review Prompts sections
   a. Click on “Submit Work” for each line listed in those sections
3. Log out of Taskstream

Submitting the Responses does two things: 1) locks the content so it cannot be edited; 2) notifies the Reviewer in the Provost’s office that this section is complete.

For Assistance and More Information

Undergraduate Program Reviews
Karyn Plumm
Vice Provost for Student Success
Karyn.plumm@UND.edu
701.777.1322

Graduate Program Reviews
Chris Nelson
Dean of the School of Graduate Studies
chris.nelson@UND.edu
701.777.2786

Technical Assistance
Karina Knutson
Assessment & Accreditation Specialist
karina.knutson@UND.edu
701.777.4085