

## Logsdon, Jeremy

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**From:** Klemm, Jennifer  
**Sent:** Friday, November 22, 2024 9:45 AM  
**To:** Matthew.Duncan@mtsu.edu; davisr11@nku.edu; Logsdon, Jeremy; Price, Merrill  
**Cc:** Hale, Rob; Smith, Kandy; Desander, Marguerita  
**Subject:** WKU Academic Program Review Interdisciplinary Studies

Dear Drs. Duncan, Davis, Price, and Logsdon,

Thank you for agreeing to serve on the Review Committee for the Associate (#246) and Bachelor (#558) of Interdisciplinary Studies programs. One of the vital components to WKU's process is participation of external and internal WKU faculty. The Academic Program Review (APR) process is an essential part of WKU's ongoing efforts to ensure the educational mission is being met through the delivery of academic programs.

The APR is intended to:

1. Assess the quality and effectiveness of academic programs.
2. Identify program strengths and opportunities for improvement.
3. Encourage accomplishment of both short- and long-term goals and objectives.
4. Establish program action plans and strategies for continuous improvement.
5. Ensure that current and proposed degree programs are aligned with WKU strategic priorities, mission, and purpose.
6. Utilize the information collected through the APR process to inform planning and priorities at the university level.

To ensure that we have an effective and organized process, we have created a web page with detailed information about [Academic Program Review](#) at WKU and below is a list of primary roles and responsibilities for the committee.

We are grateful that Dr. Matthew Duncan will chair the Associate of Interdisciplinary Studies committee and Dr. Rhonda Davis will chair the Bachelor of Interdisciplinary Studies committee.

### Review Committee Chair

- Sets the individual meeting agendas during the campus visit and leads meetings
- Makes specific assignments to Review Committee members, overseeing the review process, producing the report, getting feedback from the committee, and submitting the final report to the dean

### Review Committee

- Use the Review Committee Guidelines, Template, and Rubric and to respond to the italicized directions in each section.
- Work with Review Committee Chair to produce narratives (usually 3-10 pages) that include:
  - A completed rubric (one per committee)
  - A summary of the activities of the Review Committee and materials reviewed
  - An evaluation of the strengths and weaknesses of the program
  - Advice to the program, dean, and/or provost for improving the program
  - Recommendations for future directions
  - Specifications for any necessary follow-up action

In the coming weeks Dr. Kandy Smith, Assistant Director ([kandy.smith@wku.edu](mailto:kandy.smith@wku.edu)) of the School of Leadership and Professional Studies will contact you to begin coordinating the campus visit and to answer any procedural questions.

Dr. Jennifer Klemm, Associate Dean ([jennifer.klemm@wku.edu](mailto:jennifer.klemm@wku.edu)), from our college and Dr. Rob Hale, Associate Provost ([rob.hale@wku.edu](mailto:rob.hale@wku.edu)) are available to answer questions. Dr. Hale will contact you well before the site visit to organize a Zoom orientation meeting a week before the campus visit.

If you are one of the reviewers external to WKU, once the campus visit has been set, we will contact you to gather financial information so that we can compensate you in a timely fashion.

Thanks again for your willingness to serve on this important committee.

Sincerely,

Jennifer Klemm

**Jennifer Klemm, Ph.D.**

Associate Dean

Office of the Dean

GRH-2044

College of Education & Behavioral Sciences

1906 College Heights Blvd. #11030

Western Kentucky University

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## Logsdon, Jeremy

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**From:** Klemm, Jennifer  
**Sent:** Friday, January 31, 2025 4:55 PM  
**To:** davisr11@nku.edu; Matthew.Duncan@mtsu.edu; Logsdon, Jeremy; Price, Merrill  
**Cc:** Smith, Kandy; Desander, Marguerita; Hale, Rob  
**Subject:** WKU Program Review Self-Study

Academic Program Review Team,

Thank you again for serving as external reviewers for Western Kentucky University's Academic Program Review (APR) process for the Associate and Bachelor Degrees of Interdisciplinary Studies. Your participation is vital in helping us make our excellent programs even stronger.

Here is a link to the program's self-study and the supporting documents for each program: [AIS 246 Self-Study Materials](#) and [BIS 558 Self-Study Materials](#).

The self-study, supporting documents, along with the site visit, are the basis for the program review you will write.

Dr. Rob Hale from WKU's Provost's Office will contact you in the next few weeks to schedule a 45-minute Zoom orientation (those of you with February and early March site visits may have already been contacted) a week or two before the site visit to give you a sense of what to expect from the process. He will discuss the [APR Review Committee Resources](#) web page, in particular the **WKU Guide for Academic Program Review Committees - 2025** linked at the top of that web page. I encourage you to review the self-study, supporting documents, and The Guide before your meeting with Dr. Hale.

If you have questions about the process, feel free to contact Dr. Hale.

Dr. Kandy Smith, the department Assistant Director, can answer any logistical/scheduling questions. I'm also happy to answer any questions.

Sincerely,  
Jennifer

**Jennifer Klemm, Ph.D.**

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## Logsdon, Jeremy

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**From:** Hale, Rob  
**Sent:** Tuesday, January 28, 2025 12:57 PM  
**To:** Matthew Duncan; davisr11@nku.edu; Price, Merrill; Logsdon, Jeremy  
**Cc:** Smith, Kandy; Desander, Marguerita; Klemm, Jennifer; Burnham, Toni  
**Subject:** WKU Academic Program Review--Review Committee Orientation-- Interdisciplinary Studies AIS(#246) and Interdisciplinary Studies BIS(#558)

Colleagues,

On behalf of Western Kentucky University, I want to thank you for agreeing to serve as external reviewers for the **AIS-Interdisciplinary Studies** and **BIS-Interdisciplinary Studies** programs at WKU—**Mathew Duncan** and **Rhonda Davis** are external to WKU; **Merrill Price** and **Jeremy Logsdon** are WKU faculty but external to the department. The participation of review committees is a vital part of our aim to help our excellent programs become even stronger. As you know, the site visit is scheduled for February 25-26. In the coming weeks, you will receive an itinerary from **Kandy Smith**, the Assistant Director of the school (if you haven't already received it).

In the next day or so, Toni Burnham will contact the four committee members to schedule a 45-minute Zoom orientation session—we'll aim for a time during the **second week of February**. Please, please, please respond to Toni's request as soon as possible—as you might imagine, scheduling these meetings is a heavy lift.

We've developed the WKU Guide for APR Review Committees (AKA The Guide) in an effort to distill the process to focus mostly on the Review Committee's role. There are a number of supplemental handouts linked within the guide that you might want to review. If you really want to get into the weeds, feel free to visit the APR web page. We also have an APR—Review Committee Resources sub-page to support your work.

By January 31 you will receive the self-study reports from Associate Dean **Jennifer Klemm**. We'll ask you to read The Guide and at least have opened and skimmed parts of the self-study before the orientation meeting.

In the meantime, please feel free to contact me with any process questions. Again, **Kandy** is the contact for any logistical issues for the external reviewers.

All best,  
Rob

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Rob Hale (he/him)  
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Professor of English  
Western Kentucky University  
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270-745-5776