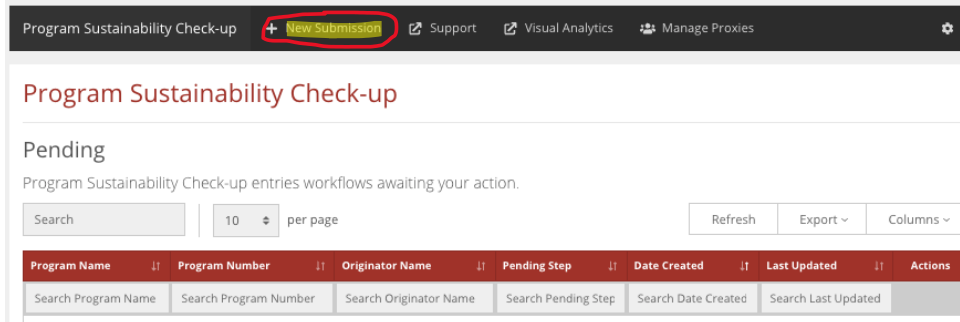


### Step 3. Submitting the PSC Self-Study Draft and Finalizing the Sustainability Plan (rev. 7-17-25)

1. Have a copy of your PSC Self-Study saved in Word and labeled *Program Name-Degree-WKU Ref #-Department-College-PSC Draft- current year* (i.e, Art History-AB-613-ArtD-PCAL-PSC Draft-2025). Also have pdf of Visual Analytics report ready.
2. Log in to the PSC Workflow on the [WKU Workflows](#) page.
3. You will arrive at a page that looks something like this



Program Sustainability Check-up + New Submission Support Visual Analytics Manage Proxies

### Program Sustainability Check-up

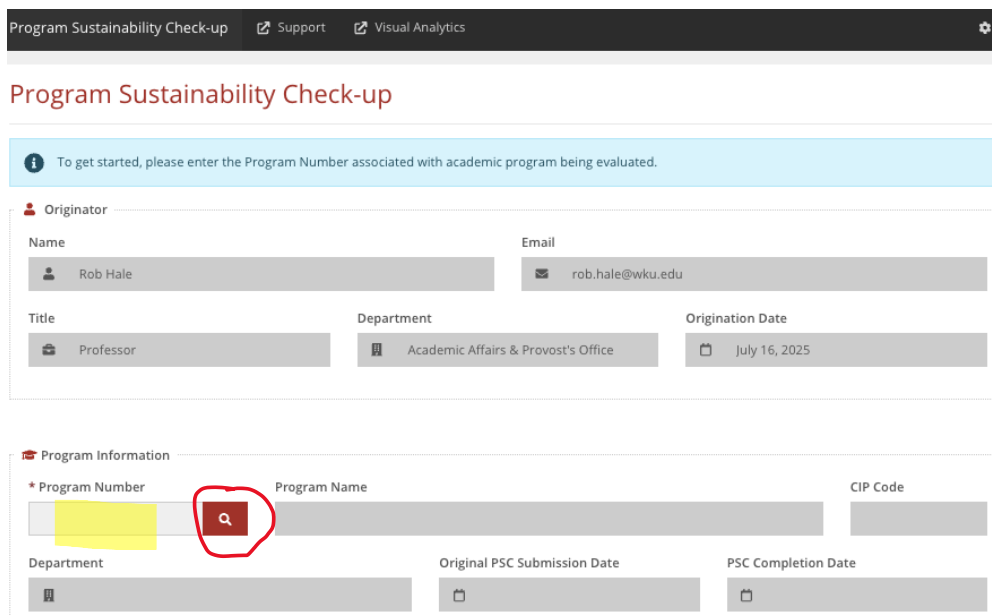
Pending

Program Sustainability Check-up entries workflows awaiting your action.

Search 10 per page Refresh Export Columns

Program Name	Program Number	Originator Name	Pending Step	Date Created	Last Updated	Actions
Search Program Name	Search Program Number	Search Originator Name	Search Pending Step	Search Date Created	Search Last Updated	

4. Click the New Submission button at the top of the page. You will arrive at a page that looks something like this



Program Sustainability Check-up Support Visual Analytics

### Program Sustainability Check-up

To get started, please enter the Program Number associated with academic program being evaluated.

Originator

Name: Rob Hale Email: rob.hale@wku.edu

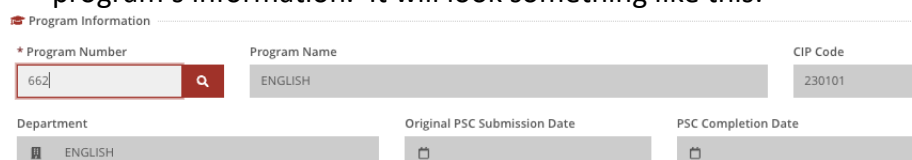
Title: Professor Department: Academic Affairs & Provost's Office Origination Date: July 16, 2025

Program Information

\* Program Number: [redacted] Program Name: [redacted] CIP Code: [redacted]

Department: [redacted] Original PSC Submission Date: [redacted] PSC Completion Date: [redacted]

5. Enter your WKU program number and click the magnifying glass to auto-populate your program's information. It will look something like this:



Program Information


\* Program Number: 662 Program Name: ENGLISH CIP Code: 230101

Department: ENGLISH Original PSC Submission Date: [redacted] PSC Completion Date: [redacted]

6. Scroll down the page and confirm that your approval chain looks correct. If not, please contact [amber.scott@wku.edu](mailto:amber.scott@wku.edu) to make the correction.
7. Scroll further down the page and you will arrive at a section called Program Check-up Documents. Drag and drop your Visual Analytics report into the Visual Analytics Data Set section (or Click Upload Visual Analytics Data Set in the upload box to select from your computers menu). When you have successfully added the document, it will appear in the table as Pending.

\* Visual Analytics Data Set



+ Add Documents





**Upload Visual Analytics Data Set**

Max file size limit is 40 MB. Valid file types are: PDF, MS Word (.docx), or MS Excel (xlsx).  
 Drag & drop files here, or click to select files to be uploaded.

Export ▾ Columns ▾

Upload Status	File Name	Uploaded By	Upload Date	Actions
Search Upload Status	Search File Name	Search Uploaded By	Search Upload Date	
Pending	PSC GR Degree Metrics 2025 on 07-14-2025.pdf	Hale, Rob	7/16/2025, 10:19:50 AM	 

8. Scroll down to follow the same process in the section called PSC Self-Study report to upload your self-study report. The table will show the upload as Pending.

Upload Status	File Name	Uploaded By	Upload Date	Actions
Search Upload Status	Search File Name	Search Uploaded By	Search Upload Date	
Pending	English-AB-662-ENGL-PCAL-PSC Draft-2025.docx	Hale, Rob	7/16/2025, 10:26:49 AM	 

Showing 1 to 1 of 1 entries

Submit



9. When you have the correct documents, press Submit to send the report to your dean. You will see a Success screen and receive an email confirming that the report was submitted.
10. Time will pass. If you successfully submit a complete self-study draft, your dean will request a meeting with you (outside the workflow) to discuss and finalize the plan. *Note: If your draft was incomplete, the dean will send the report back to you with instructions for correction. You will make the correction and resubmit your correct report.*

At the meeting, make sure to ask questions, take notes, and consider options. After the meeting, the dean will write the final sustainability plan into the workflow based on your conversation--this becomes the final sustainability plan. You will receive an email with a link to the final plan. When you click the link, scroll down the page and you will see a section that looks something like this:

\* Dean Recommendation

Proceed with Sustainability Plan

\* Dean Comments

The plan you initially submitted is solid. As we discussed, I am basically cutting and pasting your original plan here but have adjusted some of the enrollment targets that we agreed to. I have also increased the amount to support your digital marketing plan.

{Plan would be cut and pasted here with changes}

*Before proceeding, please ensure that the comments above match the Sustainability Plan Recommendation!*

Department Comments (Optional)

*If you have any questions or comments regarding the Sustainability Plan, enter them here. Then select the Send Back button below. If you don't have questions and are ready to execute your plan, press proceed with annual reporting. Next year, you will be able to log in and add your annual report directly to this workflow.*

Send Back to Dean

Proceed with Annual Reporting

If you have concerns/questions about the final plan, you can send it back with questions or to suggest changes—ultimately, your dean will send you an updated final plan to consider.

11. **Once you are good with the plan, click the Proceed with Annual Reporting button—do not skip this step.** That saves the workflow until next year when you will submit your Annual Report on the progress you have made.