FREQUENTLY ASKED QUESTIONS
RIT’S INSTITUTIONAL EFFECTIVENESS PROGRESS REPORT

1. **What is RIT’s Institutional Effectiveness Progress Report (IE Progress Report)?**

   The IE Progress Report is a brief survey that asks administrative units in each division to report on an objective that was assessed in the previous year. The survey questions focus on how assessment results guided decisions and resource allocation or directly led to changes to improve services, operations, or processes. The Progress Report instrument directly aligns with the Institutional Effectiveness Map, RIT’s strategic planning tool.

2. **Why are administrative units being asked to complete RIT’s Institutional Effectiveness Progress Report?**

   There are three key reasons for completing the IE Progress Report:
   - Demonstrate how effectively administrative units support RIT’s mission, vision, and goals
   - Demonstrate the use of administrative unit assessment results for continuous improvement (enhancing operations, planning, guiding decision making, allocating resources, etc.)
   - Provide evidence of systematic processes for assessing administrative unit goals (meaningful and sustainable); this information also will be used as part of the Middle States self-study process

3. **How do I access RIT’s Institutional Effectiveness Progress Report?**

   The IE Progress Report is housed in Taskstream, RIT’s Assessment Management System. The designated Progress Report completer for each administrative unit is provided with procedures to login to Taskstream and access RIT’s Institutional Effectiveness Progress Report. Please contact Grace Rubin at gsrdfp@rit.edu with login or Taskstream related questions.

4. **What is an administrative unit workspace?**

   The workspace was designed based on RIT’s IE Map template and provides the following:
   - A home for the unit’s Institutional Effectiveness Map (strategic or assessment plan) and record of any changes or updates
   - A place to annually record, track and store their goals and objectives
   - An archive for the data collected to measure goals and objectives
   - An opportunity to reflect on how the unit is using the findings to make improvements
5. **How will RIT’s *Institutional Effectiveness Progress Report* be evaluated and how will the results be used?**

The University Assessment Council (UAC) is developing a process to review the results from the IE Progress Report. The goal is to aggregate and summarize the data and provide a university level annual update on data driven continuous improvement efforts to support the mission and goals of the university.

6. **How does RIT define continuous improvement?**

The University Assessment Council is developing guidelines to articulate a definition of data-driven continuous improvement. Generally, continuous improvement is:

- Analyzing data from the assessment of unit level goals/objectives and describing decisions or changes made to improve services, operations, processes, or resource allocation (example: revised transfer admissions process based on student and parent survey results)

- Analyzing data from the assessment of unit level goals/objectives and intentionally determining that changes are not needed at this time (example: continue to monitor trends or patterns, or need to collect more/different data before making any changes or decisions)

- Analyzing data that was collected independently from unit level objectives assessment data and describing decisions, changes made to improve services, operations, processes, or resource allocation (example: modifying the housing request form based on informal feedback from students)