

ACADEMIC PROGRAM IMPROVEMENT PROGRESS REPORT FREQUENTLY ASKED QUESTIONS

Q: *How do programs select an outcome to report on for the Progress Report?*

A: Programs are encouraged to select a student learning outcome that was assessed as a sample of the program's assessment work in that cycle. The focus should be on selecting an outcome where assessment findings lead to student learning or program improvement. Often these improvements stem from instances where students do not meet the student learning outcome benchmark. If you report out on an outcome that *has not* achieved its benchmark be sure that the program assesses at least one additional outcome with an achieved benchmark for reporting purposes.

Q: *Is it possible to include supplemental material(s) with the Progress Report?*

A: Yes. If attaching supplemental material(s) (Word, Excel, PowerPoint, PDF, or Text) with the Progress Report, please be sure to:

- Place file(s) within the same folder as the Progress Report as an attachment for review
- Refer to the attachment(s) in the Progress Report
- Contact Grace Rubin, Assessment Management System (AMS) Coordinator, gsrdfp@rit.edu, should you have any questions or need any assistance

Q. *Who reviews the annual Progress Report?*

A: Progress Report submissions are reviewed by members of the Student Learning Outcomes Assessment Committee (SLOAC) who serve as part of the university's review team. Progress reports are reviewed and rated using the *Academic Program Assessment Continuous Improvement Rubric*.

Q: *If I have questions about using Taskstream by Watermark™ to submit the Progress Report, whom should I contact?*

A: Contact Grace Rubin, AMS Coordinator, gsrdfp@rit.edu.

Q: *If I have questions about completing the Progress Report, whom should I contact?*

A: Contact Laurie Clayton, Director, Educational Effectiveness Assessment, lacpro@rit.edu.

Q: *How is the information from the annual Progress Report used by the university?*

A: Results from the Progress Report provide the university with a more comprehensive understanding of how academic degree programs are using assessment data to improve student learning and guide program improvements. Data from the Progress Report is used as evidence of meeting RIT's strategic goals focused on the percentage of programs that meet/exceed designated student achievement benchmarks and use student learning outcomes assessment data for continuous improvement. Data is also used for:

- Annual Program Analysis and Review (APAR)
- Provost's Academic Quality Dashboard (AQD)
- Program or College Accreditation Reviews
- MSCHE standards evidence
- Advisory boards or other stakeholders as needed

Q: *Can I see the results from the annual Progress Report?*

A: Yes, you can view the submitted Progress Report results in the program's Taskstream folder, *Progress Report Archive*.

Q: *Is there a detailed annual report highlighting university results?*

A: Yes, the Office of Educational Effectiveness Assessment publishes an Executive Summary highlighting university results. The Reports can be viewed by the RIT community [here](#). Also, contact your [Student Learning Outcomes Assessment Committee](#) college representative as each college receives the progress report information for all programs.

Need Assistance? Contact the Office of Educational Effectiveness Assessment

The Office of Educational Effectiveness Assessment (EEA) is dedicated to engaging the RIT community around a common purpose: understanding and improving student learning. Assessment is a process, grounded in the institutional values set forth in the mission statement, and focused primarily on supporting quality learning and promoting excellence in education practices. We collaborate with the campus community to establish meaningful, manageable, and sustainable outcomes assessment practices.

EEA Resources: www.rit.edu/academicaffairs/outcomes/

Email: Laurie Clayton, Director, Educational Effectiveness Assessment, lacpro@rit.edu