

Program Assessment @ RIT: A Guide for Chairs and Directors

RIT's academic program assessment practices are facilitated by program chairs or directors working collaboratively with faculty and staff. Here is a summary of what every program chair or director needs to know about assessment at RIT.



The PLOAP: Academic programs follow a Program Level Outcomes Assessment Plan ([PLOAP](#)) to facilitate continuous improvement. The PLOAP serves as a road map for all assessment activities and consists of Goals, Student Learning Outcomes, Data Sources, Benchmarks, Timeline, Key Findings, and Use of Results. PLOAPs are dynamic; they can and should be updated and improved on a regular basis. Sample PLOAPs are available [here](#).



Student Learning Outcomes: Program-level Student Learning Outcomes are measurable statements describing the core knowledge and skills that students will develop throughout their program. Each degree programs displays its outcomes in a prominent place (e.g., website) making them available to all stakeholders. Programs are required to measure at least two outcomes annually.



RIT's Assessment Management System (Taskstream) by Watermark: PLOAPs are housed electronically in a web-based workspace known as Taskstream. Program chairs and directors have access to view and make edits to their workspaces in Taskstream. Training and ongoing support are provided to help chairs, directors, and other designated faculty or staff use the software. Sign in to Taskstream by Watermark [here](#).



Progress Report: RIT collects assessment results via the [Annual Academic Program Improvement Progress Report](#). The Progress Report is used to determine how well students are achieving program outcomes and how assessment results are being used to improve the program. The reporting cycle is August to November. Progress Reports are scored by a [team of reviewers](#) using the Academic Program [Continuous Improvement Rubric](#).



Academic Program Review: Annual Progress Report results are used as an indicator on the Annual Program Analysis and Review Dashboard. Program indicators included as metrics on the dashboard are 1) meeting established student achievement benchmarks and 2) using assessment results to guide decisions to improve student learning.



Collaboration: Assessment work (completing the PLOAP, maintaining a workspace in Taskstream, and submitting the Progress Report) serves its best purpose when done collaboratively with program faculty. Build data collection and analysis processes into regular meetings and provide opportunity for faculty to review and discuss results and next steps at retreats or department meetings.