FREQUENTLY ASKED QUESTIONS
RIT's INSTITUTIONAL EFFECTIVENESS PROGRESS REPORT

1. **What is RIT's *Institutional Effectiveness (IE) Progress Report*?**
   The *IE Progress Report* is a brief survey that asks administrative units in each division to report on an objective 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 *IE Progress Report* instrument directly aligns with the *IE Map*, RIT's strategic planning tool.

2. **Why are administrative units being asked to complete RIT's *IE Progress Report*?**
   There are three key reasons for completing the *IE Progress Report*:
   1. Demonstrate how effectively administrative units support RIT's mission, vision, and goals.
   2. Demonstrate the use of administrative unit assessment results for continuous improvement (enhancing operations, planning, guiding decision making, allocating resources, etc.).
   3. Provide evidence of systematic processes that is meaningful and sustainable for assessing administrative unit goals.

3. **How do I access RIT's *IE Progress Report*?**
   The *IE Progress Report* is housed in **Taskstream by Watermark™**, RIT's Assessment Management System. The designated *IE Progress Report* completer for each administrative unit is provided with procedures to sign into **Taskstream** to complete the *IE Progress Report*. Please contact Grace Rubin at gsrdfp@rit.edu with any sign in issues or Taskstream related questions.

4. **Why is there a traditional and narrative response format in the *IE Progress Report*?**
   In response to feedback we have received from the administrative units, the University Assessment Council (UAC) created an alternative format for submitting this year's *IE Progress Report*. You may choose to complete either a traditional format (structured response) as in previous years, or the narrative format (unstructured response). The same Continuous Improvement rubric will be used to evaluate each format.

5. **How will RIT's *IE Progress Report* be evaluated and how will the results be used?**
   The UAC developed a review process for the annual *IE Progress Report*. The reports are reviewed by two raters using a university rubric developed by representatives from all of RIT's divisions. 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 UAC developed the *Institutional Effectiveness – Administrative Units Continuous Improvement Rubric* to articulate a definition of data-driven continuous improvement.

7. **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 *IE Map* (strategic planning tool, 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