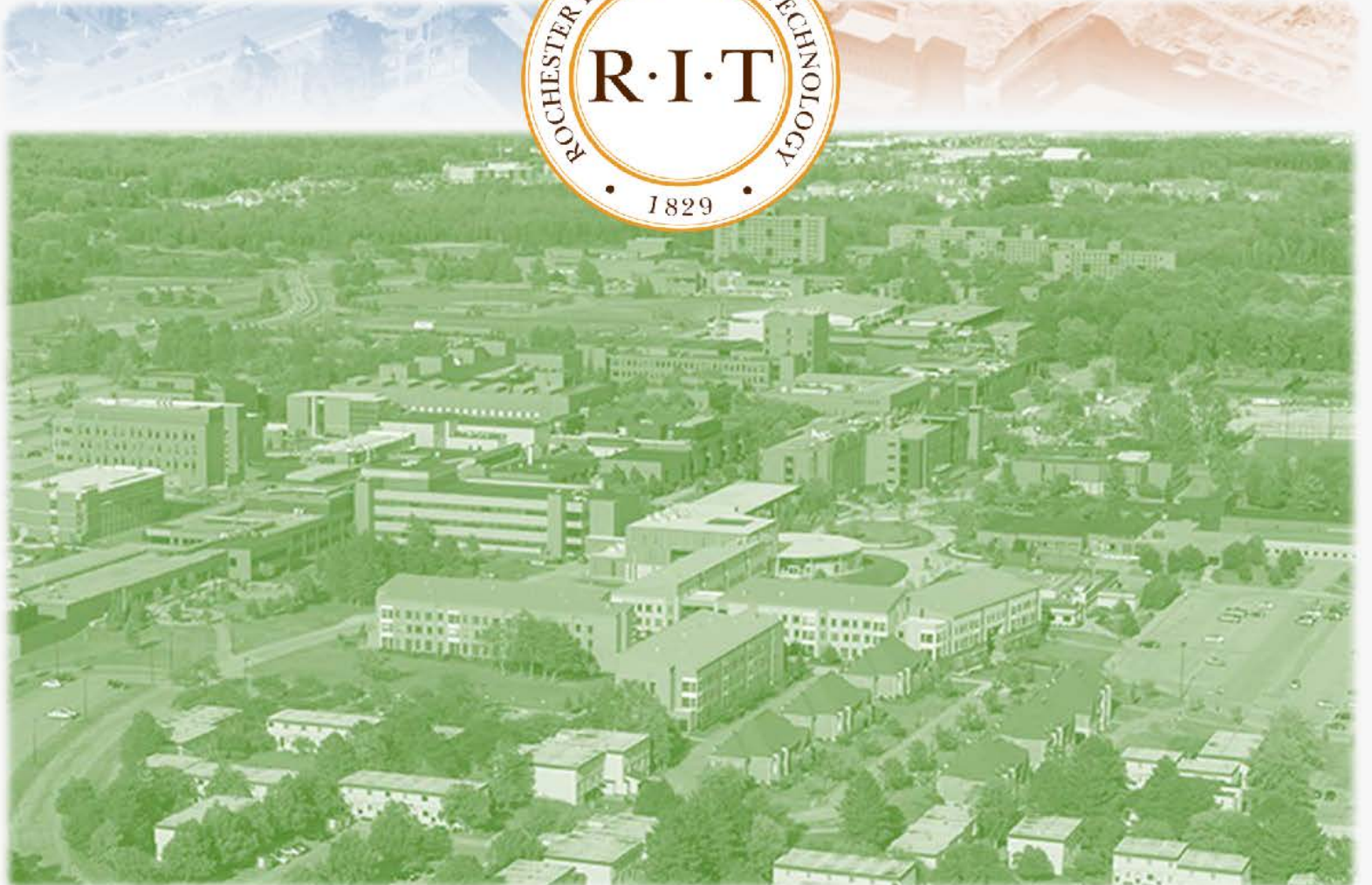


Institutional Effectiveness
Administrative Unit Assessment
Progress Report
2014-2015



Institutional Effectiveness

The assessment of institutional effectiveness essentially involves a documented comparison of institutional performance to institutional purpose. The Middle States Commission on Higher Education (MSCHE) defines institutional effectiveness as a “systematic and ongoing process of planning, making informed decisions, and allocating resources by collecting, assessing, and acting on data related to how well the institution is achieving its mission and purposes.”

Essential Question

How well are we achieving our mission and goals?

RIT's Institutional Effectiveness Process: Pilot Year (2014-2015)

The University Assessment Council (UAC), comprised of representatives from RIT's seven divisions, developed a systematic process to gather information about and understand administrative units' assessment practices and continuous improvement efforts. A template was developed to guide administrative units in developing an Institutional Effectiveness Map or assessment plan. Once the maps or plans were developed, the process provided an in-depth look at how administrative units in each division support its mission and goals and use data to guide continuous improvements.

This involved the following components:

- A web-based survey, through which administrative units reported their assessment and continuous improvement efforts from the prior year
- Development and implementation of a continuous improvement rubric, which the UAC used to evaluate units' demonstration of data-driven continuous improvement
- Development of a process to report findings back to the university's seven divisions
- Initiation of a process reflection and identification of action steps for the following year

Administrative units were asked to clearly articulate how data is used to guide decisions, make changes to improve services, operations, processes, or impact resource allocation. When reviewing the Progress Reports, the UAC piloted a rubric with a four point scale: *No Evidence, Developing, Effective, and Exemplary*.

Initial Results

The long term goal for RIT is for all administrative units to be rated as effective or higher on their annual progress reports. In light of this, the first year university-level results were very positive:

- **96%** of administrative units were rated *Developing* or higher on the IE Progress Report Rubric
- **67%** of administrative units were rated *Effective* or higher on the IE Progress Report Rubric
- **2** divisions had all administrative units rated as *Effective or Exemplary*

Based on the initial progress report submissions, collection and use of data across the majority of administrative units were noted as strengths. An area of focus for administrative units in the next reporting cycle will be greater emphasis on describing how the data guide changes that ultimately lead to improvements. See Figure 1 for the Pilot Year Results.

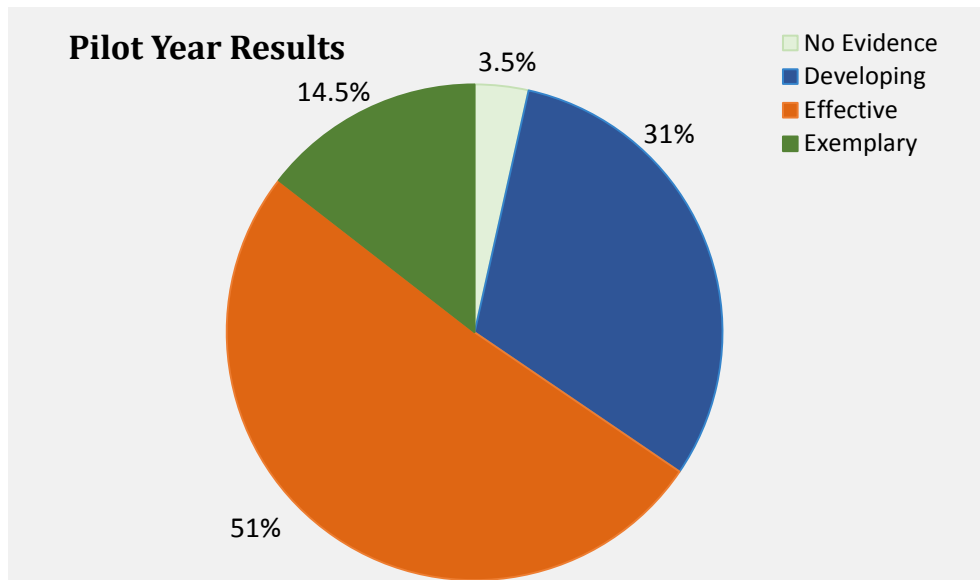


Figure 1: Pilot Year Institutional Effectiveness Progress Report Results

The UAC members shared the University-level results with their respective divisions.

Reflection

UAC members debriefed about the process and identified action steps for 2016-17. These centered on refining the assessment process and developing additional resources for administrative unit managers. Below are the specific items that the UAC will be working on in AY 2016-17.

1. Review and refine assessment process
 - Review rubric language
 - Review survey instrument
 - Review timeline for annual reporting
2. Develop resources for administrative unit managers
 - Create workshop for managers with a focus on developing and implementing the IE Map and completing RIT's IE Progress Report
 - Develop additional materials to include on administrative unit assessment website
<https://www.rit.edu/academicaffairs/outcomes/administrative-unit-institutional-effectiveness-progress-report-0>

Summary

The pilot year of RIT's administrative unit assessment process successfully demonstrated nearly all administrative units (96%) reported assessment practices which involved the collection, analysis and use of data for decision making and continuous improvement; two-thirds of units (67%) were rated effective or higher in these practices. Moving forward, the UAC will use the feedback to enhance the process and launch the second Institutional Effectiveness Progress Report in August 2016.