

RMU has advanced greatly in the quality of the documentation used to report outcomes assessment findings. One of the University's first priorities in 2002 was to establish standardized documentation for this purpose. This was made a high priority due to the inordinate amount of time and effort that it took during the 2001-02 decennial Self-Study to identify assessments that had been conducted prior to 2002. There was no process or procedure for recording assessments in a standardized way until the adoption of the 2002 plan.

Current procedures mandate that assessment owners report the results of their instruments on a standard report form (attached) to their Dean or organizational unit head. The report form contains a descriptive section that sets forth the name of the assessment, the unit/person who administered it, the date(s) of administration, a description of the instrument, the subject of the assessment, and the objective of the assessment. The form also requires disclosure of who analyzed and received the results of the assessment, the findings of the study, and how the results were (or were not) used to effect improvements. This process has been invaluable in building an organized, retrievable record of the University's progress in its outcomes assessment effort.

The outcomes assessment reports are grouped by organizational unit and are archived by the Director of Institutional Research after review by the Provost.

During the early years of this procedure there was a high amount of variability in the quality of reporting of the results of the assessment plan. The amount of variability and the quality of the documentation has greatly improved over time. Nearly all organizational units within Academic Affairs, where the bulk of RMU's assessment effort is carried out, are very observant of the documentation requirements. Reporting is still not perfect but there is a clear track record of improvement. The Provost continues to work with his academic Deans and his other administrators to improve reporting in the few areas that are deficient.

**Robert Morris University
Outcomes Assessment Record**

Department _____

Strategy _____

Objective Number _____

Desired Outcome _____

Measurement Instrument _____

Attach a copy of the measurement instrument.

Instrument Results & Analysis

The following questions pertaining to the instrument should be addressed in the results and analysis. Attach a written summary of the instrument results and an analysis of the findings.

- Q1 – What as the objective or purpose of the instrument/survey?**
- Q2 – When was the instrument/survey given?**
- Q3 – How was the instrument/survey distributed?**
- Q4 – Who was the subject of the instrument/survey?**
- Q5 – What instrument/survey was used and what format did it use?**
- Q6 – Was the instrument/survey one time or is it ongoing?**
- Q7 – What were the results? (See Attached Summary)**
- Strengths:**
- Challenges:**
- Q8 – Who received the results?**

Continuous Improvement Provide a written analysis of how the instrument results were or will be used for improvement. Include an explanation of why the results were or will not be used.

Q9 – What changes can be made as a result of the instrument/survey? Continuous Improvement:

Meetings List any meetings held to discuss the strategy and instrument results. Include the names of attendees, dates and attach minutes.

Date Assessment Completed _____

Names _____

Date Sent to Office of Academic Affairs _____

Date Sent to Office of Institutional Research _____