PROGRESS REPORTS

All Salisbury University programs that go through Academic Program Review (APR) also go through a pre-review process called a Progress Report, which is designed to help programs meet all requirements stipulated by USM, MHEC and the Middle States Commission on Higher Education. Progress Reports happen 2 years prior to full APR for all programs, whether new or established, and are focused on ensuring programs have created an assessment plan and have collected evidence of assessment in advance of the full review. Throughout the Progress Report (see timeline below), UARA will provide advisement and consulting support for completion of the process.

The following items are required for completion of a program's Progress Report:
1. Progress to completion of Recommendations Action Plan (RAP) items since your last APR – 1-2 pgs. [*new programs skip to #2 and use RAP template in Appendix H of APR Guidelines*]
2. New RAP items taking shape from assessment results – 1-2 pgs.
3. Progress to completion with Assessment Action Plan items (AAP) – 1-2 pgs. [*new programs create new AAP using Appendix I in APR Guidelines*]
4. Assessment System – methods, results, dissemination, use – 3-6 pgs.
   a. Methods – any new procedures or major changes to instruments/rubrics, scoring, process
   b. Results – summarize findings from last APR cycle through the present; provide some summarized quantitative or qualitative data (ideally organized by outcome; a few tables w/ brief descriptions should be fine)
   c. Dissemination – who sees assessment results and how (esp. changes)
   d. Use – how are results of assessment informing development of new RAP items and improving learning (program changes that should be inspired by assessment results for the closed loop)

UARA will be looking for information that can be contained to between 6-12 pgs. of material discussing the abovementioned items. This is meant to form a starting point for the full picture presented in the APR report due in 2 years' time. Once programs have submitted these materials, UARA will review them and schedule a meeting with the program chair to go over any questions or concerns. This process parallels or approximates the full review process (see APR Guidelines for more details). If program documentation is satisfactory in terms of preparation for the full APR, the Progress Report process will conclude; if there is additional information needed or if there are major concerns in advance of the full APR, those will be discussed and the program will be given the opportunity to address these by submitting amended or additional materials. The Progress Report process will provide a window into the assessment system and data programs will have for their full APR, and in instances where there is insufficient evidence of assessment, programs will be given a formal warning that they must:

1. Assess learning in the program for at least one program SLO
2. Analyze the data and inform the department of the outcome
3. Use the results to inform future program planning and/or improvements

Programs that are not able to meet these requirements by the time their full Academic Program Review may be placed on *Warning Status* (see the guidelines, pg.9), which is to indicate that the program is not in compliance with state and accreditor requirements and has the potential to be flagged by USM or Middle States for lack of academic assessment, which could lead to loss of accreditation or funding. UARA will store Progress Reports in the APR Online System so that the Assessment Coordinator may refer to them during the full review process to evaluate Recommendations Action Plan and Assessment Action Plan progress and completion.

Progress Report Timeline in the Academic Year of Review (fall-spring):
October-November: UARA contacts programs to provide process overview for Progress Reports
November-February: Progress Report documentation is compiled and/or written and submitted to UARA
March: UARA provides feedback to programs and any revisions are made
April: Final Progress Report documentation is collected and stored in the APR Online System