

Rice Outcomes Assessment Report (ROAR): Administrative and Support Units

Instructions

Rice Outcome Assessment Reports (ROARs) satisfy a SACS accreditation requirement. Each administrative and support unit must use the outline below to describe an outcome assessed during each fiscal year.

As part of this process, we ask that you:

- Complete a report for at least one outcome assessed by your department during the fiscal year. Reports should be 2–3 pages long.
- Have this document approved by the head of your department before submitting it to OIE.

If you decide to assess multiple outcomes:

- Create separate reports for each outcome assessed.
- Combine multiple reports into a single MS Word document.

Once your report(s) is/are complete, please submit them to ois@rice.edu. If you have questions, please contact John Cornwell, AVP for Institutional Effectiveness, at ois@rice.edu or x3227.

Department and Contact Information

Department/Unit Name:

Contact Person/Email/Phone:

Year assessed:

ROAR Outline

1. **OUTCOME:** Name and describe in one phrase or sentence the outcome that was assessed this fiscal year.
2. **METHODS:** Explain each assessment method and the type of information collected. The explanation should identify the type of assessment used, who provided the information, and how it was obtained. Please include very brief descriptions of instruments, assessment criteria or scoring rubrics, documents or work samples collected, and other similar items.
3. **RESULTS:** Describe the primary results or findings from your analysis of the information collected. Describe any strengths or weaknesses that are suggested by these results.
4. **CONCLUSIONS:** Document the department procedure for reaching decisions based on evidence from #3 above.
5. **IMPROVEMENT ACTION PLAN:** Specify the Action Plan that was (or will be) implemented to improve or maintain the goal for the outcome, including a timeline for implementation.
6. **FOLLOW UP EVALUATION OF IMPLEMENTED ACTION PLAN:** Specify how the success of the implemented action plan was (will be) evaluated to determine if desired improvements occurred. If the evaluation has already occurred describe its results and conclusions.
7. **CONTINUED ACTIVITY:** What will you do next? Given the assessment process, specify what steps will be taken to ensure continued evaluation of this particular outcome as needed.
8. **PROCESS:** What is the impact? Specify how this particular outcome assessment process and cycle has contributed to improved decision making concerning outcomes for your department or program.
9. **BUDGET IMPACT:** What were/are the resource requirements (i.e., funding, personnel, equipment, space, etc.) that were/are impacted? Impact can imply expansion as well as contraction or reallocation.