

CAS Impact Report Guidelines

January 2025

The aim of the Impact Report is for Programs to analyze the state of the program since the prior impact report, including how the program may have changed since the prior review. Be sure to note current challenges and opportunities. Data in the form of enrollments and assessment activity should be used to inform the analysis. In particular, the report should include the following: (a) review assessment activity within the program since the timing of the prior impact report, (b) how assessment (educational/academic assessment or non-educational assessment) has been applied to program change or will be used to inform future priorities, (c) and reflection on current challenges and future opportunities.

Here is a list of steps for conceiving, executing, responding, and acting upon the Impact Report:

Starting the Process

1. Starting the Process: *Generally by September 30 for a December 6 Deadline*
 - A) The Associate Dean notifies the Program Director as to the impact report for the upcoming semester.
 - B) The Associate Dean shares these guidelines and a list of key questions and data requests for the report (i.e., this handout).
2. The Program Director(s) may wish to consult with the Assistant Provost for Planning and Institutional Effectiveness, the Assistant Provost for Operations/Data, and the Office of Educational Assessment to identify educational assessment resources, and other relevant parts on campus in compiling the data to present as part of the report that will shed light on program performance.

Key Questions and Data

1. What changes (if any) have been made to the curriculum in the last five years and why?
2. To what extent has there been a change in student interest/enrollment in the program in the last five years?
3. How does this program compare to similar programs at other AJCU schools or similar peer institutions (please include the names of the peer institutions examined)?
4. What challenges are on the horizon?
5. Are there opportunities for growth of the program in the near future (if so what resources would be required)?

Ending the Program Review/Impact Report

1. The Program Director will share a brief summary of their report at the CAS Dean's Conference in December.
2. The Impact Report should be submitted to the CAS Dean's Office no later than last day of undergraduate classes. The Dean's Office will respond to this report in writing by the start of the subsequent semester. The Program Director has 6 weeks from receipt of the

Dean's Office feedback to provide a written response to the Associate Dean and Dean addressing issues if they arise in the report.

3. The resulting correspondences of report with appendices and Dean's Office response should be shared with Assistant Provost for Planning and Institutional Effectiveness for record-keeping for higher education accreditation (e.g., PASCHE, Middle States) purposes.
4. All parties will agree to an action plan that can (but need not) take up to three years to enact. There will be a timeline and benchmarks for the Program. The Program will report on progress each year as part of their annual report submitted to the Dean in June.