# Third Year Program Progress Report Guidelines

IBHE Requirement

Three years after IBHE approval of a new program, a program progress report will be provided to the Board as part of the annual program review report.  The progress report describes the institution’s ability to meet program objectives and show where any improvements are necessary.  Programs not making adequate progress toward achieving objectives stated in the original request for approval will submit a plan for improvement.  The plan will outline the steps to be taken, benchmarks indicating adequate progress, and a timeline indicating when each step will be completed or benchmark will be achieved or both.

Report Requirements

In the application for a new unit of instruction (NUI), Part 10 (INPart3) requires a proposed new program to provide a plan to assess and improve student learning.  Specifically, the NUI requests:

1. List of the program’s student learning objectives
2. Describe how, when, and where the learning objectives will be assessed
3. Identify faculty expectations for students’ achievement of each of the stated student learning objectives
4. Explain the process that will be implemented to ensure that assessment results are used to improve student learning

Using the NUI/RME as a starting point, provide a summary report of the progress to date for these key elements.

At the end of the report, include your assessment plan and the assessment reports submitted to the Office of the Associate Provost for Academic Programs.

This report should be submitted to the APAP office with a memo initiated by the program chair/director and routed through the Dean’s office for review and signature. The report is due in the APAP office on February 15th.