# RAD PROGRAM PROGRESS REPORT TEMPLATE

**Program Progress Report Guidance**

The Program Progress Report should assess progress on the action plans included within the RAD Self-Study and the USM Report and provide suggestions for alignment or revision, as necessary, in support of continuous program improvement. All programs, including those that require external accreditation, must submit a Program Progress Report. The Program Progress Report is generated by the department/academic unit at the mid-point of the action plan implementation, approximately 2½ years after the USM Report(s) is submitted to USM. Program Progress Reports are due by the **third Monday in June,** in Year V of the RAD cycle.

Programs that used an external accreditation self-study and external accreditation visit/review report as substitutes for the RAD Self-Study or RAD External Review Report should report on any required and/or recommended actions—which might be categorized as citations, requirements, areas for improvement, etc.—and/or any other pertinent findings resulting from the most recent external accreditation review/visit when preparing the Program Progress Report.

**Program Progress Report Template**

* 1. **Action Plan Summary**

1. Summarize the main elements of the action plans included in the most recent RAD Self-Study[[1]](#footnote-1) and USM Report.
2. Detail the measures identified in the RAD Self-Study and USM Report to assess progress on implementation or achievement of each action item listed.
   1. **Progress on Action Plan Implementation**
3. For each action item, describe what steps have been taken and the progress made towards achievement of that action item, based on the assessment measures identified and other available data/evidence. (If an action item has been successfully implemented, indicate this.)
4. For action items still in progress, describe any factors that might have delayed or hindered their successful implementation.
   1. **Next Steps**
5. Do the actions plans included within the RAD Self-Study and the USM Report require revision? If so, describe what changes are necessary. If an action item is no longer appropriate, provide an explanation as to why that element should be removed from the action plan(s).
6. For actions items still in progress, or if new action items are identified, describe what steps will be taken to implement them. Include a projected timeline and what measures or data/evidence will be used to assess achievement of each outstanding action item.
   1. **Appendices**

Include the following as appendices:

1. Current curriculum map for each program showing the alignment (for required courses only, not electives) of course-level student learning outcomes to program-level student learning outcomes and, in turn, the alignment of program-level student learning outcomes to [TU’s six institutional student learning outcomes](https://www.towson.edu/about/mission/).
2. Current assessment plan for each program.
3. Annual assessment reports for each program since the submission of the RAD Self-Study and USM Report.

1. Accredited programs should respond based on the required and/or recommended actions outlined in the most recent external accreditation visit/review report instead of the RAD Self-Study. [*Note this comment applies to all subsequent references to the RAD Self-Study in this template in relation to accredited programs*.] [↑](#footnote-ref-1)