POST-IMPLEMENTATION REPORTING GUIDANCE

The following information is provided to assist in preparing post-implementation report(s).

- The report should address each of the post-implementation conditions related to the program and should provide an overall assessment of the program.

- Generally, institutions provide enrollment, graduation, and employment information in tables, showing the data for each year and the average for the review period.

- There should also be a statement as to whether each of the post-implementation conditions has been met or not met.

- The overall assessment should provide a brief commentary on issues or successes for the program. If significant changes have been made in the program, they should be described briefly.

- In general, programs have four post-implementation conditions (i.e., enrollments, graduates, employment information, and the overall assessment of the program); although some programs have additional post-implementation conditions (e.g., number/percent of program students attaining certification/licensure; program's accreditation status). Be sure to address all the post-implementation conditions associated with the Commission's approval of the program.

- Reports are "typically" from three to five pages long.

Below is an example "template" regarding information that should be included in a post-implementation report:

University or College Name: _____

Program: _____

Degree_____

CIP _____

Date Approved by Commission: _____

Proposed Implementation Date: _____

Actual Implementation Date: _____

The Post-Implementation conditions of the program are:

1) That the annual average new admissions (headcount) for _____ to _____ years will be _____, based on the institution's admissions projections in the proposal as approved by the Commission. (This is the enrollment figure and time frame approved by the Commission.)

2) That the annual average number of graduates for the academic years _____ through _____ will be at least _____, based on projections in the proposal as approved by the Commission. (This is the graduates figure and time frame approved by the Commission.)

3) That a follow-up survey will be conducted after the first five years that will show that at least 75 percent of the graduates were successful in acquiring related employment (or continuing their education (for example, acceptance to graduate school – depending on the degree level).

4) That information regarding an overall assessment of the program be provided, particularly as related to objectives, learning outcomes, and assessment measures stated in the proposal and approved by the Commission.

Example Tabular Representation:

Program Name, degree, CIP code	New Admissions (Average Headcount) For years___ through _____	Graduates Average For years___ through _____	Percentage of Graduates Employed in Field
Required (As approved by the Commission)	?	?	75%
Reported	?	?	?
Circle One	Met/ Not Met	Met/ Not Met	Met/ Not Met

The enrollment and graduates figures for each individual year may be provided in the above type table, separate table, or narrative as deemed appropriate.

For the Assessment Condition: The post-implementation report should provide information on the assessment of the program and how the assessment data collected is used. Typically, the institution should elaborate in a few paragraphs the assessment design, results, and use of the assessments related to this program and indicate if the assessments have fulfilled that requirement (condition) as approved by the Commission.

That is, was the assessment condition ---- met or not met.

IMPORTANT: If the program has not met any one of the Commission approved conditions (and the institution wants to continue the program) the following information must also be provided:

1) a requested timeframe for the extension (this would typically be one or two years). If you are not seeking to request a one or two-year extension please call me to further discuss.

2) the new requested condition value for each "not met" condition (the new requested condition value may be the same or different than in the original Commission approved request);
In the case of "not meeting" the assessment condition, the request would entail a new narrative describing the assessment process, measures, outcomes, and assessment use.

3) a thorough rationale for each "not met" condition explaining: (a) why the condition was not met, and (b) what specific steps are being taken/will be taken to assure that the condition will be met in the future.

4) Additionally, a justification for each of the new requested condition value(s) must be provided.

Please do not hesitate to contact me if you have any questions or comments regarding this post-implementation reporting guidance.

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