NJIT
New Jersey Institute
of Technology

OFFICE OF
INSTITUTIONAL
EFFECTIVENESS

Academic Program Check-In Components

This document serves as a guide for NJIT academic program directors and action planning teams for the check-in report process based on their program's action plan. Each program will receive pre-filled action check-in worksheets with information and data relevant to their approved action plans.

To facilitate this process, feedback on submissions will be provided by OIE prior to approval by the program's chair and dean. Feedback will be based on the key considerations outlined below for each component of the self-assessment.

Please see this link for current process information regarding check-ins.

Check-In Findings & Final Findings
Indicates whether students met or exceeded the target for each benchmark during the most recent year, based on data from the Measure. Key considerations include: • Included for all measures in each planned action • Includes the percentage of students that met or exceeded the target

Progress Made & Overall Progress Made
A brief listing of the actions taken over the last year. Key considerations include: • Includes any actions taken related to the identified measures since the last check-in report, or for the first check-in since the approval of the action plan, are included

Next Steps
A brief listing of the actions planned for the next year. Key considerations include: • Includes any actions planned that are related to the identified measures • This may also include adjustments to the plan as required by changing circumstances

Overall Outcome

Used only in the case of General Actions and briefly describes the final state of the implemented action plan once it is completed.

Key considerations include:
- Is included for all General Actions
- Describes the final result of the action plan

Target Met

Indicates whether students met or exceeded the target for each benchmark during the most recent year, at the end of the action plan, based on data from the Measure.

Key considerations include:
- Included for all targets
- Includes the percentage of students that met or exceeded the target
- Indicates whether the target was "Met" or "Not Met"