FREQUENTLY ASKED QUESTIONS
(RESOURCE ASSESSMENT)

Q: What do you do if someone returns a survey with a "2" or a "1" and no comment written? Are we to assume the problem?

A: If there are no other "2"s and "1"s from other respondents, then your analysis would be something to the effect of, "only one respondent rated resource X a '2' but did not provide any details. The program will review resource X to determine the veracity of this rating at its next faculty/Advisory Committee meeting."

Q: Can survey instruments be distributed and collected by means other than sending out the Microsoft Word document and having it mailed back?

A: The program can distribute surveys and collect survey data using electronic or web-based formats. Examples of such methods are Survey Monkey, Zoomerang, etc. The program must make sure that individual survey data is available for review during on-site visits or upon request from CoARC as part of a progress report.

Q: What is the definition of "adequate" as interpreted by CoARC?

A: The following definition applies (as referenced in the *Standards*) – "Allows for the delivery of student education that does not negatively impact program outcomes."

Q: Why do the Medical Director and the Advisory Committee need to provide responses regarding the adequacy of financial resources?

A: It is part of the PD's responsibility to inform both the Medical Director and the Advisory Committee members about all aspects of the budget, e.g., how lab fee monies are appropriated for lab equipment and supplies. The Medical Director and the Advisory Committee members typically approve capital equipment purchases over a certain dollar amount at many institutions.

Q: When did CoARC require that the Resource Assessment Matrix (RAM) be submitted with the Annual Report of Current Status (RCS)?

A: It began with the submission of the 2008 RCS.

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Q: Since our program does not provide seating in our laboratory, it presents a problem on the survey because the students mark 'no'. What should we do?

A: You should be instructing the students to mark "N/A."

Q: Should my program administer the Student-Program Resource Survey (SPRS) only to second-year students (rather than to both first- and second-year students)?

A: The SPRS is to be administered to all students enrolled in the program. First-year students with no or minimal clinical exposure should be instructed to use the "N/A" response for the clinical resources and the medical director/physician interaction sections of the survey. This should then be noted in the RAM results and analyses column for these three resource areas.

Q: When we submit an Annual Report (RCS) reflecting the past year, shouldn't the RAM reflect the same group or the current year?

A: The 2023 RAM/RCS submission should include your most recent resource assessment results. However, the results should not be significantly more than a year old, i.e., data gathered prior to January 1, 2022. Keep in mind that the annual resource surveys (SPRS and PPRS) are separate and distinct from the annual report surveys (graduate and employer). The former set of surveys assesses resources, while the latter set of surveys assesses graduate and employer satisfaction.

Q: Do you have any suggestions on how to survey Advisory Committee members on Facilities, and Lab and Academic Resources when the meetings are held off campus?

A: Options can include hosting an open house for the Advisory Committee members to visit the program or digital photos of the facilities placed in a PowerPoint presentation. You can obtain additional ideas by posting questions on the AARC Education listserv.

Q: I also have a Degree Advancement (DA) program. Do I use the same RAM for the DA as I do for the Entry program?

A: No. There is a separate RAM form for the DA and Entry programs. The Entry RAM can be accessed through the RCS portal. You can access the DA RAM on the CoARC website.