June 15, 2021 is the UNT reporting date for 2020-21 end of year reporting of Institutional Effectiveness (IE) plans. This is four months earlier than typical years due to the upcoming SACSCOC 5th year interim report. Data is to be reported in the Improve System (formerly known as TracDat). This cycle will include Fall 2020 and Spring 2021 semester assessments.

This guide does not apply to Centers and Institutes or courses in the core curriculum as they have separate reporting deadlines and responsibilities.

Once submitted, each plan will go through a peer review process to be scored against UNT's IE Peer Review Rubric. Plans that do not have results for the 2020-21 academic year will not be reviewed. **To demonstrate compliance with institutional effectiveness expectations, your plan will need to score a 70 or higher during the review process.** Scores will be distributed during the Spring 2022 semester.

To access your institutional effectiveness plans in IMPROVE, log into:

> **https://unt.improve.nuventive.com/**   (This is a new URL address effective Fall 2020)
>
> **Username: Your UNT EUID**
>
> **Password: meangreen**
>
> **(Users can change their password. If you have forgotten your password, email improve@unt.edu)**

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Nuventive. Improve
Account Login

Username:
Your UNT EUID
Password:

🔍 Login

Username: Your EUID
Password: Assigned by University Accreditation
To reset your password, email **improve@unt.edu**

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DATA COLLECTION AND REVIEW OF LAST YEAR'S ENTRIES

Step One

The following are helpful hints and steps to follow in completing 2020-21 IE plans:

Step 1

Print a copy of your 4-column report to use as a beginning reference for your update. Peer reviewers will only review the information presented in the 4-column report. Review the information on your active outcomes.   (Choose your IE plan in the top pull down menu bar. To print/view a report, select "Standard Reports", and then "Four Column Improvement Report".)
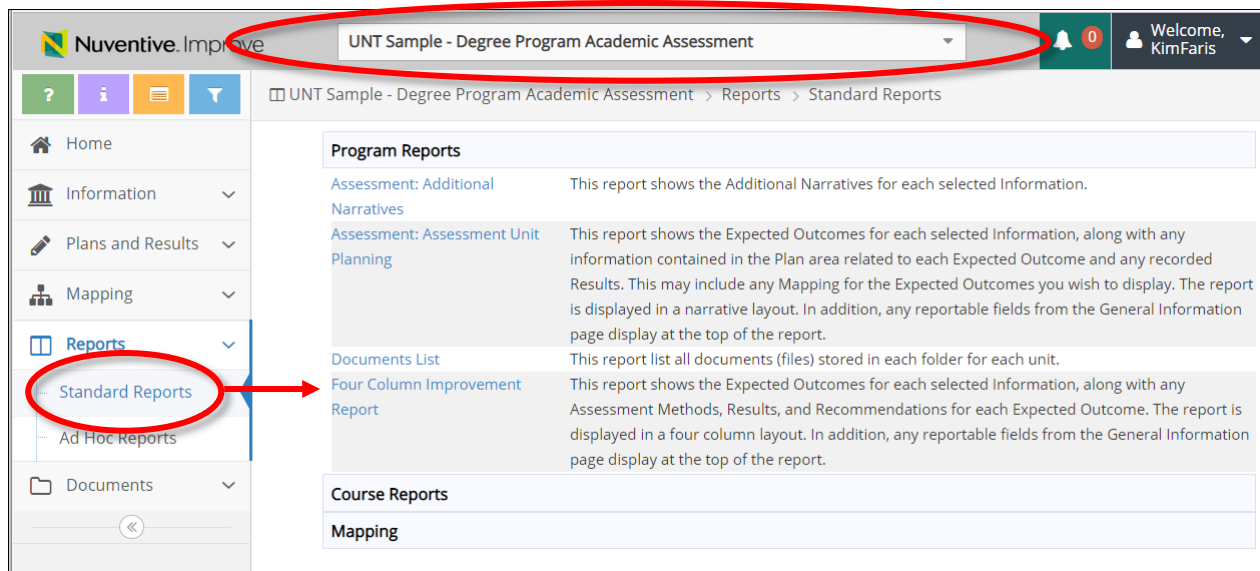
To run the report, select "Open Report". The report will open in a new tab.
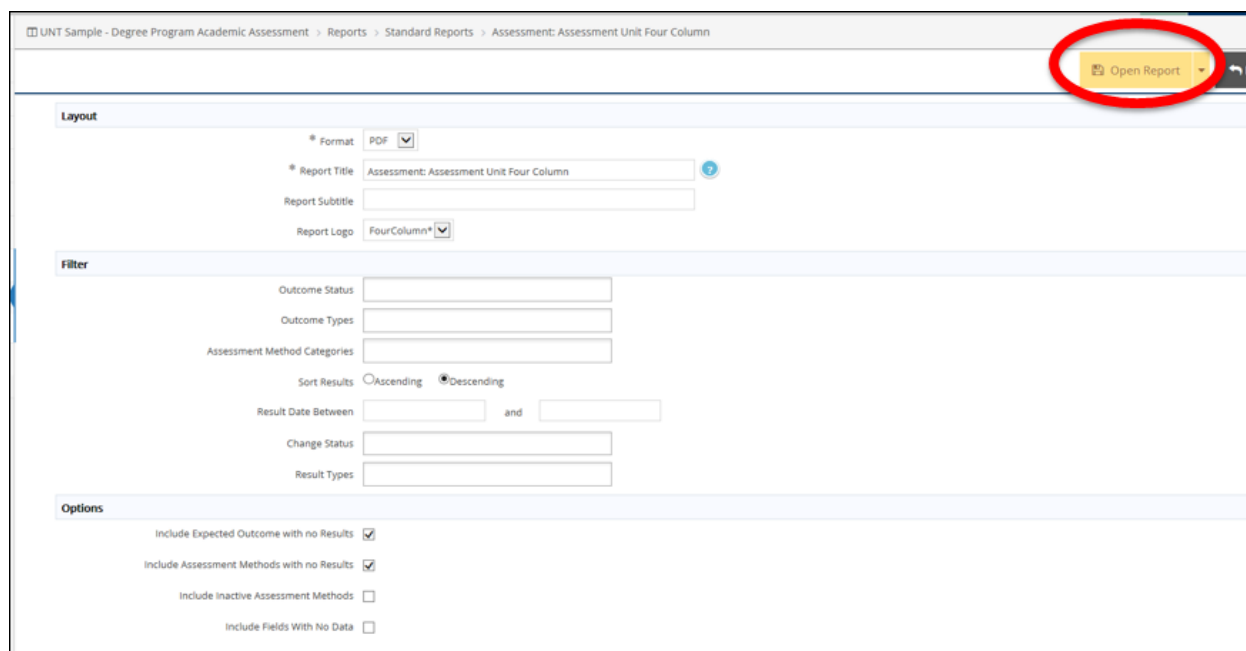
Review 4-column report for incomplete items needed for 2020-21 end of year reporting:

Four Column Improvement Report

UNT Sample - Degree Program Academic Assessment

Vision: The vision statement for the academic program/administrative office under the college/division of _____ of UNT is to achieve greater visibility in the region as a leader in our discipline and increase enrollment by 20% over the next three years. (example)

Mission: The mission of the Sample Department in the Sample College/Division at UNT is to establish and maintain a superior learning environment for the traditional and non-traditional student in the department discipline. Students will be actively engaged in research, coursework, and internships to prepare for a successful career in the community at home and abroad.   The program offers mentorship, hands-on applications, and community involvement to guide and enable students as they enhance their skills in real-world applications. Students who graduate from this program will possess readily marketable if not superior quality skills as an entry-level employee. (example)

Expected Outcomes	Assessment Methods	Results	Use of Results for Improvement
Sample - Outcome statement describing the knowledge and skills of students to be assessed (SLO) or the administrative outcome (AO) to be assessed. The outcome should be singular, measurable and meaningful. **Outcome Status:** Active **Outcome Type:** Student Learning Outcome **Start Date:** 04/01/2019 **Required Activities:** OPTIONAL area to list any required activities to complete the expected outcome. This is NOT a description of your assessment methods.	**Course Assignment/Project -** Clearly describe the assessment method you will use to measure the extent you are achieving your expected outcome. Student learning outcomes require at least one direct measure of learning. Examples of assessments or rubrics should be attached. Administrative outcomes can be indirect measures. Attach samples of the assessment method selected. **Criterion:** Clearly state a quantitative performance target. **Schedule:** Optional-when will the assessment be done? **Related Documents:** Doc Detailing Assessment	**Change Status:** Change Recommended **Result Type:** Criterion Met State the results of the assessment and the total number of students/participants assessed. Compare the results to the outcome's criterion or target and to last year's results. Discuss the impact of recent improvements on the results. If the program is delivered through multiple delivery methods, the results should be disaggregated in the narrative and the evidence. Attach evidence of the results and/or the analysis. Redact any student/participant names or identification information before uploading evidence. (05/18/2021) **Academic Cycle:** 2020 - 2021 **Related Documents:** Doc Detailing Results.docx	**Action Planned Next:** This final step in the improvement plan is the most crucial – how are you going to use the results to continue to improve or enhance services/learning over next 12 months. Provide specific actions planned. (05/18/2021) **Status of Action:** Leave blank for current cycle (05/18/2021)

Upload your evidence/analysis (PDFs)

End of year reporting items needed for 2020-21 IE plans (in red boxes)

State the results of the assessment and the total number of students/participants assessed. Compare the results to the outcome's criterion or target and to last year's results. Discuss the impact of recent improvements on the results. If the program is delivered through multiple delivery methods, the results should be disaggregated in the

Action Planned Next: This final step in the improvement plan is the most crucial – how are you going to use the results to continue to improve or enhance services/learning? (08/17/2020)

Status of Action: A status of the

Expected Outcomes	Assessment Methods	Results	Use of Results for Improvement
		narrative and the evidence. Attach evidence of the results and/or the analysis. Redact any student/participant names or identification information before uploading evidence. (08/17/2020) **Academic Cycle:** 2019 - 2020 **Related Documents:** Doc Detailing Results.docx	improvement actions made during 2020-21 are provided here (one year after the initial plan is entered). (05/18/2021)

DATA COLLECTION, ANALYSIS AND COLLABORATION ON USE OF RESULTS

Review the components needed for end-of-year reporting. Once the components are gathered, you can begin with Step Two:

By June 15th, each IE plan at UNT is expected to have the following components in Improve:

- **Active outcomes – at least three**
- **Assessment methods described**
- **Criterion for success defined (must be a quantitative performance target)**
- **Evidence of the assessment attached (blank exam, blank rubric, blank survey, etc.,)**
- **Results for AY 2020-21 assessments (how many students assessed & results compared to previous years and target)**
- **Evidence of the results attached (student work samples with redacted names or analysis of the results, etc.,)**
- **Improvement actions planned next in AY 2021-22 based on results for each outcome**
- **Status of action statement describing how the 2020 recommendations for improvement were implemented during AY 2020-21, and whether the steps made a difference in this year's results**

Please remember: Historical data should be left in Improve. Please do not delete or overwrite previous entries.

NEW: Please note that there are recent changes--

Expanded help tools have been added to text boxes in the Improve System. If you question what is needed, click on the icon for additional instructions.

COLUMN FOUR has been updated to clarify what data is expected:

- **Column Four is titled "*Use of Results for Improvement*" versus the former title *Recommendations*.**
- **The term "*Action Planned Next*" replaces the former term *Recommendations*.**
- **The term "*Status of Action*" replaces the former term *Follow Up*.**

Need help? Contact us: University Accreditation   https://vpaa.unt.edu/accreditation/improve
940.565.4584 or improve@unt.edu

UPDATING COLUMN 3 – RESULTS AND EVIDENCE

Step Two

Step 2   Update Column 3 (Results and Evidence):

To enter results, go to the Plan and Results option on the side bar and select "Results". Find the outcome you would like to update and the assessment method. Click on the (+) sign to create a new result.

Your results (Column 3) should answer the following questions:

- How do the results compare to your expectations? Have results changed from last year? Did you meet the criteria? (Your expectations are defined in your criterion statement.)

- Have you provided evidence of your results? (Upload a PDF copy of your results or analysis in Improve, and "relate" them to your specific results for 2020-21.)

- Did you provide the total number of students completing the assessment along with percentage meeting your criterion?

- **Programs/services delivered through multiple modes of delivery should disaggregate results between face-to-face, online and off-site locations. Comparisons to expectations and use of results should discuss differences between delivery modes.**

Next, upload evidence after you save the result: Click on the green wrench symbol to attach your evidence (PDFs) to your result.
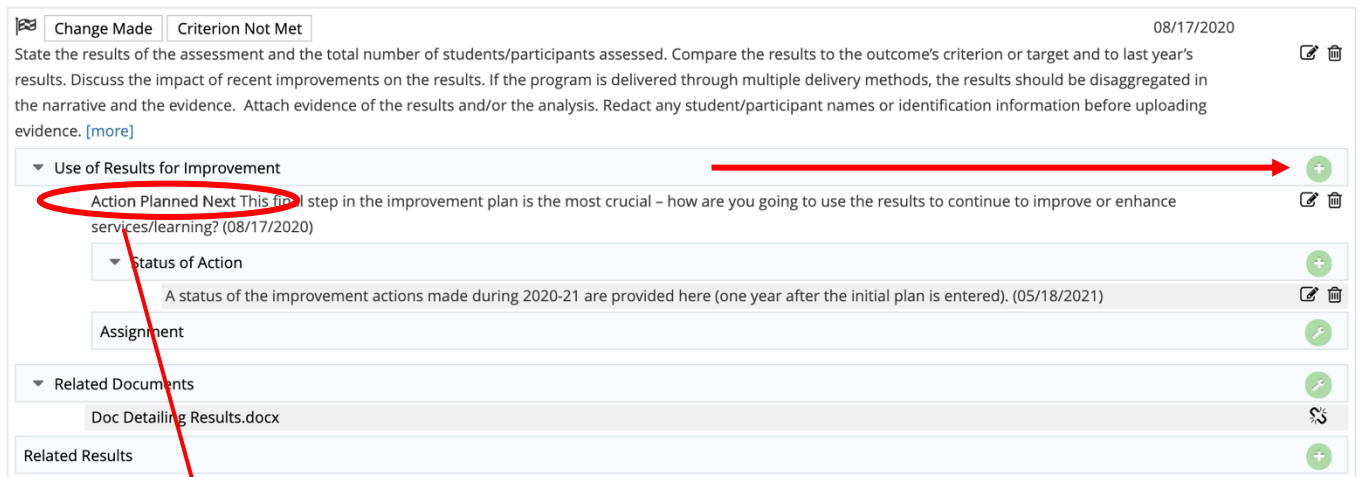

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940.565.4584 or improve@unt.edu

UPDATING COLUMN 4 - USE OF RESULTS FOR IMPROVEMENT

Step Three

Step 3   Update Column Four Part One (Use of Results for Improvement):

To enter improvement actions planned for AY 2021-22, go to the 2020-21 results already entered for the particular outcome. Click on the green (+) to enter "Action Planned Next" for implementation in AY 2021-22.

Your Action Planned Next (Column 4) should answer these questions:

- How are you going to use the results to continue to improve or enhance services/learning?

  Avoid "Continue to monitor" or "no improvements needed" statements.

Was your criterion not met? Answer:

- What are you going to do to make improvements to address areas in which the criteria were not met?
- What is your plan of action?

Action plans for improvement may sometimes be substantial curriculum changes, but can also include changing a textbook, adding/changing assignments, implementing new materials/technology, pedagogy modifications or additional faculty/student support, etc. – anything that aligns with data collected.

Was your criterion met? Answer:

- What can you do to continue to raise standards and/or improve? Remember this IE plan needs to demonstrate evidence of seeking improvement, and not that your students can achieve a minimum threshold to satisfy minimal compliance.

- Does this plan document your efforts to seek improvement annually?

- Have you set minimal thresholds instead of aspirational goals? Can you defend your threshold or goal for success at a particular level?   There should always be a need for improvement, even if that is revision of targets and/or assessment methods.

- If the findings consistently suggest that no improvement is needed, then programs should consider examining a more useful outcome that demonstrates continuous improvement, or setting more demanding target levels for existing methods of measurement.

Step 3   Update Column Four Part Two (Status of Action):

To enter/edit a Status of Action (that is due June 2021), go to the prior year's (2019-20) results/action planned next already entered for the particular outcome last year (2020). Click on the green (+) to enter a status of action statement describing the improvement actions implemented during 2020-21 based on plans made in 2020.

Status of Action Statements (Column 4) should answer these questions:

- How were last year's recommended actions implemented?

- If they were not implemented, was there an alternate improvement made?

- Did the action make a difference in this year's results?

FINAL REVIEW AND ARCHIVING THE YEAR END REPORT

Step Four

Step 4

Run your Four Column Report again (from Step 1) looking for missing items. Use the checklist to ensure all required components are provided for your 2020-21 Four Column Improvement Report prior to June 15. There is no final "submit" button. If you have the data entered, then University Accreditation has your report.

If you complete your 2020-21 plan after June 15, 2021, please email improve@unt.edu to inform University Accreditation that you have a late submission.

CHECKLIST for each outcome							
Column 1		**Column 2**		**Column 3**		**Column 4**	
Active outcomes (minimum=3)	☐	Assessment methods stated	☐	Results for 2020-21 assessments (how many students assessed & results compared to previous years and criterion target)	☐	Next planned improvement actions to implement in 2021-22 based on results	☐
		Criterion for success defined (quantitative performance target)	☐	Evidence of the results & analysis attached (student work samples with redacted names or analysis of the results, etc.,)	☐	Status of action statement describing how 2020 planned actions were implemented, and whether the steps made a difference in the results this year	☐
		Evidence of the assessment attached	☐				

Archive a copy of the final version

Save a copy of your completed report in the Improve Document Repository in case data is accidentally deleted in the future. Share the report with your department so all are aware of the results and improvement plans to implement in 2021-22.

Please note that if you are closing an outcome after AY 2020-21:

- Please add the new outcome and its assessments/criterion statement for 2021-22 by June 15, 2021.
- Denote the start date for the new active outcome. (*leave end date blank*)
- Active outcomes for 2020-21 should not be changed to "complete" until after the peer review cycle is completed.

_____

Why does UNT have IMPROVE Institutional Effectiveness Plans?

Each degree program and administrative unit at UNT maintains an institutional effectiveness (IE) plan in IMPROVE (formerly named TracDat). In addition to the benefit it provides in planning and aligning with the UNT mission and strategic plan, each IE plan is needed for UNT to comply with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Principles of Accreditation:

SACSCOC Principle 7.1 & 7.3

Effective institutions demonstrate a commitment to principles of continuous improvement, based on a systematic and documented process of assessing institutional performance with respect to mission in all aspects of the institution. An institutional planning and effectiveness process involves all programs, services and constituencies; is linked to the decision-making process at all levels; and provides a sound basis for budgetary decisions and resource allocations.

> **1. The institution engages in ongoing, comprehensive, and integrated research-based planning and evaluation processes that (a) focus on institutional quality and effectiveness and (b) incorporate a systematic review of institutional goals and outcomes consistent with its mission. (Institutional Planning) [Core Requirement]**

> **3. The institution identifies expected outcomes of its administrative support services and demonstrates the extent to which the outcomes are achieved. (Administrative effectiveness)**

SACSCOC Principle 8.1-2

Student learning and student success are at the core of the mission of all institutions of higher learning. Effective institutions focus on the design and improvement of educational experiences to enhance student learning and support student learning outcomes for its educational programs. To meet the goals of educational programs, an institution provides appropriate academic and student services to support student success.

> **1. The institution identifies, evaluates, and publishes goals and outcomes for student achievement appropriate to the institution's mission, the nature of the students it serves, and the kinds of programs offered. The institution uses multiple measures to document student success. (Student achievement) [Core Requirement]**

> **2. The institution identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of seeking improvement based on analysis of the results in the areas below:**

> > **a. Student learning outcomes for each of its educational programs. (Student outcomes: educational programs)**

> > **b. Student learning outcomes for collegiate-level general education competencies of its undergraduate degree programs. (Student outcomes: general education)**

> > **c. Academic and student services that support student success. (Student outcomes: academic and student services)**

Thank you for completing your end of year reporting for institutional effectiveness. We appreciate the time and care you take in updating your plans. Please contact us should you have any questions.

Need help? Contact us: University Accreditation   https://vpaa.unt.edu/accreditation/improve
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