October 15, 2022 is the UNT reporting date for 2021-22 end of year reporting of Institutional Effectiveness (IE) plans. Data is to be reported in the Improve System (formerly known as TracDat). This cycle will include Fall 2021, Spring 2022, and Summer 2022 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 2021-22 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 2023 semester.

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

[https://unt.improve.nuventive.com/](https://unt.improve.nuventive.com/)

Username: Your UNT EUID

Password: meangreen

(Users can change their password. If you have forgotten your password, email improve@unt.edu)
DATA COLLECTION AND REVIEW OF LAST YEAR’S ENTRIES

Step One
The following are helpful hints and steps to follow in completing 2021-22 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. (Turn off pop-up blockers)
How To Guide - Completing 2021-22 UNT Institutional Effectiveness Improvement Plans

Review 4-column report for incomplete items needed for 2021-22 end of year reporting:

Four Column Improvement Report

UNT Sample - Degree Program Academic Assessment

<table>
<thead>
<tr>
<th>Expected Outcomes</th>
<th>Assessment Methods</th>
<th>Results</th>
<th>Use of Results for Improvement</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>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. * Criteria: Clearly state a quantitative or qualitative performance target. Schedule: Optional - when will the assessment be done? Related Documents: Doc: Detailing Assessment Analysis</td>
<td>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. (05/18/2022)</td>
<td>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. (05/18/2022) Status of Action: Leave blank for current cycle (05/18/2022)</td>
</tr>
</tbody>
</table>

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. (05/18/2022)

End of year reporting items needed for 2021-22 IE plans (in red boxes)

Upload your evidence/analysis (PDFs)

Status of Action: A status of the

(Use of Results for Improvement)

Improvement actions made during 2020-21 are provided here (one year after the initial plan is entered). (05/18/2022)

Need help? Contact us: University Accreditation 940.565.4584 or improve@unt.edu
https://accreditation.unt.edu/improve
DATA COLLECTION, ANALYSIS AND COLLABORATION ON USE OF RESULTS

By October 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 2021-22 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 2022-23 based on results for each outcome
- Status of action statement describing how the 2021 recommendations for improvement were implemented during AY 2021-22, 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.

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

Data expected in COLUMN FOUR (40% of peer review IE score):

- Column Four is titled “Use of Results for Improvement.” It contains 2 parts:

  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. (Enter data under 2021-22 results)

  Status of Action: This data is an important part of the plan. It documents that you are actively seeking improvement. Provide the status of the improvement actions implemented during 2021-22 that were documented with your 2021 results last year (enter under 2020-21’s results)
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 2021-22.)

- 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.
UPDATING COLUMN 4 - USE OF RESULTS FOR IMPROVEMENT

Step Three
How To Guide - Completing 2021-22 UNT Institutional Effectiveness Improvement Plans

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

To enter improvement actions planned for AY 2022-23, go to the 2021-22 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?

For academic programs, 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?  Academic programs--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/enhancements 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 October 2022), go to the prior year’s (2020-21) results/action planned next already entered for the particular outcome last year in 2021. Click on the green (+) to enter a status of action statement describing the improvement actions implemented during 2021-22 based on plans made in 2021.

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
How To Guide - Completing 2021-22 UNT Institutional Effectiveness Improvement Plans

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 2021-22 Four Column Improvement Report prior to October 15. There is no final “submit” button. If you have the data entered, then University Accreditation has your report.

If you complete your plan after October 15, 2022, please email improve@unt.edu to inform University Accreditation that you have a late submission.

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
<th>Column 3</th>
<th>Column 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active outcomes (minimum=3)</td>
<td>Assessment methods stated</td>
<td>Results for 2021-22 assessments (how many students assessed &amp; results compared to previous years and criterion target)</td>
<td>Next planned improvement actions to implement in 2022-23 based on results</td>
</tr>
<tr>
<td></td>
<td>Criterion for success defined (quantitative performance target)</td>
<td>Evidence of the results &amp; analysis attached (student work samples with redacted names or analysis of the results, etc..)</td>
<td>Status of action statement describing how 2021 planned actions were implemented, and whether the steps made a difference in the results this year</td>
</tr>
<tr>
<td></td>
<td>Evidence of the assessment attached</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 2022-23.

Please note that if you are closing an outcome after AY 2021-22:

- Please add the new outcome and its assessments/criterion statement for 2022-23 by October 15, 2022.
- Denote the start date for the new active outcome. (leave end date blank)
- Active outcomes for 2021-22 should not be changed to “complete” until after the peer review cycle is completed.

Need help? Contact us: University Accreditation 940.565.4584 or improve@unt.edu

https://accreditation.unt.edu/improve
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]

2. 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.