Why do we have TracDat IE Plans?

Each degree program and administrative unit at UNT maintains an institutional effectiveness (IE) plan in 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 SACSCOC Principles of Accreditation:

**SACSCOC Core Requirement 7**

Effective institutions demonstrate a commitment to the principles of continuous improvement. These principles are 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)

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

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**By October 15th, each IE plan is expected to have the following components in TracDat:**

- 3 active outcomes
- Assessment methods stated
- Criterion for success defined (must be quantitative)
- Evidence of the assessment attached (blank exam, blank rubric, etc.,)
- Results for 2017-18 assessments (how many students assessed & results compared to previous years)
- Evidence of the results attached (student work samples with redacted names or analysis of the results, etc.,)
- Recommendation statement/action plan for improvement in 2018-19 based on results
- Follow-up statement describing how the 2016-17 recommendations were implemented, and whether the steps made a difference in the results

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After October 15th, each plan will go through a peer review process and be scored against UNT’s IE Plan Rubric. Plans that do not have results for the 2017-18 academic year will not be reviewed. **To demonstrate compliance with SACSCOC CR 7.1/7.3, your plan will need to score a 70 or higher during the review process.** Scores will be determined by the end of the Spring 2018 semester.

If you have questions or need help completing your plan, please contact the Office of University Accreditation at:

940.565.4584 or tracdat@unt.edu
The following are helpful hints and steps to follow in completing 2017-18 IE plans:

Step 1

Print a copy of your 4-column report to use as a reference for your update. Peer reviewers will only review the information presented in the 4-column report. (To print, select “Standard Reports”, and then “Assessment Unit Four Column”.)

To run the report, select “Open Report”.
HOW TO GUIDE - COMPLETING INSTITUTIONAL EFFECTIVENESS PLANS IN TRACDAT

Review your 4-column report to find missing information:

**Assessment: Assessment Unit Four Column**

**UNT Sample - Degree Program Academic Assessment**

*Vision:* The vision for the Sample Program in the Sample College 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.

*Mission:* The mission of the Sample Department in the Sample College 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 ready marketable if not superior quality skills as an entry-level employee.

<table>
<thead>
<tr>
<th>Expected Outcomes</th>
<th>Assessment Methods</th>
<th>Results</th>
<th>Recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sample Outcome #1 - The student will perform a regression analysis at proficiency level of 80% from a course assignment in Stats 201.</td>
<td>Course Assignment/Project - Students are evaluated from performance in 4 lab settings for regression analysis. Each lab is worth 25 points.</td>
<td>Change Status: Change Made Result Type: Criterion Met THIS IS WHERE YOU STATE YOUR RESULTS FOR 2016-17. STATE THE NUMBER OF STUDENTS ASSESSED, AND WHETHER THE RESULTS MET YOUR EXPECTATIONS/CRITERION FOR SUCCESS. COMPARE THE RESULTS TO ANY PREVIOUS ASSESSMENTS. (09/11/2017)</td>
<td>Recommendation: THIS IS MY RECOMMENDATION OR ACTION PLAN FOR IMPROVING IN 2017-18 BASED ON THE RESULTS. (09/11/2017) Follow-Up: THIS IS WHERE YOU STATE HOW THE PREVIOUS YEARS' RECOMMENDATION WAS IMPLEMENTED AND IF THE ACTION MADE A DIFFERENCE IN THIS YEAR'S RESULTS. (09/11/2017)</td>
</tr>
<tr>
<td>Active Outcome Type: Student Learning Outcome Start Date: 09/01/2008</td>
<td>Related Documents: Sample Program Degree Grade Rubric.docx CominGwARE</td>
<td>Change Status: Change Made Result Type: Criterion Met</td>
<td>Recommendation: Assess again in 2017. If results are repeated we</td>
</tr>
</tbody>
</table>

**CHECKLIST**

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
<th>Column 3</th>
<th>Column 4</th>
</tr>
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<td>Follow-up statement describing how the 2016-17 recommendations were implemented, and whether the steps made a difference in the results this year</td>
<td></td>
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**Use this checklist to ensure your 2017-18 IE Assessment Four Column Report includes all required elements.**

Please remember: Historical data should be left in TracDat. Please do not delete or write on top of previous entries.
Step 2

Update Column 3 (Results and Evidence). To enter results for the year, go to Assessment Unit Planning option on the side bar and select “Results”. Find the outcome you would like to update. 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? 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 TracDat, and “relate” them to your specific results for 2017-18.)

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

- Have results changed from last year?
HOW TO GUIDE - COMPLETING INSTITUTIONAL EFFECTIVENESS PLANS IN TRACDAT

Step 3

Update Column 4 (Recommendations and Follow-up). To enter recommendations and follow-up statements, go to the results already entered for the particular outcome. Once the results are saved, a Recommendation option will appear. Click on the green (+) to enter the recommendation statement. Once the recommendation is saved, a Follow-up option will appear. Click on the green (+) to enter your follow-up statement.

Your recommendations (Column 4) should answer these questions:

- This final step in the assessment cycle is the most crucial – how are you going to use the results to continue to improve or enhance services/learning?

  Avoid “Continue to monitor” or “no recommendations needed” statements.

Was your criterion not met? Answer:

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

Action plans for improvement may sometimes be substantial curriculum changes, but can also include changing instructors/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 improvement, and not that your students can achieve a minimum threshold to satisfy minimal compliance.

- Does this plan document your efforts to continually trying to improve?

- 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 improvements, 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 AO/SLO that demonstrates continuous improvement, or setting more demanding target levels for existing methods of measurement.

Your Follow-Up Statement (Column 4) should answer these questions:

- How were last year’s recommendations implemented?

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

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

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Step 5

Save a copy of your completed report in your TracDat Document Repository in case data is accidentally deleted in the future. Share the report with your department so all are aware of the recommendations and plans for improvement in 2018-19.

Please note that if you are closing an outcome after 2017-18:

- Denote the start date for the new active outcome.
- Active outcomes for 2017-18 should not be marked “complete” until after the peer review process.

If you have questions or need help completing your plan, please contact the Office of University Accreditation at: 940.565.4266 or tracdat@unt.edu