

# Chairs Academy Presentation

September 13, 2018

<http://vpaa.unt.edu/accreditation>



Office of the Provost  
**University Accreditation**

- Staff
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- Institutional Effectiveness (TracDat)
- Off-Site Locations
- Outcomes
- Resources



# SACSCOC Accreditation

The University of North Texas is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, master’s and doctorate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of the University of North Texas.

*Note: The Commission should be contacted only if there is evidence that appears to support the institution’s significant non-compliance with a requirement or standard. Normal inquiries about UNT, such as admission requirements, financial aid, and educational programs, should be addressed directly to UNT and not the Commission’s office.*

**Initial Accreditation:** January 1, 1925

**Reaffirmed:** December 6, 2016

**Next Reaffirmation:** 2026

**NEXT REAFFIRMATION IN 2026**  
*(Usually last reaffirmed in 2016)*

Description of Activity	Track B
Institutions receive Notification Letter from the President of the SACSCOC Board of Trustees	April 26, 2021
Due date for Fifth-Year Interim Report	March 15, 2022
Review by the SACSCOC Board of Trustees	June 2022

# Off-Site Instructional Locations

- Offering a course at an off-site location for the first time or after the site has been closed requires a UNT Form to add an Off-Campus Site.
- SACSCOC Notification is required prior to 25% of a program offered at an offsite location for the first time.
- SACSCOC Approval is required prior to 50% of a program offered at an offsite location for the first time. (6-8 month process)

# Off-Site Instructional Locations

- THECB approval for all programs offering 50%+ at off-sites or online. (2-8 week process)
- DoE approval is sought once SACSCOC 50% is approved in order for students receiving financial aid to attend. (2-3+ month process)
- 50 mile notifications for all off-site courses/programs
- Study in America SiA-200

# Student Achievement Goals & Outcomes

The University of North Texas is engaged in an ongoing pursuit of excellence. To measure progress towards continuous improvement and excellence, UNT annually compares student outcomes to other institutions and other benchmarks of performance. UNT is an educational, scientific, engineering, business and cultural resource center committed to the three-fold mission of teaching, research and service. Student achievement is an integral part of the institution's purpose. UNT is committed to the students enrolled at the university, and is focused on improving student success.

- Institutional Goals for Student Success
- Licensures/Certifications
- IPEDs overall 6 year graduation rate

## Academic Program Review

- THECB requires a review of all graduate programs every 10 years\*
- Undergraduate programs reviewed with Graduate Programs
- Undergrad programs without corresponding graduate programs are reviewed separately

# Institutional Effectiveness (TracDat)

The Office of University Accreditation (UA) supports the ongoing process of collecting and analyzing data and implementing data-informed decisions as related to the goals and outcomes of the UNT mission. UA manages the TracDat database for institutional effectiveness (IE) plans, and reports institutional effectiveness to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

[+ Why do we have Institutional Effectiveness plans at UNT?](#)

[+ How does UNT document institutional effectiveness?](#)

[+ Institutional Effectiveness Timeline and Peer Reviews](#)

[+ What tools are available to help with IE plans and TracDat?](#)

## Contact Us

### University Accreditation

940.565.4266

[Ronda.Bewley@unt.edu](mailto:Ronda.Bewley@unt.edu)

Hurley Administration Building, 135

8am – 5pm, Monday – Friday

## Related Resources

### TRACDAT Login

- [UNT Institutional Effectiveness Plan](#)
- [Academic IE Review Committee](#)
- [Administrative IE Review Committee](#)
- [Common Myths about IE & TRACDAT](#)
- [TRACDAT Guide for New Users](#)
- [TRACDAT Instructions for CORE](#)
- [Fall 2017 IE Rubric](#)
- [TRACDAT How-To Guide](#)
- [Recommendations vs Follow-Up](#)



# Chair responsibilities in TracDat/Improve

Ensuring all of your plans in TracDat are updated and having **results** entered annually

- Department Administrative Plan
- Program Plans
- Core Plan update for Core Courses (individual plan)

It is vitally important to maintain your plans

- At least two faculty members should be responsible for maintaining each plan (back-up)
- Continuity in assigned faculty is vital for a successful plan.

Please do not assign this to someone who has no authority to collect the data, make decisions or implement changes.

## Deadlines

- **Program** and **Department** Plan data and updates are due by **October 15<sup>th</sup>** every year.
- For questions about your program and/or department plans contact [TracDat@unt.edu](mailto:TracDat@unt.edu)
  
- Results for **Core** courses under the individual plan are due every **January** for courses offered in fall and every **June** for courses offered in Spring. More information on the Core can be found here:
- <http://vpaa.unt.edu/ccg>
- For questions about the Core please contact [Wendy.Watson@unt.edu](mailto:Wendy.Watson@unt.edu)

# Assessment: Program Info Four Column



## PROGRAM (CLASS) 2590 - SOCIOLOGY PHD

**Vision:** The doctoral program achieves status as a premiere program in the country with expertise in global, health, and social inequality studies. The program will stand out among national universities because of the levels of preparation and professionalism of its graduates. Graduate and faculty will work together to develop and disseminate innovative and interdisciplinary applied social knowledge in these specialty areas for use by local, state, national, and international communities.

**Mission:** The doctoral program is committed to producing intellectually well-rounded graduates capable of functioning effectively in either an academic milieu or an applied sociology setting, who are capable of analyzing human social groups and relationships between groups, and who are capable of evaluating the influence of social factors on social situations.

<b>10 points</b>	<b>30 points</b>	<b>20 points</b>	<b>40 points</b>
<i>Expected Outcomes</i>	<i>Assessment Methods</i>	<i>Results</i>	<i>Recommendations</i>
<p><b>Literature Review</b> - Students will demonstrate at a high level of proficiency in the ability to thoroughly review and synthesize relevant literature.</p> <p><b>Outcome Status:</b> Active</p> <p><b>Outcome Type:</b> Student Learning Outcome</p> <p><b>Start Date:</b> 07/07/2014</p>	<p><b>Capstone Assignment/Project</b> - Students must orally defend their written dissertation proposal. The student's dissertation committee members evaluate the student's ability to critically evaluate literature in their written dissertation proposal and oral defense using the Critical Evaluation of Literature portion of the attached rubric.</p> <p><b>Criterion:</b> 90% of students will average at least 4 of the 5 available points on the Critical Evaluation of Literature portion of the attached rubric.</p> <p><b>Related Documents:</b>  <a href="#">Proposal_Literature_Review.pdf</a></p>	<p><b>Change Status:</b> Change Recommended</p> <p><b>Result Type:</b> Criterion Met</p> <p>Of the 4 students who completed the assessment method, 4 or 100% averaged at least 4 of the 5 available points on the rubric. The expected outcome was met. (10/9/2017) (10/09/2017)</p> <p><b>Academic Cycle:</b> 2016 - 2017</p> <p><b>Related Documents:</b>  <a href="#">Copy of Proposal Results Sheet - Literature Review Outcome - 2016-2017 - IDs.xlsx</a></p>	<p><b>Recommendation:</b> Detailed examination of the rubric results revealed that while the expected outcome was met, two students scored an average at or less than 4.5 (4="good") and less than a 5 ("exemplary"). In an effort to move students towards "exemplary," the department has sent email reminders to graduate students including information about services offered by UNT's Graduate Writing Resource Center. (10/09/2017)</p> <p><b>Follow-Up:</b> Previous recommendation made was to have the instructor better assist students using text mining techniques. This change has been made and students using text mining techniques now work closely with the professor whose expertise is in this area to better guide them. (10/09/2017)</p>



## Things to Keep in Mind:

- If your outcomes are assessed in classes that are offered in more than one mode (internet, face to face, etc.) disaggregate your data and compare attainment.
- If a degree program can be completed 100% online and 100% face to face, attainment of student learning outcomes must be compared by mode.
  - In addition to outcomes, Syllabi should be comparable. For example:
    - a course should have the same outcomes/objectives regardless of mode
    - assessment methods should be similar if not the same

# University Accreditation

<http://vpaa.unt.edu/accreditation>

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# Faculty Information System

<https://facultyinfo.unt.edu/>

940.369.6108

[Faculty.Info@unt.edu](mailto:Faculty.Info@unt.edu)

**For questions about uploading syllabi to FIS, please  
contact Rebecca How at 940.369.6108**

# Syllabus Requirements

Department chairs are responsible for ensuring that all course syllabi are uploaded to the [Faculty Information System](#) by the 7th class day, as per [House Bill No. 2504](#). Instructors of record are responsible for developing course syllabi. The University requires consistent elements in each syllabus, which mirror the legislatively-mandated information. This includes a brief description of each major course requirement and examination, required/recommended reading, and a general description of the subject matter of each lecture or discussion. The [Teaching Excellence Handbook](#) includes standard syllabus language and more specific institutional requirements. Instructors can also find the list of required syllabi elements in the [UNT Course Syllabi Requirements Policy](#). This policy includes information on optional syllabi statements, along with suggested language, and additional policies regarding the creation, distribution, and usage of course syllabi. Departments and/or Colleges may also require additional syllabus content.

<https://vpaa.unt.edu/dcgcover/resources/syllabus-reqs>

## UNT Policy 06.049 Course Syllabi Requirements

Syllabi are required for all undergraduate and graduate credit bearing courses, unless exempted. “Exempted courses” are generally independent studies, private lessons, thesis and dissertation courses.

- UNT Requirements
- Institutional Academic Requirements
- Optional Statements

Responsible Party. All instructional faculty, chairs

[https://policy.unt.edu/sites/default/files/06.049\\_CourseSyllabiRequirements\\_2017\\_0.pdf](https://policy.unt.edu/sites/default/files/06.049_CourseSyllabiRequirements_2017_0.pdf)



# The UNT Syllabus

Instructors of record are responsible for developing course syllabi. The university requires consistent elements in each syllabus, including UNT specific requirements and institutional academic requirements, which mirrors legislatively mandated information.

Instructors can find the list of required syllabi elements in the [UNT Course Syllabi Requirements Policy](#). Instructors can also find the standard syllabus statements via this link, as well. The Course Syllabi Requirements Policy also includes information on optional syllabi statements, along with suggested language, and additional policies regarding the creation, distribution, and usage of course syllabi. *We encourage all instructors to read the policy in its entirety to stay up to date on university and legislative syllabi requirements.*

Departments and/or Colleges may also require additional syllabus content. Instructors should check with their departments for this information.

## Additional Syllabi Resources

- For a syllabus writing checklist, click [here](#).
- To learn about the syllabus as an aid to student learning, click [here](#).
- For a sample syllabus for face-to-face courses, click [here](#). *We encourage instructors to download this document and adapt it to their needs. Note: This document is in a Microsoft Word format.*
- For a sample syllabus for fully online courses, click [here](#). *We encourage instructors to download this document and adapt it to their needs. Note: This document is in a Microsoft Word format.*
- See the Teaching Commons tag, [syllabus](#), for the most recent teaching and learning articles related to the course syllabus.

<https://teachingcommons.unt.edu/teaching-handbook/definitions-and-policies/unt-syllabus>

## Questions and Wrap Up

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