By October 15\textsuperscript{th}, each Institutional Effectiveness plan at UNT is expected to have all 2017-18 end of year reporting requirements entered into Improve/TracDat. (This guide does not apply to Centers and Institutes or courses in The Core as they have separate reporting deadlines and responsibilities.)

After October 15\textsuperscript{th}, each plan will go through a peer review process and be scored against UNT’s IE Peer Review Rubric. Plans that do not have results for the 2017-18 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 determined by the end of the Spring 2019 semester.

To access your institutional effectiveness plans in IMPROVE (formerly TracDat), log into:

\begin{verbatim}
https://unt.tracdat.com/tracdat/
Username: Your UNT EUID
Password: meangreen
(Users are able to set their own password. If you have forgotten your password, email tracdat@unt.edu)
\end{verbatim}

2018 change: Nuventive has changed the name of TracDat to Improve. UNT will slowly adopt the new name across campus.
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 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 2017-18 end of year reporting:

<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 an 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>THIS IS WHERE YOU STATE YOUR RESULTS FOR 2017-18. STATE THE NUMBER OF STUDENTS ASSESSED, AND WHETHER THE RESULTS MET YOUR EXPECTATIONS/CRITERION FOR SUCCESS. COMPARE THE RESULTS TO ANY PREVIOUS ASSESSMENTS AND DESCRIBE HOW YOUR LAST IMPROVEMENTS IMPACTED THE RESULTS. (09/11/2017)</td>
<td>Recommendation: THIS IS MY RECOMMENDATION OR ACTION PLAN FOR IMPROVING IN 2018-19 BASED ON THE RESULTS. (09/11/2018)</td>
</tr>
<tr>
<td>Outcome Status: Active</td>
<td>Outcome Type: Student Learning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outcome Start Date: 09/01/2008</td>
<td>Related Documents: Sample Program Degree Grade Rubric.docx CompendiumA5E</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

End of year reporting items needed for 2017-18 IE plans (in red)

Upload your evidence/analysis (PDFs)

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

- 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 2017-18 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.,)
- 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 this year’s results

Please remember: Historical data should be left in TracDat. Please do not delete or overwrite previous entries.
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? 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/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? (Change made, no change, change recommended)

Next, upload evidence after you save the result: Click on the green wrench symbol to attach your evidence (PDFs) to your result.
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 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.
How To Guide - Completing 2017-18 UNT Institutional Effectiveness Improvement Plans

- 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.

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 for your 2017-18 Four Column Improvement Report prior to October 15.

If you complete your 2017-18 plan after October 15, 2018, you need to email tracdat@unt.edu to inform University Accreditation that you have a late submission once your plan is ready.

<table>
<thead>
<tr>
<th>CHECKLIST for each outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Column 1</td>
</tr>
<tr>
<td>Active outcomes (minimum=3)</td>
</tr>
<tr>
<td>Criterion for success defined (quantitative performance target)</td>
</tr>
</tbody>
</table>

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 results 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. (leave end date blank)
- Active outcomes for 2017-18 should not be changed to “complete” until after the peer review process.

Need help? Contact us:
University Accreditation 940.565.4584 or tracdat@unt.edu vpaa.unt.edu/accreditation
Why does UNT have IMPROVE (formerly TracDat) IE 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)