October 15, 2019 is the UNT reporting date for 2018-19 end of year reporting of Institutional Effectiveness (IE) plans. Data is reported in the Improve System (formerly known as TracDat). This guide does not apply to Centers and Institutes or courses in the core curriculum as they have separate reporting deadlines and responsibilities.

After October 15th, 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 2018-19 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 2020 semester.

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

https://unt.tracdat.com/tracdat/

Username: Your UNT EUID
Password: meangreen

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

Step One
How To Guide - Completing 2018-19 UNT Institutional Effectiveness Improvement Plans

The following are helpful hints and steps to follow in completing 2018-19 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 2018-19 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)

<table>
<thead>
<tr>
<th>Expected Outcomes</th>
<th>Assessment Methods</th>
<th>Use of Results for Improvement</th>
</tr>
</thead>
</table>
| **Sample** - Outcome statement describing the knowledge and skills of students to be assessed (SLQ) or the administrative outcome (AO) to be assessed. The outcome should be singular, measurable and meaningful. | **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. | **Change Status:** Change Made  
**Result Type:** Criteria Not Met  
State the results of the assessment and the total number of students/participants assessed. Compare the results to the outcome’s criteria or target and to last year’s results. Discuss the impact of recent improvements on the results. Attach evidence of the results and/or the analysis. Redact any student/participant names or identification information before uploading evidence. (09/03/2019) |
| **Outcome Status:** Active  
**Outcome Type:** Student Learning Outcome  
**Start Date:** 01/01/2019  
**Required Activities:** OPTIONAL area to list any required activities to complete the expected outcome. This is NOT a description of your assessment methods. | **Change Status:** Change Recommended  
**Result Type:** Criteria Not Met  
State the results of the assessment and the total number of students/participants assessed. Compare the results to the outcome’s criteria or target and to last year’s results. Discuss the impact of recent improvements on the results. Attach evidence of the results and/or the analysis. Redact any student/participant names or identification information before uploading evidence. (09/03/2019) | **Action Planned Next:** Using 2017-18 results, plans for improvements are recorded and implemented during 2018-19. Details of the actions planned are listed here. (09/03/2019) |

**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? (09/03/2019)

**Status of Action:** Leave blank for current cycle (09/03/2015)

- **Related Documents:**

**Upload your evidence/analysis (PDFs)**

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**End of year reporting items needed for 2018-19 IE plans (in red)**

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940.565.4584 or tracdat@unt.edu  
[https://vpaa.unt.edu/accreditation/improve](https://vpaa.unt.edu/accreditation/improve)
How To Guide - Completing 2018-19 UNT Institutional Effectiveness Improvement Plans

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 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 2018-19 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 2019-2020 based on results
- Status of action statement describing how the 2017-18 recommendations for improvement were implemented during 2018-19, 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 two changes this year in the Improve System--

- Expanded help tools have been added to text boxes. 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.

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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 2018-19.)
- Did you provide total number of students completing the assessment along with percentage meeting your criterion?

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

To enter improvement actions planned for AY 2019-2020, go to the 2018-19 results already entered for the particular outcome. Click on the green (+) to enter “Action Planned Next” for implementation in AY 2019-2020.

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 (due October 2019), go to the prior year’s (2017-18) results/improvement action plan already entered for the particular outcome last year. Click on the green (+) to enter a status of action statement describing the improvement actions implemented during 2018-19 based on plans made in 2018.

**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 2018-19 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 2018-19 plan after October 15, 2019, you need to email tracdat@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 2018-19 assessments (how many students assessed &amp; results compared to previous years and criterion target)</td>
<td>Next planned improvement action plan to implement in 2019-2020 based on results</td>
</tr>
<tr>
<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 2017-18 planned actions were implemented, and whether the steps made a difference in the results this year</td>
<td></td>
</tr>
<tr>
<td>Evidence of the assessment attached</td>
<td></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 plans for improvement in 2019-2020.

Please note that if you are closing an outcome after 2018-19:

- Denote the start date for the new active outcome. (leave end date blank)
- Active outcomes for 2018-19 should not be changed to “complete” until after the peer review process.

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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.

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