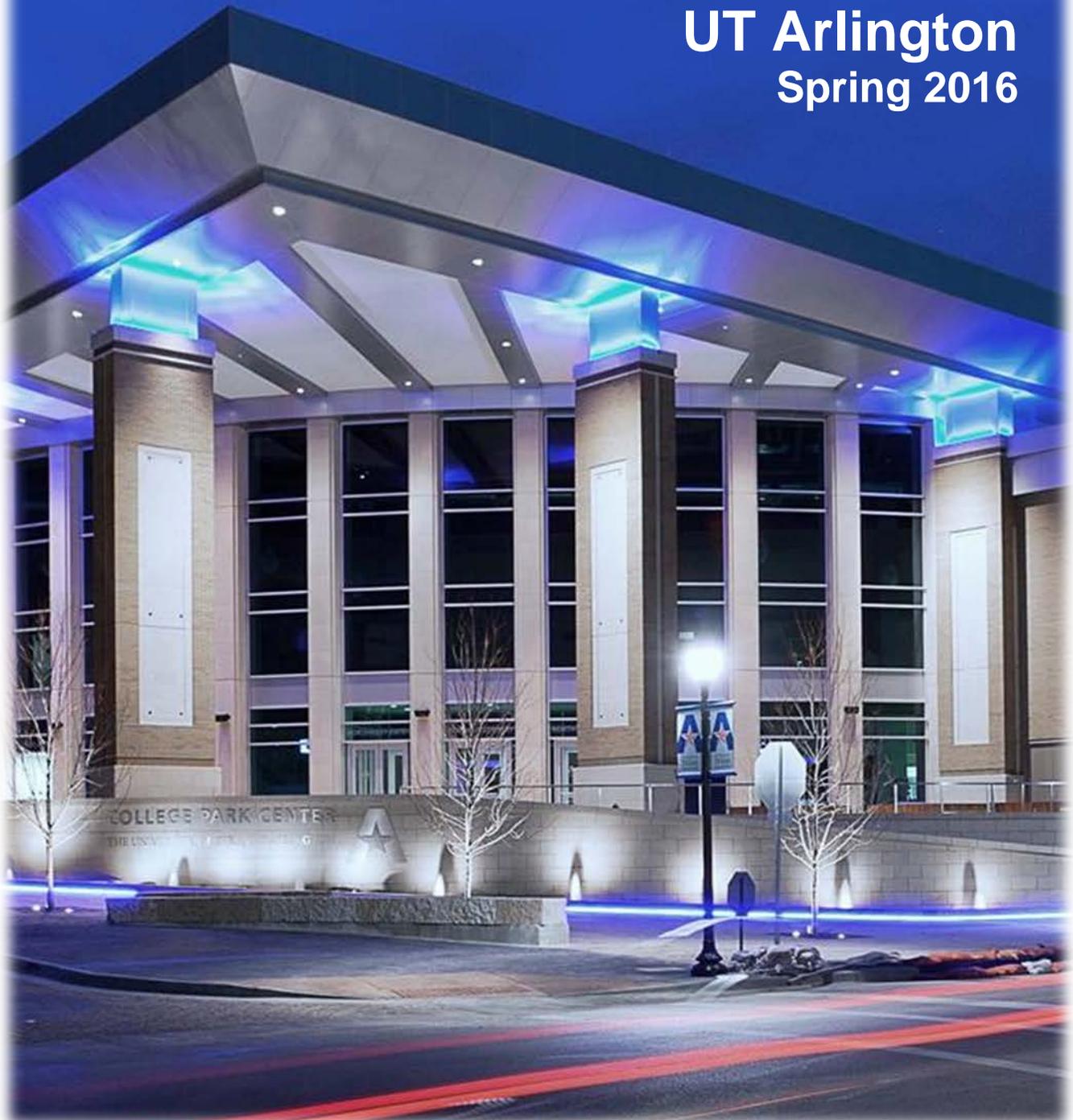# Unit Effectiveness Process Quick Guide to Improvement Reports

UT Arlington
Spring 2016

Welcome to The Quick Guide to Reporting, a supplement to the Unit Effectiveness Process (UEP) Handbook aimed at answering the WHO, WHAT, WHEN, WHERE and HOW of assessment reporting at UT Arlington.

WHO should use the Quick Reference Guide? Anyone can use this guide, from those who are new to assessment to those who are veterans of assessment.

WHAT is the Quick Guide to Reporting? The Quick Guide is a supplement to the Unit Effectiveness Process Handbook. The Quick Guide contains the 2016-2018 assessment cycle calendar, instructions for completing the Biennial Assessment Activity Report, the Annual Improvement Update Report, and references to the UEP Handbook.

WHEN should I use the Quick Guide? You should use the Quick Guide when completing UEP plans and reports.

WHERE can I find the Quick Guide, UEP Handbook, and TRACDAT login? These are located on the Office of Institutional Effectiveness & Reporting (IER) web site at 🖰 http://www.uta.edu/ier/UEP/index.php.

HOW do I submit UEP plans and reports? The UEP Improvement Reports are entered into the TracDat database. Completed reports are submitted to IER by e-mailing uep@uta.edu. Submission deadlines are noted on the enclosed UEP cycle calendar and the hierarchy is diagramed below.

Flow chart for UEP Annual Improvement Update Report submission

| Academic Unit or Administrative Support Unit | → | Institutional Effectiveness & Reporting |
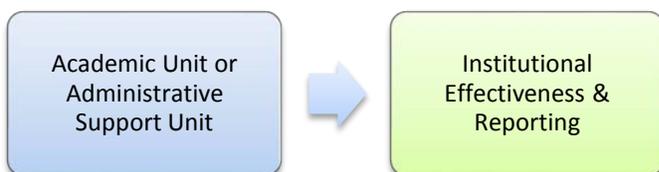
The Quick Guide has been designed as a straight-forward and easily maneuverable tool to assist you in the UEP endeavor. If you need additional assistance, please do not hesitate to call **Rebecca Lewis X2-5133**.

UT Arlington Unit Effectiveness Process Calendar 2016-2018 (Assessment of Academic Year 2016-2017)

Key:

Phase I: Planning	Phase II: Implementation, Assessment & Analysis	Phase III: Improvement

2016

Task (Responsible Party)	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
Instructions distributed for 2014-15 Assessment Cycle (IER)	1/19/16											
Meet with units to answer questions & provide assistance in developing Assessment Plans (IER)	Begins 1/19/14					Ends 6/25/16						
1st draft Assessment Plan due Deans & VPs (Chairs & Directors) (suggested deadline)			3/1/16									
Review 1st draft BAAR Assessment Plans from units and approve (Deans & VPs)			Begins 3/1/16 – Ends 4/1/16									
2nd draft Assessment Plans due to IER (Unit Appointees)				4/1/16								
Provide units feedback on 2nd draft of Assessment Plans & requested modifications (IER)				Begins 4/1/16 – Ends 6/17/16								
Units modify plans if requested (Unit Appointees)				Begins 4/1/16 – Ends 6/17/16								
Final version of Assessment Plans due (Unit Appointees					5/31/16							
Implement Action Steps (Unit Appointees)								Begins 8/1/16			Continues into 2017	
Assess outcomes & collect data (Unit Appointees)								Begins 8/1/16			Continues into 2017	
Annual Improvement Update Report due (documents improvements implemented during academic year 2015-16) (UEP Contacts)											11/4/16	

2017

Task (Responsible Party)	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec
Continue Implementing Actions Steps (Unit)					Ends 5/26/17							
Continue assessing outcomes & collecting data (Unit Appointees)								Ends 8/17/17				
Analyze & review assessment data – Develop recommendations for improvement of programs & services (Unit Appointees)	Begins 1/23/17							Ends 9/15/17				
1st Draft of assessment results due to Deans & VPs (Chairs & Directors) (suggested deadline)									**9/15/17**			
Deans & VPs review assessment results & approve (Deans & VPs)									Begins 9/15/17 – Ends 10/13/17			
2nd draft of assessment results due to IER (Unit Appointees)										**10/13/17**		
Provide units feedback on 2nd draft of assessment results & request modifications (IER)										Begins 10/13/17 - Continues 2018		
Units modify assessment results if requested (Unit Appointees)										Begins 10/13/17 - Continues 2018		
Annual Improvement Update Report due (documents improvements implemented during academic year 2017-17) (UEP Contacts)											**11/6/17**	

2018

Task (Responsible Party)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Continue to provide units feedback on 2nd Draft of assessment results & request modifications (IER)	Ends 2/2/18											
Units continue to modify assessment results if requested (Unit Appointees)	Ends 2/2/18											
Final version of assessment results due to IER (UEP contacts)		2/2/18										
Annual Improvement Update Report due (documents improvements implemented during academic year 2017-18) (UEP Contacts)											11/4/18	

Note: Planning for the 2018-2020 Assessment Cycle will begin in January 2018.

UEP 2014-16 Assessment Cycle Key Due Dates

3-1-16	1st Draft of Assessment Plans Due to Deans/VPs (suggested deadline)
4-1-16	2nd Draft of Assessment Plans Due to IER
6-17-16	Final Version of Assessment Plans Due
11-4-16	Improvement Report 2013-14 Due
9-15-17	1st Draft of Assessment Results Due to Deans/VPs (suggested deadline)
10-13-17	2nd Draft of Assessment Results Due to IER
11-6-17	Improvement Report 2014-15 Due
2-5-18	Final Version of Assessment Results Due

The Improvement Report (IR) is the report that documents any improvements that were actually implemented. The report is completed for each academic year. Improvements reported are to be based on information gleaned through the UEP. Any other improvements, not based on data collected through the UEP (e.g. results of departmental survey, assessment as part of reaffirmation for a professional accreditation) will be considered for inclusion on a case-by-case basis. There is a single report for each unit. In the case of academic units, the singular report is to be used for documenting improvements related to all degree/certificate programs.

Instructions for Completing Form if <u>No</u> Improvements Were Implemented
Even if your unit did not implement any improvements during the designated academic year, the report must be completed for your unit. In addition to naming the improvement "None", provide an explanation as to why improvements were not implemented.

Instructions for Completing Form if Improvements Were Implemented
Since improvements documented on this report can be tied to any previous UEP assessment, it is important to provide contextual information about the improvement as well as details of the improvement.

- **Improvement name**→ Name the improvement by assigning a number (1, 2, 3, etc.) or with descriptive language.

- **Improvement** → Describe the improvement that was implemented in sufficient detail that it would be clear to someone outside of the unit.

- **How was the need for improvement determined** → Indicate if the assessment was conducted as a part of the UEP or through another assessment initiative. Any previous UEP results can be referenced, including those from the most recently completed UEP cycle as well as those from previous UEP cycles.

  Since the UEP is biennial, an assessment could have been conducted during the inactive assessment year. The form allows for description of this as well. However, it is expected that your unit is implementing improvements based on data collected through the UEP, which is the institution-wide effectiveness process. Improvements that are reported based on data collected from an assessment conducted outside of the UEP will be considered and approved for inclusion on a case-by-case basis.

- **Academic year implemented**→ Select the academic year from the option provided.

- **Assessment result that showed a need for improvement** → Describe briefly the assessment findings prompting the improvement. Improvements may also be implemented based on assessment findings that support the achievement of the intended outcome or may be based on inconclusive assessment results. If this is the case, please describe.

- **Estimated value of resources used to implement improvement** → Describe the value of the improvements in actual dollars. If the improvement required faculty/staff time beyond their usual responsibilities, estimate the time spent and multiply by approximate hourly rate.

- **Source of resources used to implement improvement** → Indicate the source of resources by checking the box or boxes with appropriate corresponding source.

- **Semester improvement implemented**→ Indicate the semester and year combination that the improvement(s) was/were initially implemented.

❊*You are able to add the exact number of improvements you need for your report by clicking the green plus sign within TracDat for each improvement.*

Improvement Report Samples (sample titles are hyperlinked within the document, click on title to jump to the sample)

- Sample 1 – Improvement(s) Implemented, Unachieved UEP Learning Outcome, Academic Unit, Master's Program
- Sample 2 – Improvement(s) Implemented, Unachieved UEP Outcome, Non-academic Unit
- Sample 3 – No Improvements Implemented, Results of Assessment Inconclusive for UEP Outcome(s), Educational Support Unit
- Sample 4 – Improvement(s) Implemented, Unachieved UEP Learning Outcome, Academic Unit, PhD Program
- Sample 5 – Improvement(s) Implemented, Assessment(s) Not Included in the UEP, Educational Support Unit
- Sample 6 - Improvement(s) Implemented, Unachieved UEP Outcome, Non-academic Unit
- Sample 7 – Improvement(s) Implemented, Unachieved UEP Administrative Outcome, Academic Unit
- Sample 8 - Improvement(s) Implemented, Unachieved UEP Learning Outcome, Academic Unit, Undergraduate Program

Note: The information contained in the samples is for illustration purposes only and may not represent actual assessments.

Improvement Report

XX-XX COE – Bioengineering

Improvement Name:

1

Improvement:

All students have been encouraged to attend a Bioengineering Seminar Dr. Romero's supervision which is simultaneously broadcast at UT Southwestern to allow our Bioengineering students who attend courses and work in labs at UT Southwestern to be involved. This seminar showcases our current students' research as well as research of invited speakers from local and national industries and universities. This seminar allows our students to be more involved and knowledgeable about the research in their field and is specifically designed to aid students in designing and conducting independent research.

How Was the Need for Improvement Determined:

By an outcome assessed through the UEP.

Academic Year Implemented:

20XX-20XX

Assessment Result that indicated the need for improvement:

For each of the outcomes listed below, our goal was 80% or more of our students scoring average or better on a survey completed by the Bioengineering faculty:

-Upon completion of the Master's degree program, the student should be able to design independent and original research in their bioengineering specialty area. (Actual outcome: 77% of our students scored average or better)

-Upon completion of the Master's degree program, the student should be able to conduct independent and original research in their bioengineering specialty area. (Actual outcome: 73% of our students scored average or better)

Estimated value of resources used to implement improvement:

$0.00

Source of resources used to implement improvement:

Reallocation of school/college/division resources

Semester the Improvement was Implemented:

Spring 20XX

Improvement Report

XX-XX DEV - Development

Improvement name:
E-Solicitations

Improvement:
Implemented electronic solicitation in August 20XX and produced plan for ongoing e-solicitations.

1895 Society monthly renewal system was implemented to ensure timely renewal of $1,000 and larger gifts. Collaborative effort with University's Office of Communications led to the creating of better designed direct mail pieces.

Phoning schedule in Dial-A-Mav program was changed to allow for longer periods of time spent calling each school/college to improve chance of reaching a prospect by phone.

How was the need for improvement determined:
By an outcome assessed through the UEP.

Academic year implemented:
20XX-20XX

Assessment result that indicated the need for improvement:
Outcomes associated with increasing the number of total donors and increasing the rate of alumni giving was not met.

Estimated value of resources used to implement improvement:
$7,500.00

Source of resources used to implement improvement:
Reallocation of unit resources

Semester the improvement was implemented:
Summer 20XX

Improvement Report

XX-XX SA – Apartment & Residence Life

Improvement name:
None

Improvement: The results of our assessment were inconclusive, so we would like to re-assess the outcomes to verify that a need for change is indicated by the data.

Improvement Report

XX-XX COEHP– Educational Leadership & Policy Studies

Improvement name:
Action Research Projects

Improvement:
Action Research projects are being required for all EDAD 5399 students in their final internship class.

How was the need for improvement determined:
By an outcome assessed through the UEP.

Academic year implemented:
20XX-20XX

Assessment result that indicated the need for improvement:
Students were gaining ability to plan research but were not getting the experience of conducting and reporting on action research projects.

Estimated value of resources used to implement improvement:
$0.00

Source of resources used to implement improvement:
Reallocation of school/college/division resources

Semester the improvement was implemented:
Fall 20XX

Improvement Report

XX-XX AA– University Libraries

Improvement name:

1

Improvement:

An increase in the monograph budget has been incorporated into the 20XX-20XX Libraries Strategic Plan.

How was the need for improvement determined:

By Assessment not related to the UEP.

Academic year implemented:

20XX-20XX

Assessment result that indicated the need for improvement:

Feedback from the LIBQUAL+ Survey (Spring 20XX) indicated the need for more current monograph titles.

Estimated value of resources used to implement improvement:

$55,000

Source of resources used to implement improvement:

Reallocation of unit resources

Semester the improvement was implemented:

Spring 20XX

Improvement Report

XX-XX OIT– Enterprise Operations & Systems

Improvement name:
Patch Release

Improvement:
A new process has been implemented and new systems installed to push the patches to the campus computers in a more timely manner. The updates now are performed within 48 hours of the patch being released.

How was the need for improvement determined:
By an outcome assessed through the UEP.

Academic year implemented:
20XX-20XX

Assessment result that indicated the need for improvement:
The updates to campus computer operating systems were not being implemented in a timely manner. This could expose those computers to malicious attacks.

Estimated value of resources used to implement improvement:
$10,000.00

Source of resources used to implement improvement:
Reallocation of unit resources

Semester the improvement was implemented:
Fall 20XX

Improvement Report

XX-XX COS– Biology

Improvement name:
1

Improvement:
A new academic advisor was hired. We are still below the national average and will be requesting funds for another advising staff member for next academic year.

How was the need for improvement determined:
By an outcome assessed through the UEP.

Academic year implemented:
20XX-20XX

Assessment result that indicated the need for improvement:
Assessment indicated that our students were waiting excessively to meet with an advisor. Evaluation of the results indicated that our advisor-student ratio was below the national average.

Estimated value of resources used to implement improvement:
$27,000

Source of resources used to implement improvement:
New funds added to budget

Semester the improvement was implemented:
Fall 20XX

Improvement Report
XX-XX COB - Finance & Real Estate

Improvement name:
1

Improvement:
A significant amount of knowledge related to intended learning outcome is acquired by students in finance courses they take before FINA 4315. To facilitate student learning in these finance courses, we started tutorials that are conducted by Ph.D. students in finance. The tutorials are offered in FINA 3313, a core course, and FINA 3315, a finance concentration course. We expect that these tutorials will help build a solid foundation, improve the comprehension of finance principles, and lead to an improved performance in FINA 4315, the capstone course.

How was the need for improvement determined:
By an outcome assessed through the UEP.

Academic year implemented:
20XX-20XX

Assessment result that indicated the need for improvement:
One of the intended learning outcomes in the 20XX-XX assessment plan of the BBA-Finance program was the comprehension of finance principles by finance majors. During Spring 20XX, the instructor of Section 1 of FINA 4315, the capstone course for BBA Finance, graded the students' answers on an individual three-part take-home final exam. The aggregate score earned on the three parts was used for the assessment of student performance. 74.5% of the students had a satisfactory score (70% or above) on the final exam. This indicated scope for significant improvement as more than a quarter of the students had a less than satisfactory score.

Estimated value of resources used to implement improvement:
$0.00

Source of resources used to implement improvement:
Reallocation of school/college/division resources

Semester the improvement was implemented:
Fall 20XX