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?** All of these are located on the Office of Institutional Effectiveness & Reporting (IER) web site at [http://www.uta.edu/ier/Unit%20Effectiveness/index.php](http://www.uta.edu/ier/Unit%20Effectiveness/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 via the database. 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

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

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**2017**

- **Ends 5/26/17**
- **Ends 8/17/17**
- **Begins 1/23/17**
- **En 9/15/17**
- **Begins 9/15/17 – Ends 10/13/17**
- **10/13/17**
- **10/13/17 - Continues 2018**
- **11/6/17**
**2018**

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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 No 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.

- **Assessment Results that Indicated a Need for Improvement** → Briefly describe 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.

- **How Need for Improvement Was 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.

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

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

- **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(s)** → Indicate the source of resources by checking the box or boxes with appropriate corresponding source.

* You are able to add the exact number of improvements that you need for your report.
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.

Sample 1 – Improvement(s) Implemented, Unachieved UEP Learning Outcome, Academic Unit, Master’s Program

Improvement Report

XX-XX COE – Bioengineering

Were improvements implemented during the 20XX-20XX academic year? Yes

How Was the Need for Improvement Determined?
By an outcome assessed through the UEP.
Specified plan year: 20XX-20XX

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)
Related Improvement(s)
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.

Estimated value of resources used to implement improvement(s)?
$0.00

Source of resources used to implement improvement(s)?

Semester(s) the Improvement(s) was/were Implemented: Spring 20XX

Sample 2 – Improvement(s) Implemented, Unachieved UEP Outcome, Non-academic Unit

Improvement Report

XX-XX DEV - Development

Were improvements implemented during the 20XX-20XX academic year? Yes

How Was the Need for Improvement Determined?
By an outcome assessed through the UEP.
Specified plan year: 20XX-20XX

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.

Related Improvement(s)
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.

**Estimated value of resources used to implement improvement(s)?**
$7,500.00

**Source of resources used to implement improvement(s)?**
Reallocation of unit resources

**Semester(s) the Improvement(s) was/were Implemented**
Summer 20XX

Sample 3 – No Improvements Implemented, Results of Assessment Inconclusive for l Outcome(s), Educational Support Unit

**Improvement Report**

**XX-XX SA – Apartment & Residence Life**

**Were improvements implemented during the 20XX-20XX academic year?**  No
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.

Sample 4 – Improvement(s) Implemented, Unachieved UEP Learning Outcome, Academic Unit, PhD Program

**Improvement Report**

**XX-XX COEHP– Educational Leadership & Policy Studies**

**Were improvements implemented during the 20XX-20XX academic year?**  Yes

**How Was the Need for Improvement Determined?**
By an outcome assessed through the UEP.
Specified plan year: 20XX-20XX

**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.

Related Improvement(s)
Action Research projects are being required for all of EDAD 5399 students in their final internship class.

Estimated value of resources used to implement improvement(s)?
$0.00

Semester(s) the Improvement(s) was/were Implemented
Fall 20XX

Sample 5 – Improvement(s) Implemented, Assessment(s) Not Included in the UEP, Educational Support Unit

Improvement Report

XX-XX AA– University Libraries

Were improvements implemented during the 20XX-20XX academic year? Yes

How Was the Need for Improvement Determined?
By Assessment not related to the UEP.
Please explain: This is a new survey initiated in a year outside of the assessment cycle

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.

Related Improvement(s)
An increase in the monograph budget has been incorporated into the 20XX-20XX Libraries Strategic Plan.

Estimated value of resources used to implement improvement(s)?
$55,000

Source of resources used to implement improvement(s)?
Reallocation of unit resources

Semester(s) the Improvement(s) was/were Implemented
Sample 6 – Improvement(s) Implemented, Unachieved UEP Outcome, Non-academic Unit

Improvement Report

XX-XX OIT– Enterprise Operations & Systems

Were improvements implemented during the 20XX-20XX academic year? Yes

How Was the Need for Improvement Determined?
By an outcome assessed through the UEP.
Specified plan year: 20XX-20XX

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.

Related Improvement(s)
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.

Estimated value of resources used to implement improvement(s)? $10,000.00

Source of resources used to implement improvement(s)?
Reallocation of unit resources

Semester(s) the Improvement(s) was/were Implemented
Fall 20XX
Sample 7 – Improvement(s) Implemented, Unachieved UEP Administrative Outcome, Academic Unit

Improvement Report

XX-XX COS– Biology

Were improvements implemented during the 20XX-20XX academic year? Yes

How Was the Need for Improvement Determined?
By an outcome assessed through the UEP.
Specified plan year: 20XX-20XX

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.

Related Improvement(s)
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.

Estimated value of resources used to implement improvement(s)?
$27,000

Source of resources used to implement improvement(s)?
New funds added to budget

Semester(s) the Improvement(s) was/were Implemented
Fall 20XX
Improvement Report

XX-XX COB - Finance & Real Estate

Were improvements implemented during the 20XX-20XX academic year? Yes

How Was the Need for Improvement Determined?
By an outcome assessed through the UEP.
Specified plan year: 20XX-20XX

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.

Related Improvement(s)
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.

Estimated value of resources used to implement improvement(s)?
$0.00

Source of resources used to implement improvement(s)?

Semester(s) the Improvement(s) was/were Implemented
Fall 20XX