Department of Institutional Effectiveness and Research
The Institutional Effectiveness Process at A&M-Commerce
The Department of Institutional Effectiveness and Research (IER) serves Texas A&M University-Commerce in a variety of capacities to ensure student success and promote strategic planning and continuous data-driven improvement.

**Chief Responsibilities**

- Guide faculty and administrators through program approvals
- Assist in efforts to assess student learning
- Guide the accreditation processes for colleges, programs, and the university
- Provide institutional data, to decision makers
- Administer university level surveys and interpret results for improvement
- Complete mandatory reporting at the federal, state, and System Office levels
- Conduct research projects in order to assess and diagnose issues for institutional effectiveness and improvement

**Institutional Effectiveness (IE) Area within IER – Planning for Effectiveness**

The IER Department supports the engagement of Texas A&M University-Commerce in continuous improvement, as outlined in the University Strategic Plan, by serving as the support and resource center for strategic planning and continuous data-driven improvement. One area in which effectiveness is accomplished through our department is in the systematic process of collection, review, and use of data for continuous improvement of student learning and an environment that supports student learning.
Every year, each academic program and divisional support unit engages in institution-wide, ongoing efforts of continuous improvement by developing student learning outcomes and goals, assessments of the student learning outcomes and goals, collecting actionable results, and implementing modifications for improvements. The IER Department has created two forms to facilitate documenting these efforts, the Institutional Effectiveness Results Form and the Institutional Effectiveness Plan Form.

**Institutional Effectiveness**

**Results** describe the assessment results of the previous academic year, processes used to analyze collected results, and modifications based on the results.

**Plans** articulate student learning outcomes and goals, assessments and plan for dissemination, and discussion of results for the upcoming academic year.
The IER Department accomplishes planning for effectiveness by overseeing the IE Leadership Team, which facilitates the annual creation of IE Results and Plans Forms. Within each of the 11 colleges, schools and divisions, at least one IE Author has been assigned per academic program or support unit to fill out the Results Form for the previous academic year and Plan Forms for the upcoming academic year. Each college, school and division is represented by at least one IE Leadership Representative or IE Liaison. The IE Representative or Liaison coordinates the efforts of the IE Author and provides guidance in the process of filling out the forms. After the goals and plans have been reviewed by the IE Representative or Liaison, college/school/division assessment committee(s), and approved by senior leadership, the forms are saved into a shared drive where the signature process begins. Within the IER Department, the IE Coordinator provides training and educational resources to all IE Authors and Representatives to ensure institutional-wide effectiveness planning. The IE Leadership Team is overseen by the Executive Director for Institutional Effectiveness and Research who leads all departmental efforts to encourage a culture of continuous improvement.
# The breakdown of the institutional effectiveness cycles

<table>
<thead>
<tr>
<th>Name of IE Cycle</th>
<th>When do we work on this IE Cycle?</th>
<th>What academic year are the results from?</th>
<th>When do the modifications outlined on the Results Forms go into effect?</th>
<th>What do I use these results for?</th>
<th>What academic year are these Plans for?</th>
</tr>
</thead>
<tbody>
<tr>
<td>IE 14-15 Results &amp; 15-16 Plan Cycle</td>
<td>Forms in this cycle are created and submitted from May 2015-October 2015</td>
<td>Results are from assessments administered in AY 14-15</td>
<td>Modifications go into effect during AY 15-16</td>
<td>Use the Results from assessments administered in AY 14-15 to improve student learning and develop the 15-16 Plans</td>
<td>SLOs/goals and their assessments will be implemented/administered in AY 15-16</td>
</tr>
<tr>
<td>IE 15-16 Results &amp; 16-17 Plan Cycle</td>
<td>Forms in this cycle are created and submitted from May 2016-October 2016</td>
<td>Results are from assessments administered in AY 15-16</td>
<td>Modifications go into effect during AY 16-17</td>
<td>Use the Results from assessments administered in AY 15-16 to improve student learning and develop the 16-17 Plans</td>
<td>SLOs/goals and their assessments will be implemented/administered in AY 16-17</td>
</tr>
<tr>
<td>IE 16-17 Results &amp; 17-18 Plan Cycle</td>
<td>Forms in this cycle are created and submitted from May 2017-October 2017</td>
<td>Results are from assessments administered in AY 16-17</td>
<td>Modifications go into effect during AY 17-18</td>
<td>Use the Results from assessments administered in AY 16-17 to improve student learning and develop the 17-18 Plans</td>
<td>SLOs/goals and their assessments will be implemented/administered in AY 17-18</td>
</tr>
<tr>
<td>IE 17-18 Results &amp; 18-19 Plan Cycle</td>
<td>Forms in this cycle are created and submitted from May 2018-October 2018</td>
<td>Results are from assessments administered in AY 17-18</td>
<td>Modifications go into effect during AY 18-19</td>
<td>Use the Results from assessments administered in AY 17-18 to improve student learning and develop the 18-19 Plans</td>
<td>SLOs/goals and their assessments will be implemented/administered in AY 18-19</td>
</tr>
<tr>
<td>IE 18-19 Results &amp; 19-20 Plan Cycle</td>
<td>Forms in this cycle are created and submitted from May 2019-October 2019</td>
<td>Results are from assessments administered in AY 18-19</td>
<td>Modifications go into effect during AY 19-20</td>
<td>Use the Results from assessments administered in AY 18-19 to improve student learning and develop the 19-20 Plans</td>
<td>SLOs/goals and their assessments will be implemented/administered in AY 19-20</td>
</tr>
</tbody>
</table>
Just remember…

Institutional Effectiveness Results and Plan Forms help lions R.O.A.R.