Department of Institutional Effectiveness and Research

Transitioning from Previous IE Templates to New IE Forms

2015-16 Results and 2016-17 Plans Cycle | AY 2016-17
Welcome to the institutional effectiveness 2015-2016 Results and 2016-2017 Plans Cycle!

The Department of Institutional Effectiveness and Research is incredibly excited to work alongside Academic Programs and Support Units to engage 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.
How is this accomplished?

For those of you who are seasoned:

IE Authors

The individuals tasked with the responsibility of filling out the IE documents for specific academic programs and support units

IE Representatives

The individuals tasked with the responsibility of coordinating the submission of a college’s/school’s/division’s IE Documents

You may be familiar with the IE Templates, IE Word Documents, and IE Checklists from the previous cycle...
Let’s use Academic Programs as our example
IE Templates and IE Word Documents from the previous cycle...

TEMPLATE—INSTITUTIONAL EFFECTIVENESS ACADEMIC PROGRAM RESULTS

FOR ACADEMIC YEAR: [Type text]
DEPARTMENT & COLLEGE: [Type text]
DEGREE & MAJOR: [Type text]
DATE DUE: [Type text]
DATE SUBMITTED: [Type text]

RESULTS:
[Type text]
[Type text]
[Type text]
Use of Results & Modifications:
For Outcomes # [Type text] — [Type text]
For Outcomes # [Type text] — [Type text]
For Outcomes # [Type text] — [Type text]
For Outcomes # [Type text] — [Type text]
For Outcomes # [Type text] — [Type text]
For Outcomes # [Type text] — [Type text]

TIMELINE, REQUIREMENTS, AND APPROVALS:
[Type text]

SIGNATURES VERIFY REVIEW:

IE Author Name (please print) | IE Author Signature/Date
---|---
Department Head/Date | IE Leadership Team Representative/Date
Dean of the College/Date | SACSCOC Accreditation Liaison/Date

TEMPLATE—INSTITUTIONAL EFFECTIVENESS ACADEMIC PROGRAM PLAN

FOR ACADEMIC YEAR: [Type text]
DEPARTMENT & COLLEGE: [Type text]
DEGREE & MAJOR: [Type text]
DATE DUE: [Type text]
DATE SUBMITTED: [Type text]

MISSION: [Type text]

PROGRAM’S STUDENT LEARNING OUTCOMES: The graduating student will be able to:
1. [Type text]
2. [Type text]
3. [Type text]
4. [Type text]
5. [Type text]
6. [Type text]

ASSESSMENTS:
- [Type text]
  - Standard of Success set at [Type text]
  - Measures Outcomes [Type text]
  - Timeframe of Administration [Type text]
- [Type text]
  - Standard of Success set at [Type text]
  - Measures Outcomes [Type text]
  - Timeframe of Administration [Type text]
- [Type text]
  - Standard of Success set at [Type text]
  - Measures Outcomes [Type text]
  - Timeframe of Administration [Type text]

LOCATION & RESPONSIBILITY: [Type text]

DISSEMINATION/DISCUSSION/ANALYSIS: [Type text]

SIGNATURES VERIFY REVIEW:

IE Author Name (please print) | IE Author Signature/Date
---|---
Department Head/Date | IE Leadership Team Representative/Date
Dean of the College/Date | SACSCOC Accreditation Liaison/Date
IE Checklists from the previous cycle...

**IE CHECKLIST**
A&M-Commerce IE Leadership Team
Academic Programs—Results Document

Instructions: Place a check in applicable column to the right of question. All items should be answered “Yes” or returned for revision. Include # of relevant question at bottom of page in comments section.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>Revise</th>
<th>Comment Below</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Does the academic program report results (numbers) by assessment measure named on the plan?</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Is it easy to distinguish which results match with which assessment by name?</td>
<td>✔</td>
<td></td>
<td></td>
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<tr>
<td>3. Does the academic program report results for each student learning outcome (SLO)?</td>
<td>✔</td>
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<td>4. Is it easy to distinguish which results match with which SLO?</td>
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<td>5. Are the results digested, cogent, and easy to understand?</td>
<td>✔</td>
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<td>6. Does the academic program report results for prior cycles? (First occurs in 14-15 cycle)</td>
<td>✔</td>
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<tr>
<td>7. Has the academic program stated whether or not they achieved their numerical standard of success, established on the planning document?</td>
<td>✔</td>
<td></td>
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</tr>
<tr>
<td>8. If the assessment results (numbers) are below the standard of success, has the academic program drawn a conclusion of the issue(s)?</td>
<td>✔</td>
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<td>9. Is the conclusion tied to a student learning outcome?</td>
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<td>14. If the numerical standard of success was met, does the document say “No recommendation recommended at this time” for the SLO?</td>
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<td>17. If a modification was already made mid-year, does it say what it was and state the date of implementation?</td>
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<td>18. If results (numbers) are below the standard of success and the department believes nothing should be done for the current cycle, does it explain why?</td>
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**EXPLANATION/COMMENTS:**

Continued on back/second page.
Transitioning to IE Forms

In order to make the IE process more user friendly and encourage a culture of strategic planning in utilizing results to drive decisions to improve student learning, we transferred all of the components of the IE Templates and incorporated all of the questions asked on the respective checklists to fillable pdf forms.
Previous Templates + Previous Checklists =

**IE CHECKLIST**
A&M-Commerce IE Leadership Team
Academic Programs—Results Document

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EXPLANATION/COMMENTS:

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New Results Forms

Academic Program Description

Date IE Representative submitted to IER Department
Select a College/School/Division
Department
Degree

Major

Please list if this academic program includes any specific options/emphases/concentrations/track areas/teaching certificates. If none, type "NA".

Which institutional principle(s) of the TAMUC Strategic Plan are supported by this academic program?

<table>
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<th>Student Success</th>
<th>Scholarship</th>
<th>Service</th>
<th>Stewardship</th>
<th>Diversity</th>
<th>Globalization</th>
<th>Communication</th>
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<td>Implement effective, research-based strategies, providing high-quality instruction and student support, through a variety of services, and resulting in timely degree completion by graduates who are prepared for the workforce or for continued study in graduate and/or professional programs.</td>
<td>Collaborate in the creation, dissemination, and application of knowledge and creative works through research and scholarly engagement activities that have a meaningful impact on the economic, social and cultural vitality of our constituents and the world.</td>
<td>Promote excellence in service to members of all internal and external communities.</td>
<td>Advance the university by demonstrating the quality of our programs and services to an ever-expanding community of supporters. Leverage the value of public, private, and human resources through business practices that are founded in accountability and transparency, and academic practices that are continuously improved through research, assessment, and innovation.</td>
<td>Foster a culture of inclusion whereby people of all backgrounds who live, learn, and work on campus feel welcome and valued. Represent the diversity of the region we serve while respecting individual differences and similarities.</td>
<td>Provide opportunities for exploration of, and engagement with, global dynamics in an effort to enhance students’ global competence and preparation for an interconnected world.</td>
<td>Disseminate a consistent, authentic, and reliable message that effectively engages internal and external stakeholders, and which results in sustained growth.</td>
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Please choose all that apply

Now that the principle(s) that are supported by this academic program have been chosen, please describe how the academic program is connected to, and supports, the TAMUC Strategic Plan.

Academic program’s mission statement:
New IE Forms

You just saw examples of how we transitioned from the previous IE Documents to the new forms, but do not worry! The same setup is carried over from the previous cycle to the new cycle. There is a Results and Plan Form for Academic Programs and a Results and Plans Form for Support Units.

Keep in mind, the creation of these new forms means you will no longer have a template or the checklist.
New forms, same process of collection, review and use of data for continuous improvement

Please know that the replacement of the previous templates/documents/checklists with the new forms is the **ONLY** change that we have made from the previous cycle to this cycle.

The manner in which you administer assessments, collect results, analyze/disseminate/discuss results, make modifications, and report this information as Results from the previous academic year and in a Plan for the upcoming academic year to our office is **completely the same**. The only difference is the format in which this is documented.
Features of the new forms

• The new forms are comprised of fillable text boxes with unlimited character amounts – as you type into the boxes, a scroll bar populates on the right side of the box.
• Open ended reflection questions create a connection of using the Results to writing a Plan.
• A shift to a student learning outcome/goals driven Plan focuses modifications to student learning rather than on assessments or standards of success only.
• Visual representation of results/data can be submitted separately as an appendix which the IE Coordinator will then combine to the Form.
• The revisions process in the IER Department is reduced to over the phone, minor corrections by the IE Coordinator.
• A shift away from paper copies and towards electronic copies and signatures will further streamline the effectiveness planning process.
Looking for further guidance?

Now that you have seen the transition from the previous IE documents to the New IE Forms, the IER Department encourages you to reach out to us!

Stop by during our “Walk-In” hours in computer labs across campus for questions or to sit down and fill out the forms with the IE Coordinator.

Meet with your IE Representative/Liaison or assessment committee.

Schedule a group or individual “one-on-one” with the Institutional Effectiveness Coordinator.

Schedule a group or departmental presentation over any area of the effectiveness process or the Forms.

The IER Department supports Texas A&M University-Commerce’s engagement 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.

Contact Melissa Crews, the Institutional Effectiveness Coordinator, at melissa.crews@tamuc.edu or 903-886-5935 today!