EXPLANATION—INSTITUTIONAL EFFECTIVENESS RESULTS—SUPPORT UNIT

FOR FISCAL OR ACADEMIC YEAR: ________________
DEPARTMENT & DIVISION: ________________
SUPPORT UNIT: ____________________________
SUBMISSION DATE: ________________(At the conclusion of the fiscal or academic year)

RESULTS: What goes here? Numbers—not project completion or support unit’s “feelings.” Refer to the assessment by the same name it was given on the IE Plan. In brief, summarize the overall and individually significant results of each assessment for each goal. Compare to prior year to show continuous improvement. Caution: Do not write more than is necessary. If scores are not improving, this section should begin to identify the problem(s). Example: All ratings on the Alumni Survey for graduates of Commerce, online programs, and off-campus locations met or exceeded last year’s results in the range of 90-96% for 2011-2012 as compared to 88-94% for the 2010-2011 administration, except in one area. Only 60% of the alumni overall agreed and strongly agreed (50% for online degree grads; 55% for Austin location; 65% for San Marcos location) that the university had communicated with them about the accomplishments of student academic teams in their competitions. Several comments indicated that there was no real information provided about the SIFE and NIFA teams’ wins from their competitions. (Goals 1, 2 & 3)

USE OF RESULTS & MODIFICATIONS: This is the “fix” for the problem identified above. Specify the change required to improve the results; show cause & effect. All modifications must tie to and flow from the results. If scores did not meet the desired standard, what change will be made/has been made in operations of the support unit? Caution: A list of improvements ≠ a use of results Do not copy and paste verbiage from prior years. Unless results illustrate continuous improvement from year to year, then a modification is necessary. Example: For Goals 1 and 2—Alumni Council analyzed results & recommended improvements. Department has met with the deans of the academic areas and implemented a method for their submission of academic competitions within one week of the contests.

TIMELINE, REQUIREMENTS, AND APPROVALS: How will you accomplish the modification? Provide timelines and detail requirements for the change(s)—reorganization, personnel, new software, a new event, etc.? Name the position(s) required for approving the change(s). Example: The modification for Goals 1 and 2 was approved by the Vice President for Advancement and will be implemented with the Fall 2012 term. The modification for Goal 3 must be approved by the Web Management Design Team, and the Alumni Director must develop an annual calendar by November 1, for the web team to post by December 2012.

SIGNATURES & DATES: Why are signatures required? Signatures verify that the
IE Results document has been reviewed by the signer. If edits need to be made, the signer is to return it to the originator for revision. Print, sign, date, and forward the results documentation to the next signatory. Next, the Results will be reviewed by the Associate Provost for IE; if no revisions are needed, it will be signed, scanned, and returned to the Director, Vice President or Dean, and IE Team Representative. **Caution:** A signature on the results ≠ approval or budget allocation. All approval steps are still required. All System Policies and A&M-Commerce Procedures must still be followed.

**FINAL DATES:** Why record the actual approval and implementation dates (perhaps at a later time)? This effectively closes the loop, evidences follow-through, and establishes that the modification to operations was, in fact, both approved and implemented. After these final dates are completed, send the updated copy to the Associate Provost for IE.