



TEXAS A&M UNIVERSITY

COMMERCE

Department of Institutional Effectiveness and Research
*Guidelines for Documenting Efforts of Continuous Improvement in
IE Results and Plan Forms*

Guidelines for Documenting Efforts of Continuous Improvement in IE Results and Plan Forms

Results and Plan Forms

- Unless noted as “otherwise leave blank” or boxes are not directly applicable, all boxes, drop down boxes, date boxes, radio buttons, and check boxes should be filled out, populated, selected, or checked. This includes the below boxes:
 - **Results Forms**
 - *Elaborate on the experiences in meeting the standard of success. Or, describe challenges/barriers/obstacles that got in the way of meeting the standard of success.*
 - *Points of Pride: Share what the academic program/support unit is most proud of after collecting and analyzing the 17-18 results.*
 - **Plan Form**
 - *What was the overall experience analyzing the support unit's 17-18 results and (when needed) implementing the proposed modifications?*
 - *Describe how this experience is influencing the creation of the 18-19 IE Plan.*
 - **Results and Plan Forms**
 - All boxes and date boxes in the *Forms Participants* section.
- Responses should directly address and clearly answer the question and provide supporting commentary, when appropriate. Content in the Results and Plan forms should be written so that it can be easily understood by another reader who may not be familiar with the specifics of the program/unit.
 - Incomplete thoughts/sentences, incorrect dates, and incorrect/misrepresented calculations inhibit any reader’s ability to comprehend a response.
 - Abbreviations are best used if the complete phrase is clearly provided in at least the first instance of the abbreviation.

Results Forms

- If the program/unit finds it of use to include the text of the student learning outcomes/goals on the Results Form for reference in the discussion of the assessment results, this text can be included in the box labeled *Describe the results for assessment #*. This information can be copied from the IE Plan Form.
- If an assessment has been administered in multiple years, multiple years of data should be included as a comparison either:
 - In the box labeled: *Describe the results for assessment #. If this assessment assesses multiple goals, label the results accordingly. In addition to this*

narrative, an appendix may be submitted separately with images, tables, or charts as a visual representation of the results OR

- As a separately submitted appendix.
- If the Standard of Success was not met, at least some type of modification to pedagogy/curriculum (academic programs) or operations (support units) must be made and documented in the *Recommended modifications based on the results* section.
 - Waiting to collect another year's worth of data is **not** an appropriate response to the standard of success not being met. Rather, the academic program/support unit needs to make some type of modification in order to demonstrate a commitment to continuously improving.
 - If modifications have already been made, describe the modifications and include the approximate date they were implemented.
 - However, modifications included in the *Recommended modifications based on the results* section can also be modifications for general improvement and not only in response to an unmet standard.
- Clarifying instructions for particular boxes
 - In the *List the IE cycles that this data have been collected* box, only list the IE cycles in which results for that assessment have been collected.
 - Ex. 2014-15, 2015-16, 2016-17, and 2017-18
 - The data and narrative for multiple year comparisons does not go in this box.
 - In the *Describe the standard of success as it was included on the IE Plan* box, include the entire standard of success statement. This can be copied directly from the IE Plan.

Plan Form

- At least one radio button in the listing of the principles of the TAMUC Strategic Plan in the *Strategic Planning Alignment* section must be selected.
- Clarifying instructions for particular boxes
 - In the *Now that the principles supported by this program/ unit have been chosen, describe how the program/ unit is connected to, and supports, the TAMUC Strategic Plan* box, make a general connection to the principle that was selected.
 - In the *Utilization of the 17-18 IE Results for the 18-19 IE Plan* section:
 - In the *What was the overall experience analyzing the support unit's 17-18 results and (when needed) implementing the proposed modifications?* box, speak to the process and experience in analyzing the 17-18 results and implementing proposed modifications, especially noting any conclusions you were able to draw. Draw from the responses included on the 17-18 Results form.

- In the *Describe how this experience is influencing the creation of the 18-19 IE Plan* box, speak to updates, changes or modifications that influence what is included in the plan. Draw from the responses included on the 17-18 Results form.
 - In the *Responsibility and Dissemination* section:
 - In the *1. To whom do the assessments apply? If you include multiple assessments, label the assessments accordingly* box, describe the group of people that the assessments are assessing:
 - Ex. Students in Management 000 take the comprehensive exam in assessment #2 under Student Learning Outcome #4.
 - Ex. Faculty, staff, and students who use the Center participate in the survey in assessment #1 under Goal #2.
- *Student Learning Outcome/Goals for 2018-2019* section
 - Write out the entire Student Learning Outcome/Goal and include the standard of success as a complete statement(s).
 - Best practices encourage a description of the assessment method and any supporting details such as an evaluation criteria (rubric, etc.) in addition to the name of the assessment in the “Method of assessment” box.

In our university-wide commitment to have 100% submission of IE Forms, it is critical that the IE Representatives/Liaisons call out errors and omissions, and ask the authors to make corrections before the final forms are submitted to the IEL Shared Drive. Please go back and check that all forms submitted are fully complete and ready for the next level of review.