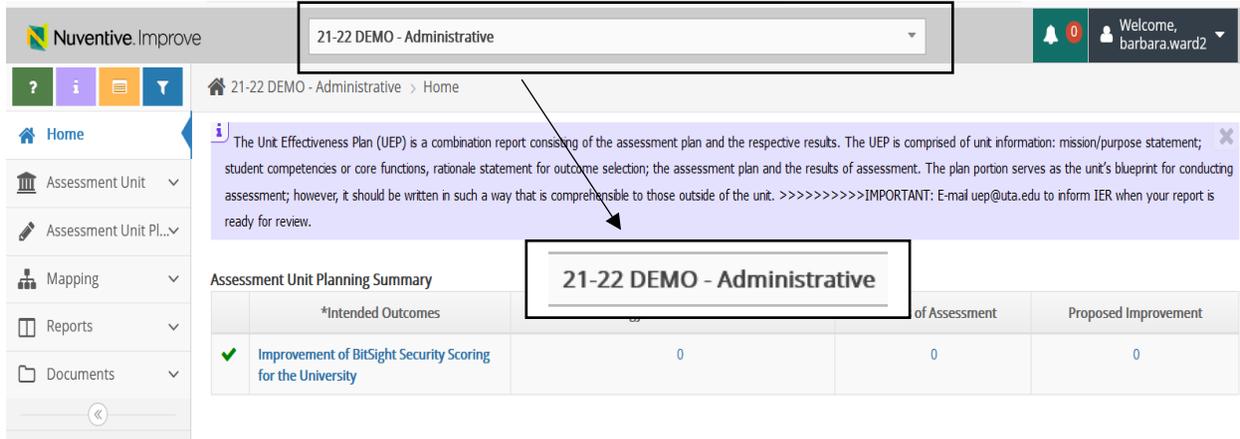


UEP PLAN—ADMINISTRATIVE UNITS—USER GUIDE

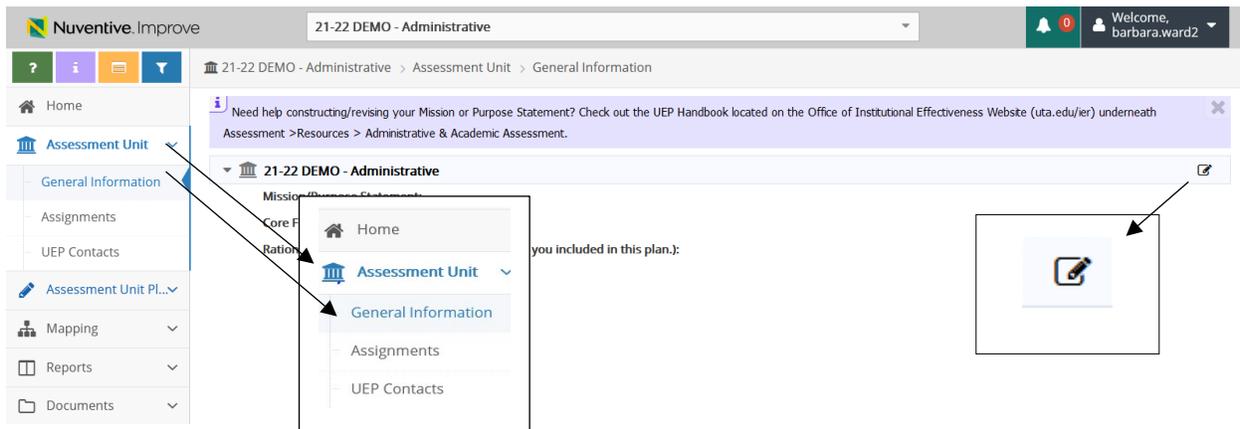
The purpose of this user guide is to walk you through all steps necessary to navigate the UEP administrative planning template and enter content. Please follow the steps below. [Contact](#) the UEP assessment team in IER for additional help.

Follow these steps to navigate the UEP plan template:

Step One: Log into [Nuventive Improve](#) operates on the single sign-on so please use the same login credentials you would use to log in to your university email. Once you are logged in, please select the desired template from the drop down shown at the top-center of the page. Your screen should look like this:

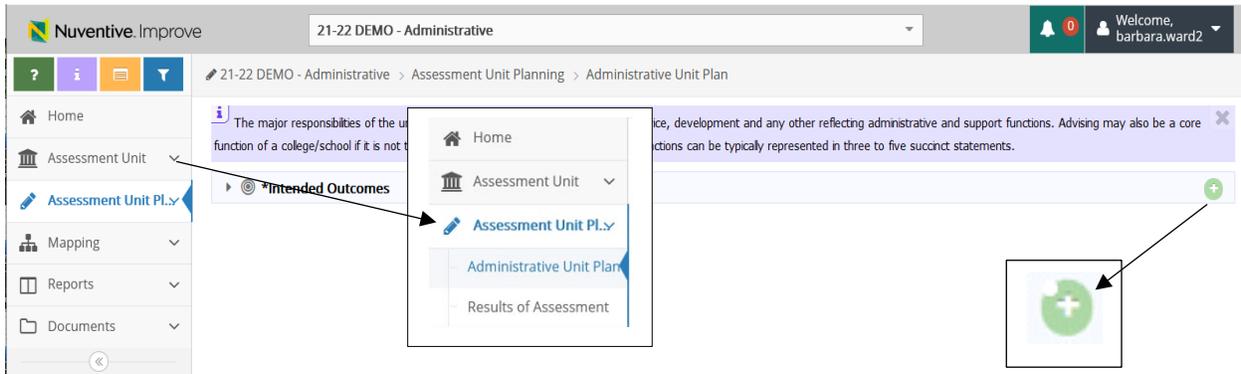


Step Two: Each planning year please update the **Rationale statement** which may be found in the “**Assessment Unit**” option in the left menu. Click on “**General Information**” to open the sub-menu which includes three options. To edit the Rationale, click on “**General Information**” to open the screen that appears like the one in the image below. If the Rationale is correct for the current plan year, you can move on to the next step of this User Guide. If you wish to edit the Rationale statement, click on the  (paper & pencil icon) appearing on the right side of the page to add/change the Rationale statement. The Rationale statement should clearly explain, in 1-2 detailed sentences, the reason why the particular outcomes are included in the current plan. Make any needed edits, then click “Save” in the top right corner of your screen. Then, continue with Step Three.

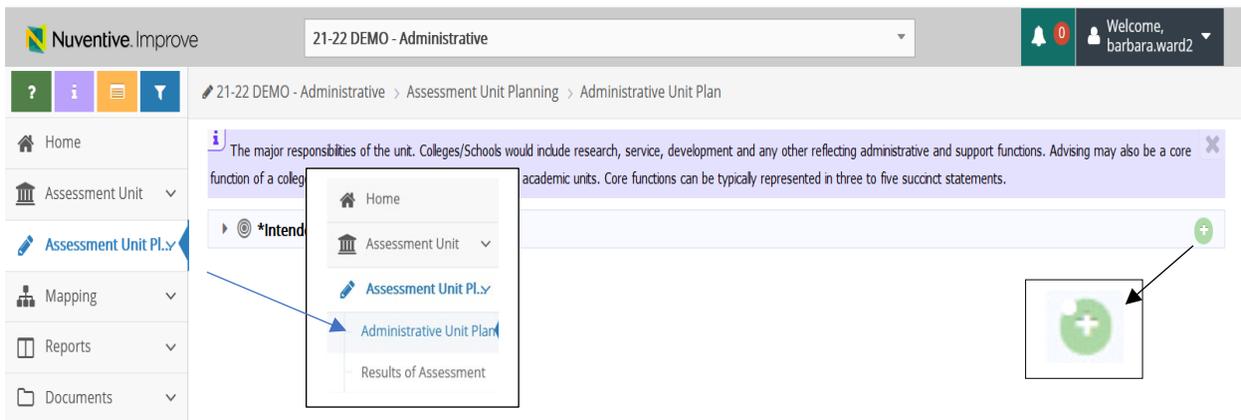


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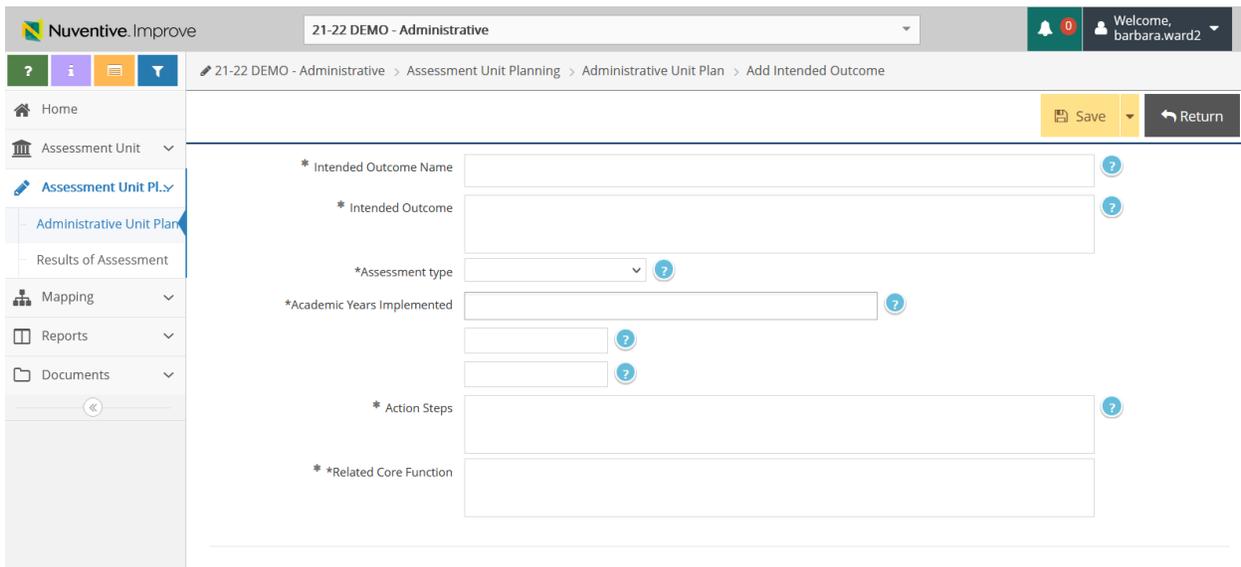
Step Three: Click on “Assessment Unit Plan” (located on the left hand side of the page with the  icon). Clicking that menu option will show a small drop down sub-menu with two options. Your screen should look like this:



Step Four: Click on the second sub-menu option “Administrative Unit Plan” (the screen shot below directs you to the sub-menu option to select). Then click the **green circle with a white plus sign icon** to add intended outcome.



After clicking the green circle with a plus sign icon, your screen should look like this:



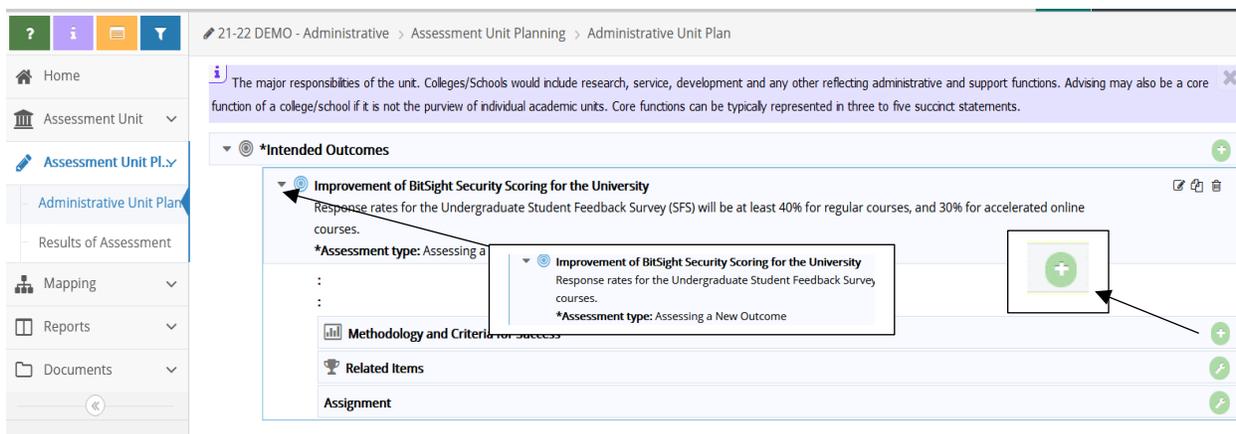
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Step Five: Input required information in all of the fields in this area:

- **Intended Outcome Name:** Add a short descriptive title of the outcome or simply number the outcome (e.g. 1, 2, 3) in the field.
- **Intended Outcome:** Type a one sentence outcome statement in the field. Outcomes are specific, measurable statements describing the desired end-result and quality (e.g., timeliness, accuracy, responsiveness, frequency, etc.) you hope to achieve. For an administrative plan, you might be focusing on the key functions and services of the administrative unit and stakeholders. Outcomes should be directly related to the mission and goals of the unit.
- **Assessment Type:** Select the appropriate option from the drop-down menu to indicate whether this outcome focuses on assessing a new outcome, assessing an improvement, or reassessing a previous year's outcome.
- **Academic Year Implemented:** Select the "year implemented" from the drop-down menu. This should be automatically set for current UEP Cycle (example: 2021-2022).
- **Action Steps:** In this field, provide a few sentences to describe the Action Steps your unit intends to take during the coming year to work toward achieving the outcome. Action steps should be specific with details provided and should be several sentences long. The Action Steps will vary depending on the outcome being assessed and the work of your unit.
- **Related Core Functions:** In this field, please type in the specific Core Functions with which this outcome aligns. The Core Functions are the major responsibilities of the unit and the list of these is shown in the "Assessment Unit" → "Mission" section of the menu at the left side of your screen.

After entering content in each of the fields above, click "SAVE" at the top right corner of your screen to save your work, then click "Return" to go back to the previous screen once you have completed entering your information.

Six: Click on the "small triangle" that appears to the left of the outcome statement that you just entered. Clicking on the triangle will show additional options below the outcome content. Your screen should now look like this:



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Next you will enter the Methodology (how you plan to measure the outcome to determine attainment) and Criteria for Success (the standard or target you are aiming for). To do this, click on the **green circle with a plus sign icon** located on the right-hand side of the “Methodology and Criteria for Success” row as depicted in the image above.

Step Seven : Complete the required Methodology and Criteria for Success fields:

Make sure that the “**Active**” box is checked.

21-22 DEMO - Administrative > Assessment Unit Planning > Administrative Unit Plan > Add Methodology and Criteria for Success

Home Save Return

Administrative Plans: Methodology needs to explain in detail the assessment method you are using. Who will be conducting the assessment; what will the instrument being used; who's doing the ratings and when; where/how will the results be tabulated, and when will the assessment be conducted (Fall & Spring)? See the UEP Handbook Handbook located on the Office of Institutional Effectiveness Website (uta.edu/ier) underneath Program Assessment >Resources > Administrative & Academic Assessment for more details on what is to be included in the methodology section of the plan. Also, if reassessing an outcome, you will need to add the comparison statement about the prior year results.

Improvement of BitSight Security Scoring for the University Response rates for the Undergraduate Student Feedback Survey (SFS) will be at least 40% for regular courses, and 30% for accelerated online courses.

Active ?

* Methodology and Criteria for Success

Responsible Person(s)

Timeline for Implementation

Methodology and Criteria for Success: In this field please provide detail about how you intend to measure/evaluated this outcome to determine if it is achieved. Please also include the **Criteria for Success**, or, target/standard for which you are aiming. Please also when you plan to conduct the evaluation (e.g. after each training session), and how the evaluation will occur (e.g. online). For example, if your outcome aims to increase a stakeholder group’s comprehension of new rules, your methodology might deliver a training and then following the training, all participants will complete a short quiz, and your Criteria for Success may be that 85% or more of the quiz completers achieve 80% or better in their overall quiz score related to new rule comprehension. At least one direct measure must be used to assess each student learning outcome.

Nuventive Improve 21-22 DEMO - Administrative Welcome, barbara.ward2

21-22 DEMO - Administrative > Assessment Unit Planning > Administrative Unit Plan > Add Methodology and Criteria for Success

Home Save Return

Administrative Plans: Methodology needs to explain in detail the assessment method you are using. Who will be conducting the assessment; what will the instrument being used; who's doing the ratings and when; where/how will the results be tabulated, and when will the assessment be conducted (Fall & Spring)? See the UEP Handbook Handbook located on the Office of Institutional Effectiveness Website (uta.edu/ier) underneath Program Assessment >Resources > Administrative & Academic Assessment for more details on what is to be included in the methodology section of the plan. Also, if reassessing an outcome, you will need to add the comparison statement about the prior year results.

Improvement of BitSight Security Scoring for the University Response rates for the Undergraduate Student Feedback Survey (SFS) will be at least 40% for regular courses, and 30% for accelerated online courses.

Active ?

* Methodology and Criteria for Success

Responsible Person(s) Director

Timeline for Implementation AY 21-22

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Responsible Person(s): In this field, please list the individuals responsible for leading this outcome’s assessment. Note individuals by title (e.g. Director of Assessment and Accreditation). Be sure that the individual knows that s/he is responsible for assessing the outcome. It is recommended that several personnel are aware of the plan, methodologies, and results in case of turnover.

The screenshot shows the 'Add Methodology and Criteria for Success' page in the Nuventive Improve system. The page title is '21-22 DEMO - Administrative > Assessment Unit Planning > Administrative Unit Plan > Add Methodology and Criteria for Success'. The left sidebar contains navigation options: Home, Assessment Unit, Assessment Unit Planning, Administrative Unit Planning, Results of Assessment, Mapping, Reports, and Documents. The main content area displays an active assessment plan titled 'Improvement of BitSight Security Scoring for the University'. The methodology section includes the text: 'Response rates for the undergraduate SFS will be at least 40% for regular courses, and 30% for accelerated online courses. Criteria for Success: For Fall 2021 and Spring 2022 semesters, response rates for the undergraduate SFS will improve to 40% or greater for regular courses, and to 30% or greater for accelerated online courses.' The 'Responsible Person(s)' field is populated with 'Director'. The 'Timeline for Implementation' field is set to 'AY 21-22'. A callout box labeled 'Responsible Person(s)' points to the 'Director' entry. At the top right, there are 'Save' and 'Return' buttons.

Timeline for Implementation: In this field please indicate the semesters during which the assessment will occur. Be sure that the timeline is within the academic year designated for assessment.

This screenshot is similar to the one above, showing the same assessment plan. A callout box labeled 'Timeline for Implementation' points to the 'AY 21-22' entry in the 'Timeline for Implementation' field. The 'Save' and 'Return' buttons are also highlighted with a callout box. The rest of the page content, including the sidebar and methodology text, is identical to the previous screenshot.

Each time you enter content, click the yellow “Save” then “Return” buttons at the top right corner of your page to save your work.

Step Eight: Relate Documents. Once you have added the information in the methodology section for each outcome you are able to “relate or attach” documents that you have already uploaded to the Documents folder for this plan. You may choose to return to this step later in order to upload all Documents to the folder (by simply

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clicking on it and then loading). If you already have uploaded documents to the Document Folder in the left menu, you can “relate” or “link” them to this outcome, by clicking the green circle with a wrench icon located at the right side of the “Related Documents” row as shown below.

The screenshot shows the 'Intended Outcomes' section for 'Improvement of BitSight Security Scoring for the University'. Below the outcome description, there is a 'Methodology and Criteria for Success' section. At the bottom of this section, there is a 'Related Documents' row with a green circle containing a white wrench icon. A blue arrow points to this icon.

To “relate a document” click on the green circle with a white plus sign icon, then click “browse for files”, select the file off your desktop to upload, then chose “save and relate” and “Complete” (as shown below).

The screenshot shows the 'Document Repository' dialog box. A green circle with a white plus sign icon is highlighted with a blue arrow. The dialog box has a 'Complete' button in the top right corner and a 'Document Repository' section with a tree view showing '21-22 DEMO - Administrative' and 'General'.

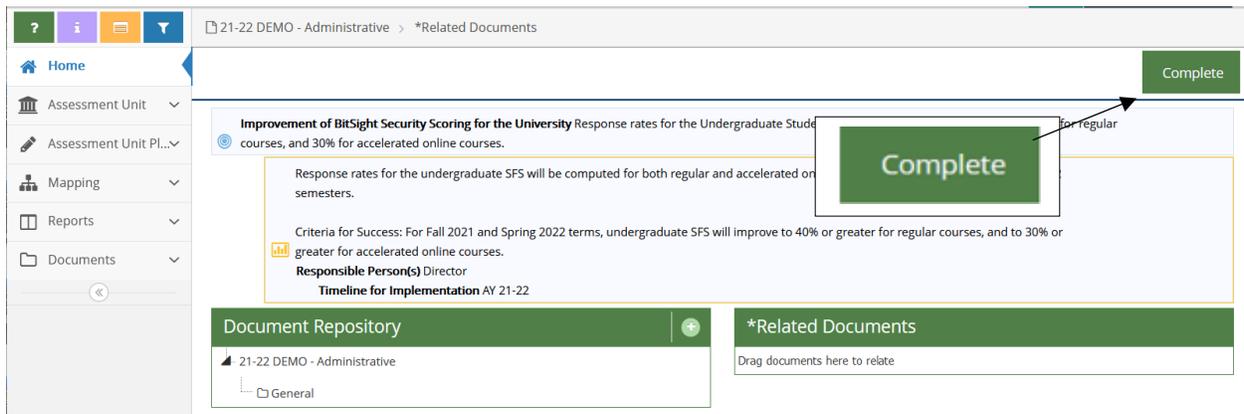
The screenshot shows the 'Save and Relate' dialog box. A green circle with a white plus sign icon is highlighted with a blue arrow. The dialog box has a 'Save and Relate' button in the top right corner and a 'Places documents into' dropdown menu set to 'General'. Below this, there is a 'Files' section with a 'Click to browse for files' button. At the bottom, there is a table with columns for 'Name', 'Url', and 'Description'.

* Name	* Url	Description
...

* Required field

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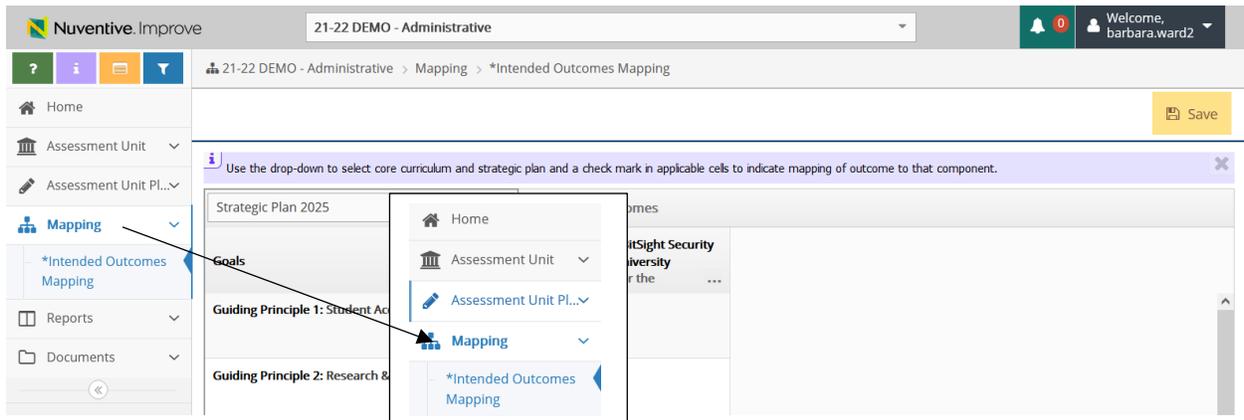
Once you have completed relating documents for this outcome, click the “Save” button at the top right corner of your screen and “Return” to go back to the main screen. Click on green “Complete” button to enter your next outcome.



****Repeat each of the steps above to add additional outcomes to the plan. We request a minimum of 3 outcomes and up to 5 outcomes for all plans.**

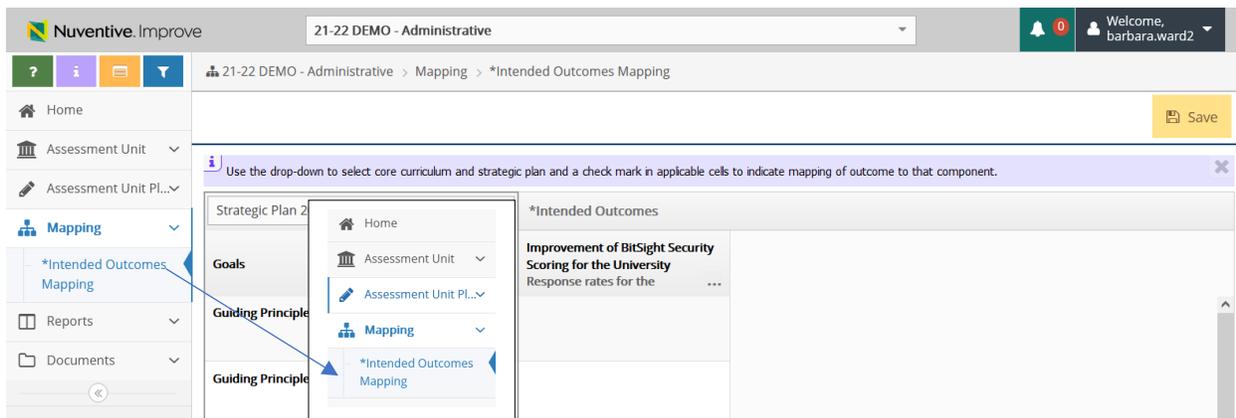
Step Nine: Map your outcomes. The final step in the process is to map each of the outcomes to the “Strategic Plan”. Mapping outcomes simply means that you’ll check on cells shown on a table to indicate an alignment between one of your outcomes and a particular Strategic Plan Guiding Principles.

➤ Click on “Mapping” on the right-hand side of the screen.



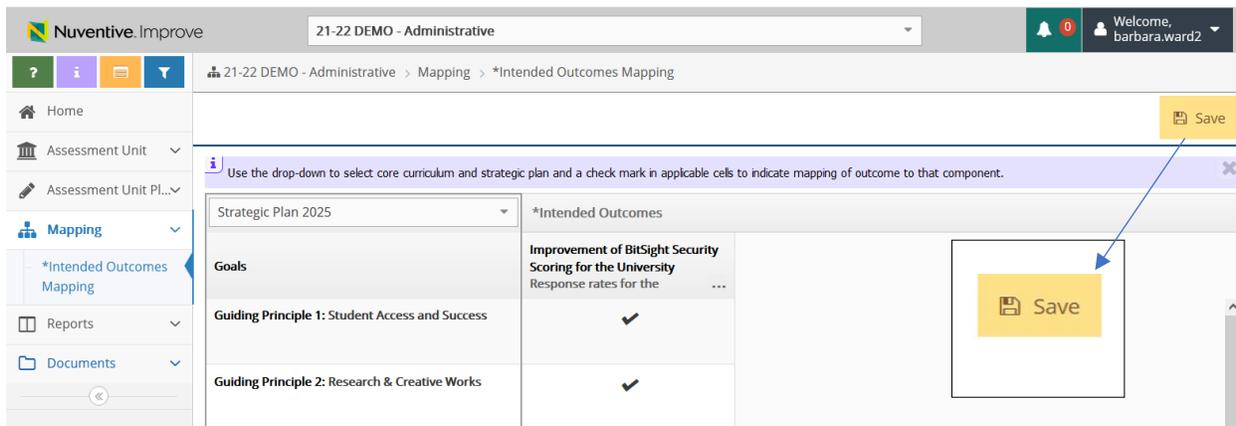
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Then, select “**Intended Outcomes Mapping**” from the left sub-menu. Your screen should now look like this:



Select the “**Strategic Plan Guiding Principles**” Goal(s) to which each outcome maps or aligns by simply clicking in a cell on the screen. When you click on the cell, a checkmark will appear.

After you map, your screen should look like this:



Once you have completed Mapping, click the yellow “**Save**” button at the top right corner of your page, followed by “**Return**” to go back to the main page.

We encourage you print out or save a copy of your plan. You can do this by clicking the “**Reports**” option on the left menu, then select “**Standard Reports**” from the sub-menu which will appear. Next, click the blue hyperlink “**Assessment Activity Report**” which will open a screen with options for the report appearance. All you need to select is the drop-down option under “**Layout**” for your choice of a PDF, Word, or HTML version of the report. Once you select the drop down, click the yellow “**Open Report**” button at the top right of your screen and then the desired report will open. Look for it to appear along the bottom of your screen. If it does not appear then check pop ups—if you have enabled a pop-up blocker, you’ll need to disable it for this function only, in order to generate the report. Then, save or print the report (or both).

When you finish entering all plan information, please email the UEP staff that your report is ready for review.