The purpose of this user guide is to walk you through all steps necessary to navigate the UEP academic planning template and enter content. Please follow the steps below. <u>Contact</u> the UEP assessment team in IER for additional help.

Follow these steps to navigate the UEP plan template:

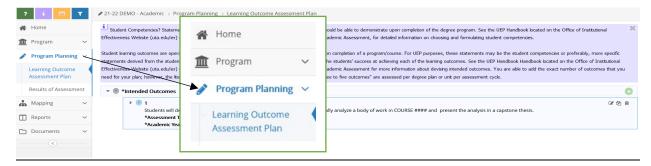
Step One: Log into **Nuventive Improve** operates on the single sign-on so please use the same login credentials you would use to log in to your university email. Once you are logged in, please select the desired template from the drop down shown at the top-center of the page. Your screen should look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

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🕋 Home		i The Unit Effectiveness Plan (UEP) is a combination report consisting of the assessment plan and the respective results. The UEP is comprised of unit information: mission/p		
frogram	~	statement for outcome selection; the assessment plan and the results of assessment. The plan portion serves a the unit's blueprint for conducting assessment; however, it of the unit. >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	should b	e written in such a way that is comprehensible to those outside
🖋 Program Planning	~	Program Planning Summary		
Mapping	~	*Intended Outcomes M	en	t Proposed Improvements
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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 "Program" then "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 *G* (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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Assignments	Student Competencies:	1	b puisde auvanced degrees in dns neid of to puisde careers in 22222222
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🗅 Documents 🗸 🗸			

Step Three: To add a plan component, click on "**Program Planning**" (located on the left hand side of the page with the *i*con). Clicking that menu option will show a small drop down sub-menu with two options. Your screen should look like this:



<u>Step Four</u>: Click on the second sub-menu option "Learning Outcome Assessment 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.

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₭ Home♠ Program	Student Competencies? Effectiveness Website (uta.	A Home		njors should be able to demonstrate upon completion of the degree program. See the UEP Handbook located on the Office of Institutional demic Assessment, for detailed information on choosing and formulating student competencies.
Program Planning Learning Outcome Assessment Plan	Student learning outcomes statements derived from th Effectiveness Webske (uta. your plan; however, the lite	m Program	~	ess upon completion of a program/course. For UEP purposes, these statements may be the student completencies or preferably, more specific pauge the students' success at achieving each of the learning outcomes. See the UEP Handbook Handbook located on the Office of Institutional demic Assessment for more information about deviaing intended outcomes. You are able to add the exact number of outcomes that you need for to five outcomes' are assessed per degree plan or unit per assessment cycle.
- Results of Assessment	▼ ⑧ *Intended Oute ▶ ◎ 1	Program Planning	~	e critically analyze a body of work in COURSE #### and present the analysis in a ca
Reports Documents (*)	*Asses *Asses *Acade	Learning Outcome Assessment Plan		a critically analyze a body or work in LUURSE #### and present the analysis in a ca

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

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			* Action Steps			0

<u>Step Five</u>: Input required information in all of the fields in this area:

- > Intended Outcome Name: Add a short descriptive title of the outcome 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 Student Competency: Statements of knowledge, skills, attitudes, behaviors that program majors should be able to demonstrate upon completion of the degree program.

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.

<u>Step Six</u>: 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:

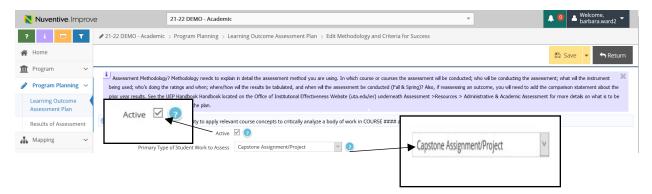
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	Student Competences? Statements of Effectiveness Webste (uta.edu/er) undern Student kanning outcomes are operational statements derived from the student corp Effectiveness Webste (uta.edu/er) indern for your plan; however, the kiterature on go	 I Students will demonstrate the ability to apply n *Assessment Type: Assessing a New Outcome *Academic Years Implemented: 2021-2022 	ate upon completion of the degree program. See the UEP Handbook located on the Office of Institutional formation on choosing and formulating student competencies. Inv(course. For UEP purposes, these statements may be the student competencies or preferably, more specific chieving each of the learning outcomes. See the UEP Handbook Handbook located on the Office of Institutional mation about devising intended outcomes. You are able to add the exact number of outcomes that you need seed per degree plan or unit per assessment cycle.
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	▼ III Cap Fact non ach The "cap Res Tim Dat	and Criteria for Success tone Assignment/Project lify teaching COURSE #### in Spring 2021 will use the attached rubric to eva end on the use of the rubric prior to applying the rubric in analysis of stude evement relative to outcome attainment. The course director will collect ress Criteria for Success is for 85% of students to achieve a level of 3.5 or better stone" achievement. (Active) sonsible Person(s): Individual Instructors of COURSE #### and the course of Eline for Implementation: Spring 2021 ex Adde:: 04/09/2021 ex Yes	nt work. Each instructor will document rubric rest uits from all sections of the course and report ove on the 4 point rubric scale, where 3 reflects "milestone" achievement and 4 reflects

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.

Primary Type of Student Work to Assess: Please select the option from the drop-down menu that best describes your assessment piece. END OF COURSE GRADES are NOT acceptable assessment activities.



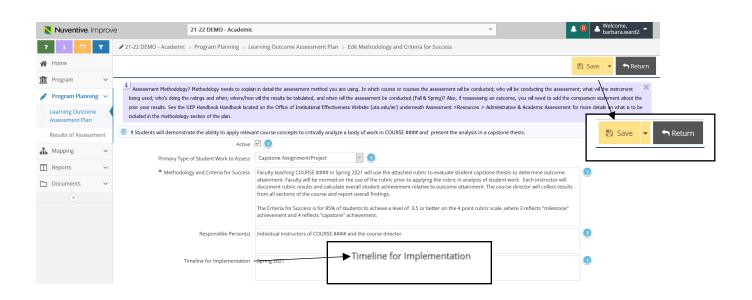
Methodology and Criteria for Success: In this field please provide detail about how you intend to measure/evaluated this outcome to determine if it is achieved. Please also include the **Criteria for Success**, or, target/standard for which you are aiming. Please also when you plan to conduct the evaluation (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.

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Home			🖺 Save 👻 🔸	Return
		ment method you are using. In which course or courses the assessment wil be conc bulated, and when wil the assessment be conducted (Fal & Spring)? Also, if reasses:		
Assessment Plan	dology section of the plan.	nstitutional Effectiveness Website (uta.edu/ier) underneath Assessment >Resources		is to be
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	The Criteria for Su achievement and		e, where 3 reflects "milestone"	

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.

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🖋 Program Planning 🖂		will the results be tabulated, and when will the assessment be conducted (Fal & Spring)? Also, if reassessing an outcome, you will need to add the cor	
 Learning Outcome Assessment Plan 	prior year results. See the UEP Handbook Handbook located included in the methodology section of the plan.	d on the Office of Institutional Effectiveness Webste (uta.edu/ier) underneath Assessment >Resources > Administrative & Academic Assessment for	more details on what is to be
- Results of Assessment	- 113	it course concepts to critically analyze a body of work in COURSE #### and present the analysis in a capstone thesis.	
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🔲 Reports 🗸 🗸		Faculty teaching COURSE #### in Spring 2021 will use the attached rubric to evaluate student capstone theses to determine outcome attainment. Faculty will be normed on the use of the rubric prior to applying the rubric in analysis of student work. Each instructor will	2
Documents ~		document rubric results and calculate overall student achievement relative to outcome attainment. The course director will collect results from all sections of the course and report overall findings.	
(%)		The Criteria for Success is for 85% of students to achieve a level of 3.5 or better on the 4 point rubric scale, where 3 reflects "milestone" achievement and 4 reflects "capstone" achievement.	
	Responsible Person(s)	Responsible Person(s)	0
	Timeline for Implementation	Spring 2021	0

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.



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

<u>Step Eight</u>: 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 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 white plus sign icon** located af the right side of the "**Related Documents**" row as shown below.

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*	Home	for your plan; however, the lterature on good assessment practice recommends that between "three to five outcomes" are assessed per degree plan or unit per assessment cycle.	
盦	Program 🗸	* (® *Intended Outcomes)
	Program Planning 🗸	I Students will demonstrate the ability to apply relevant course concepts to critically analyze a body of work in COURSE #### and present the analysis in a capstone thesis.	
	Learning Outcome Assessment Plan	*Assessment Type: Assessing a New Outcome *Academic Years Implemented: 2021-2022	
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	«	achievement relative to outcome attainment. The course director will collect results from all sections of the course and report overall findings. The Criteria for Success is for 85% of students to achieve a level of 3.5 or better on the 4 point rubric scale, where 3 reflects "milestone" achievement and 4 reflects "capstone" achievement. (Active)	
		Responsible Person(s): Individual Instructors of COURSE #### and the course director Timeline for Implementation: Spring 2021 Date Added: 04409/2021 Active: Yes	
		*Related Documents)

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).

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n Program 🗸 🗸	I Students will demonstrate the ability to apply relevant course concepts to critically analyze a body of work in COURSE #### and present the analysis in a capstone thesis.						
🖋 Program Planning 🗸	Capstone Assignment/Project Faculty teaching COURSE #### in Spring 2021 will use the attached rubric to evaluate student capstone theses to determine outcome attainment. Faculty						
👬 Mapping 🗸 🗸	will be normed on the use of the rubric prior to applying the rubric in analysis of student work. Each instructor will document rubric results and calculate overall student achievement relative to outcome attainment. The course director will collect results from all sections of the course and report overall findings.						
🔲 Reports 🗸 🗸	The Criteria for Success is for 85% of students to achieve a level of 3.5 or better on the 4 point rubric scale, where 3 reflects "milestone" achievement and 4 reflects "capstone"						
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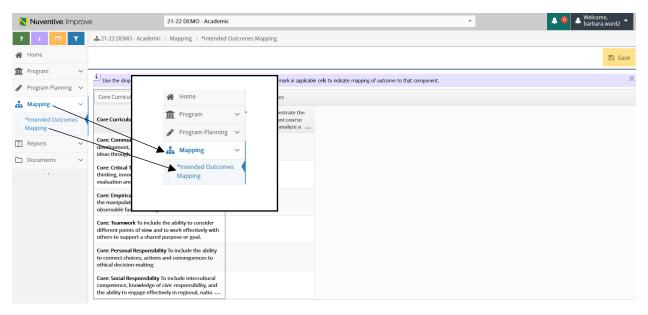
Once you have completed relating documents for this outcome, click the "**Save**" button at the top right corner of your screen and "**Return**" to go back to the main screen. Click on green "**Complete**" button to enter your next outcome.

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®	Timeline for Implementation Spring 2021		
	Document Repository	*Related Documents	
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**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.

<u>Step Nine</u>: The final step in the process is to map each of the outcomes to the "**Core Curriculum Objectives**" and the "**Strategic Plan Guiding Principles**" goals. Mapping outcomes simply means that you will check on cells shown on a table to indicate an alignment between one of your outcomes.

Click on "Mapping" on the right-hand side of the screen. Then, select "Intended Outcomes Mapping" from the left sub-menu. Your screen should now look like this:



From the drop-down first select the "**Core Curriculum Objectives**" 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. Click "SAVE".

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 *Intended Outcomes Mapping 	Core Curriculum Objectives	ability to apply relevant course concepts to critically analyze a		
🔲 Reports 🛛 🗸	Core: Communication To include effective development, interpretation and expression of ideas through written, oral and visual	~		
🗅 Documents 🗸 🗸	Ideas through written, oral and visual Core: Critical Thinking Skills To include creative	~		
®	thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.	·		
	Core: Empirical and Quantitative Skills To include the manipulation and analysis of numerical data or			
	observable facts resulting in informed conclusions.			
	Core: Teamwork To include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.			
	Core: Personal Responsibility To include the ability to connect choices, actions and consequences to ethical decision-making.			
	Core: Social Responsibility To include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, natio			

Next, select the "**Strategic Plan Guiding Principle**" 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. Click "SAVE".

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- *Intended Outcomes Goo Mapping	als	 Students will demonstrate the ability to apply relevant course concepts to critically analyze a 		L	
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Documents V	iding Principle 2: Research & Creative Work	s			
(*)		-			
Gui	iding Principle 3: A Community of Scholars				
Gu	iding Principle 4: Engagement & Outreach				
Gui	iding Principle 5: A Global University				
Gui	iding Principle 6: Inclusive Excellence				

We encourage you print or save a copy of your results report. You can do this by clicking the **Reports** option on the left menu, then select **Standard Reports** from the sub-menu.

		1	Home	4			
Home	i	血	Assessment Unit		g of the assessment plan and the respective results. The UEP is comprised of u		
Assessment Unit Assessment Unit Pl~		AND	Assessment Unit Pl		ts of assessment. The plan portion serves as the unit's blueprint for conducting form IER when your report is ready for review.) assessment; however, it should be written in suc	h a way that is comprehensible to those outsic
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Assessment Unit Assessment Unit Assessment Unit Plv Mapping Reports	Assess	e	 Home Assessment U Assessment U Mapping 	Jnit Y Jnit PLY	ssessment. The plan portion serves as the unit's blueprint for conduc R when your report is ready for review.	ting assessment; however, it should be written in	such a way that is comprehensible to those o

Next, click the blue hyperlink **Assessment Activity Report**, which will open a screen with options for the report appearance.

😭 Hor	me		i J To print copies of your UEP, Click on Reports > Standard Reports > Assessment Activity Report > Open Report. Once your plan is displayed you can right-click and save a copy to your desktop for future reference.				
🏛 Ass	sessment Unit	~	Assessment Unit Reports	Assessment Unit Reports			
🖋 Ass	sessment Unit Pl.	~	Assessment Activity Report	Assessment Activity Report	nes for each selected Assessment Unit, along with any information contained in the Administrative Unit Plan area related to ed Results of Assessment. This may include any Mapping for the *Intended Outcomes you wish to display. The report is		
📥 Ma	ipping	~	Course Reports		on, any reportable fields from the General information page display at the top of the report.		
🔲 Rep	ports	~	Courses By Unit	This report lists all courses assigned	to the selected unit(s).		
Stan	ndard Reports		Mapping				
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All you need to select is the "format" drop-down option under **Layout** for your choice of a PDF, Word, or HTML format for the report.

Layout		Format Word ~
	* Format	Word
Layout	* Report Title	Assessment Activity Report
	Report Subtitle	
	Report Logo	UTA-A Logo* 🗸

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 you will need to check your browser pop-up settings. If you have enabled a pop-up blocker, you will need to disable it to generate the report. Once the report is generated, you can save and/or print the report.

When you finish entering all results and if needed, the proposed improvements, please <u>email</u> the UEP staff that your report is ready for review.