



Plan for Continuous Improvement

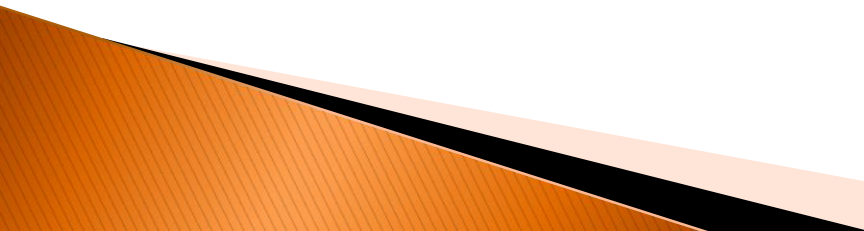
A New OATDB Element

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What do we do?

- ▶ We are a support office dedicated to helping ensure that departments and programs are using best-practices in assessment
 - ▶ Facilitate and manage information entered into the OATDB (Online Assessment Tracking Database), SHSU's online repository for assessment plans and information
 - ▶ Support University efforts in maintaining accreditation with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
- 

The Assessment Cycle



The Assessment Timeline

- ▶ September 1, 2012
 - 2012–2013 Assessment Cycle Began
- ▶ January 1, 2013
 - Assessment Plans Completed (Goals, Objectives, Indicators/Criteria, and KPIs entered)
- ▶ August 1, 2013
 - Findings Completed
- ▶ September 1, 2013
 - Actions and Plan for Continuous Improvement Elements Completed
- ▶ October 1, 2013
 - 2012–2013 Assessment Cycle Closes

Quick OATDB Overview

- ▶ What is the Online Assessment Tracking Database (OATDB)
 - Serves as SHSU's online assessment management system
 - Collects assessment plans developed by units to document continuous improvement
 - Source of evidence of continuous improvement assessment for internal and external constituents, agencies, and accreditors—including SACSCOC

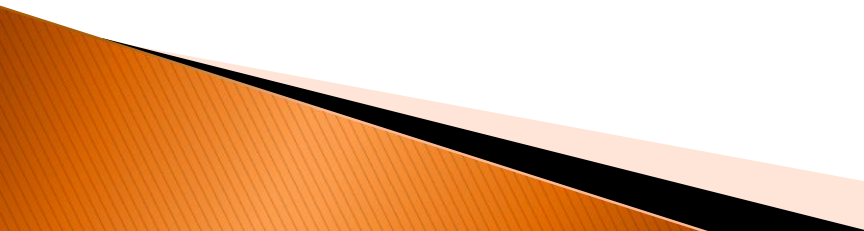
OATDB Elements

- ▶ Goals
- ▶ Objectives (Learning or Performance)
- ▶ Indicators / Criteria (For Learning Objectives)
- ▶ KPIs (For Performance Objectives)
- ▶ Findings / Results
- ▶ Actions
- ▶ ***NEW*** Plan for Continuous Improvement ***NEW***

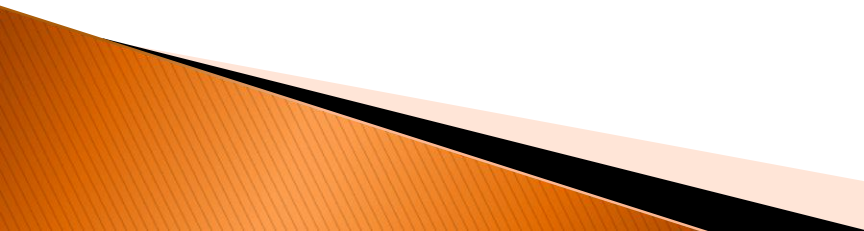
Plan for Continuous Improvement

- ▶ This new element will replace the old “Closing the Loops” section beginning with the 2012–2013 assessment cycle
- ▶ Its purpose, while similar to the old “Closing the Loops” section, is much more specific and directed
- ▶ Two Parts:
 - Part One – A progress update on last year’s Plan for Continuous Improvement
 - Part Two – A New Plan for Continuous Improvement based on the current cycle’s findings

What is a “Plan for Continuous Improvement?”

- ▶ A detailed, organized, and systematic plan for improvement that is clearly derived from, or in response to, a unit’s assessment findings or results
 - ▶ The plan should articulate specific actions for improvement that will be taken in response to the assessment findings/results
- 

Why is it important?


- ▶ We should always be using our assessment efforts and results to drive continuous improvement within our respective units
 - ▶ We are required by internal and external constituents, agencies, and accreditors to demonstrate, with evidence, that our programs are assessing themselves and using the results for continuous improvement of their units
- 

SACSCOC Comprehensive Standard

3.3.1

- ▶ CS 3.3.1 – The institution identifies expected outcomes, assesses the extent to which it achieves these outcomes, and **provides evidence of improvement based on the analysis of the results** in the following areas:
 - 3.3.1.1 – Educational programs, to include student learning outcomes
 - 3.3.1.2 – Administrative support services
 - 3.3.1.3 – Education support services
 - 3.3.1.4 – Research within its educational mission, if appropriate
 - 3.3.1.5 – Community/public service within its educational mission, if appropriate

How will we demonstrate this within the OATDB? (Two Parts)

- ▶ “Plan for Continuous Improvement” will be the LAST element completed each Assessment Cycle
 - ▶ Narrative should provide a clear, and detailed, plan for accomplishing the specific action(s) outlined
 - ▶ Should clearly indicate the specific assessment results or findings used to derive the plan
 - ▶ Should contain any additional contextual information needed to clarify how the plan will be accomplished
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Updating the Previous Cycle's Plan for Continuous Improvement Progress

- ▶ **SECOND-TO-LAST** element completed each assessment cycle
- ▶ Narrative should provide an update on the relative progress and success of the action items outlined in your previous cycle's Plan for Continuous Improvement
 - Should address **ALL** elements outlined in the previous year's plan
 - Should contain any contextual information necessary to explain why you were/were not able to implement any parts of your plan

What will this accomplish?

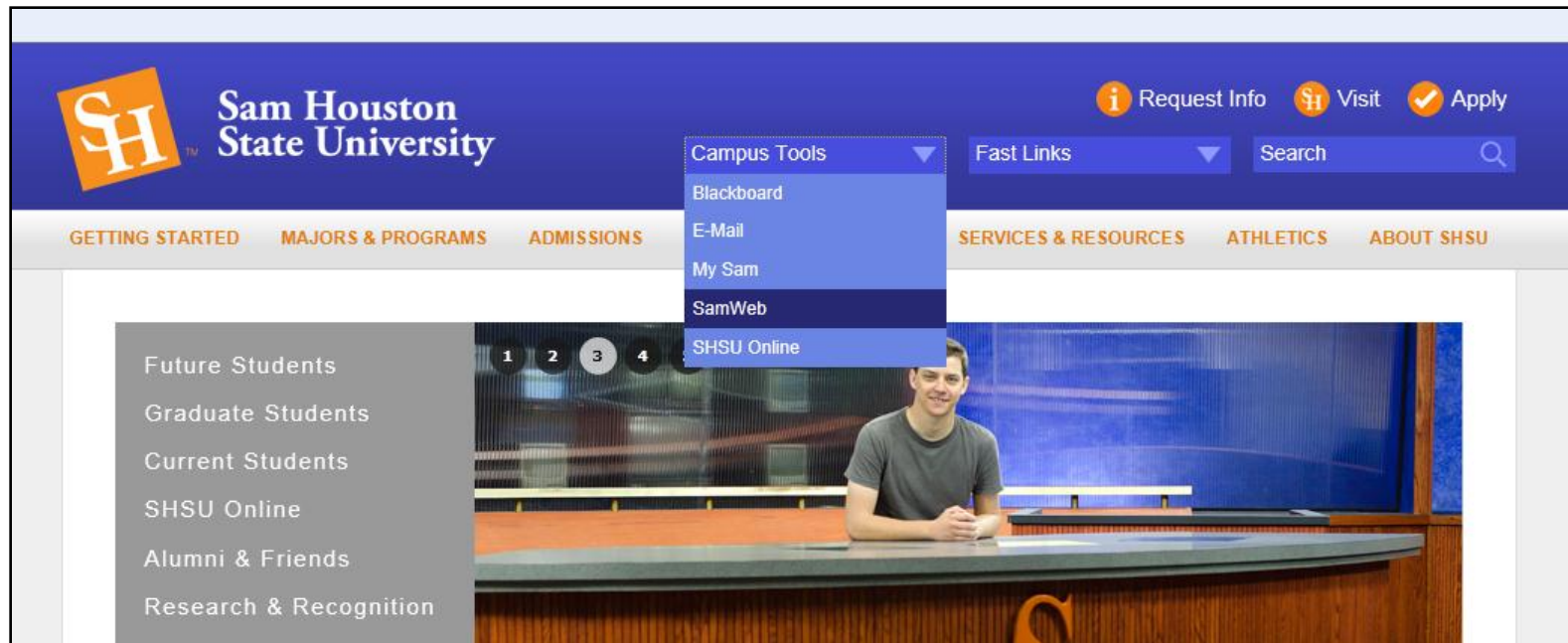
- ▶ This OATDB modification will accomplish the following:
 - Improve the quality of Continuous Improvement plans for all units at SHSU
 - Help clarify University expectations for this required reporting element
 - Improve the quality of evidence SHSU can provide to internal and external constituents, agencies, and accreditors

Timeline for Implementation

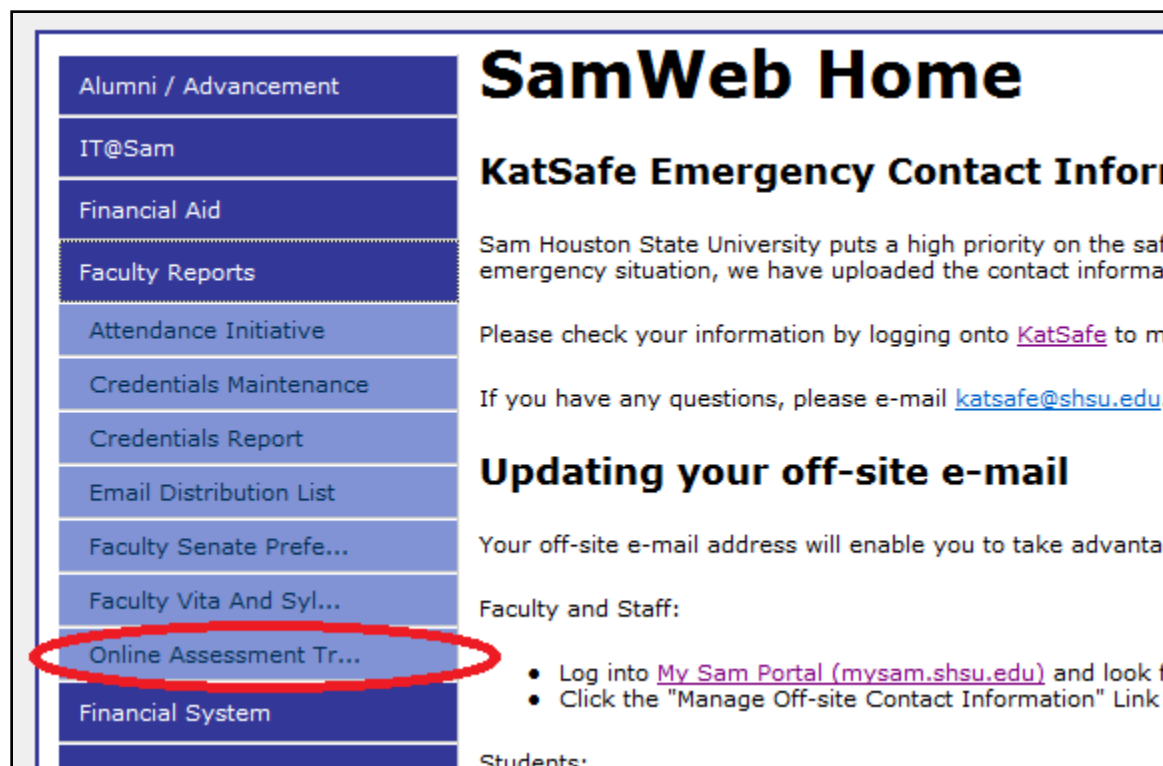
- ▶ This new element is **now live!**
 - Any information already entered for “Closing the Loops” section will be automatically rolled into the new “Plan for Continuous Improvement”
- ▶ Deadline for completion of the new elements will be **September 1, 2013**
 - 2012–2013 assessment cycle will close on **October 1st, 2013**

Click-through Guide

You can access the OATDB from SamWeb, found under “Campus Tools”



Find Online Assessment Tracking Database Under “Faculty Reports”



SamWeb Home

KatSafe Emergency Contact Information

Sam Houston State University puts a high priority on the safety of our campus. In the event of an emergency situation, we have uploaded the contact information for all faculty and staff.

Please check your information by logging onto [KatSafe](#) to make sure your information is current.

If you have any questions, please e-mail katsafe@shsu.edu

Updating your off-site e-mail

Your off-site e-mail address will enable you to take advantage of many of the services available on SamWeb.

Faculty and Staff:

- Log into [My Sam Portal \(mysam.shsu.edu\)](http://mysam.shsu.edu) and look for the "Manage Off-site Contact Information" Link
- Click the "Manage Off-site Contact Information" Link

Students:

Navigation Menu:

- Alumni / Advancement
- IT@Sam
- Financial Aid
- Faculty Reports**
- Attendance Initiative
- Credentials Maintenance
- Credentials Report
- Email Distribution List
- Faculty Senate Preference
- Faculty Vita And Syllabus
- Online Assessment Tracking Database**
- Financial System

Select the Current Assessment Cycle

Sam Houston State University (SHSU)

2012 - 2013 IN PROGRESS

2011 - 2012 FINALIZED

2010 - 2011 FINALIZED

2009 - 2010 FINALIZED

Select the Correct Entity

Levels (Units Assessed)

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z

Academic Affairs, Associate Vice President
Academic Affairs, Provost And Vice President
Academic Instructional Technology And Distance Learning
Academic Planning And Assessment
Accounting BBA
Accounting MS
Accounting, Department of
Administration MA, MED (Principal Certification)
Admissions, Undergraduate
Advancement Services

Click the “Click here” links to add your narratives to the required elements

Please detail the elements of your previous "Plan for Continuous Improvement" that were implemented. If elements were not implemented please explain why, along with any contextual challenges you may have faced that prevented their implementation. ✎

You haven't added an update. [Click here](#) to do so.

Plan for Continuous Improvement - Please detail your plan for improvement that you have developed based on what you learned from your 2012-2013 Cycle Findings.

You haven't added a plan. [Click here](#) to do so.

You Will be Given the Text from your Previous Plan as Reference














Previous Cycle's "Plan for Continuous Improvement"

The Findings from the 2011-2012 Assessment Cycle indicated that students in the Model Academic Degree Program were not performing as expected with regards to critical thinking. A review of student performance on embedded questions related to critical thinking within the discipline revealed that only 70% of the sampled responses were correct. This was below the Program's criterion of 80%. In response to these findings, the Program resolved to add additional instruction in applied critical thinking to the Program's curriculum. These concepts will be introduced in the required freshman-level seminar and reinforced throughout the students' progression towards their degree. The Program will continue to use the locally developed critical thinking embedded questions to monitor students' progression with critical thinking skills. Additionally, the Program will begin administering the Critical Thinking Assessment Test, every other year, to students in the capstone course.

Please detail the elements of your previous "Plan for Continuous Improvement" that were implemented. If elements were not implemented please explain why, along with any contextual challenges you may have faced that prevented their implementation.

Enter your Narrative Updating the Progress of your Previous Plan for Continuous Improvement and Click “Continue”

Please detail the elements of your previous "Plan for Continuous Improvement" that were implemented. If elements were not implemented please explain why, along with any contextual challenges you may have faced that prevented their implementation.

I U             HTML 

*** Would you like to upload supporting documents?**

Yes No

Optional If You Chose to Attach a Supporting Document, Select the File for Attachment and Click “Continue”

Update to Previous Plan for Continuous Improvement [Help](#)

Step 2 of 3

Level: Academic Planning And Assessment

Period: 2012 - 2013

* denotes a required field

Previous Cycle's "Plan for Continuous Improvement"

No data from previous period.

Please detail the elements of your previous "Plan for Continuous Improvement" that were implemented. If elements were not implemented please explain why, along with any contextual challenges you may have faced that prevented their implementation.

Placeholder Text for Demonstration Purposes Only

Supporting Documents

Brief File Description:

Attach File:

attach another file

Enter Your New Plan for Continuous Improvement and Click “Continue”

Plan for Continuous Improvement Help

Step 1 of 3

Level:	Academic Planning And Assessment
Period:	2012 - 2013

* denotes a required field

*** Please detail your plan for improvement that you have developed based on what you learned from your 2012 - 2013 Cycle Findings.**

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*** Would you like to upload supporting documents?**

Yes No

Optional Attach any Supporting Documents, and Click “Continue”

Plan for Continuous Improvement Help

Step 2 of 3

Level:	Academic Planning And Assessment
Period:	2012 - 2013

* denotes a required field

Please detail your plan for improvement that you have developed based on what you learned from your 2012 - 2013 Cycle Findings.

Placeholder Text for Demonstration Purposes Only

Supporting Documents

Brief File Description:	<input type="text"/>
Attach File:	<input type="text"/> <input type="button" value="Browse..."/>

attach another file

Remember! You can always go back and edit what you entered later by pressing the pencil icon!



Questions?

- ▶ Contact Jeff Roberts with the Office of Academic Planning and Assessment
 - jeff.roberts@shsu.edu
 - 4-1859
- ▶ **Don't Forget to Complete the Workshop Evaluation!**