

NAVIGATING IMPROVE

ACADEMIC PROGRAM REVIEWS



SPRING 2019

OFFICE OF PLANNING, ASSESSMENT, AND INSTITUTIONAL RESEARCH

WHAT IS IMPROVE?

IMPROVE is CAU's electronic assessment system which **captures** the University's annual planning and assessment efforts.

IMPROVE captures the University's continuous improvement efforts through managing and documenting annual assessment data for **CAU's Academic Programs , Administrative Support Services, and Title III Funded Program**. It allows for the University's Academic and Non-Academic Units to develop Action Plans based on annual findings and outcomes. IMPROVE also allows for each unit to align their budgets to strategic activities which are linked to specific unit goals.

ACCESSING IMPROVE:

To gain login credentials to IMPROVE, contact ssuddith@cau.edu. IMPROVE can be accessed in two ways:

1. Type <https://cau.tracdat.com/tracdat/> (*bookmark this page for future use*) into the browser
2. Access via www.cau.edu
 - Select Offices and Resources
 - Click on Office of Planning, Assessment, and Research
 - Click on Institutional Assessment
 - Click on IMPROVE
 - Select <https://cau.tracdat.com/tracdat/> (*bookmark this page for future use*)

PLEASE NOTE: Only use Mozilla Firefox or Google Chrome browser to access IMPROVE. IMPROVE will NOT function in Internet Explorer browser.

ADD PROGRAM REVIEW

Select Program

Program (APR)- Testing Academic Program Reviews

9 Welcome, ssuddith

Click on Program Planning → Program

Program (APR)- Testing Academic Program Reviews > Program > Program Reviews

Program Planning

Program Reviews



Click Green Plus

ADD PROGRAM REVIEW

Nuventive.Improve

Program (APR)- Testing Academic Program Reviews

Welcome, ssuddith

Program (APR)- Testing Academic Program Reviews > Program > Program Reviews > Add Program Review

Home

Program

Program Planning

Results

Course Planning

Mapping

Data CollectionTools

Reports

* Program Review Cycle

Select Review Cycle

Save Return

Standard A: Program Mission, Goals and Objectives/Learning Outcomes

A1. Provide a brief history and philosophy of the academic program(s)

A2. Describe the inception of the program.

A3. Explain the educational philosophy of the academic department.

A4. Explain the affiliation of the program with other programs.

PLEASE NOTE: There are no character limit in fields. However, be clear and concise

Click "Save and Return"

Fill out Standards A-I

You may save and return if partially filled out

UPLOAD RELATED DOCUMENTS

The screenshot displays the Nuventive Improve interface for the 'Program (A&S) - African American Studies MA' document repository. The interface includes a top navigation bar with the Nuventive logo, a dropdown menu for the current program, a notification bell with a '9' badge, and a user profile for 'ssuddith'. Below the navigation bar is a breadcrumb trail: 'Program (A&S) - African American Studies MA > Document Repository'. A purple notification bar at the top reads: 'To save your work: • Click yellow Save button, then the click Return'. The main content area shows a 'Document Repository' header with a green plus icon. A tree view on the left lists folders: 'Program (A&S) - African American Studies MA', 'General', 'Program Review (2011-2016)', 'Related Documents', and 'Clark Atlanta University'. The 'Related Documents' folder is selected and highlighted in blue. A yellow 'Save' button is visible in the top right of the main content area. Below the repository view is a form for adding documents. The form includes a dropdown menu for 'Places documents into' (set to 'Related Documents'), a 'Files' section with a 'Click to browse for files' button, and a 'Name' field containing 'Academic Program Review_Guidelines_OPAR_Spring 2019.'. Below this is an 'Urls' section with a table for adding links.

1. Click Documents → Document Repository

2. Follow the Folder Tiers:
1. Program (A&S)- Your Program
2. Program Reviews (2011-2016)
3. Select "Related Documents"

3. Click Green Plus to Add Files from your Computer/External Drive

4. Click to Browse Your Files

5. Don't forget to "SAVE"

EDIT PROGRAM REVIEW

Within the Program Reviews Tab

Scroll to the bottom of program review (after Standard I)

Click the Green "tool" icon

Related Documents

Continuing Filling out Standards A-I AND/OR Edit Previously Entered Information

RELATE DOCUMENTS TO PROGRAM REVIEW

The screenshot displays the Nuventive.Improve web application interface. At the top, the header includes the logo, the text 'Program (APR)- Testing Academic Program Reviews', a notification bell with '9', and a user profile 'Welcome, ssuddith'. Below the header, a breadcrumb trail shows 'Program (APR)- Testing Academic Program Reviews > Related Documents'. A green 'Complete' button is visible in the top right. The main content area is divided into two panels: 'Document Repository' on the left and 'Related Documents' on the right. The 'Document Repository' panel shows a tree view with folders like 'Program Review (2011-2016)' and 'Related Documents', and a file 'Academic Program Review_Guidelines_OPAR_Spring 2019.pdf' highlighted with a red box. An arrow points from this file to the 'Related Documents' panel. The 'Related Documents' panel has a green header and contains the text 'Drag documents here to relate' and the same file name. A red callout box with the text 'Click Green "COMPLETE" to Save' is positioned above the 'Complete' button. Another red callout box with the text 'Drag and Drop Related Documents' is positioned below the 'Related Documents' panel.

Click Green "COMPLETE" to Save

Drag and Drop Related Documents

PULL PROGRAM REVIEW REPORT

The screenshot displays the Nuventive Improve web application interface. At the top, the logo 'Nuventive. Improve' is on the left, and a dropdown menu shows 'Program (APR)- Testing Academic Program Reviews'. On the right, there are notification and user profile icons. A left-hand navigation sidebar contains icons for Home, Program, Program Planning, Course Planning, Reports, Ad Hoc Reports, and Documents. The 'Reports' section is expanded, and 'Standard Reports' is highlighted with a red box. A red callout bubble points to this menu item with the text 'Click on Reports → Standard Reports'. The main content area shows a list of report categories: 'Program Reports', 'Assessment Plan', 'Assessment: Assessment Unit Planning', 'Assessment: Program Four Column', 'Program Review Report', 'Course Reports', and 'Mapping'. The 'Program Review Report' item is highlighted with a red box, and a red callout bubble points to it with the text 'Click Assessment: Program Review Report'. Below each category, there is a brief description of the report's content and layout.

Program Reports

- Assessment Plan**: This report shows the Outcomes for each selected Program, along with any information contained in the Program Assessment Plan area related to each Outcome. This may include any Mapping for the Outcomes you wish to display. The report is displayed in a narrative layout. In addition, any reportable fields from the General Information page display at the top of the report.
- Assessment: Assessment Unit Planning**: This report shows the Outcomes for each selected Program, along with any information contained in the Program Assessment Plan area related to each Outcome and any recorded Results. This may include any information from the General Information page display at the top of the report.
- Assessment: Program Four Column**: This report shows the Outcomes for each selected Program, along with any Assessment Methods, Results, and Responses for each Outcome. The report is displayed in a four column layout. In addition, any reportable fields from the General Information page display at the top of the report.
- Program Review Report**: This report shows all the standards and returns all the responses to the questions for each standard.

Course Reports

Mapping

- Mapping: Curriculum Mapping**: This report shows the Outcomes of the Program and how each selected Course is related to each Outcome using Curriculum Mapping. This report can only be run for one Program at a time.

PULL PROGRAM REVIEW REPORT

Nuventive.Improve Program (APR)- Testing Academic Program Reviews

Program (APR)- Testing Academic Program Reviews > Reports > Standard Reports > Program Review Report

Home Program Program Planning Course Planning Mapping Documents

Standard Reports Ad Hoc Reports Documents

Can be downloaded in PDF, HTML, or Word

Open Report

Open Report

Return

Layout

* Format PDF

* Report Title Program Review Report

Report Subtitle

Report Logo CAU *

Filter

Program Reviews

2011 - 2016

2019 - 2020

Options

Include Fields With No Data

* Required field

Filter by Program Review Cycle

*Can be downloaded as a Zip file or saved to Document Repository

CAU ASSESSMENT RESOURCES

Offices & Resources

SACSCOC Reaffirmation 2016

Celebrate 30th Anniversary

Athletics

Graduation 2018

WE LOVE TO HEAR
FROM OUR ALUMNI.



Plug In to CAU and stay connected! Don't miss out on updates and events. Click [here](#) to share or update your contact information.

Office of Planning, Assessment, and Institutional Research

Academic Program Reviews:

The review process is linked to the strategic academic planning, resource allocation, and decision-making by:

- Improve the quality of the academic programs;
- Provide information, data analysis, and evaluation that will identify program weaknesses and strengths, suggest areas for improvement, and make recommendations.
- Promote and maintain high quality academic programs that are effective and are linked to the mission of the department and University; and
- Assess the status and progress of the degree programs and educational practices and identify needs, priorities, and future directions.

Academic Program Review

- **ACADEMIC PROGRAM REVIEWS** GUIDELINES AND PROCEDURES
- **IMPROVE** Guide- Academic Program Review

Administrative and Education Unit Reviews:

The purpose of the periodic review of Administrative and Educational Support (AES) Units is to ensure the continuous enhancement and improvement of the unit in support of the University's missions of teaching, research, and public services. The AES Units' periodic review helps to ensure the achievement of institutional planning goals and objectives.

Each Unit or department is required to:

- Periodically assess the quality and effectiveness of its performance in fulfilling its mission and goals,
- Identify areas for improving processes and/or outcomes, and
- Develop and implement a Plan of Action for improvement.

Administrative and Education Support Units

- **AES NON-ACADEMIC PROGRAM REVIEWS** GUIDELINES AND PROCEDURES
- **IMPROVE** Guide- AES Non-Academic Program Review

Assessment
Resources

Contact

Institutional Strategic and
Accreditation Planning

Institutional Assessment

Home

Mission

Program and Unit Review

Improve

Training Workshops

Assessment Forms and Resources

Phase I/II Timeline

Assessment Support Request
Form

Institutional Research



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