

NAVIGATING IMPROVE

AES NON-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 NON-ACADEMIC PROGRAM REVIEW

The screenshot displays the Nuventive software interface. At the top, the logo 'Nuventive. Improve' is visible on the left. A dropdown menu is open, showing 'AES- TRAINING AES PLAN' selected, with a red callout box labeled 'Select Unit' pointing to it. On the right of the top bar, there is a notification bell with '10' and a user profile 'Welcome, ssuddith'. The left sidebar contains a menu with 'Unit Planning' selected and 'Non-Academic Program Review' highlighted with a red box. A red callout box on the left says 'Click on Unit Planning → Non-Academic Program Review'. The main content area shows a breadcrumb path 'AES- TRAINING AES PLAN > Unit > Non-Academic Program Review' and a card for 'Non-Academic Program Review' with a green plus icon circled in red. A red callout box on the right says 'Click Green Plus'.

ADD NON-ACADEMIC PROGRAM REVIEW

Fill out Standards A-I

Select Review Cycle

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

Click "Save and Return"

You may save and return if partially filled out

UPLOAD RELATED DOCUMENTS

The screenshot displays the Nuventive Improve interface for the 'AES- TRAINING AES PLAN' project. The breadcrumb trail shows 'AES- TRAINING AES PLAN > Document Repository'. The left sidebar has 'Documents' selected. The main area shows a folder tree with 'Non-Academic Program Review (2017-2022)' selected, which contains a sub-folder 'Related Documents'. A 'Save' button is visible in the top right. Below the folder tree is a form for adding documents, with a 'Places documents into' dropdown set to 'Related Documents' and a 'Click to browse for files' button. The form includes fields for Name, Url, and Description.

1. Click Documents → Document Repository

2. Follow the Folder Tiers:
1. AES - Your Unit Name
2. Non-Academic Program Review (2017-2022)
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 NON-ACADEMIC PROGRAM REVIEW

Within the Non-Academic 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

PULL NON-ACADEMIC PROGRAM REVIEW REPORT

The screenshot shows the Nuventive Improve interface. At the top, the user is logged in as 'ssuddith' and the current context is 'AES- TRAINING AES PLAN'. The breadcrumb trail is 'AES- TRAINING AES PLAN > Reports > Standard Reports'. The left sidebar contains navigation options: Home, Reports (expanded), Ad Hoc Reports, and Documents. The 'Standard Reports' option is highlighted with a red box. A red callout bubble points to the 'Reports' menu with the text 'Click on Reports → Standard Reports'. The main content area lists several report categories: 'Assessment Reports', 'Course Reports', and 'Mapping'. Under 'Assessment Reports', there are two items: 'Assessment: Assessment Plan' and 'Assessment: Unit Four Column'. The 'Assessment: Unit Four Column' item is highlighted with a red box, and a red callout bubble points to it with the text 'Click Assessment: Program Review Report'. Below this, the 'Non-Academic Program Review Report' is listed and also highlighted with a red box. A description for this report states: 'This report shows all the standards and returns all the responses to the questions for each standard.'

Click on Reports → Standard Reports

Click Assessment: Program Review Report

Non-Academic Program Review Report

PULL NON-ACADEMIC PROGRAM REVIEW REPORT

Can be downloaded in PDF, HTML, or Word

Open Report

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

Filter by Program Review Cycle

Format PDF

*** Report Title** Non-Academic Program Review Repor

Report Subtitle

Report Logo CAU *

Filter

Non-Academic Program Review

Options

Include Fields With No Data

* Required field

CAU ASSESSMENT RESOURCES

Offices & Resources

SACSCOC Reaffirmation 2016

Celebrate 30th Anniversary

Athletics

Graduation 2018

WE LOVE TO HEAR
FROM OUR ALUMNI.



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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

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Accreditation Planning

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Assessment Forms and Resources

Phase I/II Timeline

Assessment Support Request
Form

Institutional Research



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