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.

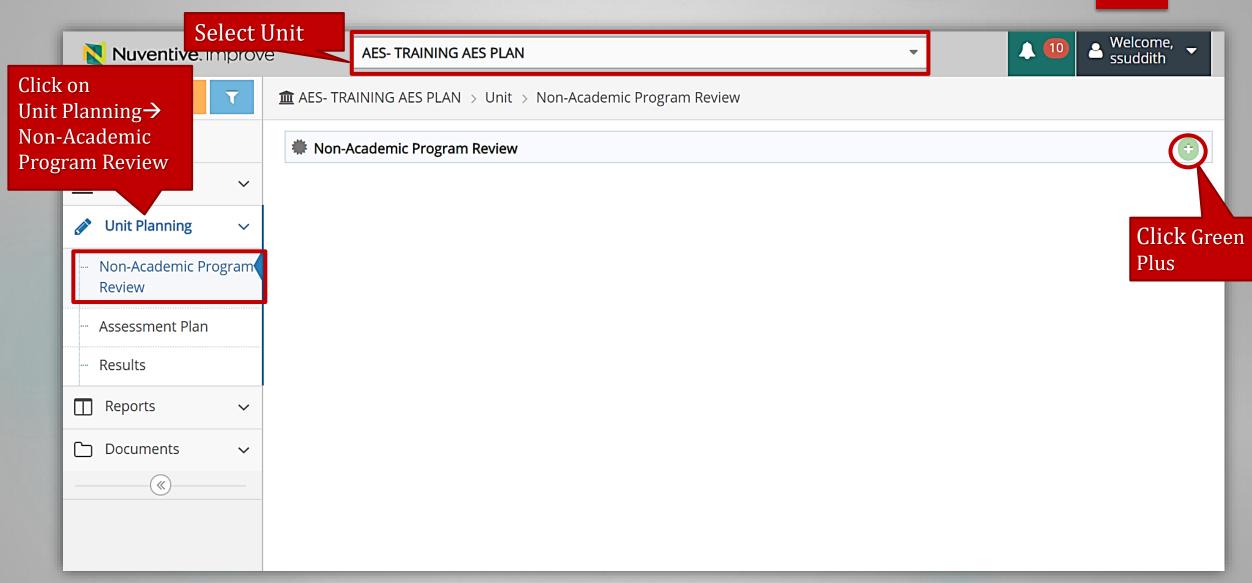
IMPROVE captures the University's continuous improvement efforts through managing and documenting annual assessment data for **CAU's Academic Programs**, **Administrative Support Services**, **and Title III Funded Program**. It allows for the University's Academic and Non-Academic Units to develop Action 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:

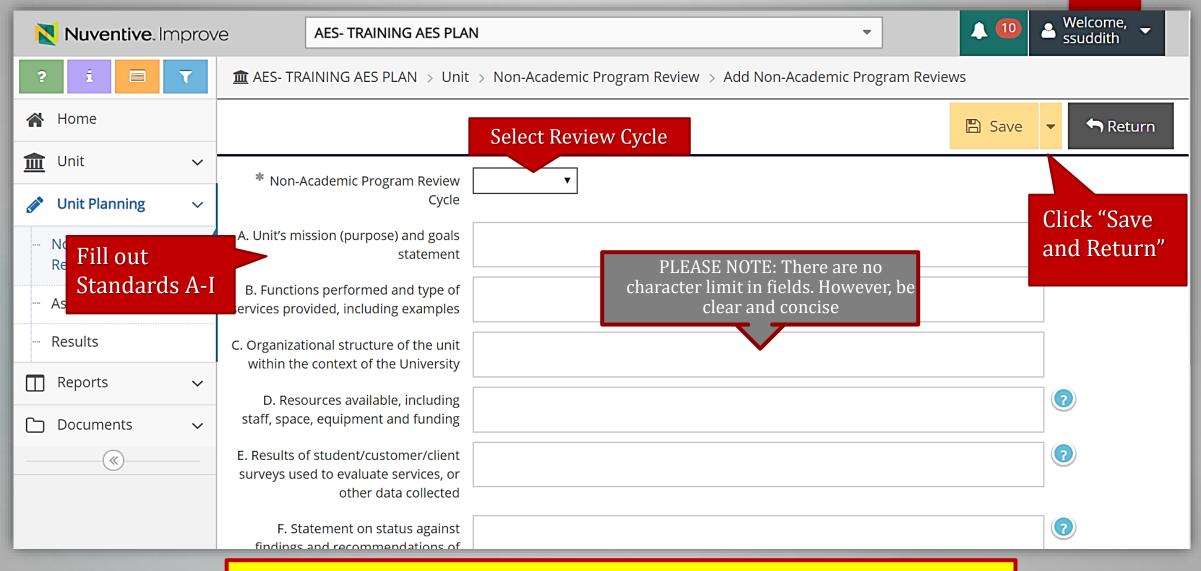
To gain login credentials to IMPROVE, contact ssuddith@cau.edu. IMPROVE can be accessed in two ways:

- 1. Type https://cau.tracdat.com/tracdat/ (bookmark this page for future use) into the browser
- 2. Access via <u>www.cau.edu</u>
 - 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)

ADD NON-ACADEMIC PROGRAM REVIEW

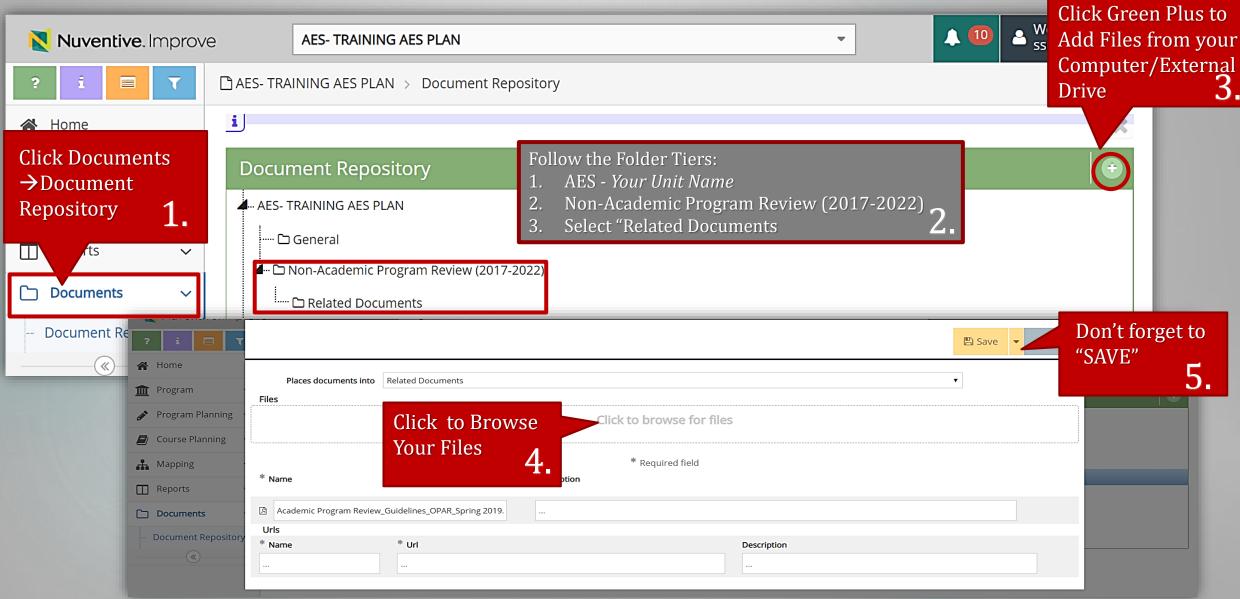


ADD NON-ACADEMIC PROGRAM REVIEW

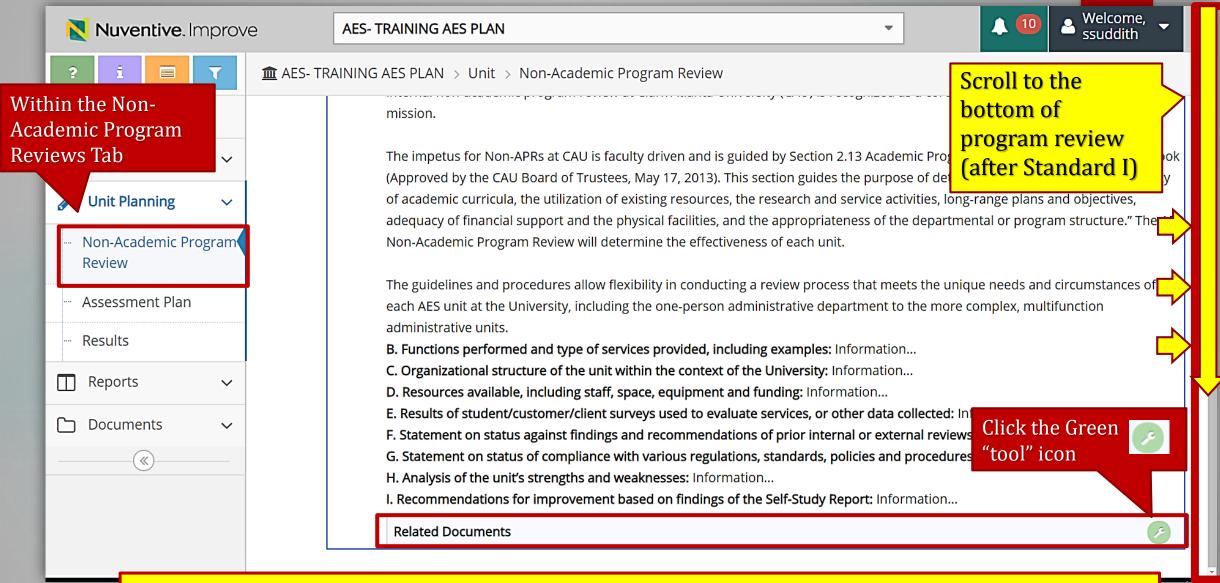


You may save and return if partially filled out

UPLOAD RELATED DOCUMENTS

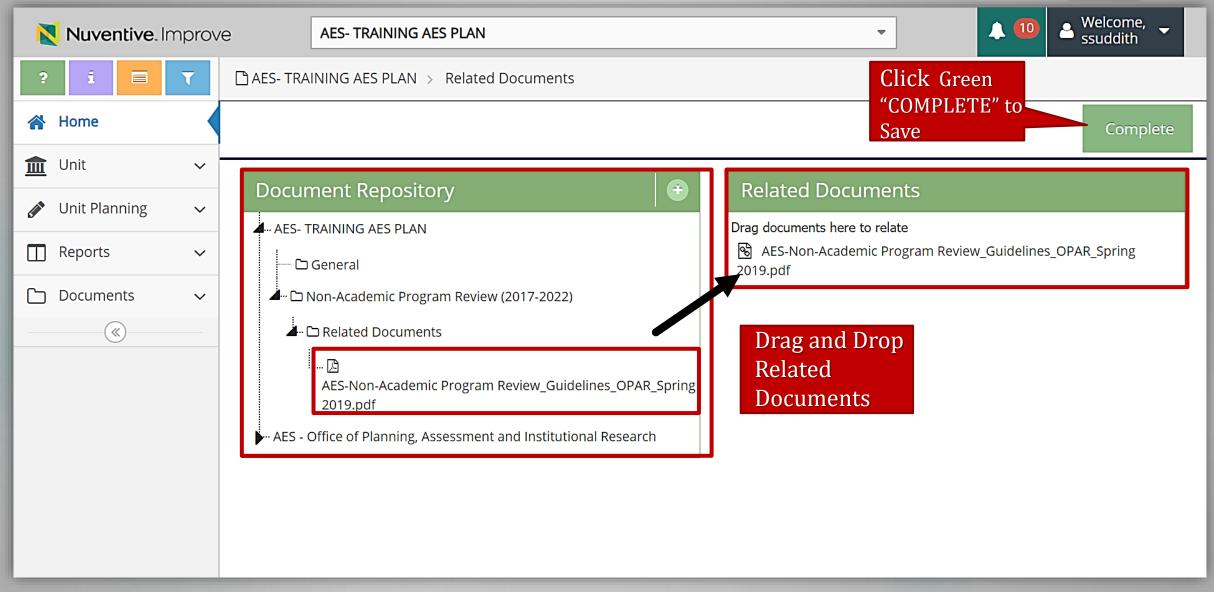


EDIT NON-ACADEMIC PROGRAM REVIEW

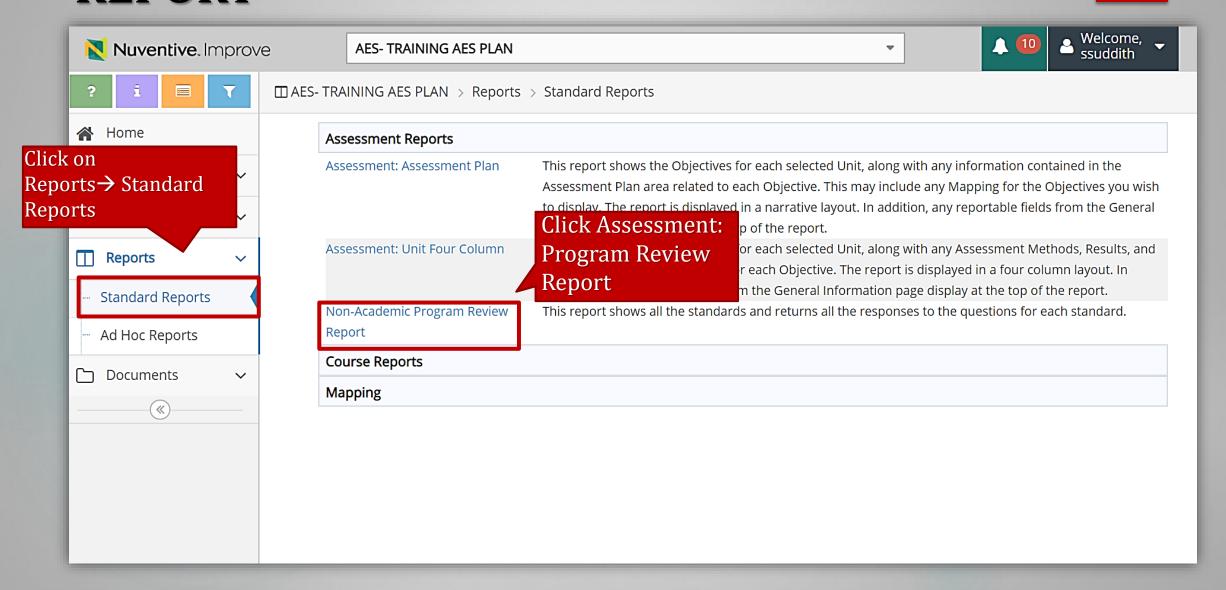


Continuing Filling out Standards A-I <u>AND/OR</u> Edit Previously Entered Information

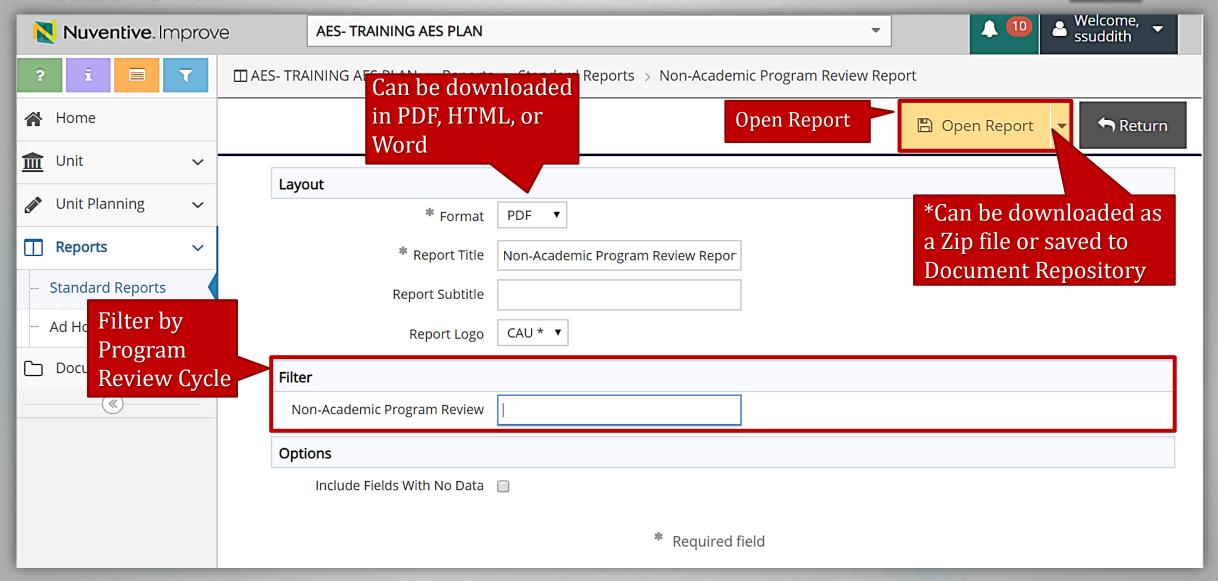
RELATE DOCUMENTS



PULL NON-ACADEMIC PROGRAM REVIEW REPORT



PULL NON-ACADEMIC PROGRAM REVIEW REPORT



CAU ASSESSMENT RESOURCES



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 misson 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

Institutional Research



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