Phase IV Training for the Institutional Planning & Effectiveness (IP & E) Website:

Evaluation of Program Effectiveness Reports (PER)

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By

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Goals of Phase IV Training: Evaluation of PER

- Review login procedure

- To learn:
  - How to enter assessment data into the IP & E website to evaluate Student Learning Outcomes (SLO) and Expected Outcomes (EO)
  - To enter improvements made in relation to SLO and EO

- To compare assessment data with Outcomes to determine if Outcomes are met.

- To learn how to enter Plans for Improvement (PFI) for Outcomes that are not met.
How to Login to the IP & E Website
(Screens 1 - 3)
Institutional Planning and Effectiveness Website.

Welcome to the Institutional Planning and Effectiveness (IP & E) online application. This website is designed to allow designated users to input and review Troy University’s planning and effectiveness documentation. IP & E documentation includes:

- Program Effectiveness Reports (PER)
- College/Division Plans
- Troy Annual Plans
- Troy Strategic Plans
- Troy Reports

To continue, click below and log into the Troy University Institutional Planning and Effectiveness online application.

Note: This application is a work in progress, so please report any errors to sshelley@troy.edu.

Click here to login.
To login to the IP & E Website, enter your email User ID and Password and click on Login.
On the Home page, click on Program Effectiveness Report (PER) at the top of the screen.

(Screen 3)
In the IP & E Website, we will learn to:

(1) Enter assessment data and improvements relative to SLO and EO; and

(2) Compare assessment data with Outcomes and designate if Outcomes are met or not.

(Screens 4 - 6).

(Title Screen 2)
Select your College or Division from the 2nd pull-down menu, and select your program area from the 3rd pull-down menu. Then click on Details in your Program Effectiveness Report (PER).

(Screen 4)
Click on *Edit* for your Student Learning Outcome (SLO) or Expected Outcome (EO) to add the actual assessment results for SLO and EO.

(Screen 5)
Save Changes to Expected Outcomes

Enter actual assessment results in column (2) *Assessment of Expected Outcomes*….and then add any improvements made in the program. Compare the actual results in column (2) to the EO or SLO in column (1). If the Outcome has *not* been achieved, click on *No* in column (3) *Outcome Achieved Yes/No*, and if the Outcome has been achieved, click on *Yes* in column (3). Scroll down and click on *Save Changes to Expected Outcomes*. Repeat the procedures in *Screens 5 & 6* until all assessment results and improvements have been entered for each SLO or EO.
How to Enter the First Plan for Improvement (PFI) for a Program into the IP & E Website

(Screens 7 – 11)
To enter the first Plan for Improvement (PFI) for an SLO or EO that has a No in Column (3), click on Move to Plan for Improvement in Column (4). This will move you to the planning sections of the IP & E Website.

(Screen 7)
Develop Plan For Improvement (PFI) Linked to Unmet PER Outcome

<< CANCEL

You are about to develop a Plan For Improvement (PFI) that is linked to a PER Outcome that was not met. You may add this PFI to the plans listed below, or you may create a new plan.

Develop a Plan For Improvement (PFI):

Move to a new PFI

Create

To develop the first Plan for Improvement (PFI) for the first SLO or EO of a program, click on Move to new PFI in the pull-down menu and then click on Create.

(Screen 8)
For the first PFI only, click on Edit Plan Headings, enter a statement in the Brief Introductory Narrative that includes the program name and college or Division name as shown in the format above, and then click on Update College/Division Plan Headings to save the information.
The SLO or EO that was not achieved in the PER will appear in column (1) **Objectives**. Click on **Edit**.

(Screen 10)
After clicking on *Edit*, enter your Plan for Improvement (PFI) in column (1) *Objectives*. It is recommended that PFI & SLO be numbered and that brackets be used to separate the PFI from the SLO. In column (2) *Strategic Initiative Number Supported*, select the appropriate strategic initiative from the pull-down menu. In column (3) *Projected Completion Dates*, enter the anticipated completion date for the PFI. In column (5) *Individual/Position Responsible*, verify that the correct name is showing, and if there is a *Coordinating Individual*, add the name from the pull-down menu. Click on *Update* to save all of your entries for the PFI. Note: the background for PFI will be yellow. To access the remaining SLO in the PER, click on *View PER parent*.  

(Screen 11)
Entering additional PFI for the same program into the IP & E Website

(Screens 12 – 15)
In the PER, all Outcomes with *No* in column (3) will require PFI, so to develop the PFI for Expected Outcome 2 (EO2), click on *Move to Plan for Improvement* to move to the planning section of the website. (Note the difference in column (4) for EO1 and EO2 in the PER. PFI 01 has been developed for EO1, can be accessed by clicking on *Plan for Improvement* in column (4), and is located in the next year’s inventory of plans.)

(Screen 12)
Develop Plan For Improvement (PFI) Linked to Unmet PER Outcome

<< CANCEL

You are about to develop a Plan For Improvement (PFI) that is linked to a PER Outcome that was not met. You may add this PFI to the plans listed below, or you may create a new plan.

Develop a Plan For Improvement (PFI):

Create

It is recommended that you add additional PFI to the same Plan where PFI 01 is located; therefore, find your previous plan in the pull-down menu and click on that Plan. (The previous Plan should be denoted by your name and the brief introductory narrative that you entered for PFI 01 which included your program name and college or division name.) Then click on Create.
For Expected Outcome 2 (EO2), click on *Edit* to open the planning area to develop PFI 02.

(Screen 14)
After clicking on *Edit*, enter Plan for Improvement (PFI 02) in column (1) *Objectives*. In column (2) *Strategic Initiative Number Supported (If Pertinent)*, select the appropriate strategic initiative from the pull-down menu. In column (3) *Projected Completion Dates*, enter the anticipated completion date for the PFI. In column (5) *Individual/Position Responsible*, verify that the correct name is showing, and if there is a *Coordinating Individual*, add the name from the pull-down menu. Click on *Update* to save all of your entries for the PFI. To access any remaining SLO in the PER, click on *View PER parent.*

(Screen 15)
Using the Worklog in Program Effectiveness Reports (PER) in the IP &E Website

(Screens 16 – 18)
In the Program Effectiveness Report (PER) Screen, a Worklog is available for storing assessment data and maintaining notes about effectiveness. To move to the PER Worklog, click on Worklog in the PER.

(Screen 16)
After the Program Effectiveness Report – WORKLOG screen appears, click on *Edit Worklog* to open the Worklog where assessment data and program effectiveness notes may be entered. (Note: the Worklog is a place where you may enter summary assessment data for each semester, data from other sites and campuses, improvements made in a program each semester, procedures for assessment, persons responsible for assessment, and other effectiveness information that can be used in the annual *Actual Assessment of Expected Outcomes/Student Learning Outcomes*....)
You may enter summary assessment data by semesters; data from other sites and campuses; improvements made in programs as made; procedures for assessment; persons responsible for assessment; and other effectiveness information so that when you are ready to evaluate your SLO or EO, you will have your information collected in your Worklog.

A dialog box opens and you may type-in your assessment data or effectiveness notes and then click on **Save Worklog** to save your information.

(Screen 18)
Summary of Items Learned in Phase IV Training: Evaluation of PER

- How to login to the IP&E Website
- How to enter assessment data and improvements for a program into the Program Effectiveness Report (PER) of the IP & E Website
- How to compare assessment data with Outcomes and designate if Outcomes are met or not
- How to enter first Plan for Improvement (PFI) and additional PFI for a program into the Website
- How to use the Worklog in the PER in the IP & E Website
Your Assignment

Please use your computer to enter assessment data following procedures presented, and if you need more information, join us for another training session. If later you have additional questions about any of the Phase IV topics, please contact us at:

Extension 3640 or acroling@troy.edu
Additional Resources for PER

Look at the IRPE website on the TROY website at http://www.troy.edu/irpe/index.html for resources that may help you: Surveys (we can drill to the major program level if you contact us); Fact Books; IP & E Handbook; archived information from previous years; and more. Once on the site, click on the menu to the left of the screen.

Are there any questions?