Unit-Level Effectiveness Assessment Database (U-LEAD)

Documentation Guide
Fall 2002
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spiraling towards Excellence Overview</td>
<td>3</td>
</tr>
<tr>
<td>U-LEAD Username and Password</td>
<td>4</td>
</tr>
<tr>
<td>To Access the U-LEAD</td>
<td>4</td>
</tr>
<tr>
<td>Documenting a Unit Purpose Record</td>
<td>5</td>
</tr>
<tr>
<td>View/Edit Unit Purpose Record</td>
<td>7</td>
</tr>
<tr>
<td>Documenting an Outcome Assessment Plan</td>
<td>12</td>
</tr>
<tr>
<td>Documenting the Summary and Analysis of Data</td>
<td>15</td>
</tr>
<tr>
<td>View/Edit Assessment Plan</td>
<td>18</td>
</tr>
<tr>
<td>Final Words</td>
<td>20</td>
</tr>
<tr>
<td>Suggested Documentation Schedule</td>
<td>20</td>
</tr>
</tbody>
</table>
The purpose of the assessment process at ACC is to provide concrete information to enhance the quality of teaching and learning as well as the quality of services provided in support of teaching and learning. The process consists of five “steps,” which comprise an ongoing opportunity for recursive improvement that supports our quest for excellence.

1. The unit states its function within the larger context of the College’s overall mission.

2. The unit identifies the outcomes it intends to achieve and criteria it will use to determine whether those outcomes have been achieved.

3. The unit defines the methods by which it will assess whether the outcomes criteria have been met and analyzes the data gathered by that methodology.

4. The unit creates and implements improvement plans based on the information it gathered from assessing its outcomes.

5. The unit states the impact its improvements have made on the quality of what it does.

These steps are dynamic and interactive. The unit’s purpose is made concrete and specific in the outcomes it identifies. The outcomes, in turn, are directly addressed by the methods and criteria designed to demonstrate achievement of those outcomes; and improvements are implemented that impact the quality of the unit’s function. Completing all five steps ends one assessment cycle. Each successive year, the steps are completed again. Using information and improvement plans from the previous year as the basis for assessment planning the following year creates a continuous quality improvement spiral that supports each unit’s efforts to improve the educational experience of students at ACC.

The ACC Unit-Level Effectiveness Assessment Database (U-LEAD) was designed to provide a centralized web-based venue where all College units document their assessment process. **The deadline for completing documentation of all steps of the assessment plan is June 15 of each year.** The database will be closed to data entry from June 15 through July 15 to allow the Office of Institutional Effectiveness to create the annual status of unit-level assessment documentation report.
The Unit-Level Effectiveness Assessment Database (U-LEAD)

This manual and the screen captures shown will guide you through the steps required for documenting your unit’s effectiveness assessment plans. The database was tested with Windows 95 using Netscape Navigator 4 and Internet Explorer 4.0.

Notes

- You will be required to enter the **username: ACC Units** and **password: unitgoals** to save new or edited records to the database.
- If you need assistance with what to enter in any field of the database, click on the field label to the left of each field; a window containing help will open. Also, you may contact Roslyn Wallace (223-7585 or rwall@austincc.edu) for assistance.
- The documentation of unit-level effectiveness assessment provides evidence for demonstrating the effectiveness of the College’s educational programs and support services as required by our accrediting body, the Southern Association of Colleges and Schools (SACS).

To access the U-LEAD

From the Office of Institutional Effectiveness web page at [http://www2.austin.cc.tx.us/oiepub/](http://www2.austin.cc.tx.us/oiepub/). Click on the **Quick Links** drop-down menu, scroll to the bottom of the list and click on **U-LEAD - ACC only**. 
Documenting a Unit Purpose Record: Here the unit states its overall function within the larger context of the College as a whole. Typically, the unit’s purpose stays the same over time, so the statement needs to be entered only once; however, it may be edited at any time.

On the U-LEAD home page, under the heading “Unit Purpose” click on the link Create a new Unit Purpose Record.

Fill in all fields for this form.

Beginning with the Year field, use the “drop-down” lists to select the appropriate entries for the field. Press the Tab key on your keyboard or use the mouse pointer to go to the next field. Select the Unit Name, Unit Dean, and Administrative Area from drop-down lists. (If your unit is not listed, contact Roslyn Wallace at 223-7585 or rwall@austincc.edu.) Type in your name in the Submitted by field and the name of the person to contact if there are questions regarding the documentation in the Area/Unit Contact field.

If you need help with what to enter in the form, click on the field label to the left of each field. A window will appear containing help for what to enter in that field.
You will be prompted for a username and password.

For **username**, enter **ACC Units**. For **password**, enter **unitgoals** (one word).

Your e-mail password will **not** work in the U-LEAD at this time.

It is recommended that you select "Save this password to your password file."
A screen displaying the information you entered for your unit will appear.

At this screen you may print a copy of your Unit Purpose Statement for your records.

Viewing or editing a Unit Purpose record

If you need to view or make changes to the unit purpose statement, click on View/Edit an existing Unit Purpose Record link on the U-LEAD home page.
Select your unit from the drop-down list. (If your unit is not listed, contact Roslyn Wallace at 223-7585 or rwall@austincc.edu.)

You will need to retrieve your records from the database by selecting your unit name and any search criterion you want to use.
Select the criterion you want to use to sort your search results (if any).

Click on the **Start Search** button to see your results.
This search returned three records for the unit “Workshop.” To view any particular record, click on the unit abbreviation in the first column of the row on which that record is listed.

To print the record, use the print function on your web browser. To edit the record, click on the Edit Record link at the bottom of the record.
Make any changes, and click on the **Submit Changes** button.

*Your work is not saved until the record has been submitted.*

You may be prompted for a username and password.

**For username, enter ACC Units.** For password, enter **unitgoals** (one word).

*Your e-mail password will not work in the U-LEAD at this time.*

It is recommended that you select “Save this password to your password file.”
You should arrive at a screen displaying the information you edited for your unit.

At this screen you may print a copy of your Unit Purpose State-

Creating an Outcomes Assessment Plan (Complete this step by December of the current academic year.) An outcomes assessment plan consists of the outcome statement, the criterion for achievement of that outcome, and the methods that will be used to gather data to determine whether the criterion has been met. Assessment plans should be created and implemented every year. It is more useful to create and implement one or two assessment plans than to create several assessment plans and not implement them.

On the U-LEAD home page, under the heading “Unit Outcomes” click on the link Create a new Outcome Assessment Plan.
Select the Unit Name and Academic Year from drop-down lists. (If your unit is not listed, contact Roslyn Wallace at 223-7585 or rwall@austincc.edu.)

Fill in the required fields for this form. Press the Tab key on your keyboard or use the mouse pointer to go to the next field.

If you need help with what to enter in the form, click on the field label to the left of each field. A window will appear containing help for what to enter in that field.

Once information has been entered in all the fields, click the Submit Outcome button to save the record to the database.

Your work is not saved until the record has been submitted.
You will be prompted for a username and password.

For username, enter **ACC Units.** For password, enter **unitgoals** (one word). Click **OK**

Your e-mail password will **not** work in the U-LEAD at this time.

It is recommended that you select “Save this password to your password file.”

You should arrive at a screen displaying the information you entered for your unit. At this screen you may print a copy of your Unit Purpose Statement for your records.

At this point you may continue to add assessment plans, return to the U-LEAD home page, or exit from the database.
Summary and Analysis of Data. The Summary and Analysis of Data includes a brief statement of the results of the implementation of the assessment plan, including a summary of the data the unit collected and the changes it intends to make as a result of those data. This part of documentation begins to “close the loop” of the effectiveness process for the current academic year and is the most important part of our documentation. The deadline for completing this part of the documentation is **JUNE 15** of the each academic year.

---

You will need to retrieve your records from the database by selecting your unit name and any search criterion you want to use.

Select your unit from the drop-down list. (If your unit is not listed, contact Roslyn Wallace at 223-7585 or rwall@austincc.edu.)

Select the criterion you want to use to sort your search results. It is recommended you sort by “year” and then by “outcome #.”

Click on the **Start Search** button to see your results.
This search returned three records for the unit “Workshop.” Determine, using either the outcome number or title, which assessment plan you wish to complete. To open that record, click on the unit abbreviation in the first column of the row on which that record is listed.

Fill in the fields to document your **Results** and **Improvement Actions**. Press the Tab key on your keyboard or use the mouse pointer to go to the next field. If you have attachments, list the name/title and permanent location (program review notebook, etc.) in the field, **List Attachments (if any)**.

If you need help with what to enter in the form, click on the field label to the left of each field. A window will appear containing help for what to enter in that field.

You may also contact Roslyn Wallace at 223-7585 or rwall@austincc.edu.)
Once information has been entered in all the fields, click the Submit Changes button to save the record to the database.

Your work is not saved until the record has been submitted.

You will be prompted for a username and password.

For username, enter **ACC Units.** For password, enter **unitgoals** (one word).

Your e-mail password will not work in the U-LEAD at this time.

It is recommended that you select “Save this password to your password file.”

You should arrive at a screen displaying the information you entered for your unit.

At this screen you may print a copy of your completed “Assessment Plan, Results and Improvement Actions” for your records.
View or Edit an Assessment Plan

To view or edit an assessment plan that has been submitted into the database, you may do so using the View/Edit a Unit Outcome record link on the U-LEAD homepage.

You will need to retrieve your records from the database by selecting your unit name and any search criterion you want to use.

Select your unit from the drop-down list. (If your unit is not listed, contact Roslyn Wallace at 223-7585 or rwall@austincc.edu.)

Select the criterion you want to use to sort your search results. It is recommended you sort by “year” and then by “outcome #.”

Click on the Start Search button to see your results.
This search returned three records for the unit “Workshop.” Determine, using either the outcome number or title, which assessment plan you wish to view or edit. To open that record, click on the unit abbreviation in the first column of the row on which that record is listed.

<table>
<thead>
<tr>
<th>Year</th>
<th>Unit Name</th>
<th>Outcome</th>
<th>Outcome Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>2002-03</td>
<td>Workshop</td>
<td>1</td>
<td>Use U-LEAD</td>
</tr>
<tr>
<td>2002-03</td>
<td>Workshop</td>
<td>1</td>
<td>Use U-LEAD</td>
</tr>
<tr>
<td>2002-03</td>
<td>Workshop</td>
<td>2</td>
<td>help</td>
</tr>
</tbody>
</table>

When the record is displayed, you may choose to print it...

...or you may wish to edit it....

...or to view it and return to the U-LEAD homepage.

Select the appropriate link.

Remember to submit any edited work back to the database as your work will be saved only if you submit it.
**Final Words:**

- Contact Roslyn Wallace (223-7585 or rwall@austincc.edu) if you need any assessment assistance.

- To get to the U-LEAD, go through the Office of Institutional Effectiveness web page http://www2.austin.cc.tx.us/oiepub/ “Quick Links.”

- The U-LEAD user name is *ACC Units*; the password is *unitgoals*.

- Do design assessment plans that will give you information YOU want to know and can collect to use to improve what your stakeholders (students, customers, etc.) experience from your unit. Don’t waste your time creating big/many assessment plans for which you will be unable to collect data.

**Suggested Effectiveness Assessment Schedule**

<table>
<thead>
<tr>
<th>When</th>
<th>What Needs to be Done</th>
</tr>
</thead>
</table>
| Fall 2002  | * Units review the findings of the 2001-02 unit-level effectiveness assessment plans (if they have not already done so).  
* Units identify improvement actions for 2001-02 unit-level effectiveness assessment plans (if they have not already done so).  
* **Document improvement actions for 2001-02 unit-level effectiveness assessment plans into U-LEAD by October 14** (if not already done).  
* Units create unit-level effectiveness assessment plans for the current academic year  
* **Document the outcome, criterion, and methodology for each unit-level effectiveness assessment plan for 2002-03 into the U-LEAD by December break.**  
* Begin to conduct assessments, i.e., implement methodology |
| Winter 2002| * Continue conducting assessments.  
* Conclude assessment activities for Fall (see above) |
| Spring 2003| * Continue conducting assessments.  
* Conclude assessment activities for Fall (see above)  
* Analyze results of 2002-03 assessments  
* **Document summary of results of 2002-03 assessment plans into U-LEAD by June 15.** |
| Summer 2003| * Continue to analyze results of 2002-03 assessments  
* **Document summary of results into U-LEAD by June 15.** |
| Fall 2003  | * Begin the cycle again. |

20