



Office of Institutional Effectiveness & Assessment

Plan Writer Guide - IE Report

2015–2017



Spring 2017

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What is Institutional Effectiveness (IE)?

Institutional Effectiveness (IE) is a process of continuous and systematic planning, evaluation and quality improvement. An effective IE process can provide useful information and lead the college forward in accomplishing its overall mission. An effective IE process can also have the added benefits of:

- Allowing each unit of the college to determine how well it is doing in accomplishing its specific mission
- Aligning unit goals to the college's strategic directions
- Monitoring progress towards achieving the goals

In addition to these benefits, IE is required by the Southern Association for Colleges and Schools (SACS), our accrediting body. These requirements are mandated in the following requirement standards:

- **2.5** The institution engages in ongoing, integrated, and institution-wide research-based planning and evaluation processes that (1) incorporate a systematic review of the institutional mission, goals and outcomes; (2) results in continuing improvement in institutional quality; and (3) demonstrates the institution is effectively accomplishing its mission (SACS/COC Resource Manual, 2012 p. 16).
- **3.3.1** The institution identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of improvement based on analysis of the results... (SACS/COC Resource Manual, 2012 p. 48).

South Texas College's IE Process

Every departmental unit within the college must have an IE plan. At South Texas College (STC) the Institutional Effectiveness process is organized around a 2-year biennium cycle. The first year each department develops their plan that will guide them towards effectiveness and improvement for the next two years. After the first year, a mid-biennium report is completed which describes the current status and update for each of the strategies and objectives laid out in the IE plan. At the end of the second year the final IE report is completed. It is during this time that the findings are reported and interpreted. Recommendations based on the findings can then be made for the following reporting cycle. This cycle of planning, implementation, evaluation, and developing recommendations based on evaluation is what drives the continuous improvement process at STC (see figure 1).

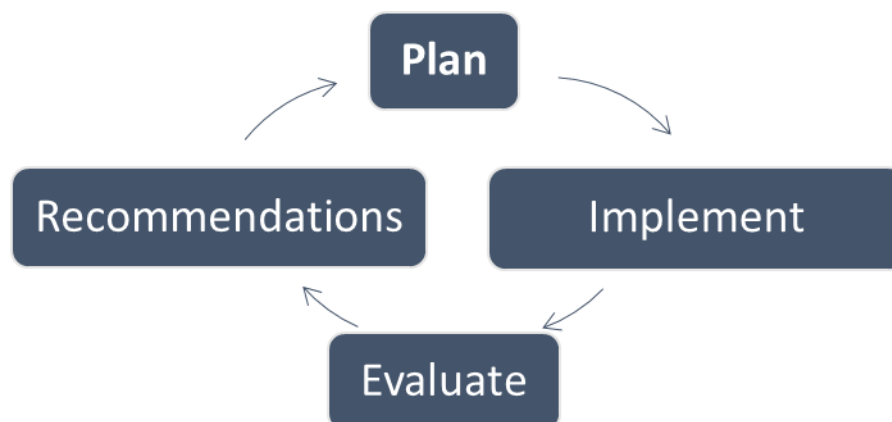


Figure 1

Planning

The planning process is the time to determine what it is your department will do for the next two years, and how you will go about evaluating your goals and objectives. To begin this process you can visit your department's Comprehensive Operational Plan. From this plan, determine if any practices or initiatives could benefit from an evaluation.

Implementation

Planning is futile without action. After plans and strategies have been established they should be carried out over the next two years.

Evaluation

At the end of the two years you should reflect on the data you collected as part of your evaluation plan to determine if the strategies were effective.

Recommendations

Based on the previous steps, what recommendations can you make to improve your department? Is there something in the data or the process that could move your department forward?

The IE Plan Final Report Components

Findings - To be completed at the end of the biennium cycle. This provides a description and interpretation of the results based on the information or data gathered pertaining to the stated objective.

What was the end result? Did you meet your target? What does the data mean?

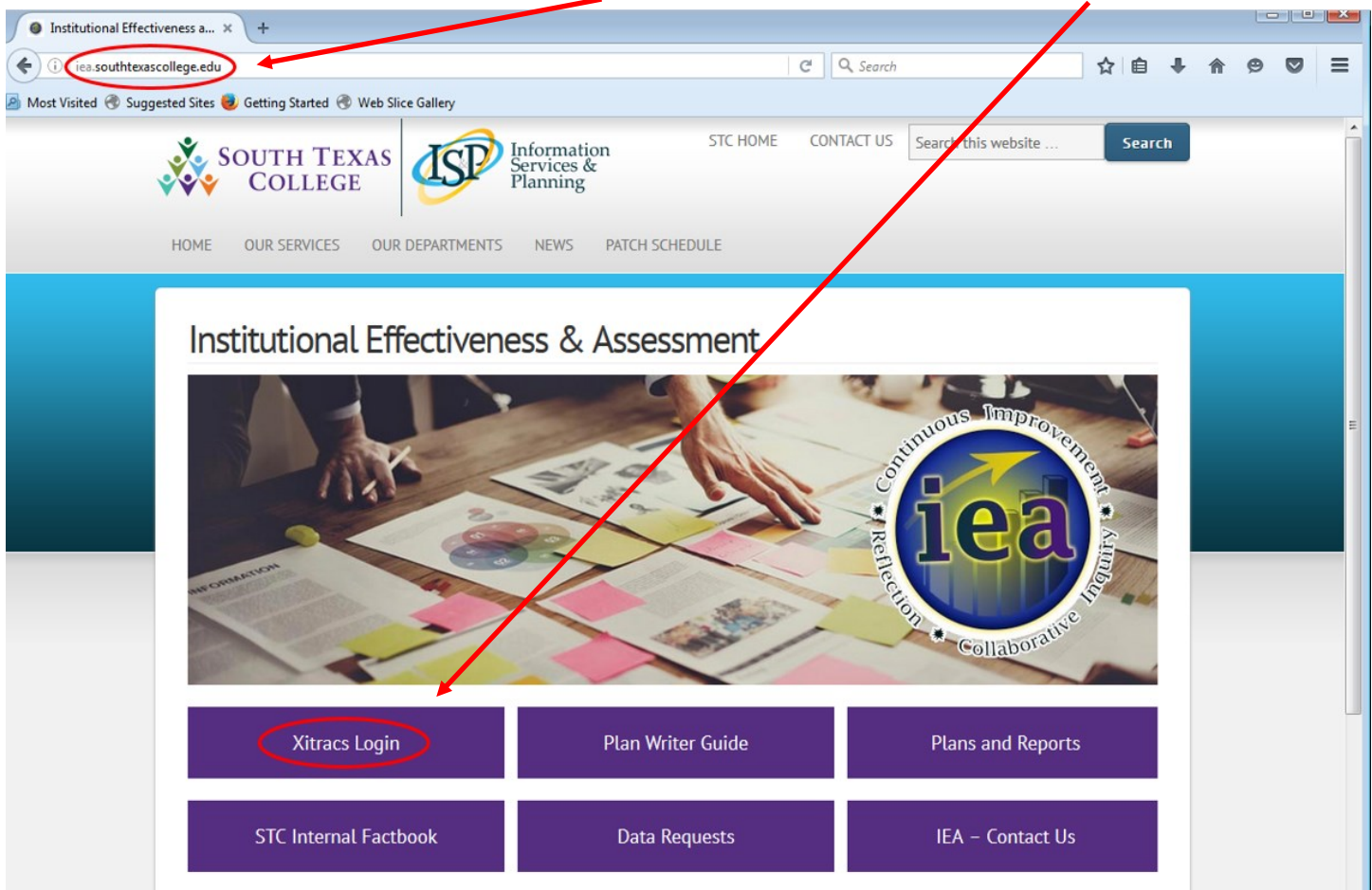
Objective Met - Based on the Findings, this field indicates whether every Objective was accomplished for each Goal or not.

Action Plan - A description of what actions will be taken in the future, and which strategies and objectives will be carried over to the new IE cycle.

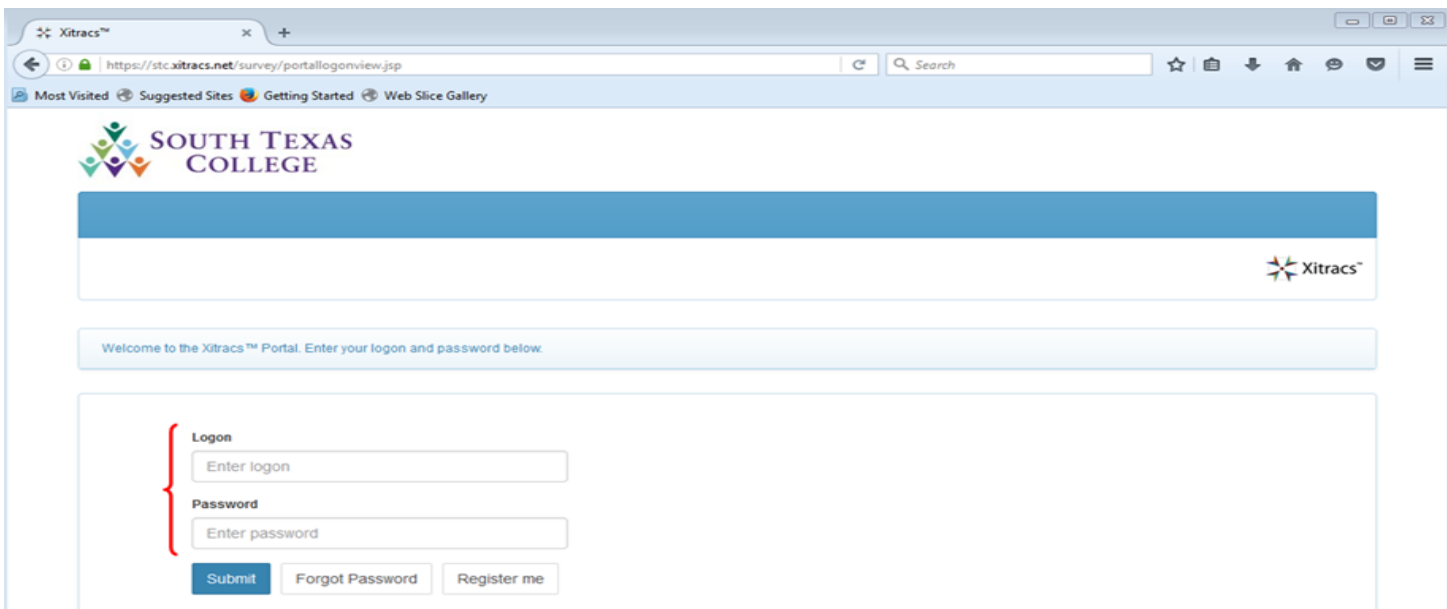
Based on what we learned from our evaluation, how will we proceed in the future? Will we continue to implement, or discontinue the strategy? Will we modify our strategy? What can we do to improve?

Notes/Remarks - A section located at the bottom of the plan that can be used to include any conditions, reminders, or other significant information that was not otherwise previously mentioned in the plan.

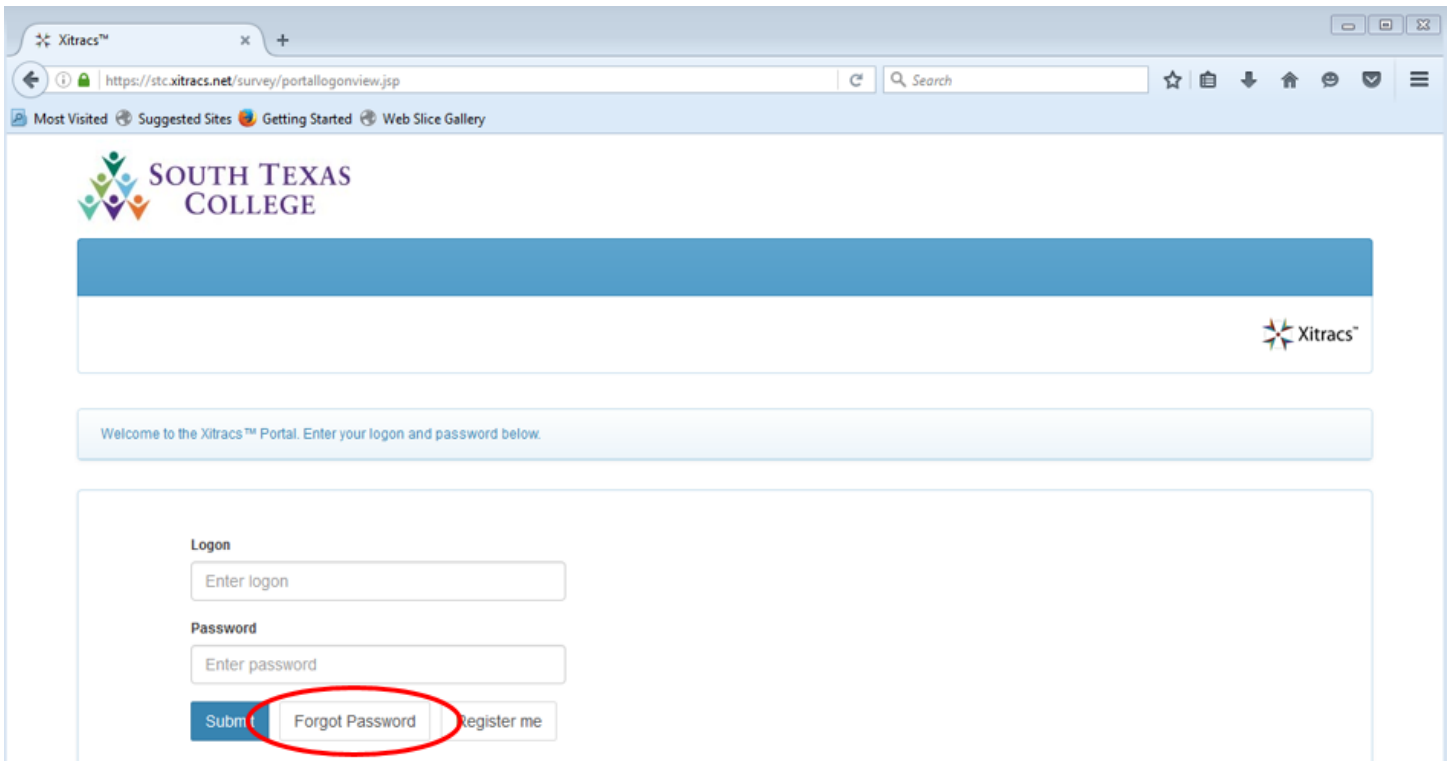
Begin by visiting the IEA website: iea.southtexascollege.edu. Then, click on the **Xitracs Login** button.



Once you have entered the Xitracs portal, type in your South Texas College username (do not include @southtexascollege.edu). Use the password “**temp**” if this is the first time you log in. In case you have forgotten your password, follow the instructions described on the next page to reset your password.

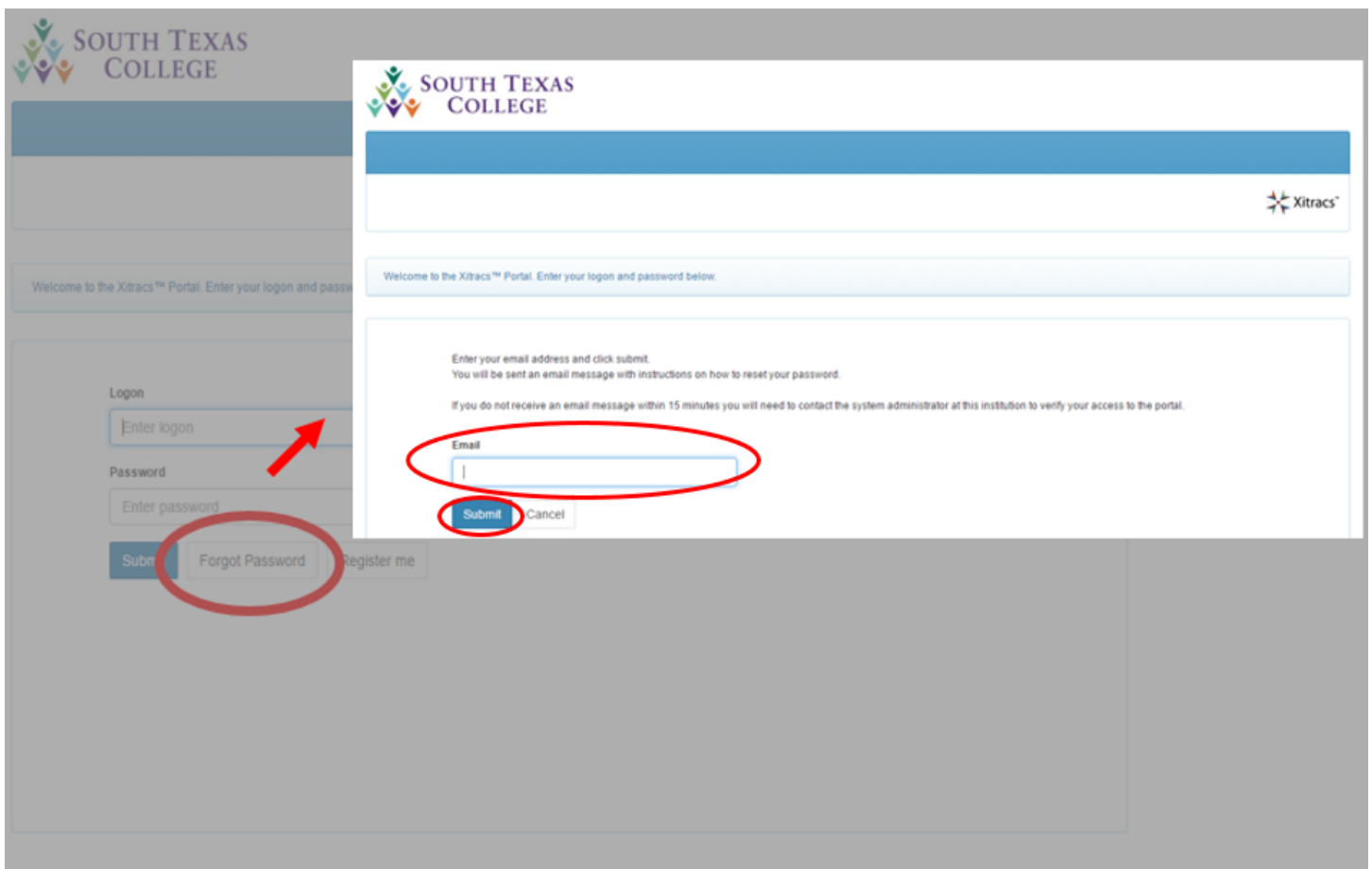


If you have forgotten your password, simply click on the **Forgot Password** button, and you will be taken to a new screen where you will be asked to type in your email address.



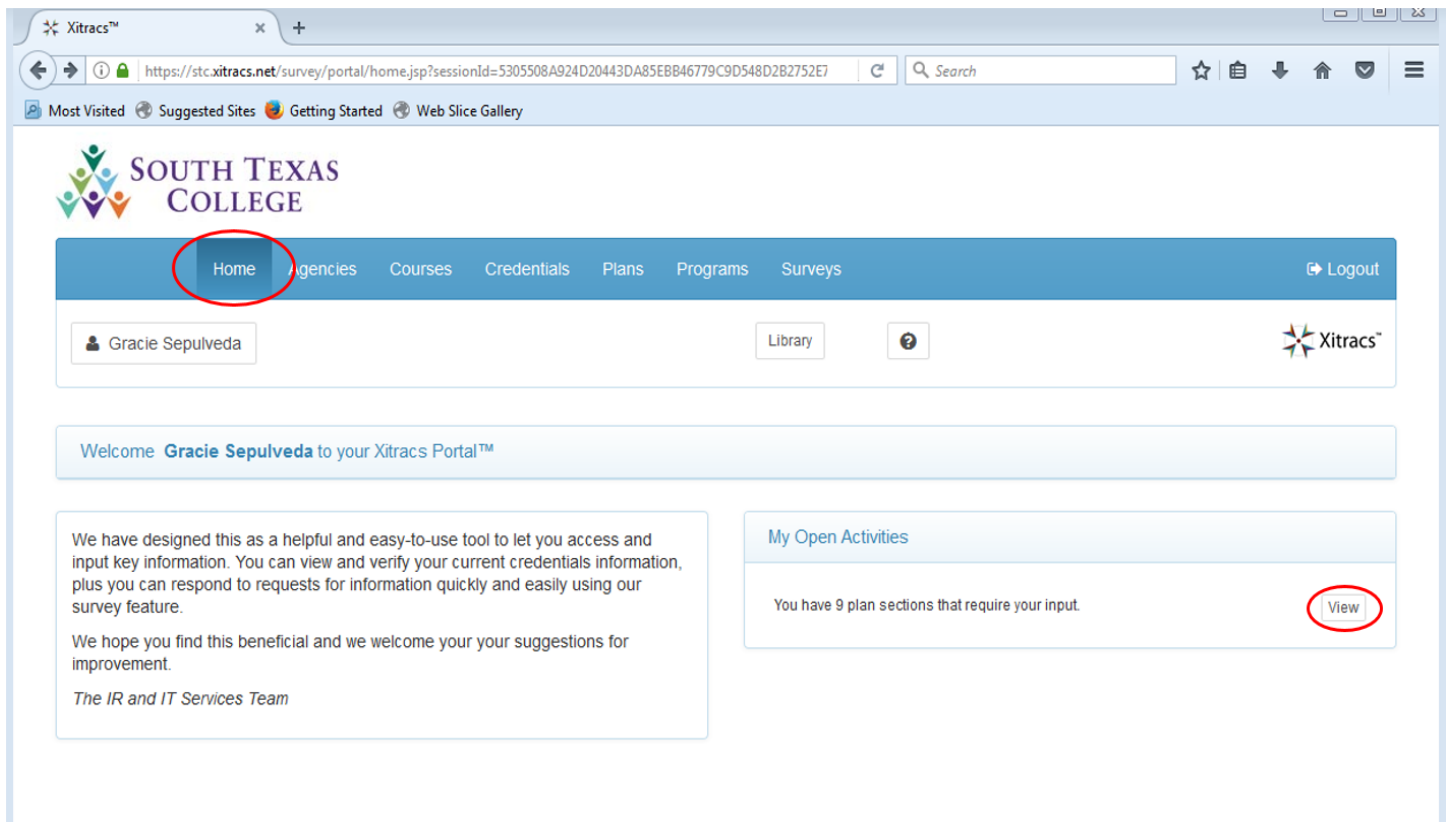
The screenshot shows a web browser window with the URL <https://stc.xitrac.net/survey/portalloginview.jsp>. The page header features the South Texas College logo and the XitracS logo. Below the header, a blue bar contains the text "Welcome to the XitracS™ Portal. Enter your logon and password below." The main content area contains a login form with two input fields: "Ligon" and "Password". Below these fields are three buttons: "Submit", "Forgot Password", and "Register me". The "Forgot Password" button is circled in red.

Enter your **Email** address (your_name@southtexascollege.edu), and click on the **Submit** button. Once you have done that, you will receive an email containing instructions on how to reset your password.

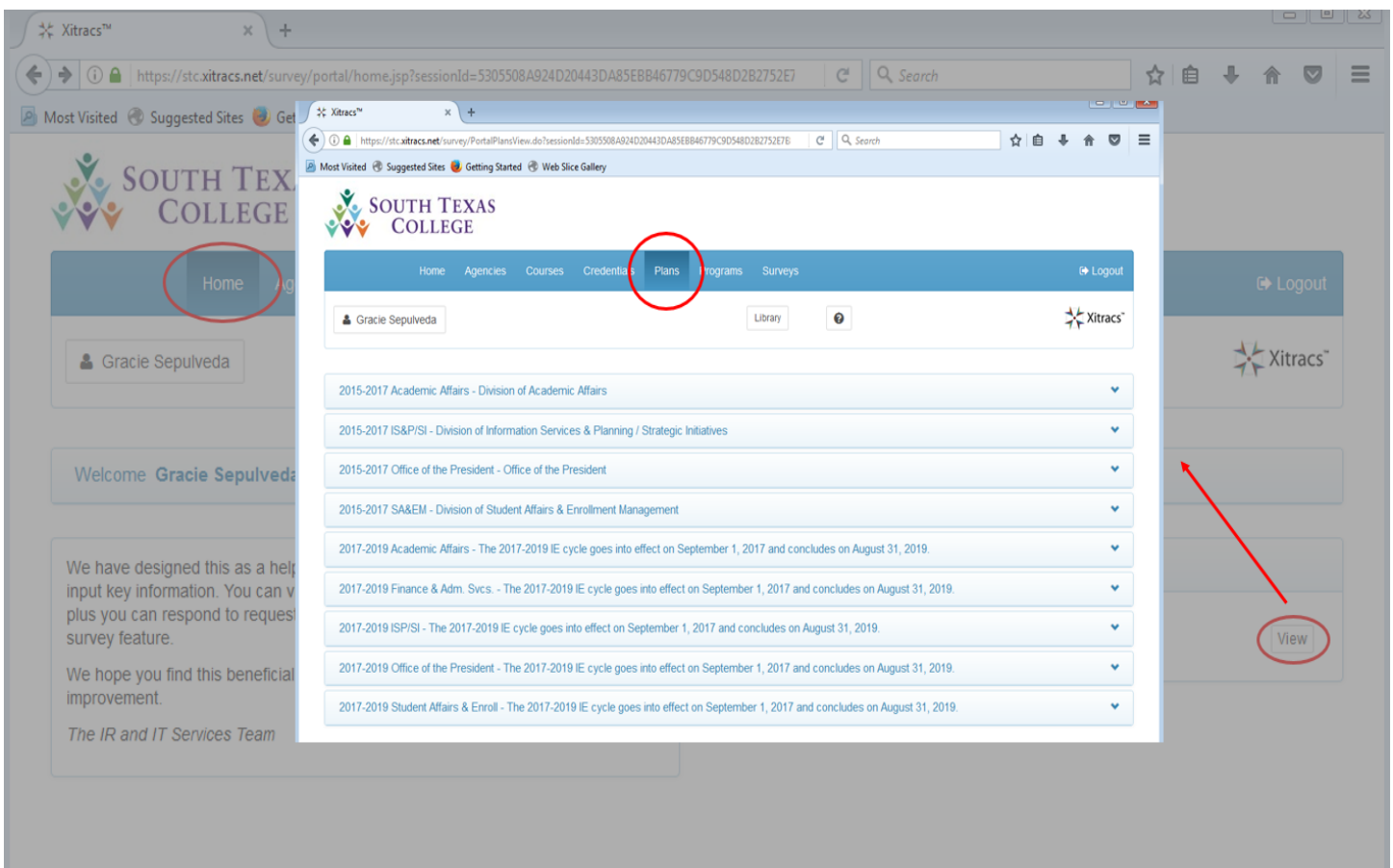


The screenshot shows a web browser window with the URL <https://stc.xitrac.net/survey/portalloginview.jsp>. The page header features the South Texas College logo and the XitracS logo. Below the header, a blue bar contains the text "Welcome to the XitracS™ Portal. Enter your logon and password below." The main content area contains a form with an "Email" input field and two buttons: "Submit" and "Cancel". The "Email" field and the "Submit" button are circled in red. A red arrow points from the "Forgot Password" button in the background to the "Email" field.

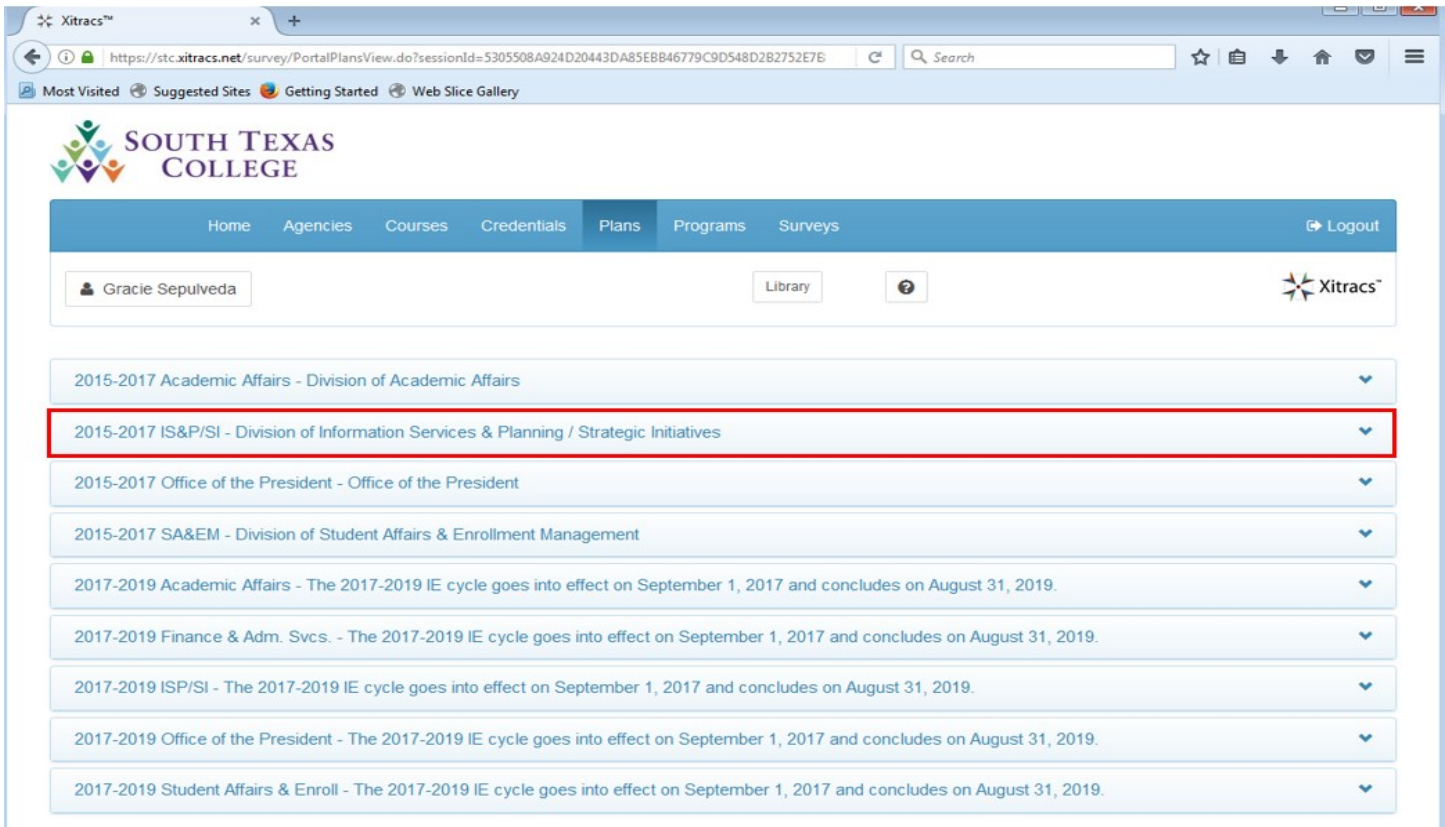
After you have successfully logged in, you will be taken to the homepage where you will be able to begin working on your new IE plan for the 2017-2019 cycle by clicking on the **View** button.



You will now arrive at the **Plans** screen. This page will allow you to access your IE plan.

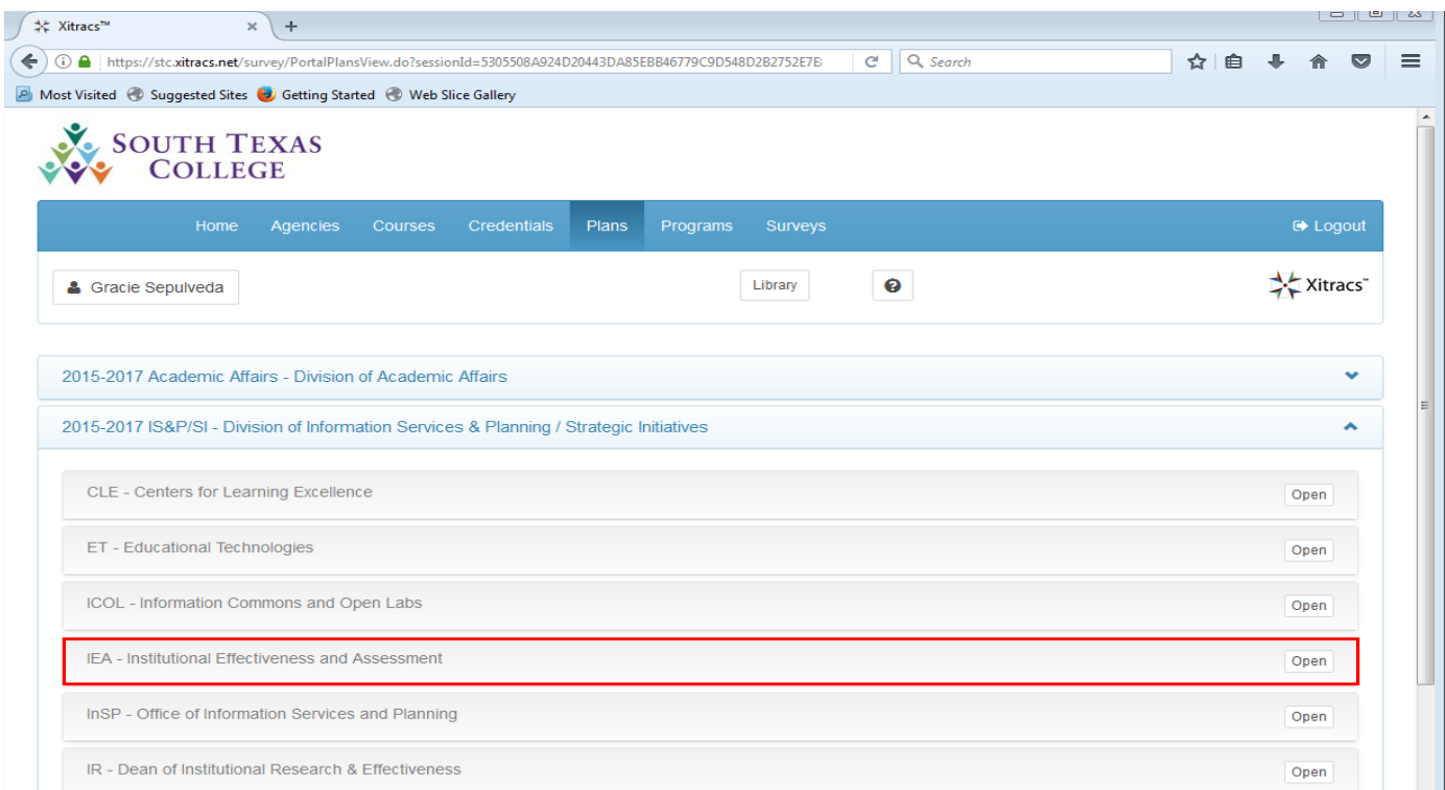


Select the name of the IE plan you will be working on, and click anywhere on that field to access it. Please note, at this time, you will only be working on the **2015-2017 IE Report** where you will be completing the Final Report, Objective Met, and Action Plan sections. You do not have to open the 2017-2019 IE Plan at this point.



The screenshot shows the Xitracx portal interface for South Texas College. The user is logged in as Gracie Sepulveda. The 'Plans' tab is selected in the top navigation bar. A list of IE plans is displayed, with the '2015-2017 IS&P/SI - Division of Information Services & Planning / Strategic Initiatives' plan highlighted by a red rectangular box. Other plans listed include '2015-2017 Academic Affairs - Division of Academic Affairs', '2015-2017 Office of the President - Office of the President', '2015-2017 SA&EM - Division of Student Affairs & Enrollment Management', and several 2017-2019 plans for various divisions.

After clicking on that field, you see the list of IE plans you have access to (most people will only have one). Click anywhere on that field to open up your IE plan.



The screenshot shows the Xitracx portal interface for South Texas College, displaying a list of IE plans. The '2015-2017 IS&P/SI - Division of Information Services & Planning / Strategic Initiatives' plan is selected, and a list of available IE plans is shown below. The 'IEA - Institutional Effectiveness and Assessment' plan is highlighted with a red rectangular box. Other plans listed include 'CLE - Centers for Learning Excellence', 'ET - Educational Technologies', 'ICOL - Information Commons and Open Labs', 'InSP - Office of Information Services and Planning', and 'IR - Dean of Institutional Research & Effectiveness'. Each plan has an 'Open' button next to it.

Once you have made your selection, the first screen you will encounter is the basic structure of your IE plan. Notice that the Mission, Goals, STC Strategic Directions, Personnel, Capital, Objectives, Tools, Metrics, Description of Metrics, and Mid-Biennium Findings are **Complete**. Therefore, you will begin entering information on the Findings section where you will enter the final results for each Objective. To do that, click anywhere on the **Findings** field.

2015-2017 IS&P/SI [IEA]
Institutional Effectiveness and Assessment

Reporting Cycle: Plan Cycle 2015-2017
View PDF Close

Fields and Responses Link Show All

Budget	No budget set	Edit
1 Mission		Complete
1.1 Goal		Complete
1.1.1 STC Strategic Direction		Complete
1.1.2 Strategy		Complete
1.1.2.1 Personnel		Complete
1.1.2.2 Capital		Complete
1.1.2.3 Objective		Complete
1.1.2.3.1 Tool (Tactic)		Complete
1.1.2.3.2 Metric(s)		Complete
1.1.2.3.2.1 Description of Metric(s)		Complete
1.1.2.3.3 Mid-Biennium Findings		Complete
1.1.2.3.4 Findings		Incomplete
1.1.2.3.4.1 Objective Met		Incomplete
1.1.2.3.4.2 Action Plan(s)		Incomplete

You will now be able to view the **Edit** button which will allow you to enter your information.

2015-2017 IS&P/SI [IEA]
Institutional Effectiveness and Assessment

Reporting Cycle: Plan Cycle 2015-2017
View PDF Close

Fields and Responses Link Show All

Budget	No budget set	Edit
1 Mission		Complete
1.1 Goal		Complete
1.1.1 STC Strategic Direction		Complete
1.1.2 Strategy		Complete
1.1.2.1 Personnel		Complete
1.1.2.2 Capital		Complete
1.1.2.3 Objective		Complete
1.1.2.3.1 Tool (Tactic)		Complete
1.1.2.3.2 Metric(s)		Complete
1.1.2.3.2.1 Description of Metric(s)		Complete
1.1.2.3.3 Mid-Biennium Findings		Complete
1.1.2.3.4 Findings		Incomplete
Please enter data or information regarding the Objective (Additionally, you may upload any supporting documentation as an attachment).		
1.1.2.3.4.1 Objective Met		Incomplete
1.1.2.3.4.2 Action Plan(s)		Incomplete

After you click on the **Edit** button, a new window will appear. Enter your information, and check off the **Mark as complete** box. Also, click on the **Save** button to have your entry recorded.

Once you have checked off the **Mark as complete** box, and clicked on the **Save** button, you will be taken back to the main page of your IE Plan. Notice that the **Findings** field will now be displayed as **Complete**.

Field	Status
Budget	No budget set
1 Mission	Complete
1.1 Goal	Complete
1.1.1 STC Strategic Direction	Complete
1.1.2 Strategy	Complete
1.1.2.1 Personnel	Complete
1.1.2.2 Capital	Complete
1.1.2.3 Objective	Complete
1.1.2.3.1 Tool (Tactic)	Complete
1.1.2.3.2 Metric(s)	Complete
1.1.2.3.2.1 Description of Metric(s)	Complete
1.1.2.3.3 Mid-Biennium Findings	Complete
1.1.2.3.4 Findings	Complete
1.1.2.3.4.1 Objective Met	Incomplete
1.1.2.3.4.2 Action Plan(s)	Incomplete

Next, the **Findings** section has two subcategories which are the **Objective Met** and the **Action Plans**. In the **Objective Met** subcategory you will have to indicate whether each objective for every **Goal** was met or not. To select your response, simply click anywhere on the **Objective Met** field to access the **Edit** button.

2015-2017 IS&P/SI [IEA]
Institutional Effectiveness and Assessment

Reporting Cycle: Plan Cycle 2015-2017
View PDF Close

Fields and Responses Link Show All

Budget	No budget set	Edit
1 Mission		Complete
1.1 Goal		Complete
1.1.1 STC Strategic Direction		Complete
1.1.2 Strategy		Complete
1.1.2.1 Personnel		Complete
1.1.2.2 Capital		Complete
1.1.2.3 Objective		Complete
1.1.2.3.1 Tool (Tactic)		Complete
1.1.2.3.2 Metric(s)		Complete
1.1.2.3.2.1 Description of Metric(s)		Complete
1.1.2.3.3 Mid-Biennium Findings		Complete
1.1.2.3.4 Findings		Complete
1.1.2.3.4.1 Objective Met	Incomplete	Edit
1.1.2.3.4.2 Action Plan(s)	Incomplete	

After clicking on the **Objective Met** field, you will see the **Edit** button. Click the **Edit** button to make your selection.

2015-2017 IS&P/SI [IEA]
Institutional Effectiveness and Assessment

Reporting Cycle: Plan Cycle 2015-2017
View PDF Close

Fields and Responses Link Show All

Budget	No budget set	Edit
1 Mission		Complete
1.1 Goal		Complete
1.1.1 STC Strategic Direction		Complete
1.1.2 Strategy		Complete
1.1.2.1 Personnel		Complete
1.1.2.2 Capital		Complete
1.1.2.3 Objective		Complete
1.1.2.3.1 Tool (Tactic)		Complete
1.1.2.3.2 Metric(s)		Complete
1.1.2.3.2.1 Description of Metric(s)		Complete
1.1.2.3.3 Mid-Biennium Findings		Complete
1.1.2.3.4 Findings		Complete
1.1.2.3.4.1 Objective Met	Incomplete	Edit
Based on the Findings, please indicate the status of the Objective by selecting either: Met, Partially Met, Not Met, or Not Reported This Cycle.		
1.1.2.3.3 Mid-Biennium Findings		Complete
1.1.2.3.4 Findings		Complete
1.1.2.3.4.1 Objective Met	Incomplete	
1.1.2.3.4.2 Action Plan(s)	Incomplete	

Once you click on the **Edit** button, you will see the drop-down menu. Click the downward arrow button to view your choices.

The screenshot shows a web application interface for the '2015-2017 IS&P/SI [IEA] Institutional Effectiveness and Assessment'. A modal dialog box titled '1.1.2.3.4.1 Objective Met' is open. It contains a 'Select an option' dropdown menu with the following options: 'Met', 'Partially Met', 'Not Met', and 'Not Reported This Cycle'. The 'Met' option is currently selected. A red circle highlights the downward arrow button on the right side of the dropdown menu. Below the dropdown menu are 'Save' and 'Cancel' buttons. The background shows a table with various fields and responses, including 'Budget', 'Mission', 'Goal', 'Strategic Direction', 'Strategy', 'Personnel', 'Capital', 'Objective', 'Tool (Tactic)', 'Metric(s)', 'Description of Metric(s)', 'Mid-Biennium Findings', and 'Findings'. The status of the 'Objective Met' field is currently 'Incomplete'.

After choosing the option that best describes your **Objective** results, check off the **Mark as complete** box, and click on the **Save** button so that your selection gets recorded.

This screenshot shows the same '1.1.2.3.4.1 Objective Met' dialog box. The 'Met' option is still selected in the dropdown menu. A red checkmark is now visible next to the 'Mark as complete' checkbox. A red circle highlights the 'Save' button. The background interface remains the same, showing the assessment table and the 'Incomplete' status for the 'Objective Met' field.

After you check off the **Mark as complete** box, and have clicked on the **Save** button, the **Objective Met** field will now appear as **Complete** on the main page of your IE Plan.

2015-2017 IS&P/SI [IEA]
Institutional Effectiveness and Assessment
Reporting Cycle: Plan Cycle 2015-2017
[View PDF](#) [Close](#)

Fields and Responses
[Link](#) [Show All](#)

Budget	No budget set	Edit
1 Mission		Complete
1.1 Goal		Complete
1.1.1 STC Strategic Direction		Complete
1.1.2 Strategy		Complete
1.1.2.1 Personnel		Complete
1.1.2.2 Capital		Complete
1.1.2.3 Objective		Complete
1.1.2.3.1 Tool (Tactic)		Complete
1.1.2.3.2 Metric(s)		Complete
1.1.2.3.2.1 Description of Metric(s)		Complete
1.1.2.3.3 Mid-Biennium Findings		Complete
1.1.2.3.4 Findings		Complete
1.1.2.3.4.1 Objective Met		Complete
1.1.2.3.4.2 Action Plan(s)		Incomplete

The next subcategory under the **Findings** section is the **Action Plan**. To enter a description of what action will be taken in the future, and which strategies and objectives will be carried over to the new IE cycle, begin by clicking anywhere on the **Action Plan** field so that you can view the **Edit** button.

2015-2017 IS&P/SI [IEA]
Institutional Effectiveness and Assessment
Reporting Cycle: Plan Cycle 2015-2017
[View PDF](#) [Close](#)

Fields and Responses
[Link](#) [Show All](#)

Budget	No budget set	Edit
1 Mission		Complete
1.1 Goal		Complete
1.1.1 STC Strategic Direction		Complete
1.1.2 Strategy		Complete
1.1.2.1 Personnel		Complete
1.1.2.2 Capital		Complete
1.1.2.3 Objective		Complete
1.1.2.3.1 Tool (Tactic)		Complete
1.1.2.3.2 Metric(s)		Complete
1.1.2.3.2.1 Description of Metric(s)		Complete
1.1.2.3.3 Mid-Biennium Findings		Complete
1.1.2.3.4 Findings		Complete
1.1.2.3.4.1 Objective Met		Complete
1.1.2.3.4.2 Action Plan(s)		Incomplete

To enter a description of your **Action Plan**, begin by clicking on the **Edit** button.

2015-2017 IS&P/SI [IEA]
Institutional Effectiveness and Assessment

Reporting Cycle: Plan Cycle 2015-2017

View PDF Close

Fields and Responses

Link Show All

Budget	No budget set	Edit
1 Mission		Complete
1.1 Goal		Complete
1.1.1 STC Strategic Direction		Complete
1.1.2 Strategy		Complete
1.1.2.1 Personnel		Complete
1.1.2.2 Capital		Complete
1.1.2.3 Objective		Complete
1.1.2.3.1 Tool (Tactic)		Complete
1.1.2.3.2 Metric(s)		Complete
1.1.2.3.2.1 Description of Metric(s)		Complete
1.1.2.3.3 Mid-Biennium Findings		Complete
1.1.2.3.4 Findings		Complete
1.1.2.3.4.1 Objective Met		Complete
1.1.2.3.4.2 Action Plan(s)		Incomplete

Based on the Findings, please provide any recommendations or action plans for further improvement (Additionally, you may upload any supporting documentation as an attachment).

Edit File +

After clicking the **Edit** button, a window will appear. Enter your description, check off the **Mark as complete** box, and click on the **Save** button so that your response can get recorded.

2015-2017 IS&P/SI [IEA]
Institutional Effectiveness and Assessment

Reporting Cycle: Plan Cycle 2015-2017

View PDF Close

Fields and Responses

Link Show All

Budget	No budget set	Edit
1 Mission		Complete
1.1 Goal		Complete
1.1.1 STC Strategic Direction		Complete
1.1.2 Strategy		Complete
1.1.2.1 Personnel		Complete
1.1.2.2 Capital		Complete
1.1.2.3 Objective		Complete
1.1.2.3.1 Tool (Tactic)		Complete
1.1.2.3.2 Metric(s)		Complete
1.1.2.3.2.1 Description of Metric(s)		Complete
1.1.2.3.3 Mid-Biennium Findings		Complete
1.1.2.3.4 Findings		Complete
1.1.2.3.4.1 Objective Met		Complete
1.1.2.3.4.2 Action Plan(s)		Incomplete

Based on the Findings, please provide any recommendations or action plans for further improvement (Additionally, you may upload any supporting documentation as an attachment).

Edit File +

1.1.2.3.4.2 Action Plan(s)

Paragraph Font Family Font Sizes A A [Grid] [Code]

B I U [Align Left] [Align Center] [Align Right] [Justify] [List Bulleted] [List Numbered] [List None] [Link] [Unlink] [Indent] [Outdent]

p Words: 0

☒ Mark as complete

Save Cancel

After you check off the **Mark as complete** box, and have clicked on the **Save** button, the **Action Plans** field will now appear as **Complete** on the main page of your IE Plan. Continue to enter your **Findings**, **Objective Met** response, and **Action Plans** for every **Objective** under each **Goal**.

2015-2017 IS&P/SI [IEA]
Institutional Effectiveness and Assessment
Reporting Cycle: Plan Cycle 2015-2017
View PDF
Close

Fields and Responses
Link
Show All

Budget	No budget set	Edit
1 Mission		Complete
1.1 Goal		Complete
1.1.1 STC Strategic Direction		Complete
1.1.2 Strategy		Complete
1.1.2.1 Personnel		Complete
1.1.2.2 Capital		Complete
1.1.2.3 Objective		Complete
1.1.2.3.1 Tool (Tactic)		Complete
1.1.2.3.2 Metric(s)		Complete
1.1.2.3.2.1 Description of Metric(s)		Complete
1.1.2.3.3 Mid-Biennium Findings		Complete
1.1.2.3.4 Findings		Complete
1.1.2.3.4.1 Objective Met		Complete
1.1.2.3.4.2 Action Plan(s)		Complete

Once you have entered your response for each **Findings**, **Objective Met**, and **Action Plans** sections, you may exit your IE Plan by clicking on the **Close** button. Before you do that, make sure every section of your plan is displayed as **Complete**. If something is still showing as **Incomplete**, click anywhere on that field so that you can access the **Edit** button, and enter your response.

2015-2017 IS&P/SI [IEA]
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View PDF
Close

Fields and Responses
Link
Show All

Budget	No budget set	Edit
1 Mission		Complete
1.1 Goal		Complete
1.1.1 STC Strategic Direction		Complete
1.1.2 Strategy		Complete
1.1.2.1 Personnel		Complete
1.1.2.2 Capital		Complete
1.1.2.3 Objective		Complete
1.1.2.3.1 Tool (Tactic)		Complete
1.1.2.3.2 Metric(s)		Complete
1.1.2.3.2.1 Description of Metric(s)		Complete
1.1.2.3.3 Mid-Biennium Findings		Complete
1.1.2.3.4 Findings		Complete
1.1.2.3.4.1 Objective Met		Complete
1.1.2.3.4.2 Action Plan(s)		Complete
1.1.2.4 Objective		Complete
1.1.2.4.1 Tool (Tactic)		Complete
1.1.2.4.2 Metric(s)		Complete
1.1.2.4.2.1 Description of Metric(s)		Complete
1.1.2.4.3 Mid-Biennium Findings		Complete
1.1.2.4.4 Findings		Complete

To create a **PDF** copy of your IE Plan, click on the **View PDF** button at the top of the main screen.

The screenshot shows the South Texas College XitracS interface. At the top, there is a navigation bar with links: Home, Agencies, Courses, Credentials, Plans, Programs, and Surveys. A user profile for Gracie Sepulveda is visible. Below the navigation bar, there is a section for the '2015-2017 IS&P/SI [IEA] Institutional Effectiveness and Assessment'. On the right side of this section, there is a 'Reporting Cycle: Plan Cycle 2015-2017' and a 'View PDF' button, which is circled in red. Below this, there is a 'Fields and Responses' section with a table listing various fields and their completion status. The table has columns for the field name and a status column with 'Complete' or 'No budget set'.

Fields and Responses	
Budget	No budget set
1 Mission	Complete
1.1 Goal	Complete
1.1.1 STC Strategic Direction	Complete
1.1.2 Strategy	Complete
1.1.2.1 Personnel	Complete
1.1.2.2 Capital	Complete
1.1.2.3 Objective	Complete
1.1.2.3.1 Tool (Tactic)	Complete
1.1.2.3.2 Metric(s)	Complete
1.1.2.3.2.1 Description of Metric(s)	Complete
1.1.2.3.3 Mid-Biennium Findings	Complete
1.1.2.3.4 Findings	Complete

After clicking on the **View PDF** button, a new window will appear allowing you to select the components you would like to see on your PDF report. Check off as many as you want, and then press the **Submit** button.

The screenshot shows a 'PDF Report Options' dialog box overlaid on the XitracS interface. The dialog box has a title bar and a close button. It contains several checkboxes for selecting components to include in the PDF report: Title Page, Budget, Comments, Field Numbers, Linked Plans, Linked Programs (including Child-field Responses), and Linked Program Responses. Below these checkboxes, there is a text input field for 'For program reporting cycle(s):' with a note to 'Use Ctrl or Cmd key to select multiple cycles.' A list of reporting cycles is shown, with '#4 (Aug 25, 2016/Aug 24, 2017)' selected. At the bottom of the dialog box, there are 'Submit' and 'Cancel' buttons, with the 'Submit' button circled in red.

PDF Report Options

Select any additional information to include in this plan report.

☒ Title Page ☒ Budget ☒ Comments ☒ Field Numbers

☐ Linked Plans

☐ Linked Programs Including: ☐ Linked Program Responses

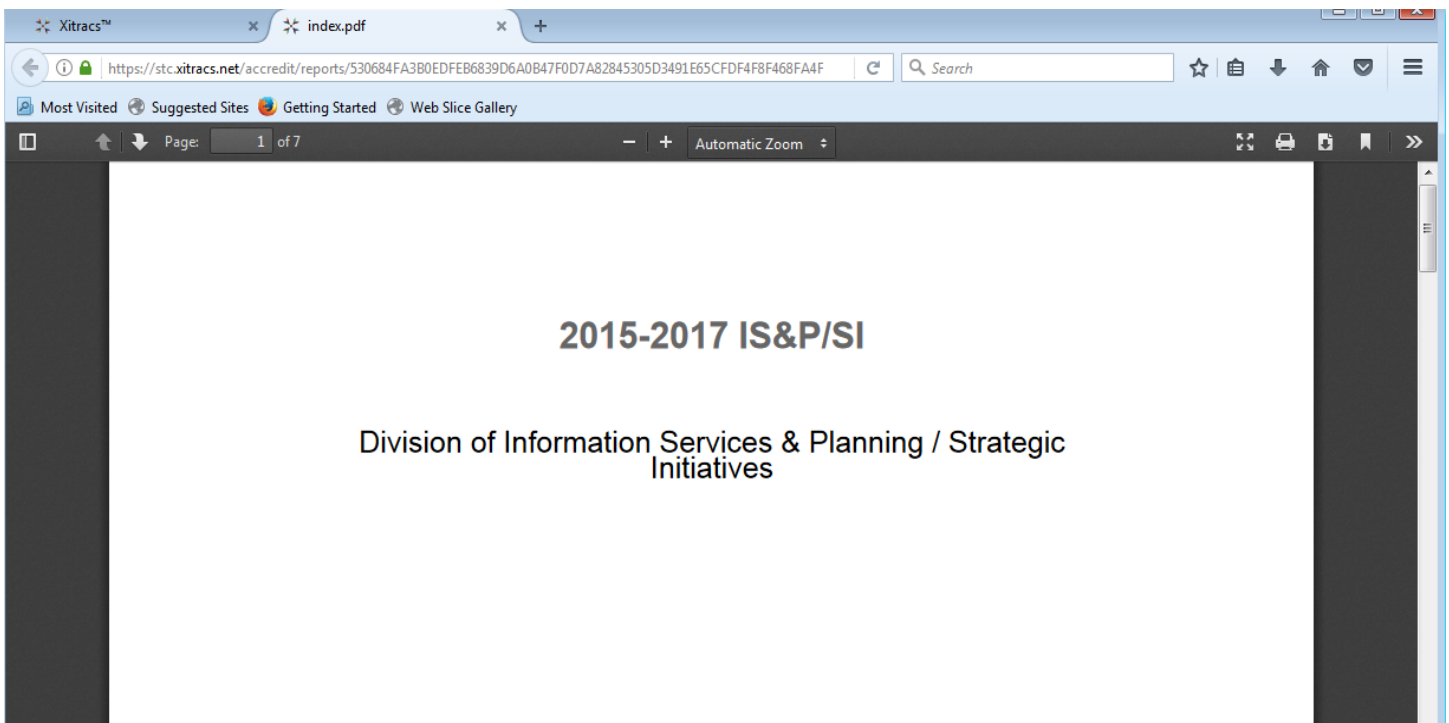
☐ Child-field Responses

For program reporting cycle(s): Use Ctrl or Cmd key to select multiple cycles.

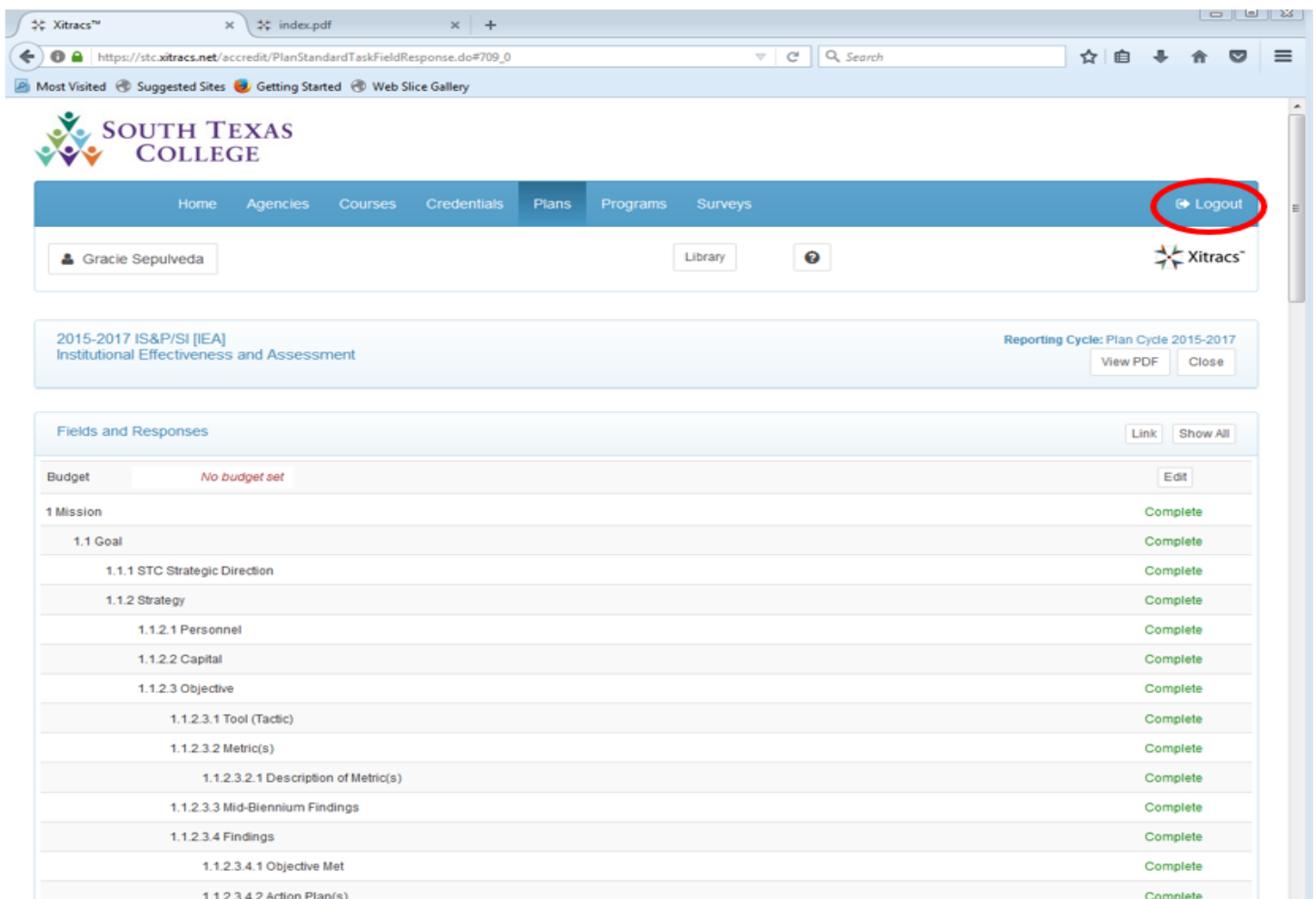
#1 (Aug 25, 2013/Aug 24, 2014)
#2 (Aug 25, 2014/Aug 24, 2015)
#3 (Aug 25, 2015/Aug 24, 2016)
#4 (Aug 25, 2016/Aug 24, 2017)
#5 (Aug 25, 2017/Aug 24, 2018)
#6 (Aug 25, 2018/Aug 24, 2019)
#7 (Aug 25, 2019/Aug 24, 2020)

Submit Cancel

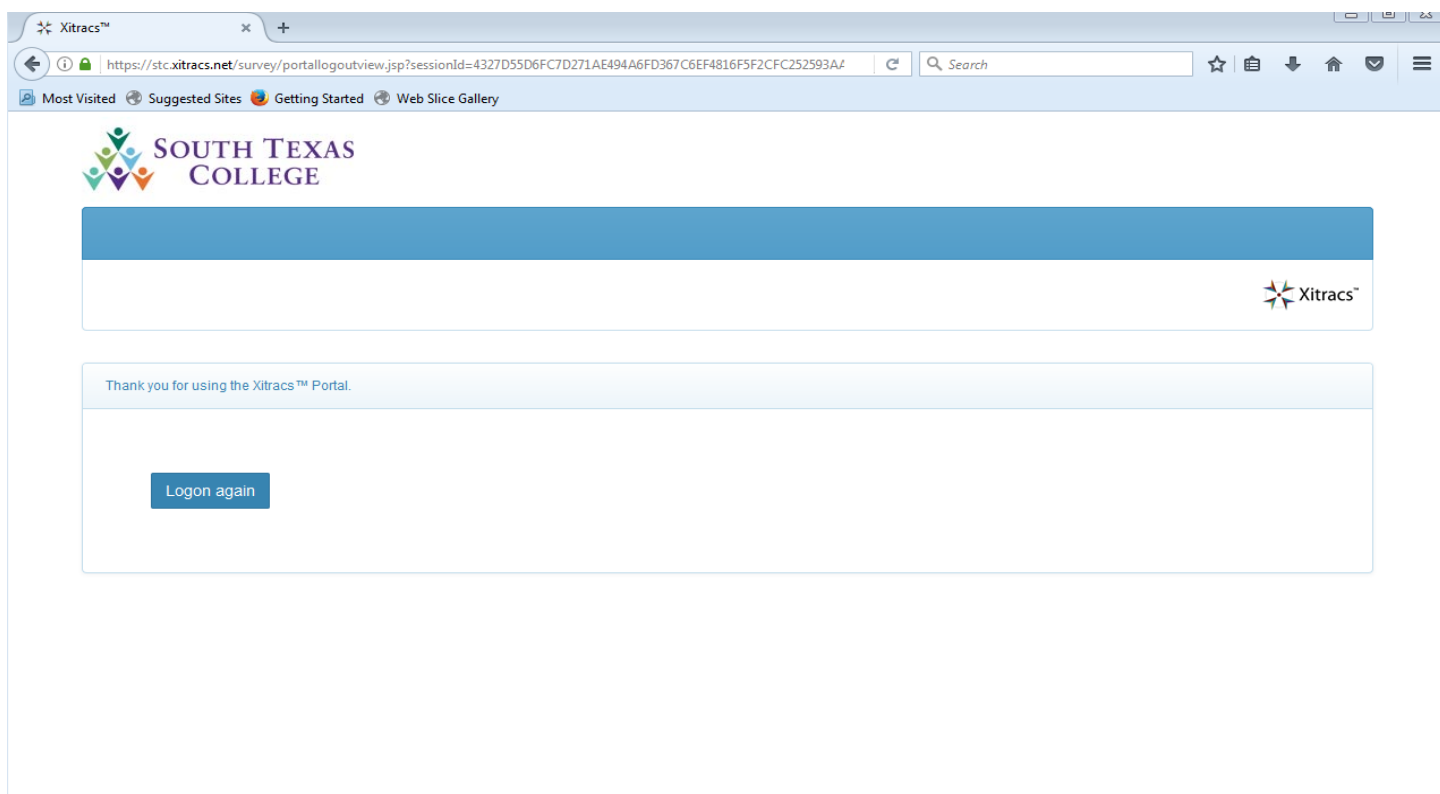
Once you press the **Submit** button, you will be able to view your PDF copy. The first page on your report will be the title page of your division, and the actual report will begin on the second page. The name of your department will be displayed on the second page.



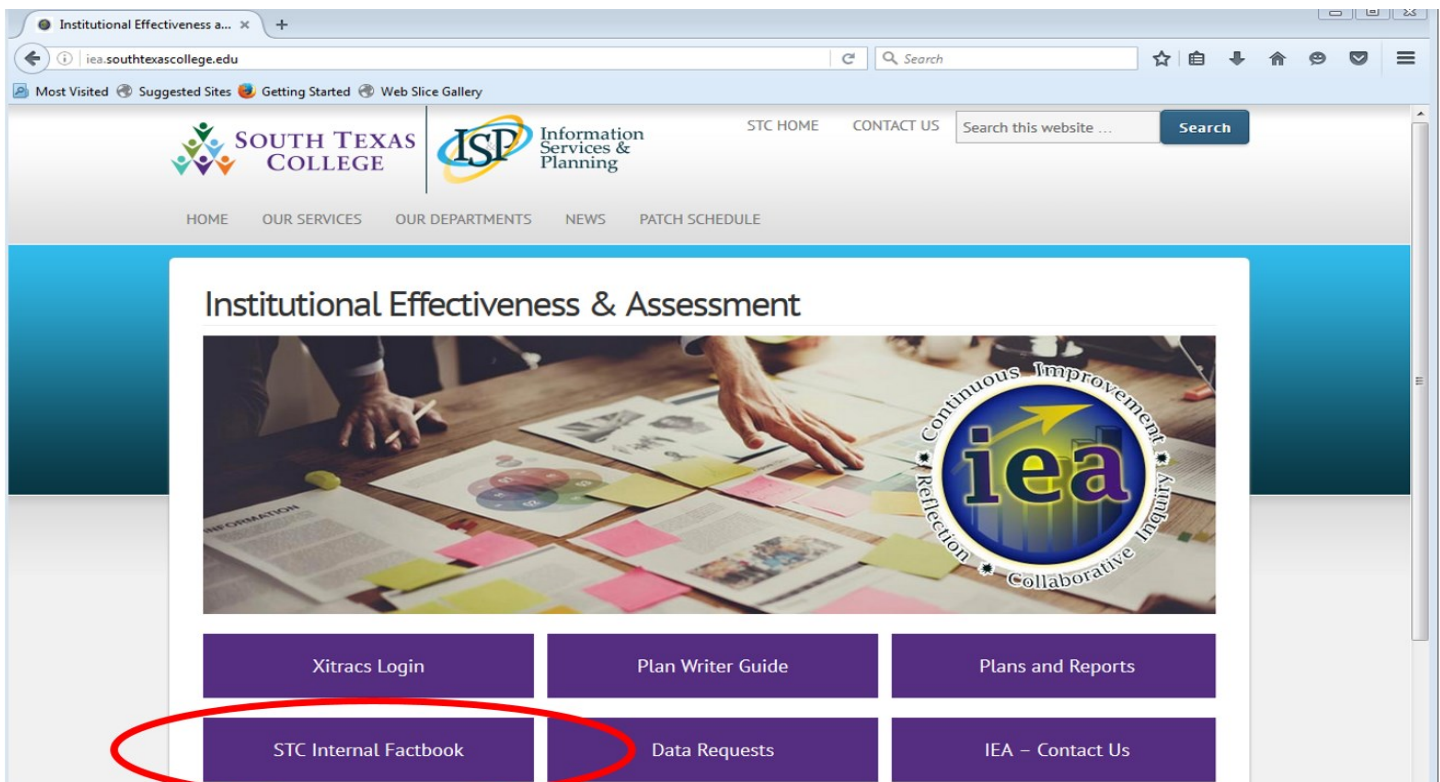
You may also exit Xitracs from any screen by clicking on the **Logout** button.



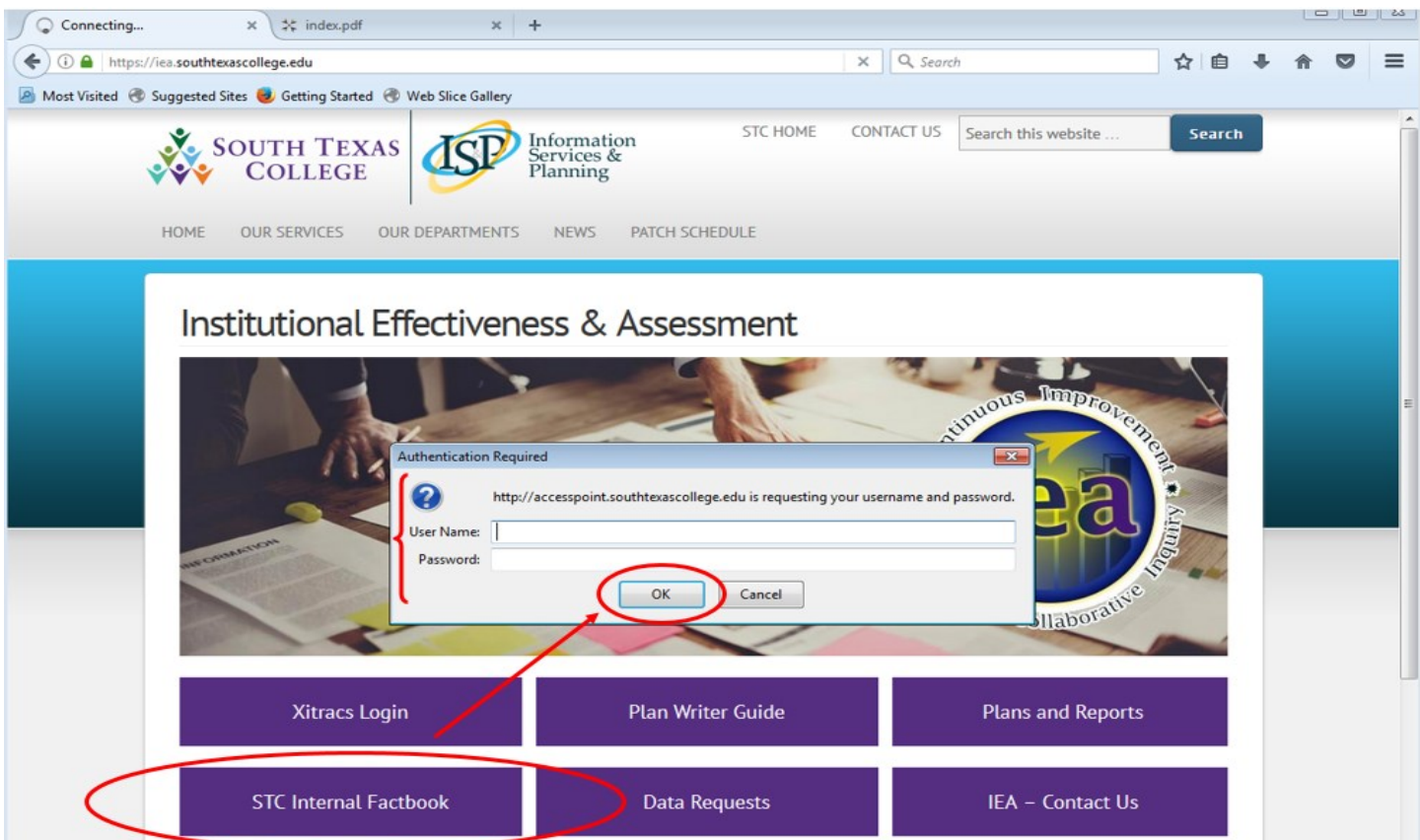
After clicking on the **Logout** button, you will have exited Xitracs.



Please note, statistical data for your **Findings** can be found on the **STC Internal Factbook**. This information can be found on the IE website: iea.southtexascollege.edu. You may access that information by clicking on the **STC Internal Factbook** button.



After clicking on the **STC Internal Factbook** button, a new window will open up. Type in your JagNet credentials (not Xitracs), and click **OK**.



After entering your credentials, you will be taken to the main **FACTBOOK** page where you will have access to various types of information that could be useful when computing the findings for your IE Plan.

STC Fact Book

index.pdf

accesspoint.southtexascollege.edu/factbook/default.aspx

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SOUTH TEXAS COLLEGE

FACTBOOK

Access Completion Transfer & Success Employment Success & Retention College Readiness Academic Progress Stakeholder Satisfaction Finance Facilities

Fact Book Home

- About South Texas College
- Evidence of Excellence
- IE Plan Writer Guide
- Research & Analytical Services
- Research Briefs
- Institutional Effectiveness & Assessment
- IRE Training Materials
- Data Release Timeline
- Data Request Portal
- FAQs
- Glossary of Terms
- Fact Book Archives

Contacting Us

The Office of Institutional Effectiveness and Assessment
2501 W. Pecan Blvd.
McAllen, TX 78501
(956) 872-3809

Welcome to South Texas College's Online Fact Book!

South Texas College generates and utilizes relevant, timely, and accurate data to guide decision making, and to assist with implementation and evaluation of institutional and instructional initiatives that promote student learning and student success. The new online Fact Book is a comprehensive data center designed for use by STC's administrators, faculty, and staff. We would like to hear your feedback on the new Fact Book. Please send your comments or questions to **Peng Lu**. Data and reports are organized by section (accessible by clicking on the menu tabs above) according to the **Institutional Performance Indicators**. The following is a description of the information found within each section.

STC History

South Texas College's history along with the institutional profile can be found within this tab.

Access

Access measures whether the college and its services are widely available to the residents of the College District service area. All public colleges are required by the Texas Higher Education Coordinating Board to ensure equity of access by gender, ethnicity and similar characteristics that have historically been subject to bias in higher education. Within this tab you can find various reports and studies related to the college's enrollment.

Completion

STC closely monitors student completion; the finishing of a course, degree, or certificate program. Students complete a course when they finish the course with a letter grade or a Pass/no Pass grade. Course completion does not include those who withdraw from a course, which results in a grade of

Success and Retention

Retention is defined as continued student enrollment at the College, often measured from the fall semester to the spring semester and from one fall semester to the fall semester of the following years. These retention rates give an indication of the number of students making progress towards completing a degree or certificate. Included in this section are reports on Fall to Fall retention and Fall to Spring retention. Data on the success and retention of students on suspension or probation are kept internally by the Counseling and Advising department.

College Readiness

College readiness refers to students' ability to succeed in the college level coursework as indicated by students passing the TSI approved college readiness tests. Included in this section are reports on the TSI completion rates of STC Developmental students in Reading, Writing, and Math areas. Other reports about students' college preparation and college going rate are also included in this section.

Academic Progress

Alternatively, if the information you are looking for is not contained on the Factbook, you may submit a data request. To do that, go to the main page of the IEA webpage (iea.southtexascollege.edu), and click on the **Data Requests** button.

Institutional Effectiveness a...

iea.southtexascollege.edu

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SOUTH TEXAS COLLEGE

ISP Information Services & Planning

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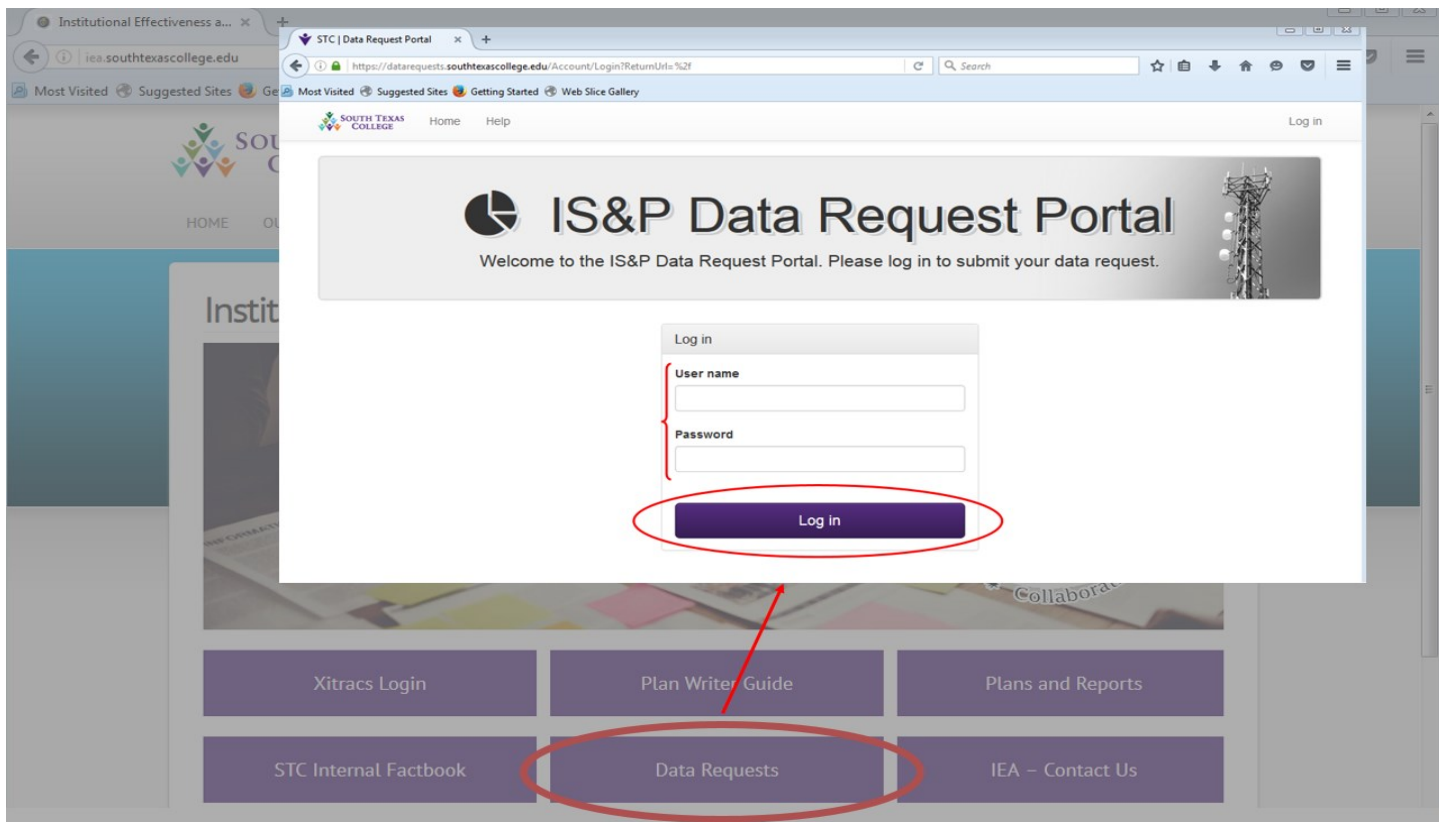
Institutional Effectiveness & Assessment

iea Continuous Improvement Reflection Inquiry Collaborative

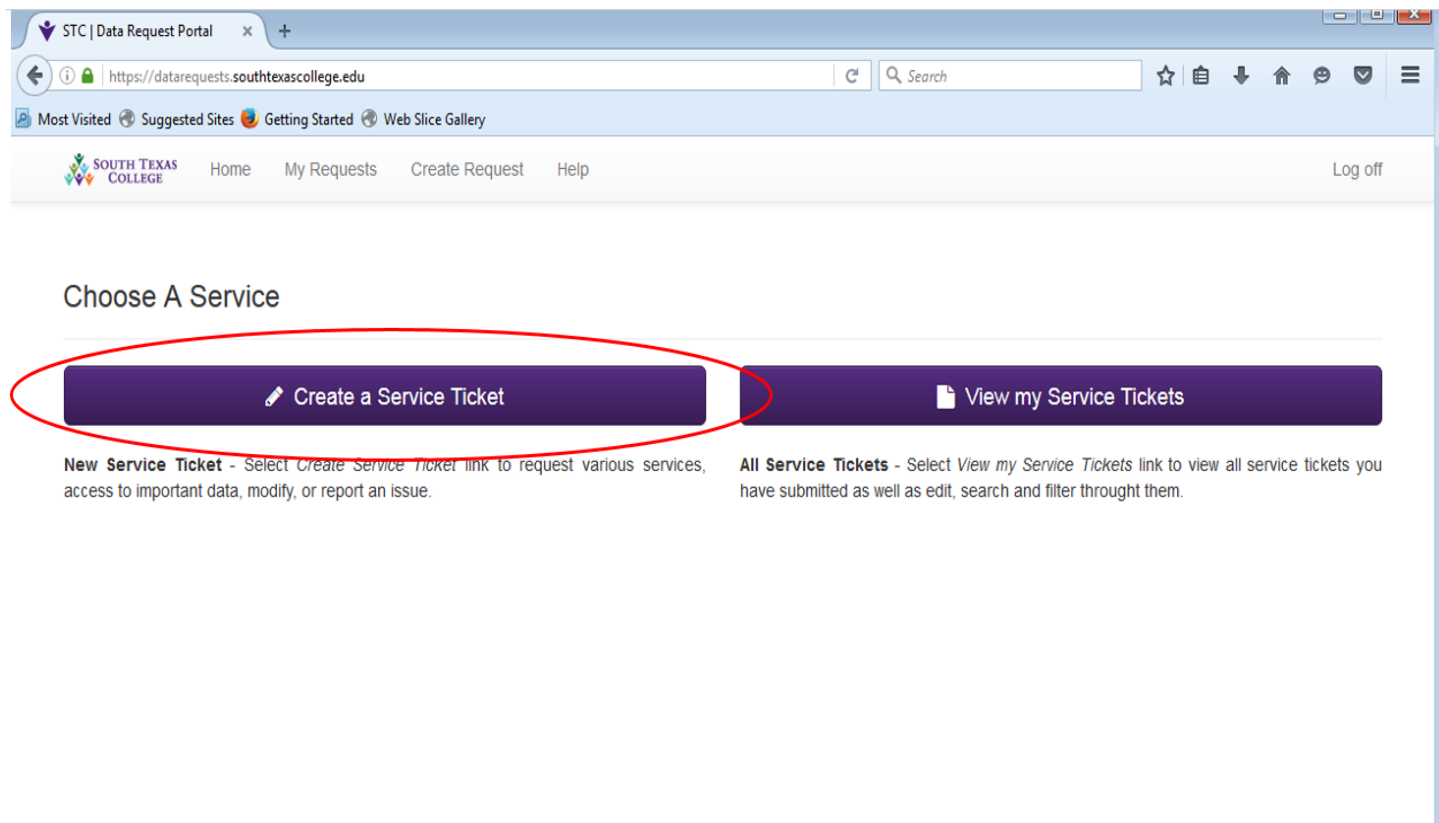
Xitrac Login Plan Writer Guide Plans and Reports

STC Internal Factbook **Data Requests** IEA - Contact Us

After clicking on the **Data Requests** button, a new window will open up. Enter your username and the password you use to log in to your JagNet account (not Xitracs), and click on the **Log in** button.



Once you have entered your credentials, and have clicked on the **Log in** button, you will be able to choose the type of service you are requiring. You may create new service tickets, and also view any data requests you have previously made. To begin a new data request, click on the **Create a Service Ticket** button.



If you need further assistance, please contact the IEA department staff.



David Flores IE Analyst (956) 872 5587 drflores@southtexascollege.edu	Gracie Sepulveda IE Analyst (956) 872 3731 sepulveda_6993@southtexascollege.edu	Angela Gonzalez IE Specialist (956) 872 3807 agonz570@southtexascollege.edu
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