# Hyoka: Instructions for Administrative Support Units

June 2017

This software was created to meet our assessment collecting and reporting needs. How are administrative units carrying out their missions? How do we know? And how do we plan on using this collected information for improvement? We hope this software and guide are helpful to illustrate your commitment to improving student learning here at UTD.

https://provost.utdallas.edu/hyoka/

All staff can see the assessment data once logged in, however, you must have permission to make changes. Make sure you have logged in with your NetID and password.

Hyoka is used for both academic and non-academic assessment. The default landing-page is the academic assessment reports, but navigating to the non-academic assessment reports is simple.
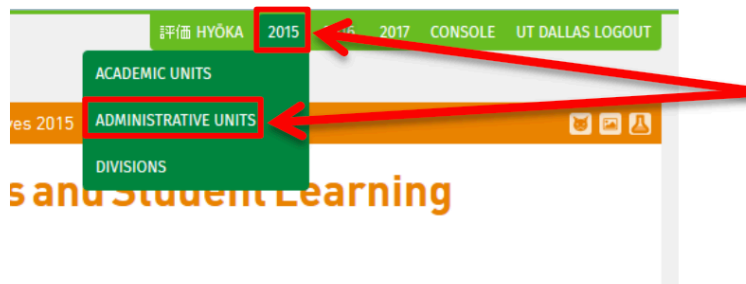
With your mouse cursor hovering over the year for which you would like to access reports, a drop-down list appears in which you select "Administrative Units" to navigate to the non-academic section of Hyoka. Please note, 2015 = 2015-2016 school year, 2016 = 2016-2017, etc.

Once you arrive on the non-academic report section of Hyoka, click on the "assessment report" link for the administrative unit you would like to review/edit.

Hyoka :: Administrative Units 2015

Administrative Units 2015

University Web Services

Administrative Unit	Report
Academic Advising	assessment report
Assessment	assessment report
Auxiliary Services	assessment report
Budget and Finance	assessment report
Office of the Bursar	assessment report
Development and Alumni Relations	assessment report
Educational Technology Services	assessment report
Office of Diversity and Community Engagement	assessment report
Enrollment and Admissions	assessment report
Environmental Health and Safety	assessment report
Facilities Management	assessment report
Faculty Hiring	assessment report

Degree Program Assessment Report Year 2015

Year 2015 - Academic Advising

Unit: Academic Advising

Submission Date:

Program Contact:

University Mission

The University of Texas at Dallas provides the State of Texas and the nation with excellent, innovative education and research. The University is committed to graduating well-rounded citizens whose education has prepared them for rewarding lives and productive careers in a constantly changing world; to continually improving educational and research programs in the arts and sciences, engineering, and management; and to assisting the commercialization of intellectual capital generated by students, staff, and faculty.

Departmental Mission

The University of Texas at Dallas values its students and is committed to the success of each and every one. Academic advising is a critical component of the educational experience. As academic advisors, we guide and assist students through the development of their academic program and implementation of their goals and career plans. Our purpose is to help students become well-rounded learners and decision makers.

How does the departmental mission relate to the university mission?

UT Dallas academic advising supports the university mission by engaging students regarding course choice, academic skills building, and efficient degree completion as well as encouraging students to engage faculty as experts in course substance and career exploration. Academic advising acts as a first contact to effectively inform students of the most appropriate university resources for their needs.

Review your unit's mission and its relation to the university's mission.

Those with permission to edit the report can alter any section of it, except the university's mission. Just click at the start of a line and start typing.

Outcomes—if you make any changes under this section, it will automatically populate the rest of the form.

Outcomes (Overview)

1. Students participating in IC advising services will demonstrate an ability to apply inquiry and analysis principles to solving problems.
2. Global Citizenship and Engagement: Students completing select international programs will demonstrate the ability to apply intercultural knowledge and competencies.
3. edit new objective.

Changes made here are auto-matically updated below

Outcome #1   Outcome #2   Outcome #3

OUTCOME #1: Students participating in IC advising services will demonstrate an ability to apply inquiry and analysis principles to solving problems.

#	Measure	Target	Result
1	edit new measure	edit new target	edit new result

A. Future Improvements for Outcome #1

How will you use this information to make improvements to your unit in the upcoming academic year?

DEFINITIONS:
- **Assessment Measure:** What is being used to see if units are obtaining the stated outcome? How will you know your unit is obtaining the outcomes associated with their goals and mission? Does it involve direct measures such as counts of services, customer service, participation, or errors? Indirect measures such as surveys or focus groups?
- **Target:** What outcome were you aiming for? Describe the threshold for a successful outcome that your results can be compared against.
- **Result:** How did your unit perform as determined by the measure? What is the evidence that your unit obtained the stated outcome?

After collecting data for each of the outcomes, department heads and staff should summarize what they see. This is an intentional space to see how the unit is doing for each outcome and what is planned based on the outcomes seen.
- **Future Improvements:** Based on these results, are there any changes or recommendations for your unit's approach, services, outreach, or training? How are you using results to improve your unit? If no changes/recommendation are made, is it because there is more data that needs to be collected? Write that here.
- **Additional Information:** Fill in any gaps that may exist in you assessment report. For example, what is the goal associated with this unit's outcome?

At the end of the report, there is an **executive summary. Future Assessment Plan** will be populated with any action items the unit committed to during the plan phase. Indicate if you intend to use these results to make any changes to your assessment process for the upcoming academic year (e.g., new outcomes, measures, or targets). **Report Summary** will be used to describe the overall findings of assessment. Was this a successful year? Have you identified areas in need of improvement?

TIPS FOR HYOKA:
See http://provost.utdallas.edu/assessment/resources