Prioritization Plus: Entering Program Narratives and Supplemental Data

Online workshop for program authors and designees
Presenters

Cindy Kozumplik

Jason Rhode
Workshop Overview

*Prioritization Plus (P+)* is the web-based software system that NIU is implementing as part of the program prioritization process. In this online workshop for department chairs, directors, and their designees, learn the basics for how to login and access institutionally-provided data and enter your program write-up as well as other supplemental data.
Objectives

1. Describe the purpose, rationale, and author workflow for the Prioritization Plus system
2. Demonstrate how to login to Prioritization Plus and navigate the system
3. Demonstrate how to enter sample program information into Prioritization Plus, including program summary, text responses to criterion questions, data tables, and images
4. View program write-up report and export
About this workshop…

1. We will show you how to complete your program narrative, using Prioritization Plus
2. We will not discuss the type of data that was loaded
3. We will not discuss the best way to write your program
4. We will not write your program narratives for you
Background / Overview
Introduction to Prioritization Plus (P+)

• Web-based data platform designed for use with program prioritization process
• Provides secure, online, program-specific access for program authors, program approvers, and task force members to relevant program data
• Facilitates the review and decision making process
System User Roles

• **Program Author**
  – Responsible for completing the program narratives
  – One or more authors per program

• **Program Approver**
  – Reviewing and approving program narratives
  – One approver per program

• **Task Force**
  – Reviews and scores the program narratives
1. Program-specific institutional data pre-loaded into system by NIU data support team

2. Program authors receive access to institutional data, aligned to established program review criteria questions

3. Program authors draft narrative responses to program criteria questions and add supplemental data as desired
How the Data Platform Will Be Used

4. Program approvers (ie: deans, vice presidents, etc.) review completed data and narrative write-ups and approve

5. Task Force members review approved program data and score programs using established review criteria
Program Template

• Program Summary
  {125 words available for program summary}

• Criterion 1
  – Criterion summary
  – Questions / data

• Criterion 2
  – Criterion summary
  – Questions / data

• ...

{500 words, shared across criterion summary and any narrative test responses for each question}

Academic Programs = 4,125 words maximum
program summary (125 words) + (8 criteria x 500 words each)

Administrative Programs = 2,625 words maxi
program summary (125 words) + (5 criteria x 500 words each)
Criteria Questions

Academic, administrative questions clarify criteria

As program authors prepare to receive templates for their Program Prioritization narratives, shared governance representatives have put their stamp of approval on a series of questions that will guide those responses.

Guided by discussions with the Academic Planning Council and The Resource, Space, and Budget committees, Program Prioritization’s Data Support Team recently released a finalized list of questions that will clarify each criterion and are based on available data to support the narrative responses. The questions are mapped to the criteria and have been vetted by the Program Prioritization Coordinating Team, the Council of Deans, and the Senior Cabinet.

View criteria and questions >

go.niu.edu/ppcriteriaquestions
Institutional Data

- Trend data – enrollment, graduation rate, financial data, etc.
• Optional, supplemental data
• Optional, supplemental data
Write-up Template

• Available for drafting program write-up offline in Microsoft Word, then copy/paste into P+

• Available for download from Program Prioritization website, at go.niu.edu/pptemplates
Offline Templates

While the program narratives and supplemental program data will be entered by program authors into the program prioritization data platform, it is recognized that program authors may wish to draft program narratives offline and then copy/paste into the online system.

Downloadable Offline Templates

These templates are available for use by program department chairs, directors, and other program contacts responsible for writing up academic program narratives who may wish to draft responses offline and then copy/paste into the web-based data software. The templates, one for academic programs and the other for administrative programs, include the program prioritization criteria and associated criterion questions to respond to as part of the program prioritization process at NIU during fall 2015.

Microsoft Word Format

- Academic Program Write-up Template (DOC)
- Administrative Program Write-up Template (DOC)

[go.niu.edu/pptemplates]
Available for preview and export
1. Program authors complete write-up
2. Program author notifies program approver of the write-up ready to be proofed in $P+$
3. Program approver reviews program write-up in $P+$, makes any revisions as needed, then approves program in system – ready for task force review
Program Author / Approver Lookup

Program Assignments

My Programs  Search  All Programs

<table>
<thead>
<tr>
<th>SCHOOL/DIV</th>
<th>PROGRAM NAME</th>
<th>PRIMARY AUTHOR</th>
<th>ADDITIONAL AUTHOR(S)</th>
<th>APPROVER</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACADDIV</td>
<td>Affirmative Action and Diversity Resources</td>
<td>Karen Baker</td>
<td></td>
<td>Lisa Freeman</td>
</tr>
<tr>
<td>ACADDIV</td>
<td>Collections and Technical Services</td>
<td>Chalermsee Olson</td>
<td>Jena Brubaker</td>
<td>Patrick Dawson</td>
</tr>
</tbody>
</table>
Receiving Access to System

• Login details, including username and temporary password, will be emailed to program authors on 9/28/15
• First time logging in, you will be prompted to change your password to one you can remember
  **NOTE – this will be a different password than your official NIU Account ID password**
Data Platform

Program Prioritization Data System

To help facilitate the collection, collation, and review of program data, NIU has licensed and is in the process of implementing a central data platform for use with program prioritization called Prioritization Plus. Prioritization Plus is a web-based data platform specifically designed for use by institutions engaging in program prioritization. It provides secure, program-specific access for program authors, program approvers, and task force members to relevant program data. The system facilitates the review and decision-making process.

Why a Data Platform is Needed

The data platform will serve as the backbone for program prioritization. The establishment of a data-informed process for making strategic decisions regarding program investment necessitates reviewing centrally-collected institutional data as well as program provided data.

Examples of centrally curated information include enrollment, graduation rates, credit hour production, research, scholarly and artistic productivity, staffing and compensation data, as well as external indicators of demand and outcomes. In addition to centrally-collected
Getting Started in $P+$

go.niu.edu/pplus
Demo

• Login to system
• Enter sample program information, including program summary, text responses to criterion questions, data tables, images
• View program write-up report and export
Login at go.niu.edu/pplus

username and temporary password will be emailed to program authors, must change password at first login
Prompted to Change Password

Must login and change password within 45 days
Selecting Program

Program Prioritization

Last fall, NIU began a program prioritization process that will be critical to the growth of the university and our ability to deliver on our cornerstone goal of student career success. Its goal is to build a strong foundation for maintaining and improving the quality of academic and administrative programs across NIU, by assuring that our programs reflect our institutional mission and strategic goals. Program prioritization will help accelerate our ability to create stronger and more lasting connections across our “triangle” of students, faculty and the outside world.

Program prioritization has been employed by more than half of public universities in the United States. Consequently, these universities have used the assets redeployed through the process to reinvest in strong and growing programs and innovate through the development of new programs. The result has been enhanced program effectiveness and in many cases increased enrollment.

While program prioritization is a concept embraced by universities across North America and beyond, the details of its implementation necessarily vary from institution to institution. At NIU, the prioritization process will be:

- Inclusive of all campus stakeholders
- Open and transparent
- Facilitated by a coordinating team with diverse expertise
- Guided by evaluation criteria developed by the entire campus community
- Informed by data analyzed by and narratives created by program leaders
- Inclusive of perspectives of faculty, staff, students and alumni
- Conducted by two task forces whose members are nominated by their peers

Program Information > Edit Program Information
Program Information Form

Status: No Selection

Three-tiered navigation
Program > Criteria > Question
Select Program

Choose program from “Program” drop-down menu
Enter Program Summary
Type in provided box or copy/paste
Program Summary Entered

Northern Illinois University - Training
Powered by Prioritization Plus, a service of Education Metrics L.L.C.

Program Information Form - Program
View instructions  View Paste Hints  View Program Write-Up Report

Program: COLL DEPT - B.S. in Aerospace E
Criterion: -none- Program Summary
Question: 


Tip: Keep text formatting simple bold, italics, numbered lists, bullets
Click Save Button

System does not auto save
Click “Save” button after each change
Select Criterion
When clicking in text box formatting editor appears above
When clicking outside text box last saved word count is shown
Click Save Button

Remember to click “Save” button after each change to save your work
### Program Information Form - Criterion

**Author comments have been saved.**

- View Instructions
- View Paste Hints
- View Program Write-Up Report

<table>
<thead>
<tr>
<th>Program</th>
<th>Criterion</th>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLL DEPT - B.S. in Aerospace Engineering (Academic) - C-TR00000</td>
<td>1. Quality of Faculty</td>
<td>-none- Criterion Summary</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1.1 Faculty Attributes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1.2 Exemplary Recognition</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1.3 Research and Artistry</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1.4 Teaching</td>
</tr>
</tbody>
</table>

**Status:** Open

**Author/Approver Write-Up**

- Shared Author Word Count Limit (Total for Criterion) is 500
- Last saved component word count: 103; Criterion Total: 295

Criterion summary goes here... Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nam semper, tellus in dapibus posuere, turpis ligula posuere tellus, et tincidunt mi quam et ligula. Suspendisse auctor, ligula vel sollicitudin fermentum, ligula augue egestas nisi, non fringilla sapien magna quis dolor. Fusce lobortis auctor egestas. Aliquam non sapien sit amet leo euismod accumsan sit amet sed ante. Vestibulum pellentesque convallis placerat. Sed tincidunt mi magna, ut facilisis tortor tristique non. Ut nec est tempus, commodo velit in, hendrerit mauris. Sed ex justo, molestie non
Add Author Data Table

Click “Create New Data Table”
Enter Table Attributes & Data

Maximum allowed table size
5 rows X 7 columns
Sample Table Data Entered

Can leave rows or columns blank
Remember to click “Save” button
Click “OK” button to confirm changes to author data table
Tip: If new data table doesn’t appear, select different question, then reselect.
Data Table Limits

1 additional author data table allowed per criterion question
Adding Images

Program Information Form - Question

Program: COLL DEPT - B.S. in Aerospace Engineering (Academic) - C-TRR00000-02 - Descriptive Information
Criterion: 1. Quality of Faculty - Quality of Faculty and Faculty Outcomes
Question: 1.2 Exemplary Recognition - Describe the recognition (e.g., honors and awards) the faculty bring to the program and institution in the area of professional and public service and other exemplary performance.

Status: Open

Author/Approver Write-Up
Shared Author Word Count Limit (Total for Criterion) is 500
Last saved component word count: 38; Criterion Total: 243

Criteria Weight: 16

1 author-provided image allowed per criterion question
To Add an Image

Click in criterion question box, then click Image Manager button
Look for Your Images Folder

In “Users” folder, you should see folder that matches your NIU Account ID
Upload Your Image to Your Images Folder

Maximum image file size = 1MB
Recommended dimensions = 500 pixels x 400 pixels
Select Uploaded Image and Insert
Image Appears with Text

Tip: Insert image above text to match write-up report export format
Click “View Program Write-Up Report” link to preview or download your report
Wait for Report to Generate

Might need to scroll down to see “Generating report…” status
Acrobat (PDF) file is recommended for printable format
Click “Export” link to download
Exported File Saved

Depending on browser settings, file may be saved in “Downloads” folder
Forms for Requesting Changes

go.niu.edu/itforms
Program Author Add

• **Navigation**
  – itforms.niu.edu > Program Prioritization > Program Author Add

• **Description**
  – Use this form to request additional author access to your program(s) in *Prioritization Plus*. This request is subject to approval.
Program Approver Change

• **Navigation**
  – itforms.niu.edu > Program Prioritization > Program Approver Change

• **Description**
  – Use this form to request a change in approver to program(s) for which you’re responsible in Prioritization Plus. **Please note that you will loose approver rights as the system only allows one approver per program.** This request is subject to approval.
Program Elimination

- **Navigation**
  - itforms.niu.edu > Program Prioritization > Program Elimination

- **Description**
  - Use this form to eliminate your program. Please note that the Program will be removed from *Prioritization Plus*. 
Program Creation

- **Navigation**
  - itforms.niu.edu > Program Prioritization > Program Creation

- **Description**
  - Use this form to include a new program into *Program Prioritization*. This request is subject to approval.
Program Reopen

• **Navigation**
  – itforms.niu.edu > Program Prioritization > Program Reopen

• **Description**
  – Use this form to reopen a program that has already been approved in Prioritization Plus to allow authors to do further editing. This request is subject to approval.
Password Reset

• **Navigation**
  – itforms.niu.edu > Program Prioritization > Password Reset

• **Form Description**
  – Use this form to reset your existing Prioritization Plus password. Once this request is fulfilled a new temporary password will be emailed to your official NIU email address

• **No password resets over the weekend**
  – Try logging in prior to the weekend
Q&A

Questions can be emailed to
PrioritizationSupport@niu.edu

More Program Prioritization resources
go.niu.edu/pptraining
Program Prioritization

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