Prioritization Plus: Approving Program Narratives and Supplemental Data

Tutorial for academic and administrative program approvers
Tutorial Overview

*Prioritization Plus (P+) is the web-based software system that NIU is implementing as part of the program prioritization process. In this online tutorial for approvers learn the basics for how to login, access institutionally-provided data, review and approve your program write-up.*
Tutorial Objectives

1. Describe the approver workflow for the Prioritization Plus system
2. Demonstrate how to login to Prioritization Plus and successfully navigate the system
3. Demonstrate how to review program narratives and supplemental program data in Prioritization Plus and approve
4. Highlight important considerations for program approvers
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
How the Data Platform Will Be Used

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 prioritization review criteria questions

3. Program authors draft narrative responses to program criteria questions and add supplemental program 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 will collectively develop a scoring methodology prior to review
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
• Authors were given an offline template in Microsoft Word to complete their program narratives, then copy/paste into P+
• You can work with author and review the narratives in the offline template
• Login to Prioritization Plus and approve the narrative and supplemental data
Offline Templates – MS Word

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

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

[link to templates: go.niu.edu/pptemplates]
Completed Program Write-up

Program Write-Up Report

Limit Programs by Status:

- Approved or Completed

Select Program:

- COLL DEPT - B.S. in Aeronautics (Acad.)

Export to the selected format

Northern Illinois University - Training
Program Write-Up Report

DRAFT - Not Approved

C-TR00000-04 COLL DEPT - B.S. in Aeronautics

Program Summary


- Available for preview and export
Approval Workflow

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

Below you can find the most up-to-date program assignments.
To request additional authors or a change in approver, please submit a request at https://go.niu.edu/itforms

<table>
<thead>
<tr>
<th>SCHOOL/DIV</th>
<th>DEPARTMENT</th>
<th>PROGRAM CODE</th>
<th>PROGRAM TYPE</th>
<th>PROGRAM NAME</th>
<th>PRIMARY AUTHOR</th>
<th>ADDITIONAL AUTHOR(S)</th>
<th>APPROVER</th>
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<td>ACADDIV</td>
<td>HRS</td>
<td>D-SL00000-07</td>
<td>ADMIN</td>
<td>Affirmative Action and Diversity Resources</td>
<td>Karen Baker</td>
<td>Angelica Gutierrez-Vargas; Aston Manulei</td>
<td>Lisa Freeman</td>
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<tr>
<td>ACADDIV</td>
<td>LIBRARIES</td>
<td>D-CU00000-02</td>
<td>ADMIN</td>
<td>Collections and Technical Services</td>
<td>Chalermsee Olson</td>
<td>Jana Brubaker</td>
<td>Patrick Dawson</td>
</tr>
</tbody>
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go.niu.edu/myprograms
How to Approve

1. Login to *Prioritization Plus*
2. Navigate to the program
3. Review the program narrative
4. Click the approve button
Approving a Program

Program Information Form - Program

Program: COLL DEPT - B.S. in Aeronautics

Criterion: Program Summary

Question: -none- Program Summary

Status: Open

Proposed Score: 0

Author/Approver Write-Up


Vivamus tristique risus varius tortor fermentum, non aliquam odio iaculis. Nulla pulvinar neque et ligula cursus rhoncus. Sed quis ante luctus, luctus.

Save  Approve Program Write-Up
Keep in Mind

• Due date for all programs to be approved has been extended to December 11, 2015

• Program approvers are responsible for confirming all supplemental program data and written narratives provided by program authors
Q&A

Questions can be emailed to helpdesk@niu.edu

More Program Prioritization resources
go.niu.edu/pptraining