

Vice-President of Academic Affairs.
Intermediate report for WASC.
Topic: Collect and use institutional information and data.



This report addresses the actions taken and improvements made by the institution to its processes and information systems during the 2012-2014 period to **register, integrate, use and disseminate** information that contribute to the decision-making process in the academic and administrative environments.

The following table summarizes the actions taken in the different institutional information systems that take part, or are expected to take part in the academic decision-making process, indicating the type of information and action taken.

Actions taken and improvements made to academic information flows and systems.						
#	Type of information	Information System	Collection and Registration	Processing and use	Dissemination	Comments
1	Retention and Graduation Rate (System, Campus, College and Program)	CETYS University Information System (SICU for its acronym in Spanish)	Personnel from the office of the Vice-President of Academic Affairs, Information Technology and the office of the President reviewed the criterion to assess retention and graduation rate.	Retention is assessed in the three first years, instead of the first two. Retention and graduation rate are assessed also at a System, Campus, College and Academic Program levels.	Personnel from the office of the Vice-President and Institutional Effectiveness Department disseminate the results and use them to focus the retention actions of CEDE, College Directors and Academic Directors.	The use of this information is still new in the most operational levels of the academy to improve retention of the students, and in the program review processes to improve the students' learning.
2	Professor Evaluation	SERP, SICU	The process to automate the Professor Evaluation started in 2011. The evaluation is now done online in all three campuses.	Results of the Professor Evaluation are concentrated in an executive report produced by SICU, which can be consulted by all members of the academy (Directors, Coordinators, Academy Spokespersons)	The results are analyzed and discussed by the Vice-President of Academic Affairs with the Deans of the Colleges and Academic Directors. Professors with unsatisfactory results receive specific training to improve their andragogy and are observed in class to check their progress.	
3	Curricular Coverage with Academically and Professionally Qualified Professors with Master's and Doctoral	SICU	Collection of information is still done through electronic sheets and using the school registration databases, but the intention is to	The information has been used for the ACBSP accreditation process and to determine to what extent the undergraduate programs are being taught by professors	The Academic Directors and School Directors of Business and Administration are using this information as guidelines to recruit professors, looking for candidates with the academic and	

	degrees.		do it through SICU.	with at least master's degrees, and doctoral degrees for postgraduate programs.	professional requirements, according to ACBSP's parameters.	
4	Curricular Coverage with Professors with Master's and Doctoral degrees.	SICU	With the support of the Academic Directors, we have reviewed the professional licenses of the faculty, stressing the importance of having the necessary documents to prove the academic degree of the professors.	Reports have been generated at a campus level by college and by system; some to support accreditations at a program level and others to support ACBSP accreditations.	The information is available at SICU for all Academic Directors and professors who request it.	These reports are being used more every day. Up to this moment, they have been used the most by Academic Directors.
5	Self-studies and results of the Academic Program Reviews	Academic Information Portal (PIA for its acronym in Spanish) y Institutional Webpage (WASC section: http://wasc.cetys.mx/)	The space for WASC on the institutional webpage was expanded to include English versions of the self-studies.	Self-studies are being processed by personnel from the office of the Vice-President of Academic Affairs to integrate a set of recommendations and improvement actions for the Students, Professors and Curriculum sections and present them to the President for authorization.	Dissemination to the academy is being made through WASC (in English) and PIA (in Spanish)	
6	Learning Assessment Reports and Outcomes	SICU, PIA	CDMA nd the academy agreed that all learning assessment statistical reports would be produced at SICU and all learning assessment analysis reports would be put in PIA.	SICU reports are useful to assess the professors' progress in the learning assessment program of each semester. These reports are used by the learning assessment coordination departments of the colleges and are a foundation for making decisions that allow for the completion of the scheduled assessment, and to program payments for the adjunct professors who make the assessment.	Narratives of the summaries made by the learning assessment coordination departments of the colleges are loaded into PIA and the spokespersons of the academies can download them for analysis and grading of the achieved learning.	In 2014, the academies are expected to start using the outcomes to identify areas of opportunity in the students' learning, curriculum of the academic programs and andragogical competencies of the professors.
7	Evidence of the	Institutional	The participating	Since there is an	Even though not all	

	learning achieved by the students or learning products.	Electronic Portfolio (PEI for its acronym in Spanish)	professors have been trained to properly register learning evidence. This will help avoid mistakes when registering the learning products on PEI. Also, PEI has been modified to facilitate the process for professors and students.	important amount of written projects on PEI, the assessment of RAI1 (Clear and Effective Communication in Spanish) was done in 2013 using this information.	students do it, there is a growing number of them who publish their projects on their PEI personal profiles.	
8	Efficiency of CEDE's retention actions.	SICU	In 2013, CEDEs from all campuses started to systemize the registration of intervention treatments applied to undergraduate students, as well as their results, through electronic sheets and different forms they fill out by hand.	The purpose of doing this registration is to identify the effectiveness of the intervention actions and strategies applied to students who are at academic risk and evaluate their impact on retention. The challenge is to generate early retention strategies, since we know that the most drop-outs happen during the first year (18% at a system level)		
9	Research Projects Protocol	CII Information System	As an initiative of the Vice-President of Academic Affairs, an online application for registering research projects will be launched in March, 2014 with the help of an external supplier (CERTUIT)	The information of this system will be used to keep a record of the research proposals registered by professors and students of CETYS University System. The accrediting bodies and members of the institution will have access to this information that proves research activity.	The information will be disseminated to professors, students and external public as soon as the system is launched.	

The following table shows the actions taken and improvements made in the same period of time for the administrative institutional information flows.

Actions taken and improvements made to the administrative information flows and systems.						
#	Type of information	Information System	Collection and Registration	Processing and use	Dissemination	Comments
1	Institutional effectiveness indicators	SICU	Academic and administrative systems that use the existent databases to automatically generate indicators were designed with CETYS 2020 Plan.	They have only been used by the Department of Institutional Effectiveness. Even though the indicators have been used for many years, SICU just started generating them.	Diffusion is planned for 2014. This information is intended for the Academic Directors of the three campuses and the President.	
2	Control Boards - instrument to evaluate performance of Directors	Directors webpage www.directivos.cetys.mx	The Director fills out a form and uploads it to the page.	Several meetings are held during the year to verify progress (start, middle, and end). In each stage, the Director uploads the information of their evaluation.	All boards are available for other Directors to check them.	The Director gives a final signature to their Control Board. This Control Board is used to define wage increase.
3	Strategic Initiatives of CETYS 2020 Plan (Instrument to describe and track progress of a strategic project of CETYS 2020 Plan)	Directors webpage www.directivos.cetys.mx	The Director fills out a form and uploads it to the page.	Several meetings are held during the year to verify progress (start, middle, and end). The person responsible for the initiative uploads the information in each stage.	All initiatives are available on the webpage, as well as their activities plan to check resources and progress.	
4	Complaints from employees and Anonymous Tips.	Anonymous Tips System www.tipsanonimos.com/eticacetys	Through the employees and professors of the institution.	The information will be used by the Ethics Committee of the Institution and Administrative Directors to follow-up the cases and identify areas for improvement.	Accrediting agencies.	The system will be available through CETYS University's website in March, 2014.