

## Directions for Entering Program Review Information into Taskstream by Watermark

### *Entering the System*

1. Go to [www.marshall.edu](http://www.marshall.edu)
2. Click on MyMU
3. Enter your Marshall username and password
4. Click on the "faculty" link in the top left of the page
5. Click on the link for "Taskstream by Watermark" in the box at the left of the page
6. Click on the link to the program you wish to edit.

OR

You may go to [login.taskstream.com](http://login.taskstream.com) and enter your Marshall email and a password you create.

The following templates must be completed for each departmental review of its programs:

1. The Program Review-2020 Template-one template must be completed for each degree and certificate program within the department or other academic unit.
2. The Academic Department Review-2020 Template
3. Please read the directions (which can be expanded and are embedded into each section of the report) before completing each section.

### *Specific Directions for Each Template*

#### **1. The Program Review-2020 Template**

- **General Information:** Nothing needs to be added here.
- **Signatures and Dean's Recommendation:** Please download the templates from Taskstream, complete them, and send me either hard copies or electronic copies of the completed documents and I will upload them to Taskstream.
- **Consistency with University Mission**
  - Mission Alignments:
    - Click on the link and click "check out," then click "edit." This will allow you to enter text into the table. You may also add rows to the table. When finished, click "Save and Return" and "Check In."
  - Learning Outcomes Alignments:
    - Click on the link and click "check out," then click "edit." This will allow you to enter text into the table. You may also add rows to the table. When finished, click "Save and Return" and "Check In."
- **Accreditation Information**
  - Name of Accrediting Organization
    - Check out. Click "Text and Image" box. Type or copy and paste information into the editing box. When finished, click "save and return." Check in.
  - Date of Most Recent Self-Study and Accreditation Visit.

- Check out. Click “Text and Image” box. Type or copy and paste information into the editing box. When finished, click “save and return.” Click “Attachments.” Upload a copy of your most recent self-study document. When finished, click “save and return.” Check in.
    - Accreditation Status
      - Check out. Click “Text and Image” box. Type or copy and paste information into the editing box. When finished, click “save and return.” Check in.
    - Accrediting Organization’s Report
      - Check out. Click “Attachments.” Upload a copy of the report in this section. Check in.
      - Adequacy of the Program
- **Adequacy of the Program**
  - Curriculum (This section is not required for accredited programs).
    - For undergraduate programs, I will already have placed a link in the text & image box to your four-year plans of study. So, you will click “check-out”, then “edit,” and add additional narrative text. When finished, click “Save and Return” and “check-in.” For graduate programs, I will have uploaded a template you will need to download and complete. When you have completed this template, please upload it by clicking on link to “curriculum,” checking it out, clicking on the link for “attachments,” and uploading the completed table to this section. After uploading the completing table, you should delete the blank template. Then, click “Save and Return.” After doing this, click “text & Image.” You may add additional narrative text about the curriculum here. You may also include a link to your uploaded table by highlighting the text you wish to link, clicking “Insert link to file attachment,” copying the highlighted URL, right clicking on the highlighted text in your text box, clicking on “link” and pasting the copied text into the URL that appears. You may give it a title if you wish and click “OK.” Click “Save and Return.” Always check in upon completion of a section.
  - Students: Entrance Standards
    - Check out, click “Text & Image” and add explanatory narrative text to this section. When finished, “Save and Return” and “Check In.”
  - Students: Entrance and Exit Abilities
    - I will complete this section and link a document with the entrance and exit abilities of your last five years of graduates to it. If you wish to add text, click “check out,” “edit” for the text and image box, add text, click “Save and Return” and “check in.”
  - Assessment Information: Assessment Plan
    - I will complete this section.
  - Assessment Information: Results, Analysis, and Planned Actions for the Review Period
    - You can either complete this section in text, or you can upload a summary of your last five years of results, analysis, and planned actions in a PDF file. If you do the former, click “check-out,” “text and image” and insert the narrative you wish. Click “save and return.” If you wish to upload a file, click “Attachments,” “Upload from Computer,” “Add Files,” “Choose File,” “Open,” give it a description, and click “Upload and Close.” You also can link that file to a part of the text by clicking on the edit button in the text, click on “insert link to file attachment,” choose the file you wish to attach, click “Highlight URL,” copy the link (Control+C), highlight the text to which you wish to link the file, right click on the highlighted text, paste URL, give it a title if you wish, and click “ok.” Click “Save and Return” and “Check-In.”

- Assessment Information: Other Learning and Service Activities
  - Check out, click “Text & Image” and add explanatory narrative text to this section. When finished, “Save and Return” and “Check In.”
- Assessment Information: Graduate Satisfaction
  - I will upload a report of your students’ satisfaction from the last five years of graduation surveys (for undergraduate programs) or from Assessment Day Graduate Degree Program Surveys (from graduate programs). Please check out, click “Text & Image” and add explanatory narrative text reflecting on the results of the uploaded survey results. You may also add the results of any surveys or other assessments you have done to gauge student satisfaction with your program. When finished, “Save and Return” and “Check In.” You may also upload additional survey results by clicking on attachments and following the procedures outlined earlier. You can also link results to the text.
- Assessment Information: Assessment Office Feedback
  - I will upload Assessment Letters for you.
- Special Feature of the Program
  - Check out, click “Text & Image” and add explanatory narrative text to this section. When finished, “Save and Return” and “Check In.”
- Previous Reviews
  - I will complete this section for you.
- Weaknesses from the last program review with current status:
  - I will enter the weaknesses from your last program review as text. You will have to check out the section and click “edit” to add the current status. When finished, click “Save and Return” and “Check In.”
- Current Strengths and Weaknesses of the Program
  - Check out, click “Text & Image” and add explanatory narrative text to this section. When finished, “Save and Return” and “Check In.”
- **Viability of the Program**
  - Articulation Agreements
    - Check out, click “Text & Image” and add explanatory narrative text to this section. When finished, “Save and Return” and “Check In.”
  - Off-Campus Classes
    - Check out, click “Text & Image” and add explanatory narrative text to this section. When finished, “Save and Return” and “Check In.”
  - Online Courses
    - Check out, click “Text & Image” and add explanatory narrative text to this section. When finished, “Save and Return” and “Check In.”
  - Program Course Enrollment and Completion Rates
    - I will upload course completion rates and benchmarks for peer institutions using data from the Education Advisory Board’s Academic Performance Solutions Platform. Please complete your analysis of this information as directed in the text/image section of the template.
  - Numbers of Juniors and Seniors Enrolled in the Program
    - I will complete and upload a chart for this section. If you wish to add narrative, check out and edit the text/image box as described in previous steps.
  - Comprehensive Program Enrollment
    - I will complete and upload a chart for this section. If you wish to add narrative, check out and edit the text/image box as described in previous steps.

- Enrollment Projections
  - Check out, click “Text & Image” and add explanatory narrative text to this section. When finished, “Save and Return” and “Check In.”
- **Necessity of the Program**
  - Advisory Committee
    - Check out, click “Text & Image” and add explanatory narrative text to this section. When finished, “Save and Return” and “Check In.”
  - Graduate Outcomes
    - I will add a chart to the “attachments” section at this step. You must download and complete this chart. Then, check out and add text in the text and image box, upload the completed chart, and link it to the text. Note: I will send you any information I might have on the outcomes of your graduates, but you will likely have more complete information than I do.
- **Plans for Program Improvement**
  - Program Improvement: Five-Year Implementation Plan
    - Check out, click “Text & Image” and add explanatory narrative text to this section. When finished, “Save and Return” and “Check In.”

## 2. Academic Department Review-2020 Template

- General Information: Nothing needs to be added here.
- **Unit Information**
  - Faculty:
    - Click on the link and click “check out,” then click “edit.” This will allow you to enter text, including the appropriate numbers in the table. I will have already uploaded your faculty data sheets and linked them to this section. When you have finished entering text, click “Save and Return” and “Check In.”
  - Staff:
    - Check out, click “edit” and add numbers to the table and additional explanatory text as appropriate. When finished, “Save and Return” and “Check In.”
  - Student Credit Hours Generated by the Unit:
    - This information will be supplied by the Office of Institutional Research and Planning and I will insert it for you.
  - Financial Resources:
    - Check out, click “Text & Image” and add explanatory narrative text to this section. When finished, “Save and Return” and “Check In.”
  - Unit’s Facilities
    - Check out, click “Text & Image” and add explanatory narrative text to this section. When finished, “Save and Return” and “Check In.”
  - Opportunities for New Programs
    - Check out, click “Text & Image” and add explanatory narrative text to this section. When finished, “Save and Return” and “Check In.”