Directions for Entering Program Review Information into Taskstream by Watermark

Entering the System

1. Go to 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 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-2021 Template-one template must be completed for each degree and certificate program within the department or other academic unit.
2. The Academic Department Review-2021 Template
3. Please read the directions (which can be expanded and are embedded into each section of the report) before completing each section.

Note: Taskstream templates provide five tabs (found at the bottom of the page) that can be added to any section. For program review, we typically use two sections; ***Text & Image*** and ***Attachments****.*

Text & Image: Clicking on the *Text & Image* tab will bring up a text box that looks much like Microsoft Word. You can either type text directly into this box or you can type into Microsoft Word and copy and past the text into Taskstream. You will see that Taskstream has many of the features of Word for formatting text. When finished entering text, please run spell check and then click the *save and return* tab.

Attachments: Click the *attachments* tab, click *upload from computer*, click *add files*, select your file and click *open*, enter a description (this is optional), click *upload and close*, click *save and return*.

Linking attachments to Text: Please link your attachments to the appropriate text. **Note:** The same attachment DOES NOT need to be uploaded to multiple sections. If you want to refer to the same attachment often throughout the report, you can link a single attachment to multiple sections of the report. To link an attachment to the text, do the following: 1) Click on the *Text & Image* tab. 2) Highlight the text you wish to link with your mouse. 3) Click on *insert link to file attachment*. 4) Click the down arrow next to *choose file*. 5) Highlight the file you want to link. 6) Copy the file you want to link (controlC on a PC). 7) Click on *insert*. 8) Click on *link*. 9) Paste the file link in the URL box. You may give it a title if you wish. 10) Click *save*. 11) Click *save and return*. 12) Click on the link you created to make sure it opens the correct file.

Important: When finished with each section of the report, **be sure to check it back in!**

Specific Directions for Each Template

1. **The Program Review-2021 Template (You will need to check out each section to work on it and you must check it back in when finished)!**

   - **General Information**: Nothing needs to be added here.

   - **Signatures Page with Recommendations**: Please download the Signature Page from Taskstream, complete it, and send me a signed copy of the completed page.

   - **Dean's Recommendation:** Deans may either type this recommendation directly into the "text and image" tab or they may complete the recommendation using Microsoft Word (or similar word processing program) and then copy and paste it into the "text and image" tab of the "Dean's Recommendation" section of Taskstream. Please be sure to include your recommendation and the rationale for this recommendation. A typed signature at the bottom of the rationale is sufficient.

   - **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**
     - Curriculum
       - 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 added a table into the Text & Image section of the report. Open this section and click "edit." This will allow you to enter information into the table.

- 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 <u>summary</u> 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 plus graduation 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 Fill Rates
        - I will upload course enrollments and fill rates 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 a table for this section. Add narrative by checking out and editing the text/image box as described in previous steps.
    - Comprehensive Program Enrollment
        - I will complete a chart and upload a table 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 in the Text & Image section at this step. Open and edit the Text & Image box to complete the chart. 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-2021 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.”