

# Important WEAVEonline Reminders

There is not a required number of goals, objectives, and measures. You should have the number that reflects the important work of your department that tells your story and is manageable for you. Quality is better than quantity.

People not familiar with your department will be reading these. It can be helpful to provide some basic scope or overview of your department/unit as additional information in your mission/goals section. Additionally, it is important to spell out acronyms and avoid using jargon.

Please use the spell check function for the text boxes. The formatting in the textboxes sometimes does not hold when you print a Detailed Assessment Report. Please be sure it is readable in paragraph form.

For the entry titles (Condensed Description), you have 128 characters to describe your entry. Please make it descriptive and unique, so it is easy for the reader to understand.

## **New cycle, New Year in WEAVE**

You cannot DELETE anything that you move to the next cycle in WEAVE. You must contact Student Life Studies (SLS) staff who will then work with the Office of Institutional Effectiveness and Evaluation to get the entry deleted. You should not ask for something to be deleted just because you decided not to do it. There needs to be a legitimate reason. SLS staff will have you change the title of the entry you want deleted with the word DELETE, so it is clear what you need deleted.

If you do not want an entry to move to the next cycle, be sure to mark the Active Through entry as the current cycle. The default is Keep Active.

When a cycle closes (usually October 1), you cannot edit the past year.

When the cycle opens, (usually several weeks after the previous cycle closes), you will see a button under the Outcomes/Objectives header that says "Copy Associations and Connected Documents from <previous cycle>" **Only click that ONE time.** If you click it again later after you have entered any changes or additions, it will delete your work. If you have more than one writer, be sure to communicate who will hit the button when.

When the cycle opens, you will have a few weeks (usually until November 1) to update your plans with Mission, Goals, Outcomes, Measures, Achievement Targets and any Associations with university or Division priorities.

You **MUST** mark each entry as Final by the deadlines for all entries. You can still update them while the cycle is open, but they should be finalized by the deadlines provided.

## **Outcomes/Student Learning Outcomes**

When you are associating Outcomes with Goals and Measures with Outcomes, you do not need to have more than one association (i.e., all seven outcomes do not all need to associate with all three goals).

You can associate Outcomes with your department goals, the General Education/Core Curriculum or Graduate Outcomes (use only for Student Learning Outcomes!), Division of Student Affairs Goals, Diversity Plan, and Texas A&M Goals (Vision 2020). If you associate with Vision 2020 Imperatives, READ the actual description of the Imperative! The title may be deceptive. (See <http://vision2020.tamu.edu/>)

When you create a Student Learning Outcome, there is a question in the editing section of the outcome that says Student Learning? When you change that to yes (no is the default), you will see a green checkmark on the Assessment Summary page.

When you create a Student Learning Outcome, you **MUST** describe, using action verbs, what the students will demonstrate. It needs to be measurable/observable. Please see SLS for help with writing and assessing outcomes.

### **Measures/Targets/Findings**

When you are creating Measures, look at all the Sources of Evidence you can choose from and be sure that matches what you have described in the Measures textbox.

Your Outcome, Measure, Target, and Findings all need to line up and be about the same thing.

In the Findings section, you are to include *actual results* that describe how you met your outcome and target. Be concise, but be sure to address the outcome and target. Feel free to upload additional information in the Document Management section.

### **Action Plans**

You **MUST** create an Action Plan for each “Not Met” or “Partially Met” targets.

You **MUST** create a new Action Plan in each cycle, even if you have met all of your targets.

Do not include individual names as the Responsible Person; use titles.

If you do not want it to move forward, in addition to changing the Active Through entry to the current year, you also need to mark the Implementation Status as Finished or Terminated.

Your Action Plans should be based on what your findings were telling you or about program/services improvements, not changes to your assessment.

Reference the findings within the Action plan that lead you to formulate the plan. You can use the formula recommended in the Help tips within WEAVE, which open as “Based on our findings xxxx....”

### **Document Management**

You can upload documents to support your assessment plan in the Document Management section. You do need to pay attention to the size limits.

Those document **must NOT** contain any individually identifying information.

You should associate the uploaded document with the appropriate section using the Edit Document Connections button in the Document Management-Documents page. Documents should not be associated with every section. If you are uploading the findings or a report about the findings, then associate it with the findings for that year.

### **Achievement Summary/Analysis**

In the Achievement Summary/Analysis page, you **MUST** answer both questions.

As the instructions state, you need to refer to specific findings. You may want to use a simple formula, something like, “From the X assessment, we found Y. Therefore, next year, we are doing Z.”

### **Reports**

There are several helpful reports you should use. Under the Reports tab, you will see a list.

- The DAR—Detailed Assessment Report—will give you your entire current report. You can check formatting, read how well your entries align, view your action plans, and see what documents are associated with your outcomes. We find it easier to read when the Display option is Goals (with Outcomes/Objectives).
- The Audit Reports will tell you where you lack information.
- The Data Entry Status (DES) Reports will tell you where you have entries marked Final or Draft/in Progress or if you have not started (None). On page 2, click “Only consider action Plans Established in the selected cycle.”
- Feel free to play with the other reports for information that may be useful to you.

# Glossary of Commonly Used Terms

Academic Direct Measure: method that examines student work or performance

Academic Indirect Indicator: method that gathers perceptions of student work or performance

**Achievement Target:** overall level for satisfactory performance on a Measure-Outcome/Objective Combination. *What is your measurable criteria for success?*

Action Plan: activity sequence designed to help entity better accomplish intended outcomes/objectives

Active through Cycle: last cycle this data element will be present

Administrative Measure: method that gauges entity effectiveness in non-learning areas

Assessment: process to answer - Are our efforts bringing forth the desired results?

Association: key area to which an outcome/objective has a significant tie

Cycle: span of time for a single assessment sequence

Established in Cycle: initial cycle for this data element

**Goal:** broad statement about desired ends

**Measure:** method to gauge achievement of expected results (it is usually a noun—survey, focus group, etc.)

**Mission/Purpose:** highest aims, intentions, and activities of the entity. *What is your unique reason for being?*

Objective: active-verb description of specific point or task entity will accomplish or reach – can be assessed!

**Outcome:** active-verb description of a desired end result related to the entity mission – can be assessed!

Responsible Person/Group: person or group responsible for implementing action plan—use titles, not names

Source of Evidence: type of measure used to collect assessment data

Strategic Plan: a long-term, practical, action-oriented document resulting from the strategic planning process.

**Student Learning Outcome:** created and designated by an entity as an Outcome/Objective in which students must gain knowledge, skills, or ability by the end of a specified time period (ex. end of semester, end of course of study).