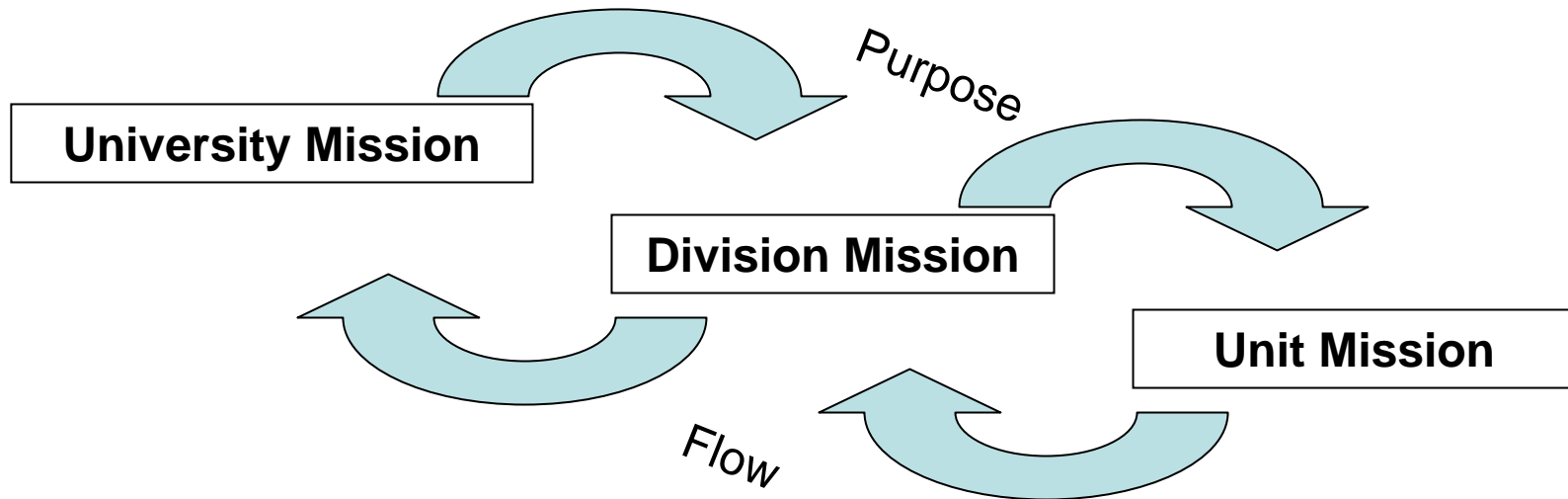




The Purpose and Flow of Assessment



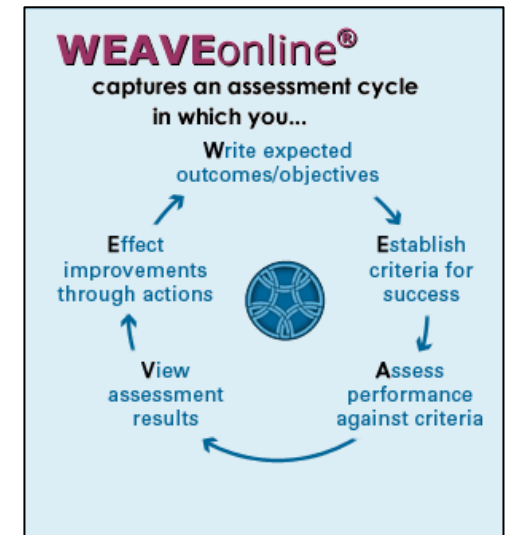
The university's mission is the driving force for all divisions/units on campus.

Assessment is carried out as a means to determine three things:

1. Alignment between the university mission and division/unit mission;
2. Provides a "big picture" of performance at all levels- unit, division, and university;
3. Allows for "continuous quality improvement" at all levels by using assessment results to determine how the unit, division, and/or university need to proceed in order to improve.



- WEAVEOnline is a web-based assessment management system that helps manage accreditation, assessment, planning, and quality improvement processes for colleges and universities.
- WEAVEOnline increases the understanding of and commitment to ongoing planning and evaluation from the level of individual programs up through the entire institution.
- WEAVEOnline promotes collaboration within and across all academic and administrative units and builds institutional commitment to continuous improvement to demonstrate how an institution **closes the loop**.



What is required of the unit plan “writer”?

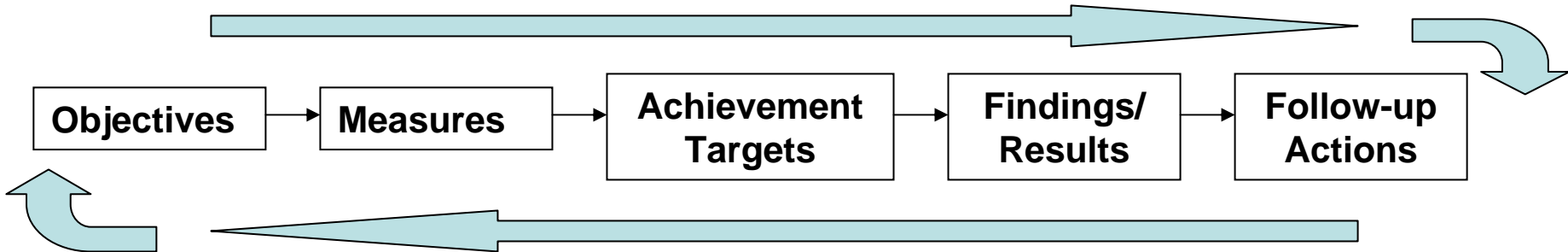
Each year (known as a cycle) all levels of the university complete a unit plan assessment report. These reports are an important step in affirming the university’s effort to promote continuous quality improvement. Each unit plan consists of a mission statement, assessment essentials (objectives, measures, achievement targets and findings) follow-up action plans, subjective analysis of unit strengths and weaknesses and an overall annual report summary.

To complete a unit plan you will gain access into the WEAVEOnline software and provide documentation in the aforementioned areas. A document repository is available to allow you the opportunity to upload relevant documentation to support unit findings.

In order to gain access into the software you will be required to attend a WEAVEOnline software demonstration training provided by the Institutional Effectiveness Division of the Office of Planning and Institutional Effectiveness. The 45-minute training will provide you with a navigational overview of the software, as well as a user’s guide and additional resources to assist you in documenting the unit plan and **close the loop** for continuous quality improvement.



Closing the Loop



Unit plan assessment occurs in this timeline:

SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
September: Complete Action Plans, Analysis Questions & Annual Report. Administrator Review & Approve 3 As	October 1: Assessment Plans Due for AY/FY closed out in August	November: Prepare Current AY/FY Assessment Plan (Objectives/ Measures)	December: Administrator Review & Approve Objectives & Measures for Current AY/FY Plan	January-August: Collect & Document Findings; Upload Documents into Repository for Current AY/FY Plan							