Weave Assessment Tab

**MISSION/PURPOSE**
- Brief statement (2-3 sentences) that communicates the overall purpose of the entity, distinguishes it from similar areas, and aligns clearly with the mission of TTUHSC.

**Example 1**
The mission of the Department of Pediatric Dentistry at the XYZ School of Dentistry is to educate students in childhood growth and development as it relates to oral health in order to produce competent and compassionate dental professionals.

**Example 2**
The mission of the Office of Institutional Planning and Assessment at the Texas Tech University Health Sciences Center is to promote institutional effectiveness through ongoing, systematic planning and assessment efforts in order to support faculty and staff in achieving the institutional mission.

**GOALS**
- This section is not required to satisfy TTUHSC requirements.

**OUTCOMES/OBJECTIVES**
- We suggest you have approximately 3-5 outcomes/objectives. Fewer indicate your objectives may be too broad. Too many suggests that your objectives may be too specific.
- If possible, avoid directionality (e.g. increase or decrease) in wording your objectives. You should also try to avoid specifying a quantifiable target. This is more appropriate for achievement targets in Weave.
- Each outcome/objective should be linked to appropriate elements of the TTUHSC strategic plan, which have already been entered into Weave.

**Student Learning Outcomes:** Academic programs are expected to have student learning outcomes. In other words, what will students know or be able to do when they have completed a degree program?

**Example 3**
**Needs improvement:** Students will learn effective interpersonal communication skills. *(How do you know that they have learned these skills?)*

**Better:** Students will be able to demonstrate effective interpersonal communication skills in the exchange of information and collaboration with patients, their families, and other healthcare professionals.

**Customer Outcomes:** For educational support, administrative, research, and community outreach units, outcomes and objectives become a bit more confusing. Some units may have customer outcomes, or expected results for the intended customer.

**Example 4**
**Needs improvement:** The Office of Faculty Development will offer quarterly training on the effective use of technology to enhance classroom instruction.
Better: Faculty will be able to use classroom technology effectively to enhance student learning experiences. (The “customer” is faculty. Even though you may have an objective to offer training, the desired result is that they would be able to use the available technology effectively.)

Process Objectives: Other types of units lend themselves more readily to process objectives, or anticipated actions, which will move one towards accomplishment of the unit’s mission.

Example 5
Needs improvement: The Office of Student Recruitment will represent the school at three recruitment events per semester within the local community.
Better: The Office of Student Recruitment will maintain a visible and professional presence at recruitment events within the local community. (Typically, you want objectives to be appropriate over several years if possible, so you don’t have to change them frequently. Your achievement targets, however, will change more often.)

Measures & Findings

Measures
• What evidence will you have to document the progress you’ve made toward achieving your outcome or objective? (e.g. certification exams, presentation rubrics, Student Satisfaction Survey, training/workshop surveys, compliance reports)
• We also see a lot of process indicators, such as the number of workshops offered, number of people trained, etc. Such activities are often documented by sign-in sheets or consultation logs.
• For WEAVE beginners, it is recommended that you have one measure for every objective/outcome. However, it is definitely possible to have multiple measures per objective/outcome OR have one measure aligned with multiple objectives/outcomes.

Example 6
USMLE-Step 1: The USMLE-Step 1 is part of the licensing examination series for physicians. Administered by the NBME, it is a standardized exam designed to measure medical knowledge needed to pass into the clinical years.

Example 7
Report on Customer Service: As required by the Section 2114 of the Texas Government Code, the Report on Customer Service provides an inventory of external customers served by a state agency and information related to the quality of service delivered by that agency. The report must be submitted to the Legislative Budget Board and the Governor's Office of Budget and Planning by June 1 on even-numbered years.

Example 8
IRB Review Time: IRB review time will be measured by counting the number of days between IRB submission and approval for new exempt and expedited studies. Note that the "Review Board-Received Submissions" report in iRIS provides the basis for making these calculations.

Achievement Targets
• For each measure, you need to establish an achievement target. In other words, how or when will you know if you’ve been successful?
• These targets offer directionality (e.g. increase, decrease) or specify something quantifiable (percent, rating, score). Sometimes it may be best to state an anticipated date for completion if no other targets seem appropriate.
• Targets should change to reflect improvement over time.
Example 9
All students will achieve at or above the 6th percentile on each of the NBME subject exams.

Example 10
Because a revised Student Satisfaction Survey was administered in Spring 2010, baseline data will be collected in 2009-2010. (In subsequent years, the target might be: “Students will indicate an average level of satisfaction of at least 4.5 on all survey items.”)

Example 11
Report X will be compiled according to the stated federal requirements and submitted by August 1, 2011.

Findings
• What were this year’s results? Simply state the facts---no need to analyze or offer explanations why you met or did not meet the achievement target. You will have an opportunity to do so.

Example 12
Needs improvement: Most of our students scored at or above the national average on the USMLE-Step 1 exam.
Better: On their first attempt, our students achieved a mean score of 224 on the USMLE-Step I exam. This compares to the national average of 221. In addition, 98% of our first-time examinees passed the exam compared to 93% of examinees from other U.S. and Canadian medical schools.

Example 13
Needs improvement: The target for fall enrollment was met.
Better: The official enrollment figure for Fall 2010 was 99 students, which exceeded the targeted enrollment of 85. Additional demographic data about these students can be viewed in the 2010-2011 Enrollment Report, which has been uploaded as supporting documentation.

ACTION PLAN TRACKING (Optional)
• This section is not required for TTUHSC purposes.

ACHIEVEMENT SUMMARY/ANALYSIS
• This is a very important component of the Weave plan. It’s one thing to establish outcomes/objectives and measure progress, but it’s how you use those results to promote improvement that really matters!

• Responses to three questions are required:

(1) Review the achievement targets for <PREVIOUS CYCLE>, which were marked as Partially Met or Not Met. Describe in detail what actions you took in <CURRENT CYCLE> to address those issues. Then summarize the impact of those actions on this year's findings. Upload any applicable documentation. (NOTE: If you marked Met on all targets in <PREVIOUS CYCLE>, type Not Applicable and mark this question as Final.)

Example 14
Not Met: A Faculty Satisfaction Survey will be administered in March 2011, and the resulting report will be distributed by May 2011. Personnel changes delayed survey administration in 2010-2011, but the survey has since been administered in Spring 2012. In addition, a schedule of institutional surveys has been established to ensure continuity. During the fall semester of odd-numbered years, the Faculty Satisfaction Survey will be administered. During the fall semester of even-numbered years,
the Staff Satisfaction Survey will be administered. The Student Satisfaction Survey will continue to be administered on an annual basis at the end of each spring semester.

(2) Review the achievement targets for <CURRENT CYCLE>, which were marked as Partially Met or Not Met. Describe how you intend to address these issues over the next year. If you marked Met on all targets, what specifically do you intend to do in <FUTURE CYCLE> to promote continuous improvement in your area?

**Example 15**

Partially Met: During the 2011-2012 academic year, a rubric for reviewing WEAVE plans will be developed, and a two-year review schedule will be implemented. Baseline data will be collected before establishing a specific target level for expected performance. A similar target was marked Not Met in 2010-2011, but progress has been made over the past year. Two rubrics have been developed for reviewing assessment plans. One will be used to review plans for academic programs. The other will be used to review plans for administrative units. Feedback about the rubrics will be solicited from the Institutional Effectiveness (IE) Workgroup in October 2012. Then the rubrics will be tested on selected assessment plans to determine any needed revisions. Once revisions have been made, a review schedule will be developed.

(3) Provide a summary of your program, department, or unit's activities in <CURRENT CYCLE>. You might want to describe a major accomplishment or explain how your area contributed to the overall mission of TTUHSC. Upload any applicable documentation.

**ANNUAL/SPECIAL REPORTING (Optional)**

- This section is not required for TTUHSC purposes.

**DOCUMENT MANAGEMENT**

- It is recommended that you upload any key documents that provide evidence of the progress you’ve made toward achieving your outcomes/objectives.
- Never upload documents that contain identifying information.
- You must upload documents in formats to which most people have access (e.g. Word, Excel, PDF).