

## Guidelines for Documenting Continuous Improvement

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### RATIONALE

Texas Tech University Health Sciences Center (TTUHSC) is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate, master's, doctoral, and professional degrees. To maintain accreditation, TTUHSC must remain compliant with the principles of accreditation set forth by SACSCOC.

*Standard 7.3: Administrative Effectiveness* stipulates that the "institution identifies expected outcomes of its administrative support services and demonstrates the extent to which the outcomes are achieved."

*Standard 8.2: Student Outcomes* stipulates that the "institution identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of seeking improvement based on analysis of the results in each of the following areas: (a) student learning outcomes for each of its educational programs, (b) student learning outcomes for collegiate-level general education competencies of its undergraduate degree programs, and (c) academic and student services that support student success.

To facilitate compliance with these standards, TTUHSC implemented an institution-wide assessment management system in 2006. Known as Weave, TTUHSC faculty and staff use the system to document institutional effectiveness and continuous quality improvement in key areas across the institution.

### GENERAL REQUIREMENTS

1. Academic programs will identify student learning outcomes at the programmatic level, measure the extent to which such outcomes are achieved, and document evidence of improvement based on analysis of corresponding results. Established outcomes should align with the current HSC strategic plan and stated institutional and school-specific mission statements.
2. Targeted areas which provide administrative and academic/student support within the educational mission of the institution will identify objectives and/or outcomes, as applicable; measure the extent to which such objectives/outcomes are achieved; and document evidence of improvement based on analysis of corresponding results. Established objectives/outcomes should align with the current HSC strategic plan and stated institutional and school/departmental-specific mission statements, as applicable.

### PROCEDURES

- a. Each targeted entity will develop and complete an annual continuous improvement plan using Weave.
- b. All educational programs must complete an annual continuous improvement plan.
- c. Excluding academic programs, targeted areas which are required to complete an annual continuous improvement plan will be determined cooperatively between the TTUHSC Weave administrators and an appropriate representative from the targeted area. Appropriate representatives will include those at the Director's level or above.
- d. Each reporting cycle will begin on the first day of September and end on the last day of August of every year.
- e. Deadlines for submission of the previous year's continuous improvement plan will be the last day of September of every year. All requests for a reasonable deadline extension must be submitted in writing to a TTUHSC Weave administrator.