

# TTUHSC Weave *Cheat Sheet* Student Support Programs

## Continuous Improvement Plans and Reports

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### PROGRAM/UNIT MISSION

- A Mission Statement is a brief statement of general values and principles which guide the department or program goals.

### PROGRESS ON PLANNED IMPROVEMENTS

- Review the Targets marked as Partially Met or Not Met from the previous cycle. Elaborate on the actions you took in the current cycle to address those issues. If you marked Met on all Targets in the previous year, please give a brief summary of program/unit successes or improvements that happened during the last year.

### TTUHSC GOALS

- Choose one of the TTUHSC-wide Strategic Goal(s) and the appropriate corresponding objective (Innovation or Collaboration) that is relative to your area. Copy and paste that goal into the Description section.

### OUTCOMES/OBJECTIVES

- You have approximately 3-5 Department/Program Outcomes/Objectives.

### MEASURES

- For each Outcome/Objective, you need an assessment measure. Ideally, one direct measure that includes data collected directly from the student performance. process indicators

### TARGETS

- For each Measure, you need to establish an achievement Target. These targets should include a minimally accepted benchmark expected.

### FINDINGS

- Describe Outcomes in terms of stated achievement of Targets and provide specific, yet objective, information about the results. This information comes directly from your stated measures. Provide a context for each Finding, if relevant

### ACTION PLAN

- You will provide a detailed description of the actions you plan to take for the Targets marked as Partially Met or Not Met.
- If all Targets were Met, we advise you to use this section to indicate what your department/unit will do to make general improvements over the next year.

### ATTACHMENTS

- 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.
- Save your file with a distinct and descriptive name (i.e., Annual Report for Targets 1.1.1.1 Findings).
  - You must upload documents in formats to which most people have access (e.g., Word, Excel, PDF).