TTUHSC Weave *Cheat Sheet*

Weave Projects Assessment Page

PROJECT STATUS

- Set your project status.
    - **Not started:** All projects start with this status until content is added.
    - **In Progress:** Update your project to this status once you have begun adding content.
    - **Internal Review:** Update your project to this status to indicate that your project is needing to be reviewed by another member of your team. *Once the review is completed, please put your plan back as "In Progress" if still in the Planning Phase or as "Complete" if your plan is finished for the cycle.
    - **Complete:** Update your project to this status to indicate it is complete, including Findings and Action Plan.

NOTE: Weave refers to "Plans" as "Projects."

PROGRAM/UNIT MISSION

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

    Mission 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**.**

    Mission Example 2
    In order to support faculty and staff in achieving the institution's mission, the Office of Academic Planning Compliance seeks to promote continuous improvement through annual planning and assessment; coordinate institution-wide academic planning; and ensure ongoing compliance with THECB, SACSCOC, and other federal requirements.

PROGRESS ON PLANNED IMPROVEMENTS

- 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!
- 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. Upload any applicable documentation. 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.

    NOTE: Beginning in the 2021-2022 cycle, for those Targets marked as *Partially Met* or *Not Met,* you will refer back to your *Action Plan* and *Action Items* (if utilized) when completing this section.

Improvements Example 1
Partially Met: At least 75% of required faculty and staff will complete their continuous improvement plans in Weave by September 30. Completion rates will increase to 100% by December 31. During the previous cycle, TTUHSC Weave administrators worked toward improving Weave completion rates by the designated deadlines. We continued to communicate deadlines using a variety of methods, including email, the Local News section on Weave, and TTUHSC announcements. We also continued Weave Wednesdays, in which we offered face-to-face training opportunities for Weave users during the months of August and September. Finally, we implemented a new peer review process in which all Weave plans were reviewed by faculty and staff in a single day. Despite these efforts, only 64% completed their Weave plans by the deadline, which increased to 90% by October 30 and 100% by December 31.

Improvements Example 2
Not Met: We did not meet our 2020-2021 target to have at least 40% of the student population complete the survey. During the 2021-2022 year we improved our marketing efforts by advertising the survey on TV monitors across campuses, and we designed new flyers and posters to replace dated marketing materials. We are still working on best practices to ensure these are distributed and appropriately used at all campus sites. We have not yet completed our efforts as simplifying the data tables within the report but, we are about 80% finished with this project.

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. You can have multiple goals if more than one TTUHSC-wide Strategic Goal is relevant to your area. You just need to ensure your Outcomes/Objectives align appropriately within each goal. The 2022 FY TTUHSC Strategic Goals and objectives are as follows:
    - **Academics**
        - Innovation Objective: Promote innovation in our academic programs, academic support services and student affairs.
        - Collaboration Objective: Promote collaborative learning opportunities leveraging best practices.
    - **Clinical Affairs**
        - Innovation Objective: Improve health care and patient care outcomes.
        - Collaboration Objective: Cultivate and enhance collaborations that utilize our unique position as a comprehensive academic health center.
    - **Research**
        - Innovation Objective: Modernize our research infrastructure to effectively capitalize on research opportunities.
        - Collaboration Objective: Advance our research portfolio through collaborations in areas of strength.
    - **People & Operations**
        - Innovation Objective: Encourage innovative approaches to improve our operational strategy and establish the institution as the employer of choice.
        - Collaboration Objective: Implement growth and development strategies that encourage collaboration and align resources at our university.
    - **External Affairs**
        - Innovation Objective: Champion our university's role as an innovative leader through meaningful engagement.
        - Collaboration Objective: Position the institution as a key collaborative partner with external stakeholders.
    - **Telehealth**
        - Strategic Goal: Comprehensive Telehealth – Coordinated under a universitywide institute, establish our university as the leading institution in the advancement of comprehensive telehealth.

OUTCOMES/OBJECTIVES

- We suggest you have approximately 3-5 Outcomes/Objectives. Fewer indicate your Outcomes/Objectives may be too broad. Too many suggests that your Outcomes/Objectives may be too specific.
- If possible, avoid directionality (e.g., increase or decrease) in wording your Outcomes/Objectives. You should also try to avoid specifying a quantifiable target. This is more appropriate for targets in 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 certificate/degree program?

Outcome Example 1
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 administrative and academic/student support units, Outcomes and Objectives become a bit more confusing. Some units may have Customer Outcomes, or expected results for the intended customer.

Outcome Example 2
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 the accomplishment of the unit's mission.

Outcome Example 2
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.)*

ACTION PLAN

- In the Action Plan "Description," you will provide a detailed description of the actions you plan to take for the Targets marked as *Partially Met* or *Not Met*.
- If beneficial, you can use the "Action Items" section to discuss each Target's Action Plan in more detail. Actions Items may be helpful when you have multiple targets or actions needed per Outcome/Objective.
- 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. However, if your department does not have anything additional to add, please indicate "Target(s) was met. No action needed at this time."

Action Plan Example 1

Target 1.1.1.1 was *Partially Met*: To promote continuous improvements in 2020-2021, APC staff will maintain existing department operations, while continuing to lead the institution through the SACSCOC reaffirmation process. The formal proposal for the Quality Enhancement Plan will be due in February 2022, as well as any Focused Report responses required by the off-site review team. Then the on-site visit will be in March 2022. Any subsequent reports will likely be due in Summer 2022. Once the reaffirmation process is complete, APC personnel will reevaluate the department's objectives in relation to TTUHSC's new strategic plan.

Action Plan Example 2

Not Met in 2020-2021: The student survey will be administered in April 2020. At least 40% of the targeted population will complete the survey. The final report based on analyses of the results will be distributed in June 2019. Although we administered the survey in April, we only achieved a 38% response rate and failed to distribute the report until July. Thus, we will work diligently in 2021-2022 to address two areas of concern. First, we will improve marketing efforts by advertising the survey on TV monitors across campuses, and we will design new flyers and posters to replace dated marketing materials. Second, we will simplify data tables within the report to decrease the time needed for report preparation.

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 surveys, 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 Outcomes/Objectives.

Measures Example 1

USMLE Step 1: The United States Medical Licensing Examination (USMLE)-Step 1 is a standardized exam that assesses understanding and application of basic science knowledge. In addition, it measures the scientific principles required for maintenance of competence through lifelong learning. The exam consists of multiple-choice questions which measure one's foundation of knowledge, ability to solve problems, interpretation of graphic and tabular material, and the identification of gross and microscopic pathologic and normal specimens. The content is organized according to general principles and concepts that are important across organ systems and within individual organ systems. Each exam covers content related to anatomy, behavioral sciences, biochemistry, microbiology, pathology, pharmacology, physiology, as well as interdisciplinary issues. The USMLE Step 1 is administered to medical students at the end of Year Two.

Measures Example 2

Earned faculty development credits: School faculty earn faculty development credit hours by (i) attending presentations approved for faculty development credits (School and TTUHSC offerings), (ii) watching video recordings of faculty development presentations posted on the School's Sakai Faculty Development site, and (iii) providing faculty development presentations. Faculty development credits earned by each faculty member are tracked with a spreadsheet that is maintained by the School's Associate Dean of Faculty Development.

Example 12
IRB Review Time: Consistent with our accrediting agency's (AAHRPP's) requirements, IRB review time will be measured by counting the <u>median</u> number of days between submission and approval of new studies (full board review, expedited review and exemption determinations).

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 (i.e., increase, decrease) or specify something quantifiable (e.g., percent, rating, score). Sometimes it may be best to state an anticipated date for completion if no other Target seems appropriate.
- Targets should change to reflect improvement over time.

Target Example 1
All students will achieve at or above the 6th percentile on each of the NBME subject exams.

Target Example 2
Students will indicate an average level of satisfaction of at least 4.5 on all survey items.

Target Example 3
Report X will be compiled according to the stated federal requirements and submitted by August 1, 2022.

FINDINGS
- What were this year's results? Describe Outcomes/Objectives in terms of stated achievement Targets and provide specific, yet objective, information about the results. Provide a context for each Finding, if relevant.

Findings Example 1
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. In addition, 98% of our first-time examinees passed the exam compared to 93% of examinees from other U.S. and Canadian medical schools.

Findings Example 2
Needs improvement: The target for fall enrollment was *Met*.
Better: The official enrollment figure for Fall 2021 was 99 students, which exceeded the targeted enrollment of 85. Additional demographic data about these students can be viewed in the *20-21 Enrollment Report*, which has been uploaded as supporting documentation.

Explanation of Findings
- This section is for Weave users to add additional information regarding that year's results due to character limitations in the general Findings field.

Target Status
- Based on this year's Findings, you will change your Status to one of the following:
  - *Met*
  - *Partially Met*
  - *Not Met*
  - *Not Reported This Period*

PROJECT 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).

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