

TTUHSC Weave *Cheat Sheet*

Weave Assessment Tab

MISSION/PURPOSE

- Brief statement (2-3 sentences) that communicates the overall purpose of the entity, distinguishes it from similar areas, and supports clearly 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 Effectiveness and Accreditation (OIEA) at the Texas Tech University Health Sciences Center (TTUHSC) is to promote continuous improvement across the institution and maintain ongoing compliance with regional accreditation standards in order to facilitate achievement of the institutional mission by faculty and staff.

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 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 (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 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 2017, baseline data will be collected in 2016-2017. (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, 2017.

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.

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 2015 was 99 students, which exceeded the targeted enrollment of 85. Additional demographic data about these students can be viewed in the *2016-2017 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

Partially Met in 2015-2016: At least 75% of required faculty and staff will complete their assessment plans in Weave by September 30. Completion rates will increase to 100% by December 31. During 2016-2017, 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.

- (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

Not Met in 2016-2017: The Student Satisfaction Survey will be administered in April 2017. 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 2017. 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 2017-2018 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.

- (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).

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