



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER™

## Reporting Findings for Academic and Administrative Plans

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Hello! My name is Leslie Collins, and I am the primary administrator for Weave at the Texas Tech University Health Sciences Center. This presentation is one in a series of Weave training sessions that you can find on the Office of Institutional Planning and Assessment's website. You can find the link to view the other presentations, on the last slide of this presentation.

In this presentation, we will be discussing how to report Findings effectively for your TTUHSC Weave plans.

## WEAVE STRUCTURE



<u>Phase I: Planning</u>	<u>Phase II: Assessment</u>
Mission Statement	Findings
Outcomes/Objectives <i>* Linked to Elements of the TTUHSC Strategic Plan</i>	Analysis Questions
Measures	Document Management
Achievement Targets	

### **Weave Elements that are Not Required**

Goals  
Action Plan Tracking  
Annual Reporting

In other Weave presentations posted to the OIPA website, we have discussed the Mission Statement, Student Learning Outcomes for Academic Program Plans, Outcomes/Objectives for Administrative Plans, Measures, and Achievement Targets which are all elements of the Planning Phase of the Weave cycle. The Assessment Phase of the Weave cycle consists of reporting Findings and answering 3 Analysis Questions. Uploading supporting documentation and linking those documents to appropriate parts of your Weave plan is the last step of the Assessment Phase.

It is also important to note that the Goals, Action Plan Tracking, and Annual Reporting are elements that you will see when you log into the Weave system. However, these elements are not required for your TTUHSC Weave plans.

# FINDINGS



<u>Excellent (3)</u>	<u>Acceptable (2)</u>	<u>Developing (1)</u>
<ul style="list-style-type: none"> <li>Describe specific outcomes/objectives in terms of the stated achievement targets.</li> <li>Provide specific, yet objective information about results.</li> <li>The context for each finding is provided, if relevant.</li> <li>Marked appropriately as <i>Met</i>, <i>Partially Met</i>, <i>Not Met</i>, or <i>Not Reported in this Cycle</i>.</li> </ul>	<ul style="list-style-type: none"> <li>Describe specific outcomes/objectives in terms of the stated achievement targets.</li> <li>Provide specific information about results.</li> <li>Largely objective, but may contain some subjective comments.</li> <li>If relevant, the context is incomplete.</li> <li>Marked appropriately as <i>Met</i>, <i>Partially Met</i>, <i>Not Met</i>, or <i>Not Reported in this Cycle</i>.</li> </ul>	<ul style="list-style-type: none"> <li>Do not describe outcomes/objectives in terms of the stated achievement targets.</li> <li>The context is not provided for some findings, if relevant.</li> <li>Are not be marked appropriately as <i>Met</i>, <i>Partially Met</i>, <i>Not Met</i>, or <i>Not Reported in this Cycle</i>.</li> </ul>

This slide is taken directly from the rubric used to evaluate each Weave plan. These are the criteria used to determine a score under the “Findings” category for both Academic Programs and Administrative Units.

In order for a Weave plan to score a 3 in the Findings category, it must:

1. Describe specific Outcomes/Objectives in terms of the stated Achievement Targets. This bullet point is very important and means that the Findings must be reported in the same way the Target was stated. For instance, if your Target is an 80% pass rate, the Finding should describe the actual percentage of students who passed the exam. If your Target is “Employees will indicate at least a 5 (excellent) as an average level of satisfaction,” then the Finding should report the actual average level of satisfaction indicated by employees.

2. Next, Findings must provide specific, yet objective information about the results. Findings should not contain subjective details, but should be as specific as possible in order to provide the reader with enough information to understand your plan as a whole. Subjective information could be something like, “Students scored very well,” or “Participation in the event was fantastic.” You should report on actual facts, but limit your subjective interpretation of those facts.

3. Additionally, context for each Finding should be provided, as relevant. If your Target states that “Students will score at or above the national average,” the Finding needs to indicate exactly what students scored along with specific details about the national

average. Not all Findings will require additional context.

4. Lastly, each Finding should be marked appropriately as Met, Partially Met, Not Met, or Not Reported in this Cycle in terms of whether or not the Target was achieved. Sometimes the “Not Reported in this Cycle” is an applicable choice if, for instance, you are reporting on specific data that is only available on a biennial basis.”

It is also very important to note that Weave plans are not scored based on whether a program or department meets their expected Achievement Target. A Finding of “Not Met” will not impact your Weave score. Rather, we are interested in the assessment process and will look to see what changes and improvements you make in order to meet that Achievement Target in the next cycle.

## FINDINGS: Examples



### Example

**Needs improvement:** Most of our students scored at or above the national average on the USMLE-Step 1.

**Better:** On their first attempt, our students achieved a mean score of 224 on the USMLE-Step 1. 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

**Needs improvement:** The target for fall enrollment was met.

**Better:** The official enrollment figure for Fall 2014 was 99 students, which exceeded the targeted enrollment of 85. Additional demographic data about these students can be viewed in the *2014-2015 Enrollment Report*, which has been uploaded as supporting documentation.

Here are two examples of how Findings can be improved by adding context and specific and objective information.

The first example reads, “Most of our students scored at or above the national average on the USMLE-Step 1.” It is improved by providing specific average scores, and comparing it to the national average. It is improved even more by providing additional objective information and relevant context.

The second example reads, “The target for fall enrollment was met.” This information will be indicated by checking the box that says “Met” within the Weave system. Therefore, in the description box you must provide more detailed information. This example has done so by providing specific numbers, and linking to a supporting document.

## ADDITIONAL RESOURCES



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Visit [www.ttuhsc.edu/oipa/weave](http://www.ttuhsc.edu/oipa/weave) for more Weave resources!

Remember to visit the OIPA website for more training presentations on how to develop effective Mission Statements, Student Learning Outcomes for Academic Plans, Outcomes/Objectives for Administrative Plans, Measures, Targets, and Analysis Questions. Please contact me at any time with questions or concerns about reporting Findings for your Weave plan! I am happy to help in any way I can!

Thank you for watching!