

Guiding Questions for Assessment Planning – Administrative Assessment

Please feel free to use this document in conjunction with your final report (detailed assessment report) from the previous year and any evidence collected as you review and update your assessment plans. As you review your findings, provide an analysis and create action plans based on your findings, these questions may prompt discussion and follow-up. Please feel free to use them as you review your plans.

Now What? Review and Change – Continuing the Cycle

For continuous improvement to occur, departmental review and ownership of evidence collected is expected. Dedicating a time at the end of each semester to review what has been learned and to plan for changes, if needed, is an important part of the process. Some questions to consider:

- Who in the department will lead the discussion of the assessment results?
- When will the review process take place? Are there plans for the review process to take place at a certain time during the year or as part of regular scheduled activities?
- Once decided, what changes were made and were they documented effectively in Weave?
- Has the department team and or others who you feel it may be important to you (your Vice President or Director depending on your role) reviewed your assessment plan?
- Are your outcomes manageable, meaningful and measurable?
- How will you utilize your assessment results?
- What is the evidence that you can point to the supports your results?
- How do you communicate or share your assessment results?
- What are new ways you could communicate your assessment results?
- What implications for resource allocation and budgeting do your assessment results have?

Putting it in Weave – How Do I Know It Is Complete?

AA Advising

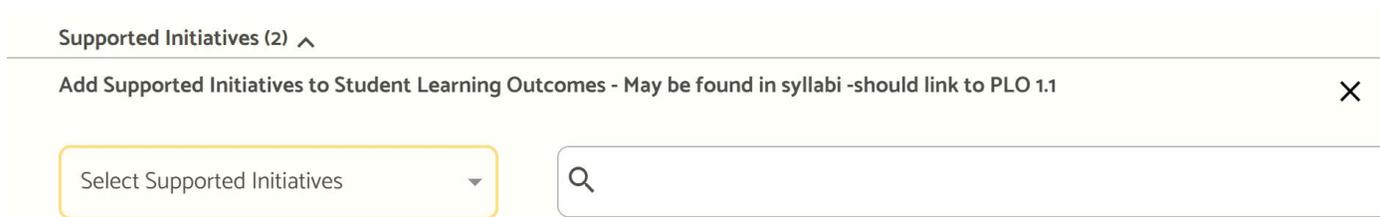


_____ Weave provides a dashboard for each program which will indicate if each outcome has been assigned a measure, each measure has been assigned a target and finally, if each target has been updated with a finding.

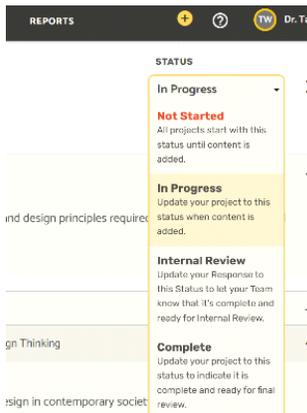
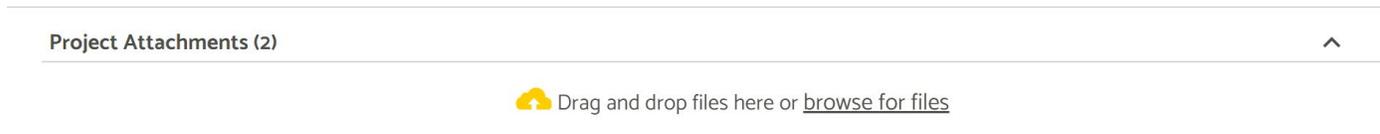
When beginning a new cycle, it is important to review your outcomes and ensure that each one has been assigned a measure and target. To check this, you can toggle between your Weave project and the dashboard.

Once you are ready to update your project with your findings, you can ensure your project is updated by toggling between the dashboard and your project.

Other critical aspects include linking your outcomes to relevant campus-wide Supported Initiatives. In this section they may be general education (for the faculty), institutional learning outcomes, strategic planning initiatives or ORANGE (for Student Development) for each outcome. For a refresher, the ILO's can be found [here](#) on the assessment resources web page and the SP initiatives found [here](#) on the SP home page. Linking any of these occurs on the Supported Initiatives section of the Weave project under each outcome.



Adding evidence is a key aspect of your plan. This occurs at the bottom of your project in Weave by dragging and dropping or uploading your files directly into the project. Please note that *files do not carry over year to year*.



Once your project is complete for the academic year and you have added your analysis of findings, please update the status to **“Internal Review”** which will prompt a review and reflection and feedback.

A new shell will be then created for the next cycle for you.