# "Continuous Improvement" Assessment Reporting

All academic degree programs must complete a Continuous Improvement Assessment Report in WEAVEonline by June 1st each year. This is necessary for determining areas where improvements are needed and for providing evidence for any budget requests needed for such improvements. Below is a list of information that will be required in assessment reports.

Cycle and Entity Selection

In the Cycle and Entity drop-down menu, select the appropriate year and academic degree programs before entering Findings, Action Plans, and Achievement Summary/Analysis information.
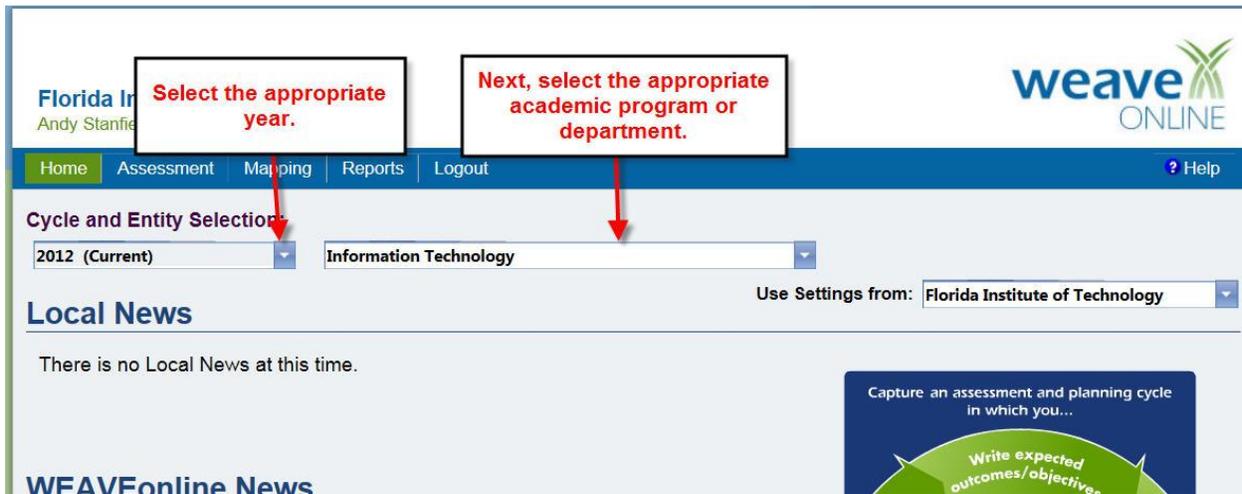
Any assessment information collected and analyzed in the previous calendar Cycle must be reported in the appropriate Cycle year (e.g. assessment information pertaining to fall 2011 must be submitted under the "2010-2011 (Previous)" cycle).

Findings

This area will be completed for each degree program in the "Measures & Findings" section on the WEAVEonline website.
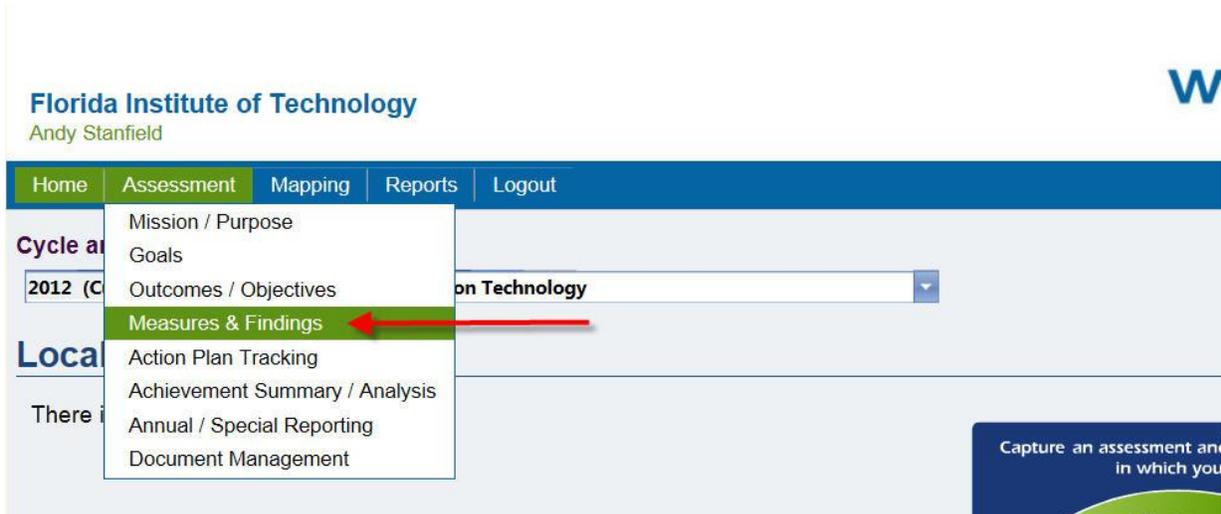
Each Target section for a particular Measure will have a button that reads "Add Finding".

Click on it to open the "Update Findings" dialogue box. You can either directly write in this section (save your work often!) or cut/paste from a Word document. Up to 2.5 million characters are allowed.

This section must include:
- A listing and description of the data collection process (e.g., specific exam questions, student portfolios, internally developed assessment exams, senior project presentations, nationally-normed exams, oral exams, focus groups, etc.). Examples of Measure tools can be uploaded to the Document Management page found under the "Assessment" tab.
- The time frame that data was collected (e.g., fall, spring, and/or summer semesters).
- Summaries of results of the assessment process.
- Analysis of the extent to which each of the learning outcomes is being attained.

Target
On the "Add Finding" page, there is a Target section. There you must click one of the following buttons: "Met", "Partially Met", "Not Met", or "Not Reported This Cycle".

For any of the first three choices, your Findings narrative must support your response to the Target choice. For example, you cannot report that your Target was "Met" if your data in the "Findings" section does not reflect this.
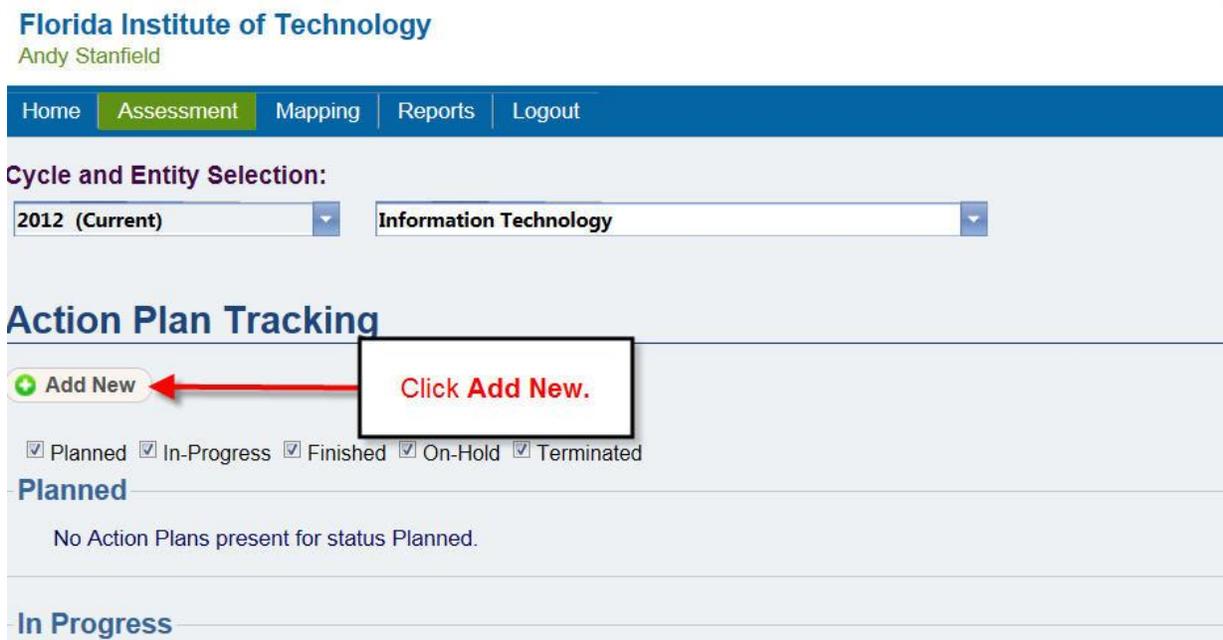
Action Plan
An Action Plan is required for any targets that are "Partially Met" or "Not Met".

In the drop-down menu under the "Assessment" tab is an "Action Plan Tracking" page.
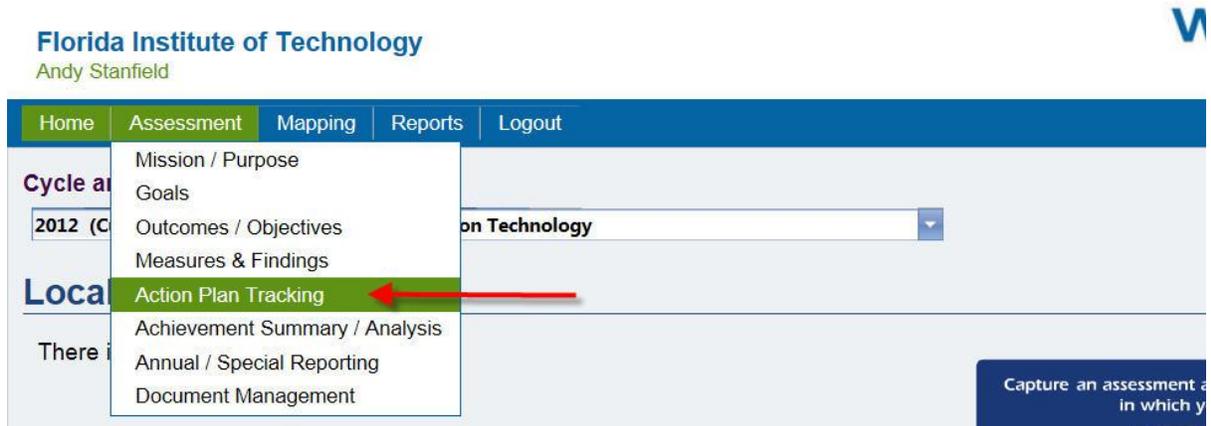
On that page is an "Add New" button.

Click on it to open the "Add Action Plan" page. Once this page appears, you must click on the "Add Relationship" button.

Then click on the Outcomes/Measure to which the Action Plan refers.

Next provide a Condensed Description of Plan (i.e., title), a full Description (20,000 character limit), and a Project Completion Date.

Finally, make sure you scroll down and Save your work.

Achievement Summary/Analysis
First, hover over the Assessment link and click on "Achievement Summary/ Analysis."

On the next screen, you will see the three follow-up questions. Click on the arrow button next to each question to open it.

Next, click "Add" to open the text editor.

Use Settings from: Florida Institute

Achievement Summary / Analysis

Achievement Summary

No Targets are available for the selected Cycle.

Analysis Questions

Expand All   Collapse All

Click **Add** to open the text editor.

Assessment Process- We [...]rses, outcomes, measures, and targets, if applicable and reasonable? If the answ[...]ovide a brief explanation.

Add

Assessment Process- Did you have enough resources to implement the assessment process? If not, provi[...] explanation.

Overall Program Analysis- What did the findings for the learning outcomes (i.e. PLOs) and/or intended out[...] about the strengths and limitations of the academic degree program or the administrative/academic support [...] Provide a brief (2-3 paragraphs) narrative response.

Finally, type in your response to the question or copy and paste from Word. Don't forget to Save your work when you are finished.