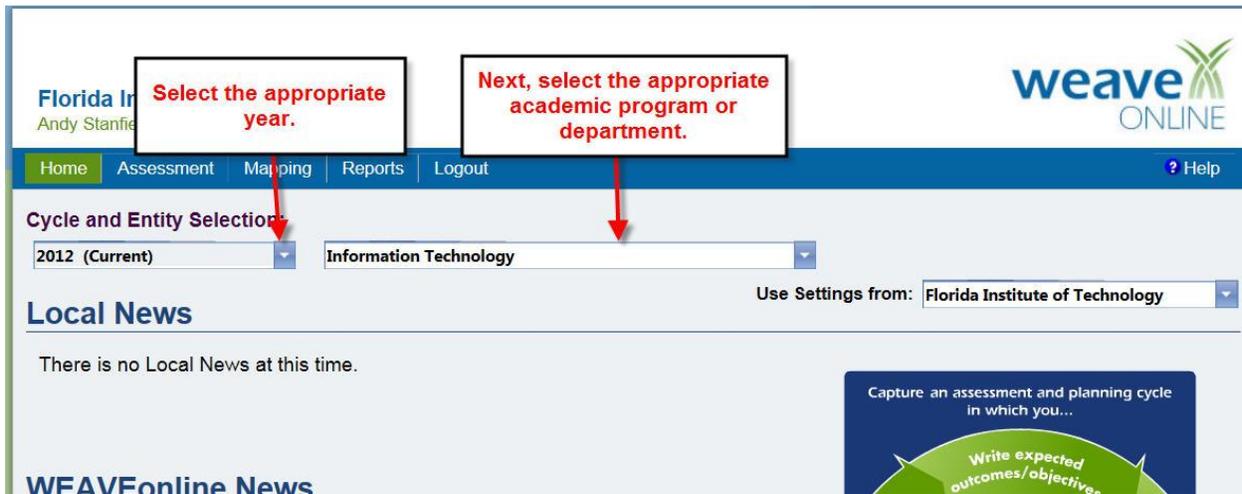


# “Continuous Improvement” Assessment Reporting

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

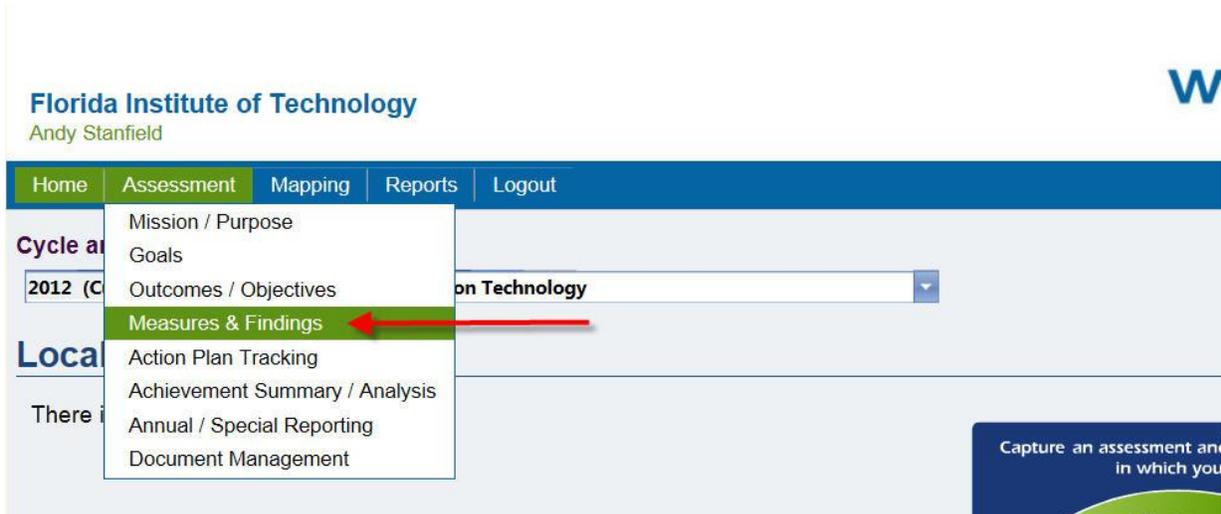
In the Cycle and Entity drop-down menu, select the appropriate year and academic degree programs before entering Findings, Action Plans, and Achievement Summary/Analysis information.



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”.

**Targets and Findings:**

4: Instructional Technology--Digital Signage

▼ Target (*Draft / In Progress*) [Preview Formatting]

Digital signage will increase to cover one additional key campus location each year.

Established in Cycle: 2012

Active Through: Keep Active

Last Updated by Eric Kledzik on 1/24/2012 Established by

[Edit Target](#) [Add Finding](#)

Click on 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.

**Assessment Summary - Add Finding**

Target: Digital signage will increase to cover one additional key campus location each year.

Measure: Instructional Technology--Digital Signage

Outcome/Objective: Instructional Technology--Digital Signage

Please save work often. For security, WEAVEonline times out 90 minutes after the last Save or Update.

\* Update Finding: 0 of 2,500,000

Write in this section or cut/paste from a Word document

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”.

\* Target:  Met  Partially Met  Not Met  Not Reported This Cycle

Especially if the Target is *Partially Met* or *Not Met*, develop an Action Plan to improve future results.

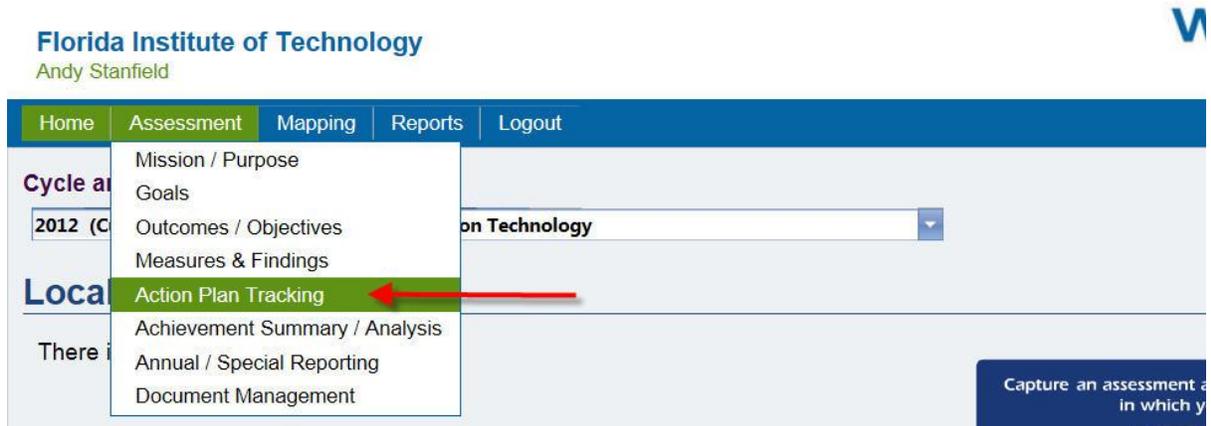
NOTE: If your institution provides other instructions for Action Plans, please follow those.

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.

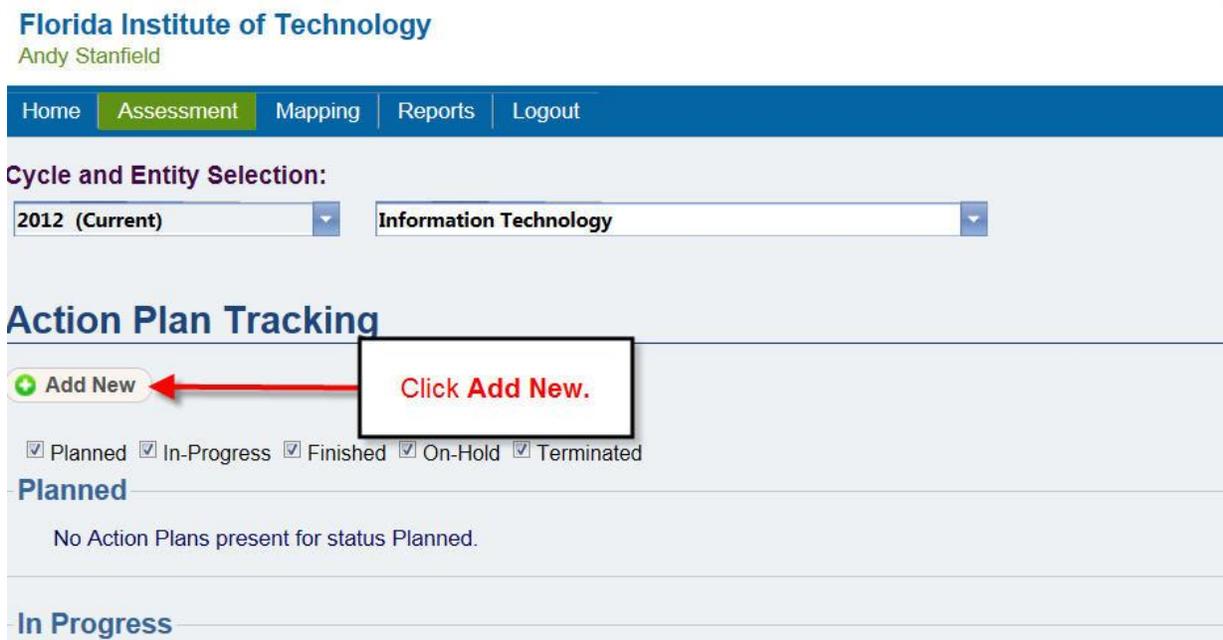
## Action Plan

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.

## Florida Institute of Technology

Andy Stanfield

Home Assessment Mapping Reports Logout

Cycle and Entity Selection:

2012 (Current) Information Technology

### Add Action Plan

Relationships

**Add Relationships** ← Click Add Relationships.

Implementation Status: Planned

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.

\* Condensed Description: ← Enter the Condensed Description.

\* Description: 0 of 20,000

Write or paste your Description here.

Projected Completion Date: - Enter a Date - ← Enter the Projected Completion Date.

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

**Save** ← Cancel Make sure you Save your work.

## Achievement Summary/Analysis

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

The screenshot shows the Florida Institute of Technology website. At the top, there is a navigation bar with links for Home, Assessment, Mapping, Reports, and Logout. The Assessment link is highlighted, and a dropdown menu is open, listing several options: Mission / Purpose, Goals, Outcomes / Objectives, Measures & Findings, Action Plan Tracking, Achievement Summary / Analysis, Annual / Special Reporting, and Document Management. A red arrow points from a text box that says "Click on Achievement Summary/ Analysis." to the "Achievement Summary / Analysis" option in the dropdown menu. Below the navigation bar, there are sections for "Cycle and Entity Selection" (showing 2012 (Current) and Information Technology) and "WEAVEonline News".

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

The screenshot shows the "Achievement Summary / Analysis" page. At the top, there is a "Cycle and Entity Selection" section with dropdown menus for "2012 (Current)" and "Information Technology". Below this, the page title "Achievement Summary / Analysis" is displayed. Underneath, there is a section for "Achievement Summary" which states "No Targets are available for t". Below that, there is a section for "Analysis Questions" with "Expand All" and "Collapse All" buttons. Three red arrows point from a text box that says "Click on the arrow buttons to open each question." to the expand/collapse arrow buttons next to the first three questions:

- ▶ Assessment Process- Were all assessment items (courses, outcomes, measures, and targets, if applicable and reasonable? If the answer is “no” to any of these, provide a brief explanation.
- ▶ Assessment Process- Did you have enough resources to implement the assessment process? If not, provide a brief explanation.
- ▶ Overall Program Analysis- What did the findings for the learning outcomes (i.e. PLOs) and/or intended about the strengths and limitations of the academic degree program or the administrative/academic support? Provide a brief (2-3 paragraphs) narrative response.

Next, click “Add” to open the text editor.

Use Settings from: [Florida Institute o](#)

## Achievement Summary / Analysis

### Achievement Summary

No Targets are available for the selected Cycle.

### Analysis Questions

**Assessment Process- We**  
and reasonable? If the answ

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

urses, outcomes, measures, and targets, if applicable  
provide a brief explanation.

**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.

assessment & planning management system

Florida Institute of Technology  
Andy Stanfield

weave  
ONLINE

Home Assessment Mapping Reports Logout ? Help

Cycle and Entity Selection:  
2012 (Current) Information Technology  
Use Settings from: Florida Institute of Technology

**Analysis Question - Add Analysis Answer:**  
Assessment Process- Were all assessment items (courses, outcomes, measures, and targets, if applicable) appropriate and reasonable? If the answer is "no" to any of these, provide a brief explanation.

Please save work often. For security, WEAVEonline times out 90 minutes after the last Save or Update.

\* Analysis Answer: 0 of 400,000

Add your text here.

Design HTML P

Entry Status:  
 Draft / In Progress  Final

Don't forget to Save your work.

Words: 0 Characters: 0

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