WEAVE

Assessment Plan

ADMINISTRATIVE & SERVICE UNITS

THE UNIVERSITY of NEW ORLEANS
OFFICE OF INSTITUTIONAL EFFECTIVENESS AND RESEARCH

Accessing WEAVE

You can now access Weave in two easy steps

- **Step 1** Go to our My Applications web page.

  My Apps Link: https://myapplications.microsoft.com/

My Apps

* Google Chrome is the recommended browser for using WEAVE online.

- **Step 2** Click on the Weave icon inside of My Apps.

  No login required

Weave

Administrative and Service Unit's Assessment Training

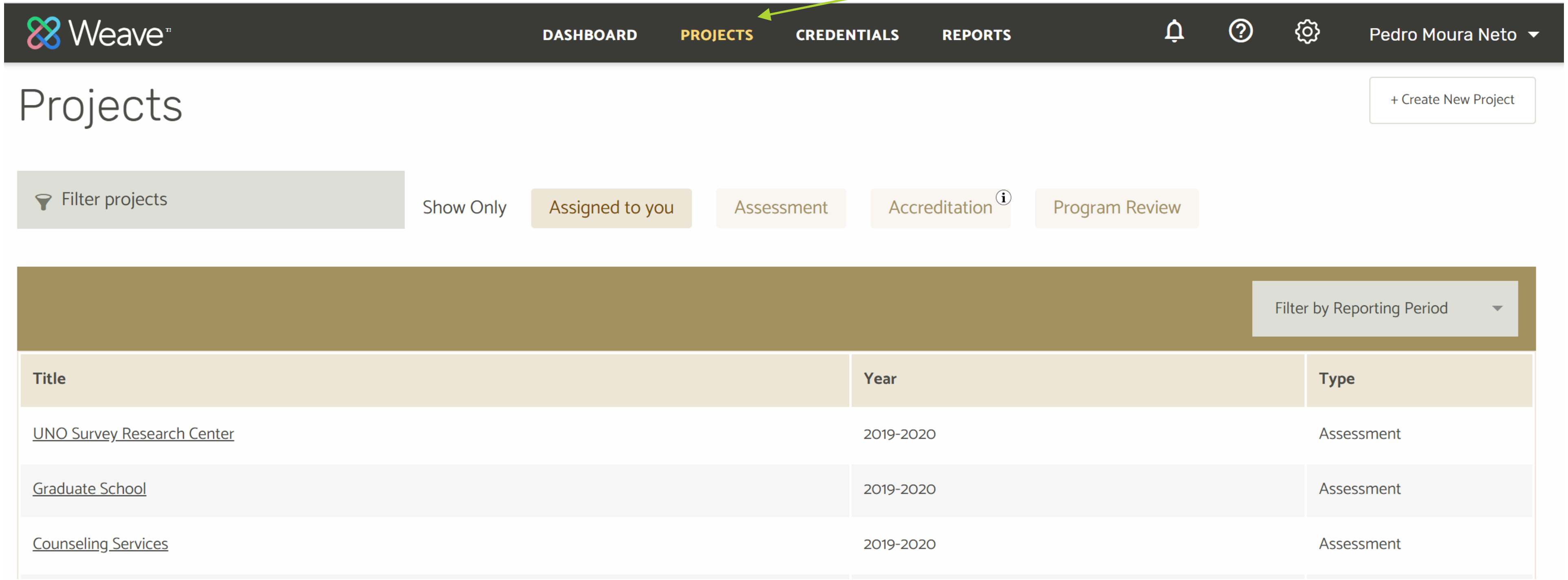
ASSESSMENT PLAN - BEGINNING OF REPORTING CYCLE

THE UNIVERSITY of NEW ORLEANS
OFFICE OF INSTITUTIONAL EFFECTIVENESS AND RESEARCH

Finding your Project "Assessment Plan" – Part 1.

Projects will appear when you login. If not, click on the **PROJECTS** tab.

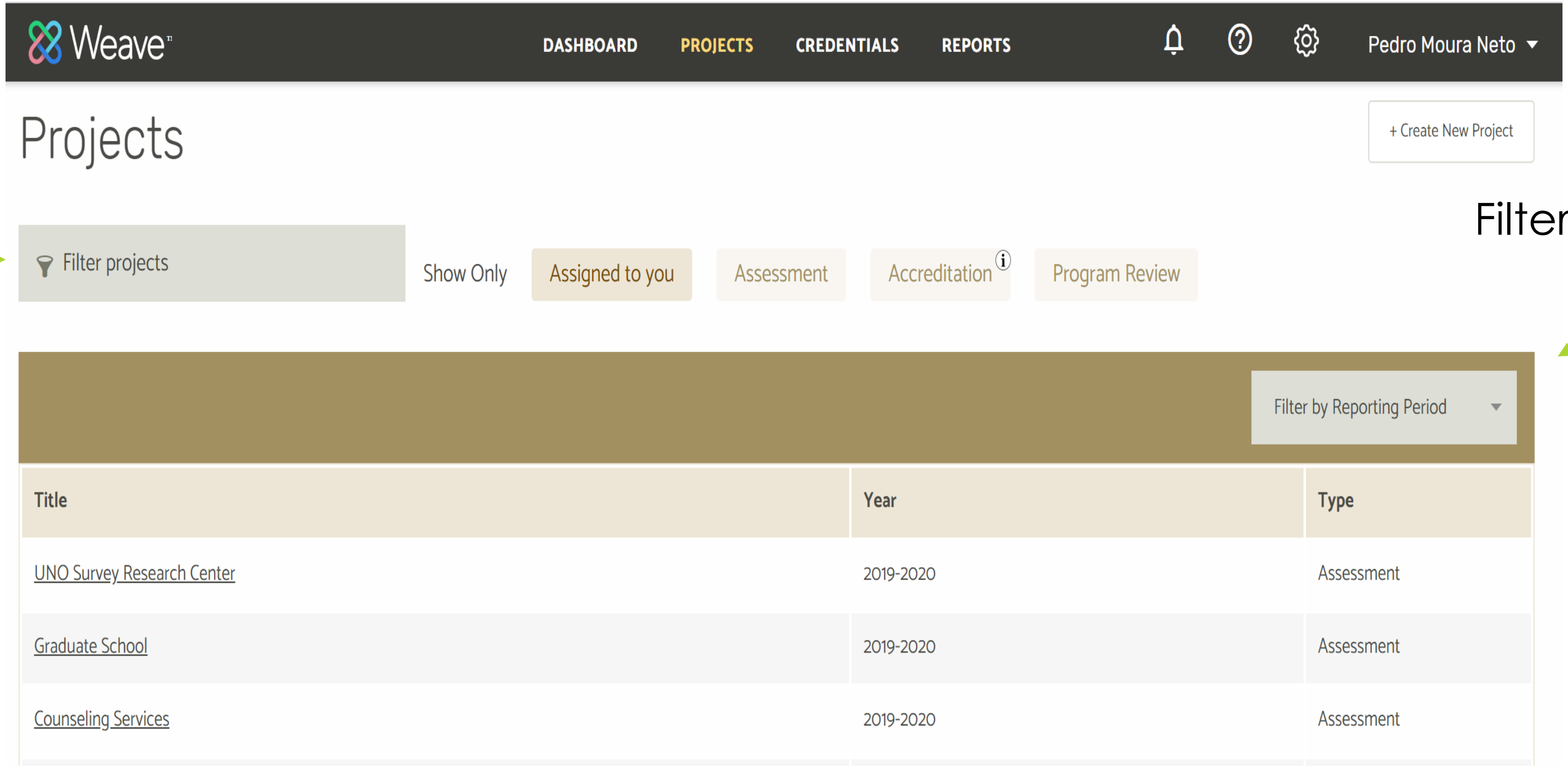
Enter the your project by clicking your project's title.



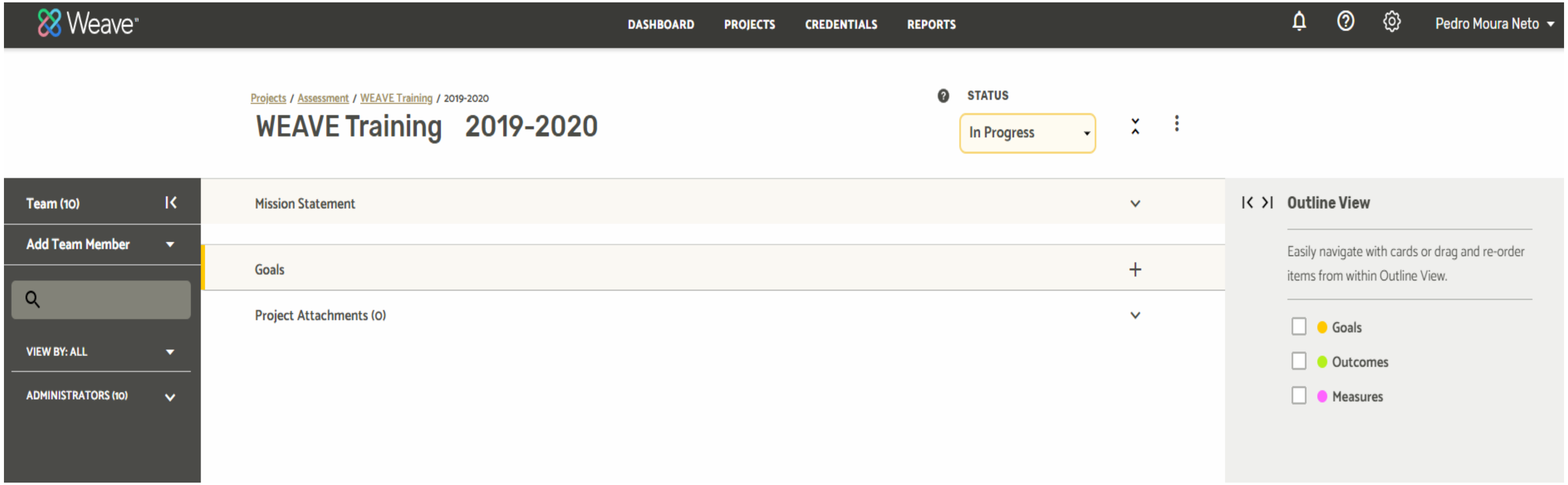
Finding your Project “Assessment Plan” – Part 2.

Search for your project

Filter by reporting year



What you should see.



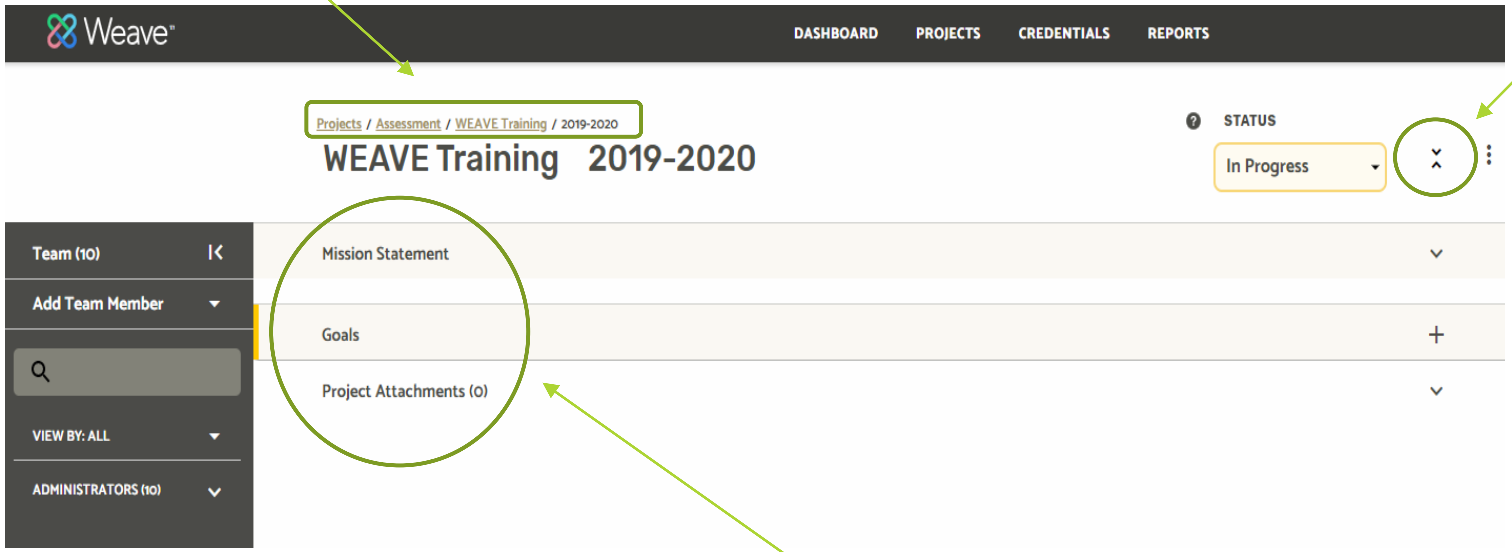
Weave

Features and Controls

Navigation Bar (click these to go back)

Expand or collapse project elements

Add Team Member
Where you can invite team members to your project.



Administrators
People who have been added to this project.

Table of contents

Mission Statement

Mission Statement: A written declaration of an unit's/department's core purpose and focus that normally remains unchanged over time. Properly crafted mission statements (1) serve as filters to separate what is important from what is not, (2) clearly state who will be served and how, and (3) communicate a sense of intended direction.

Example:

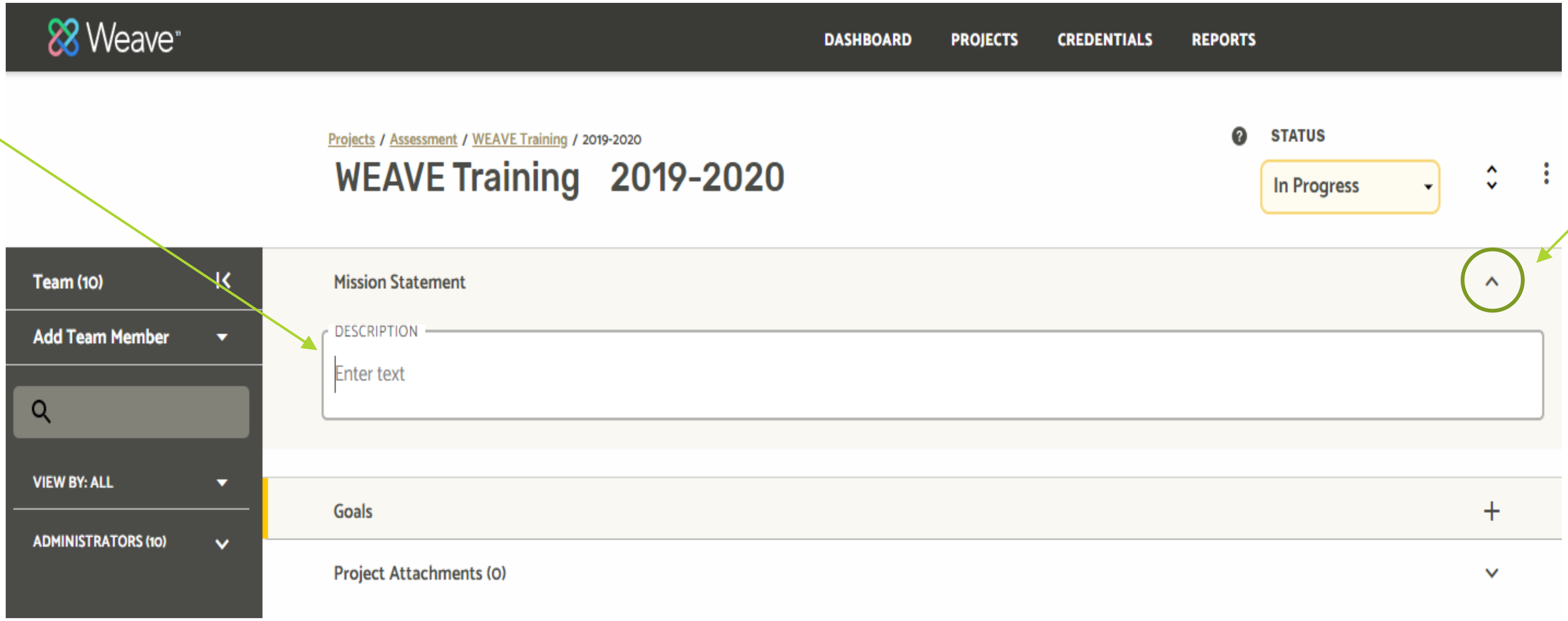
The Office of Institutional Effectiveness and Research (OIER) supports data-informed decision-making with accurate and timely reporting of official data to internal and external (state and federal) audiences. We assist the university, colleges, and departments/units with accreditation reporting requirements, informed-decision making, professional organization surveys, and grant writing by providing student and faculty data. OIER manages the online fact book and collects campus-wide student, faculty and staff survey information. OIER is responsible for the assessment of administrative units and manages project evaluations when needed.

Entering Mission Statement

2) Double-Click on shaded box and enter your unit's Mission Statement

Weave auto saves your text

1) Click on the arrow down to expand



Goals

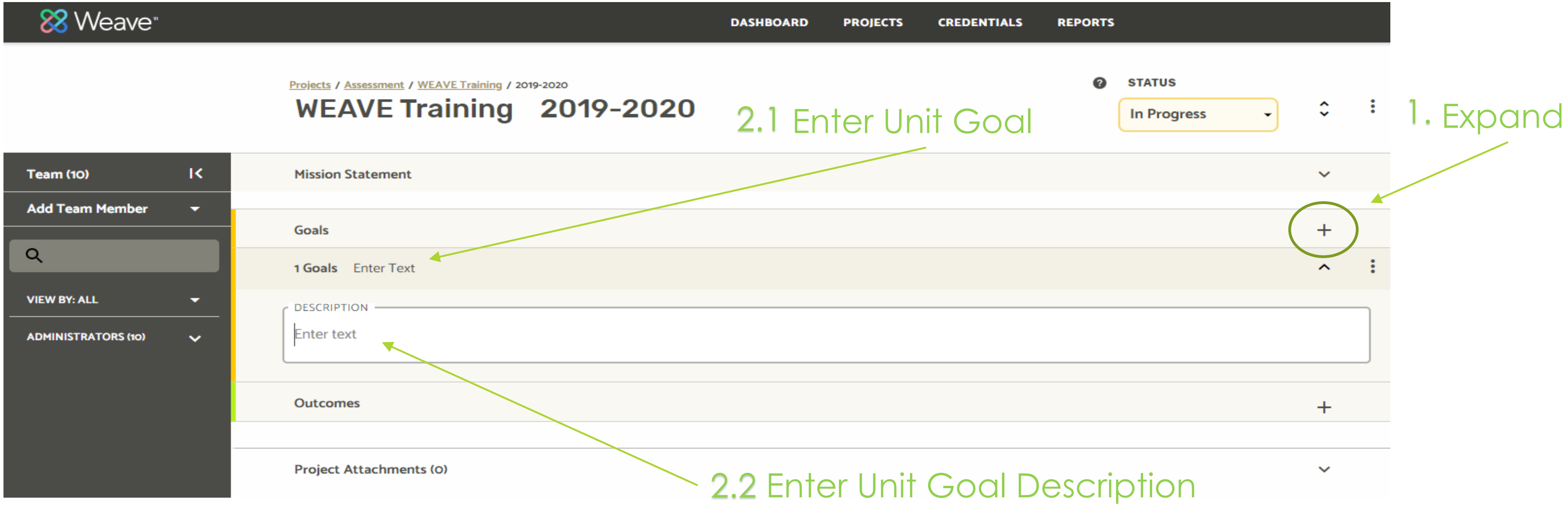
- Goals in your project (assessment plan) are different from personal goals.
- Goals should not be specific, but rather general statements of direction.
- In a broad sense, how do you want to effect change?
- Goals can be very long-term(i.e. an end product of many steps or outcomes).

Goal Examples

Goals	
1 Goals	Provide leadership in UNO's transformation into a data-informed culture.
2 Goals	Ensure successful transfer of OIER processes from PeopleSoft to Workday
3 Goals	Make assessment a more useful and efficient process.
4 Goals	Ensure OIER staff receive needed professional development.

Entering Goals

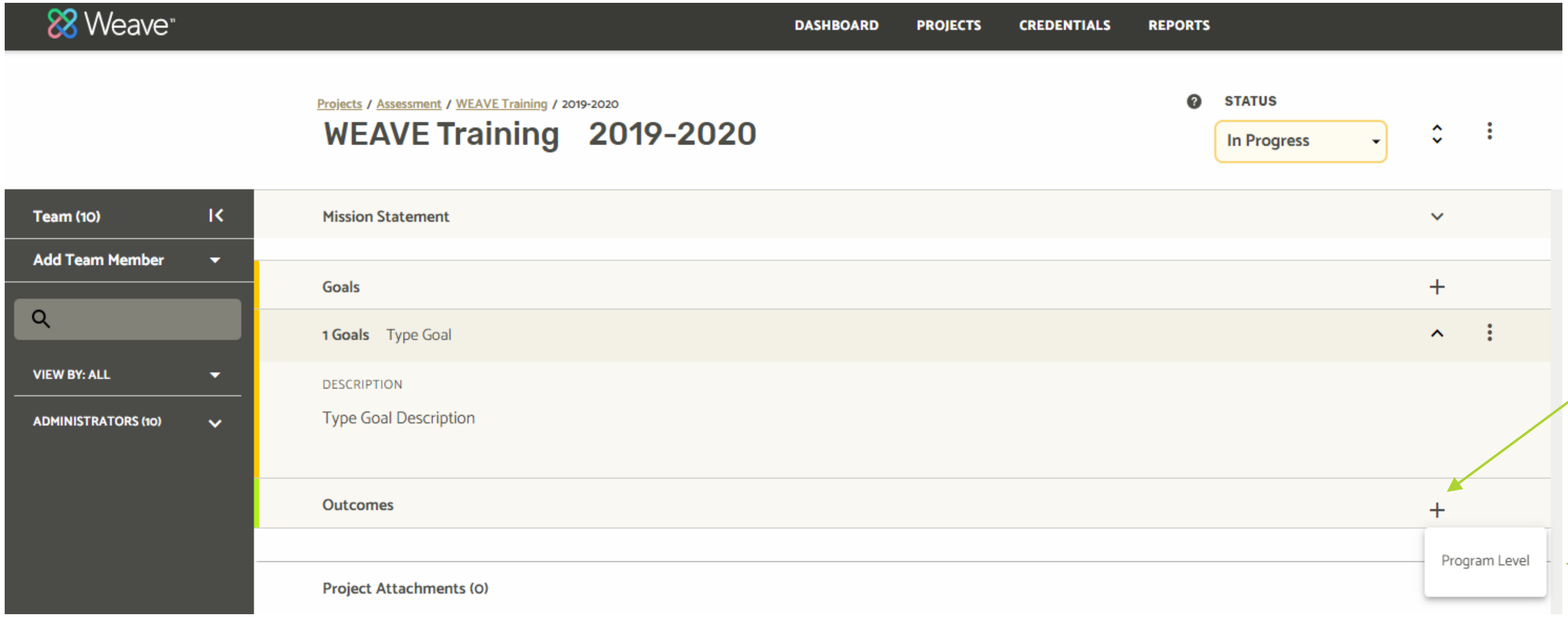
1) Click on "+" to expand
2) Click on shaded boxes and enter your unit goal and description. Repeat process for all Goals.



Outcomes

- What are you doing or going to do this reporting cycle to help achieve your unit's goals?
- Outcomes need to be more specific than goals because they **relate to actual work in a reporting cycle**
- Outcomes need to be related to goals and should be **fixing a known problem**
- Outcomes have to be **measurable**. You have to know if they were achieved or in the process for being achieved.
- Outcomes **should NOT be normal businesses process** unless these process are failing. However, an outcome can be to improve a normal business process. For example, OIER cannot have goal to complete federal reports; however, it can have a goal to make writing federal reports more efficient.

Entering Outcomes

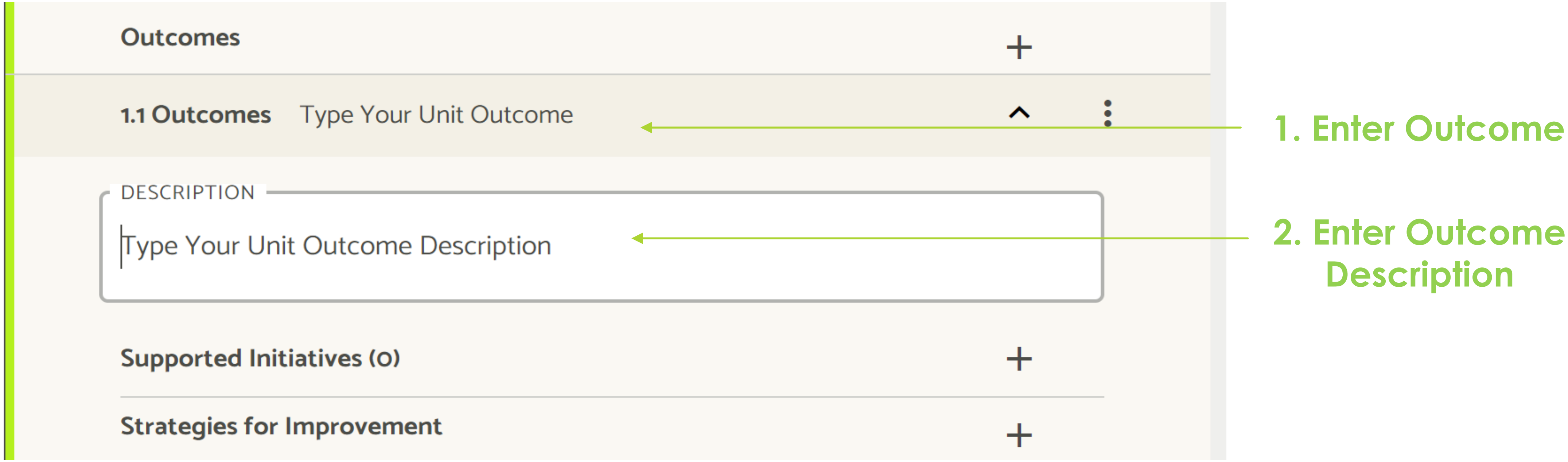


1) Click on "+" to expand

2) Click on "**Program Level**" to add an Outcome

Entering Outcomes (cont.)

1) Click on shaded boxes and enter your unit Outcome.
2) Outcome Description is required. In two to three sentences, state why this outcome is important to achieving your goal. What problems is it solving?



Entering Outcomes (cont.)

Example:

Outcomes

3.1 Outcomes Evaluate the Assessment process

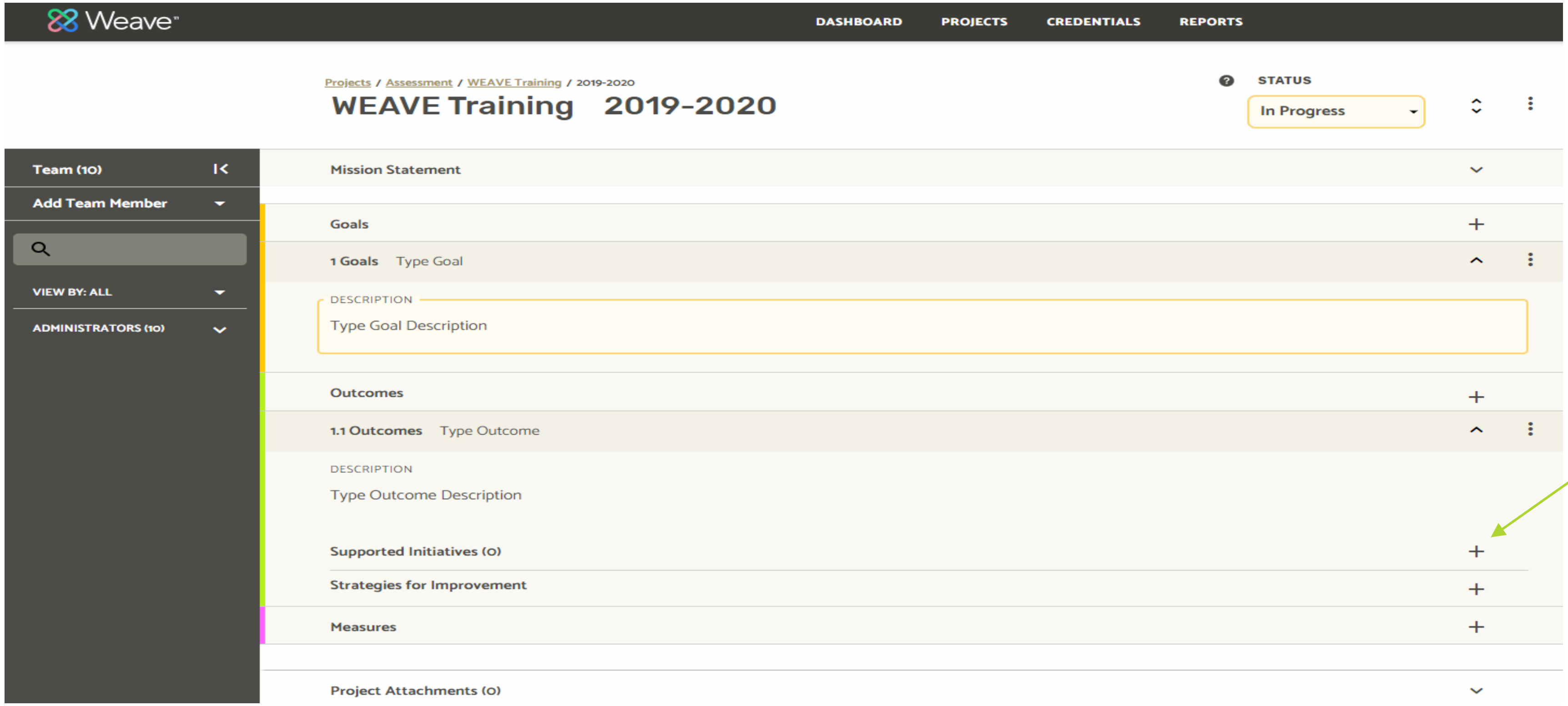
DESCRIPTION

After 2 complete cycles on Weave training and assessment plan, OIER will assess the process and weave with end-users. This is information will fuel a redesign of the assessment process

Supported Initiative

- Supported Initiative – links your outcome to the UNO Strategic Plan Goals
- It is important to know how the university is working toward the strategic plan.
- At least one of your outcomes should be link to an UNO Strategic Plan Goals.

Linking your outcome to the Strategic Plan



Adding a Supported Initiative to Outcome

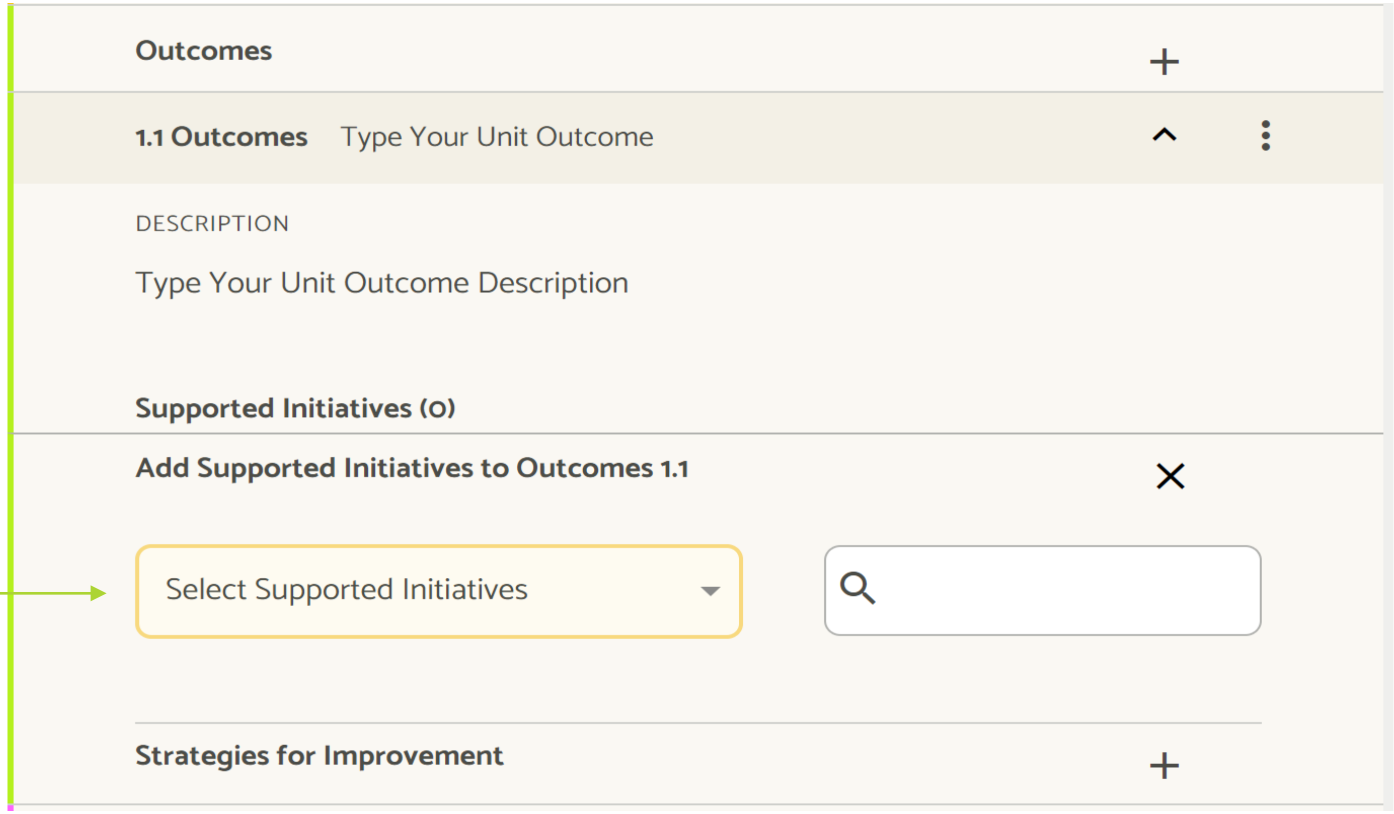
Click "+" to expand **Supported initiatives**

Linking your outcome to the Strategic Plan (cont.)

Adding a Supported Initiative to Outcome

New box will appear.

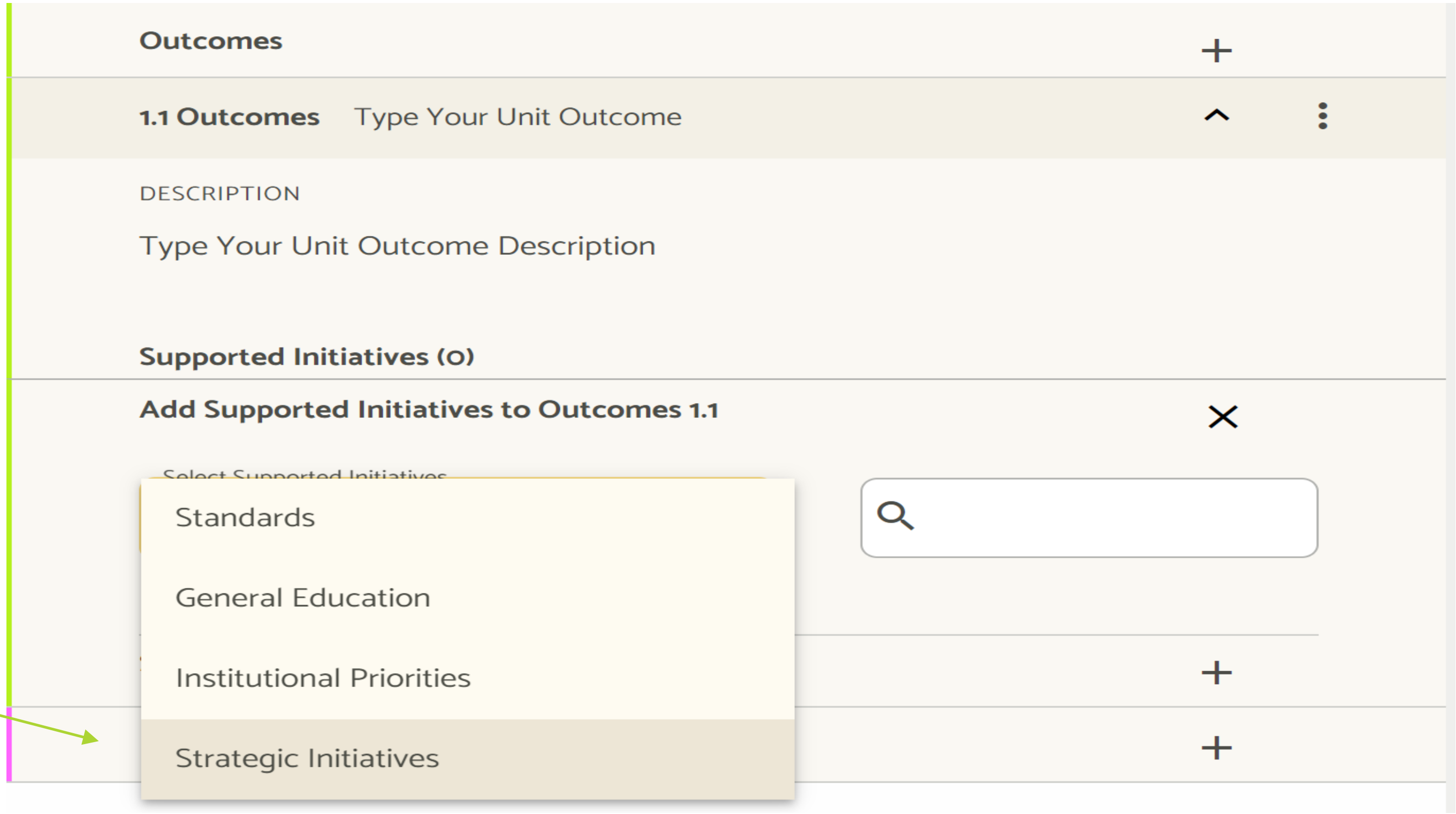
Step 1) Click on **Select Supported Initiatives** box



Linking your outcome to the Strategic Plan (cont.)

Adding a Supported Initiative to Outcome

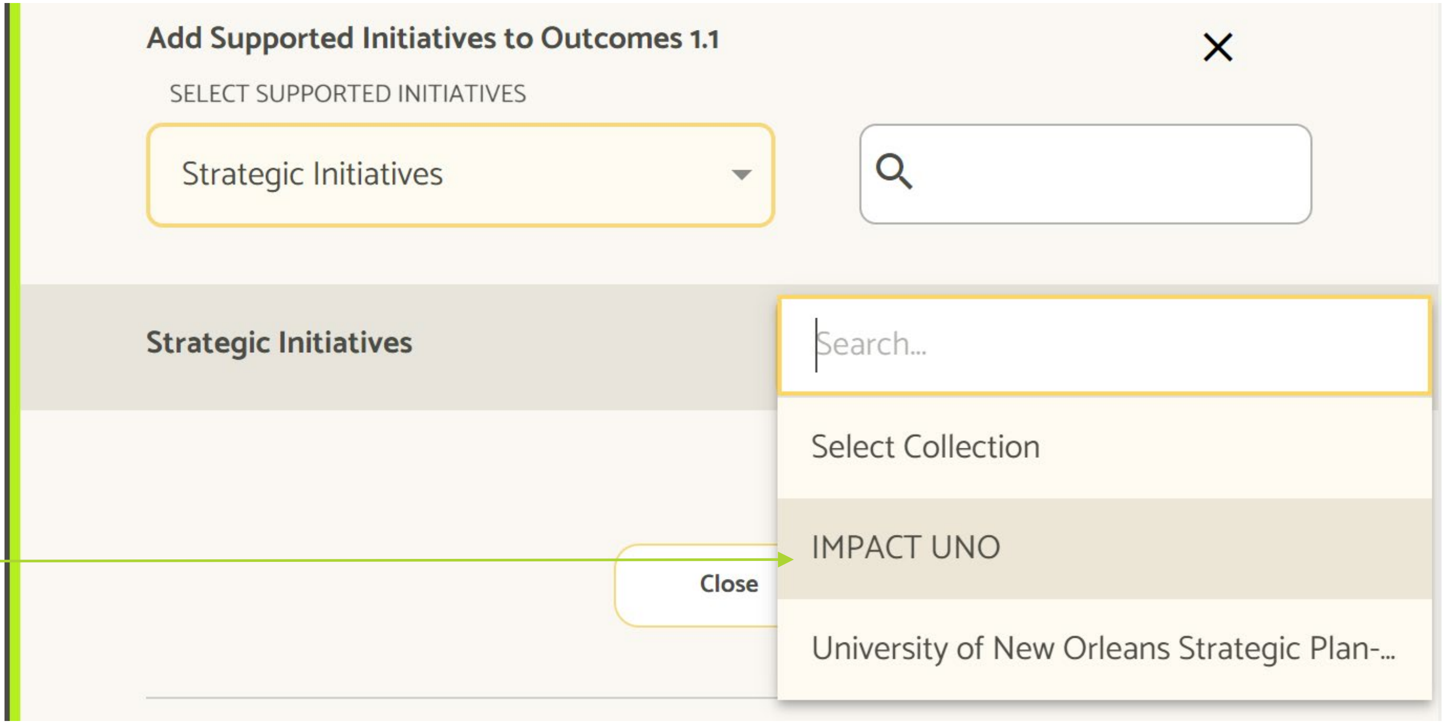
Step 2) Select **Strategic Initiatives** From the dropdown box



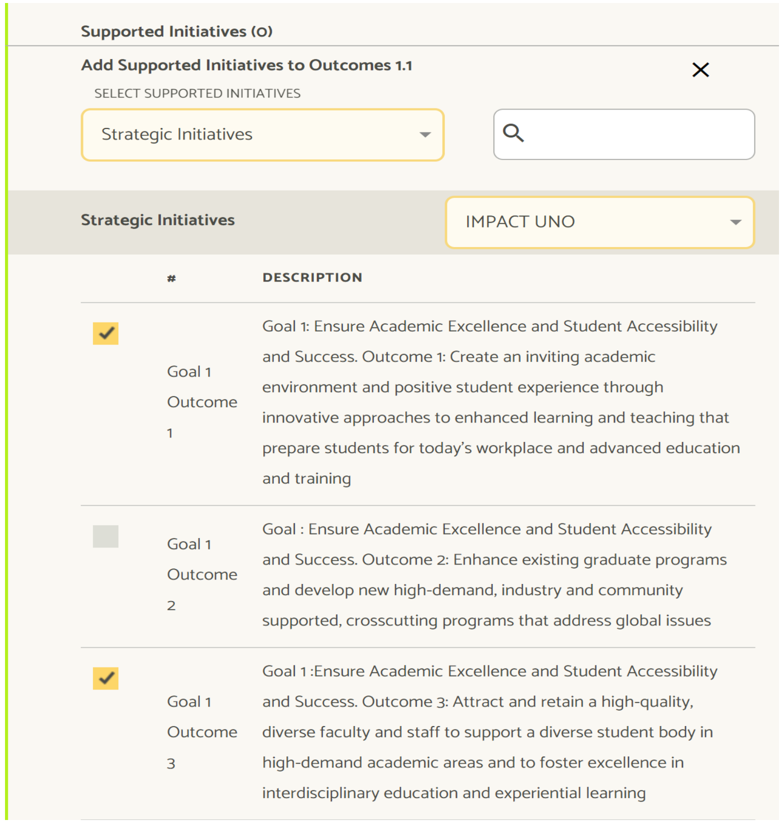
Linking your outcome to the Strategic Plan (cont.)

Adding a Supported Initiative to Outcome

Step 3) Select
IMPACT UNO
From the Strategic Initiatives dropdown box

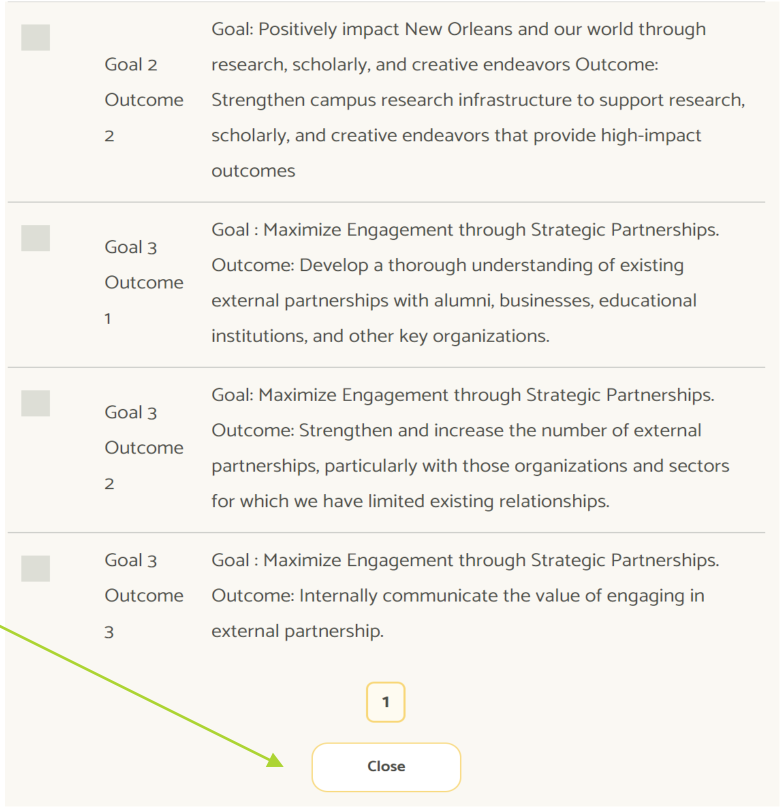


Linking your outcome to the Strategic Plan (cont.)

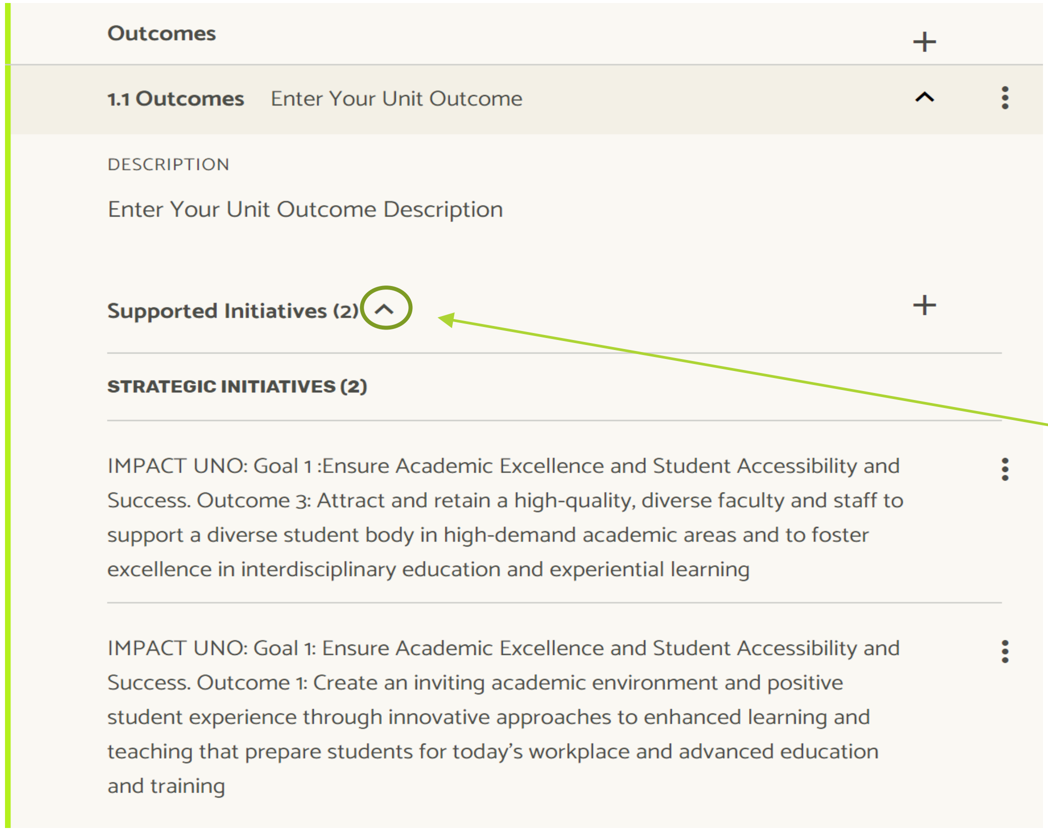


Adding a Supported Initiative to Outcome

Step 3) **Check the boxes** next to the UNO goals you wish to add and **click close**.



Linking your outcome to the Strategic Plan (cont.)



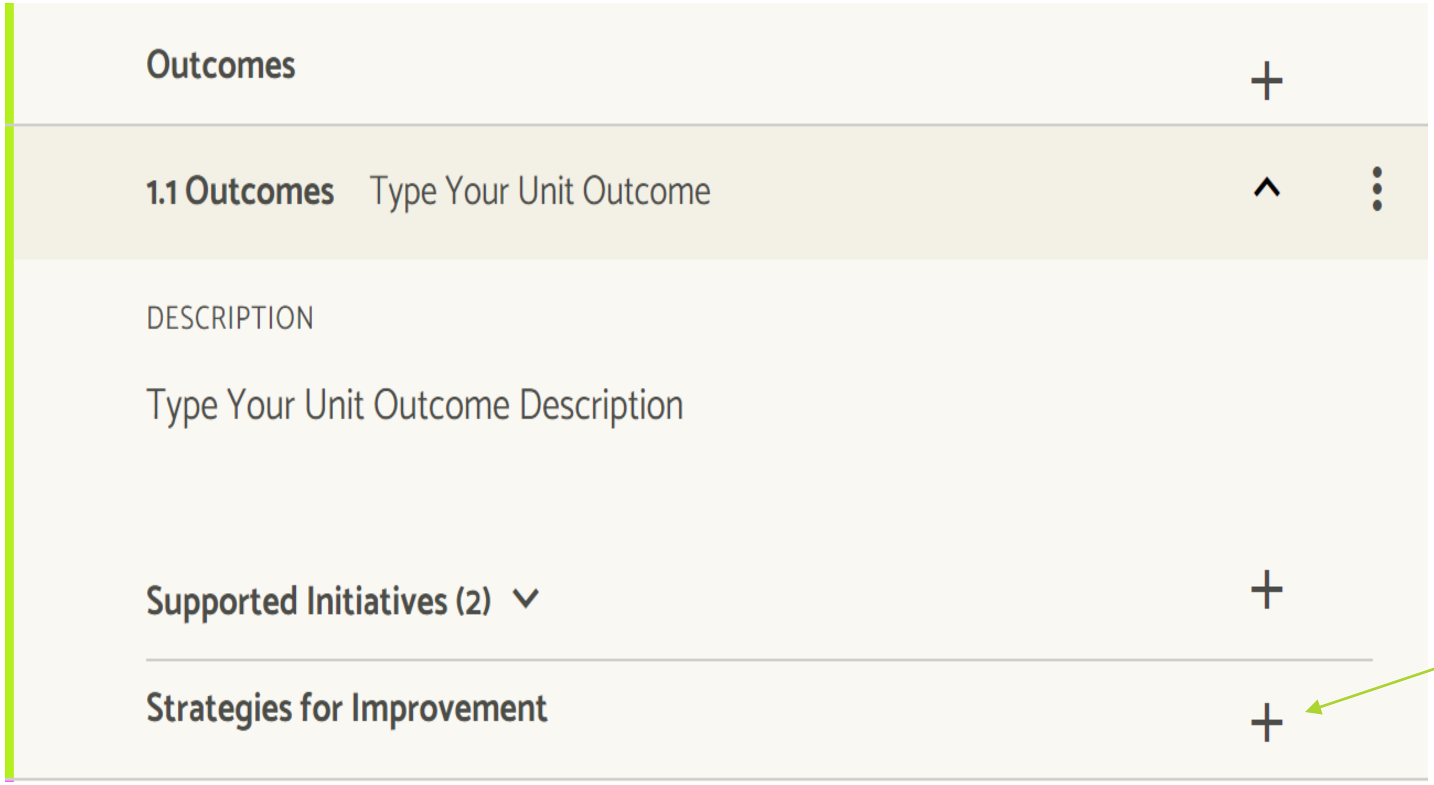
The **Supported Initiatives** Added will display below Outcomes

Click on the arrow to expand or collapse

Strategies for Improvement

- General statement of what is to be done in the reporting cycle.
- What **ACTIONS** are you going to take over the reporting cycle to achieve your outcome?
- Example: The Office of Institutional Research will provide more training for staff and faculty to increase knowledge of assessment and ask for feedback from administrative users.

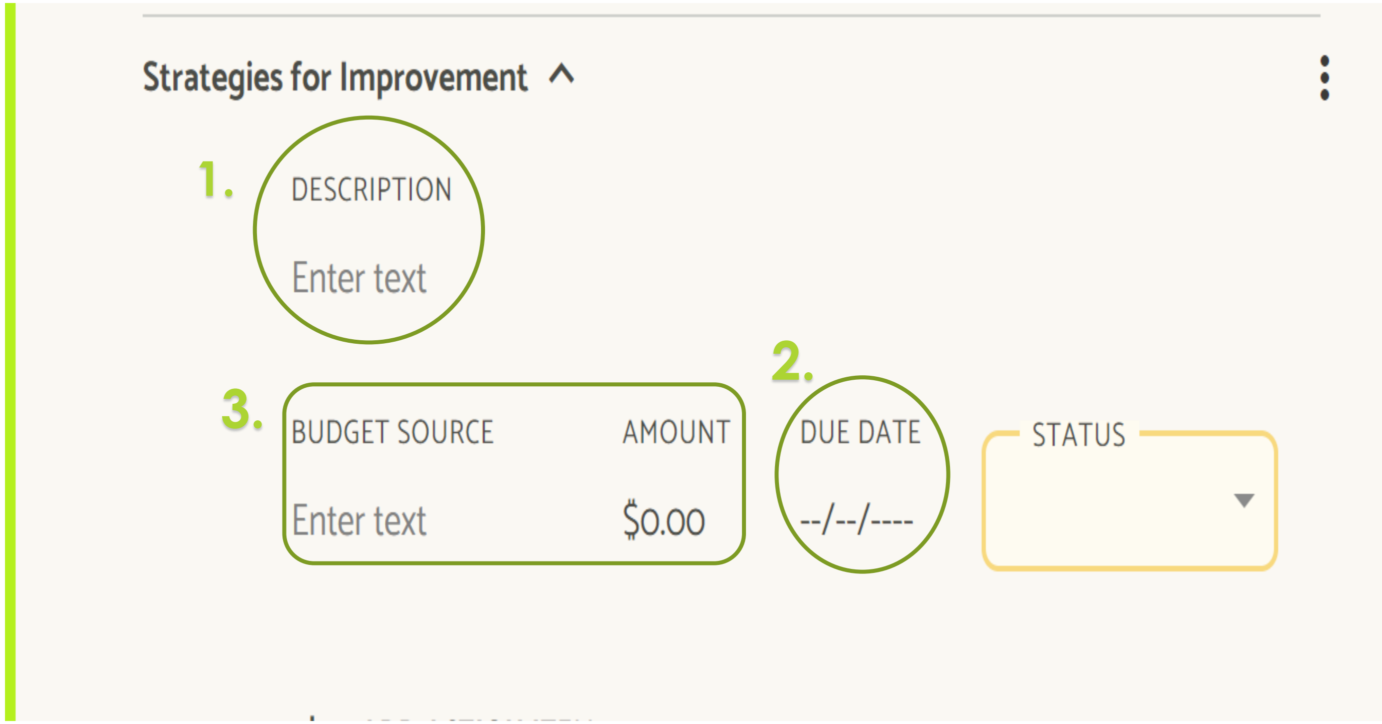
Entering
Strategies for Improvement (cont.)



Adding
Strategies for Improvement
to Outcome

Click "+" to expand
Strategies for Improvement

Entering Strategies for Improvement (cont.)

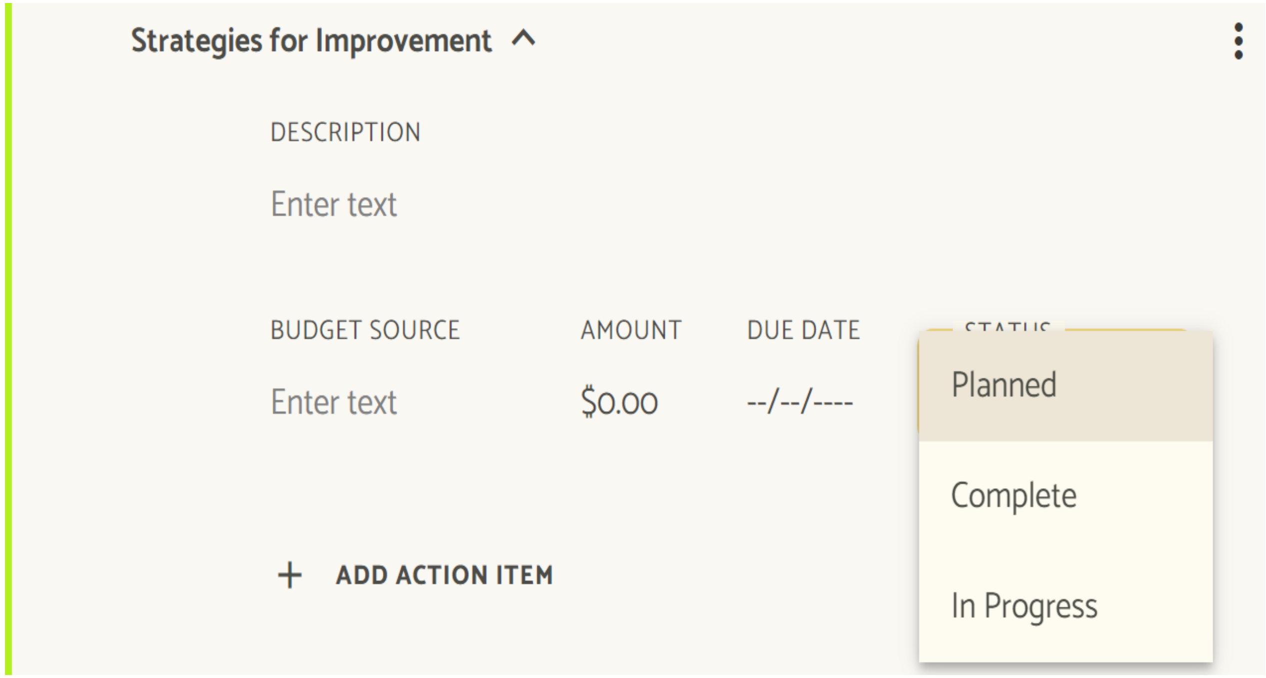


1.Give a short description of your strategies

2. Set a due date to complete the entire improvement(best to enter the date of the end of the cycle).

3. If budget resources are needed, enter the source and amount of funds.

Entering Strategies for Improvement (cont.)



- Click on down carrot in Status box and select the appropriate status

Entering Strategies for Improvement (cont.)

Example:

Strategies for Improvement

DESCRIPTION

General statement of what is to be done in the reporting cycle.
Example: Create IPEDS Database and dashboard for local users.

BUDGET SOURCE	AMOUNT	DUE DATE	STATUS
OIER Annual Budget	$5,000.00	8/31/2020	In Progress

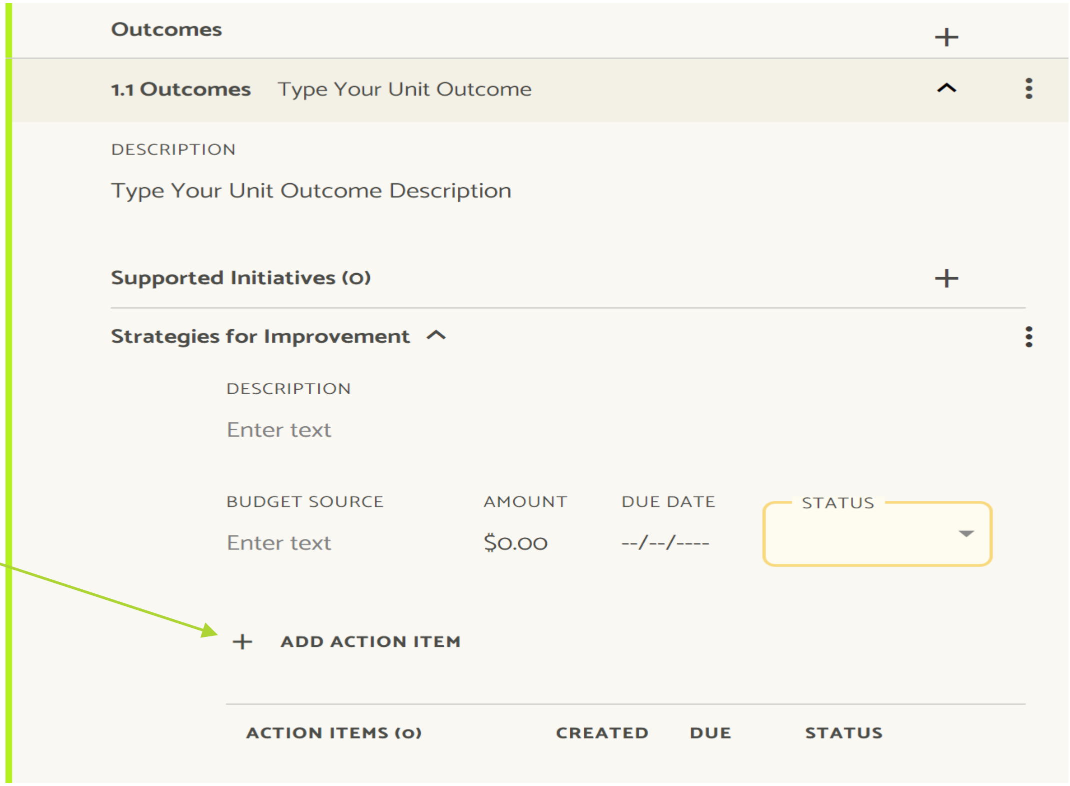
Action Items

- What tasks/projects is your unit going to perform to achieve your outcome?
- Be sure the task is being performed within the reporting cycle.

Action Items (cont.)

Adding Action Item to Outcome

Click "+" to expand **Action Item**



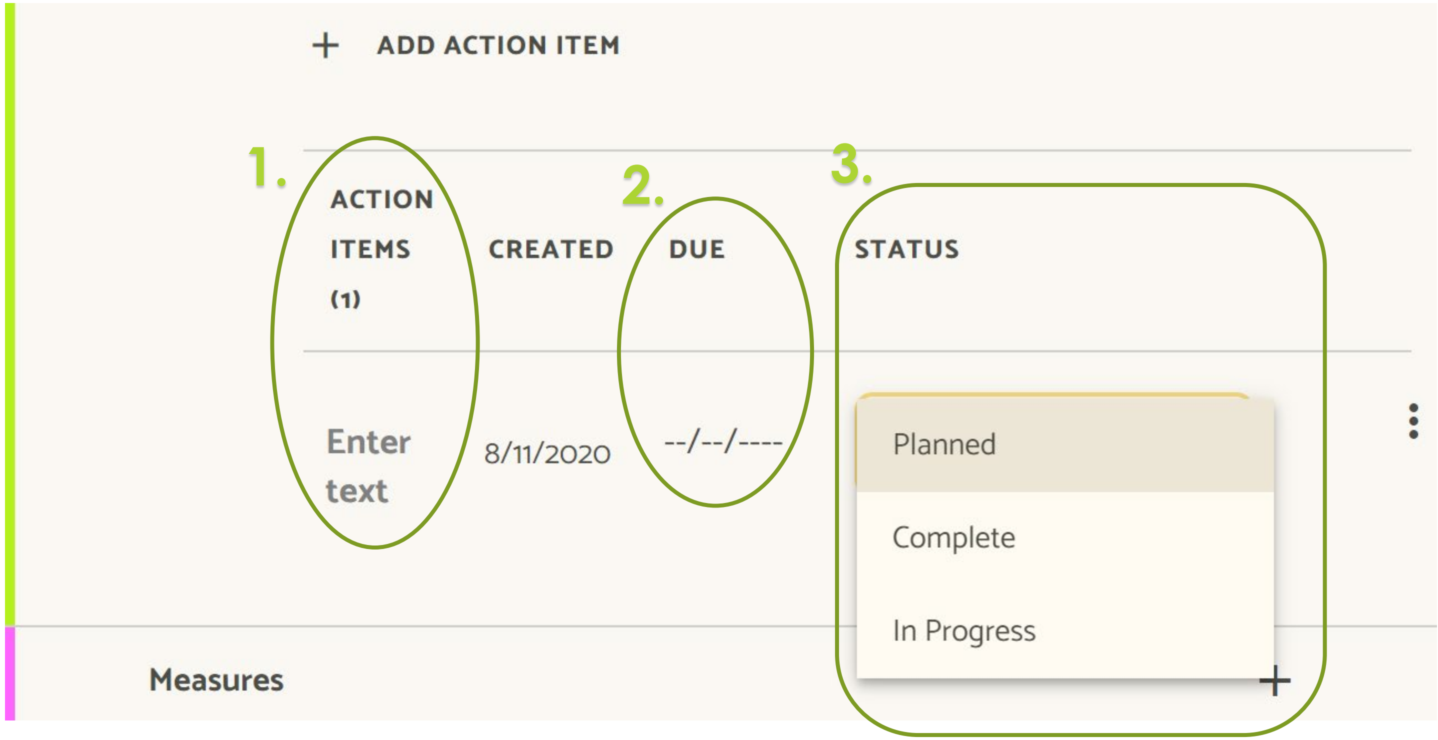
Action Items (cont.)

1. Click on "Enter Text" under Action ITEMS and add a description of what you plan to do.

2. Set a due date for the task by selecting a date from the calendar (This can be updated any time).

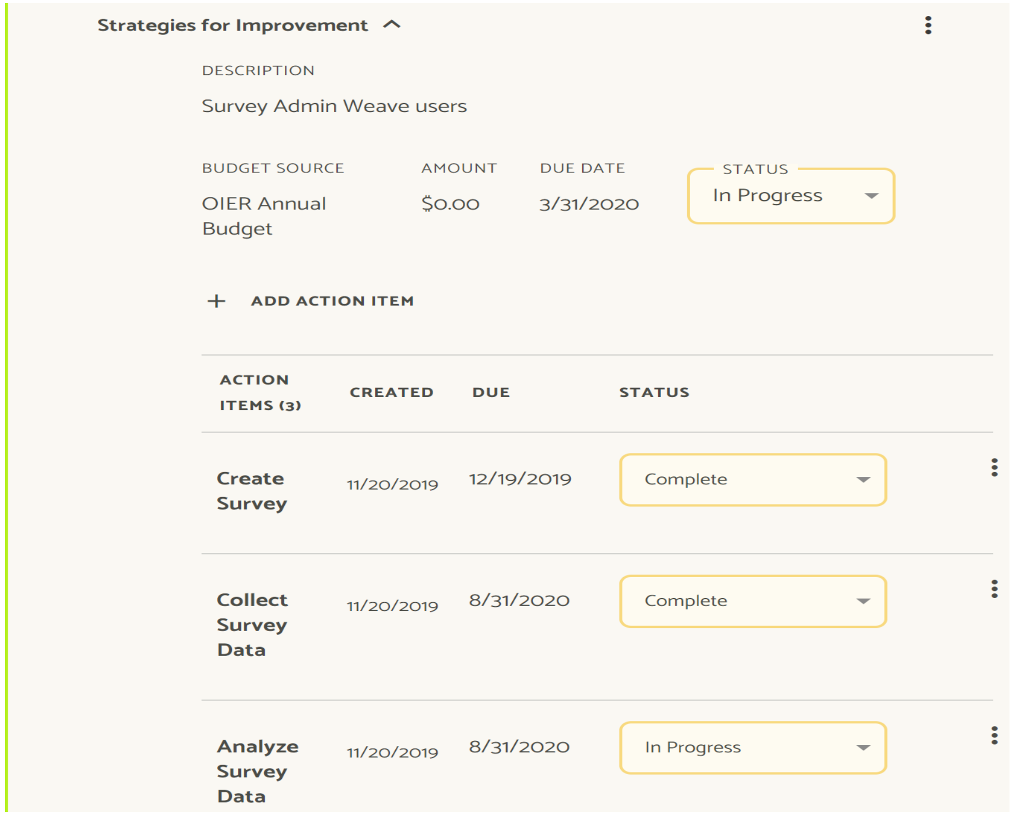
3. Click on down carrot in STATUS box and select the appropriate status

Repeat the steps above for all Action items



Action Items (cont.)

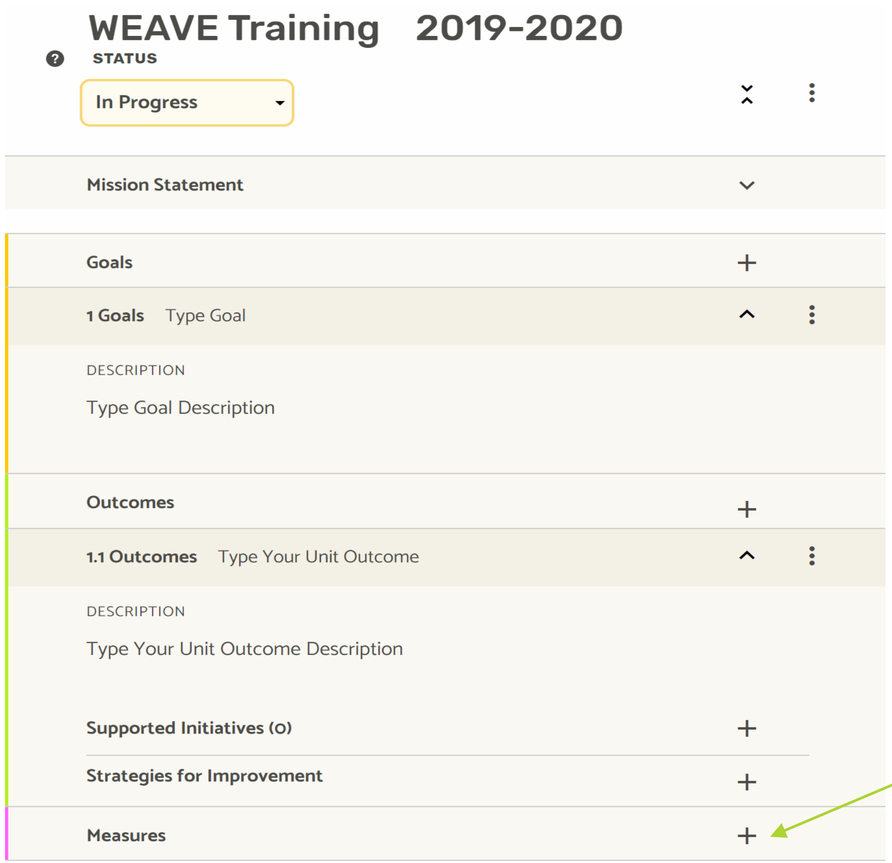
Example:



Measures

- What are you going to measure to know if your outcome was achieved? (Surveys, Counts, etc.)
- Each outcome should be assessed using at least one assessment measurement
- You can have multiple measures per outcome
- Be sure measures are appropriate and align with Outcomes and Goals Do the chosen measures provide data on what you need to know?

Entering Measures



Adding Measures to Outcome

Click "+" to expand **Measures**

Entering Measures (cont.)

1. Click on the shaded box to enter your Measure title.

2. Click on the shaded box below "DESCRIPTION" and provide a description of your Measure.

3. Click on the shaded box below "METHODOLOGY" to enter measure methodology. The methodology section should state where data is coming from, how it is collected, and when it is collected.

Repeat the steps above for all measures

Entering Measures (cont.)

Example:

Measures +

1.1.1 Measures Number of Dashboards

DESCRIPTION

The OIER will measure the number of IPEDS Dashboards published by the end of this reporting cycle 2019-2020.

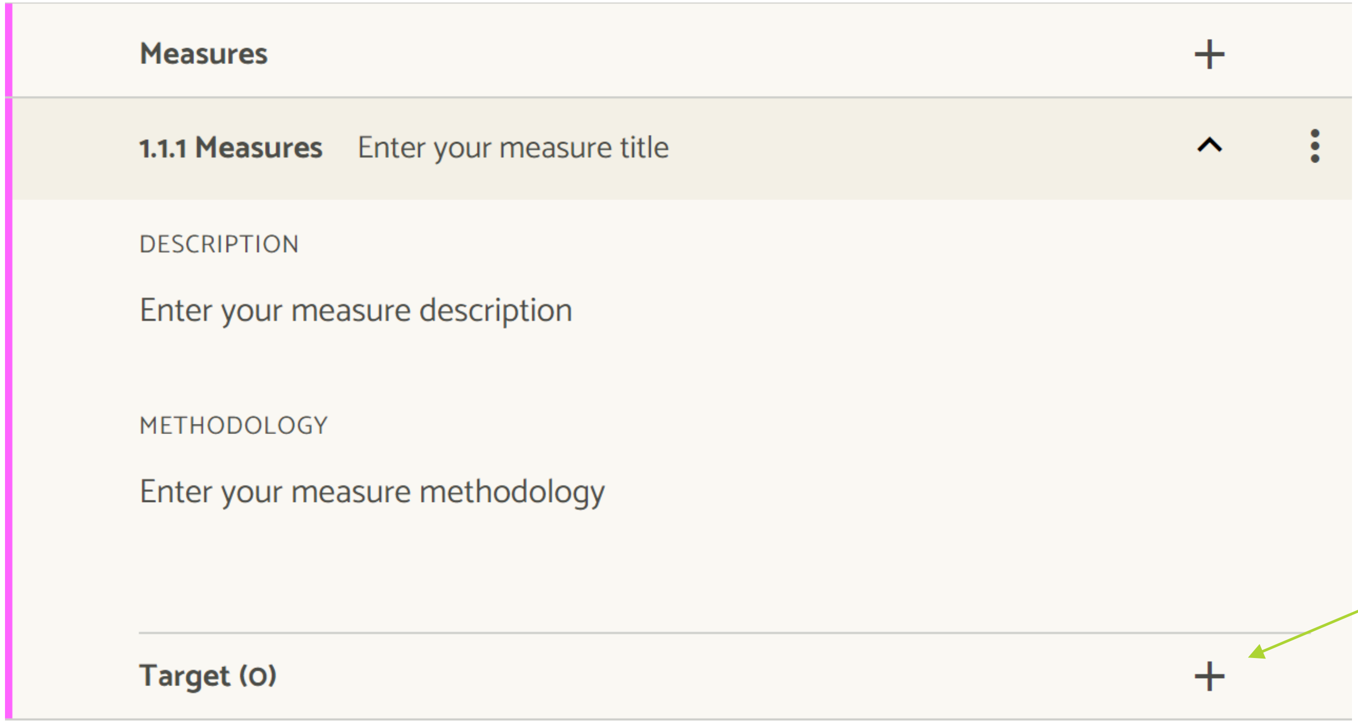
METHODOLOGY

Count dashboard created in Tableau with IPEDS data.

Targets

- For each measure, an achievement target must be established; in other words, how or when will you know if you've been successful?
- Targets communicate clearly the expected level of accomplishment for the measure.
- Using your measures, what degree of that measure do you want to achieve?
  - How much of something are you going to produce?
  - How satisfied were customers with a new service?
  - You can have several targets per measure.

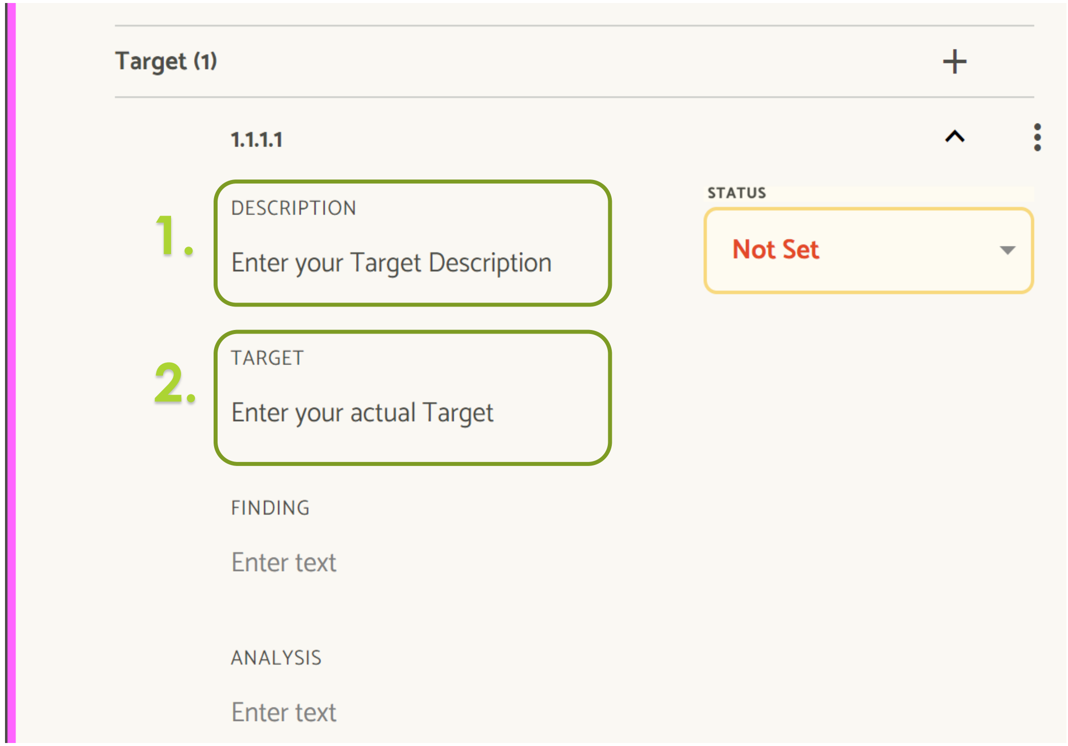
Entering Targets



Adding Target to Measures

Click "+" to expand **Target**

Entering Targets (cont.)



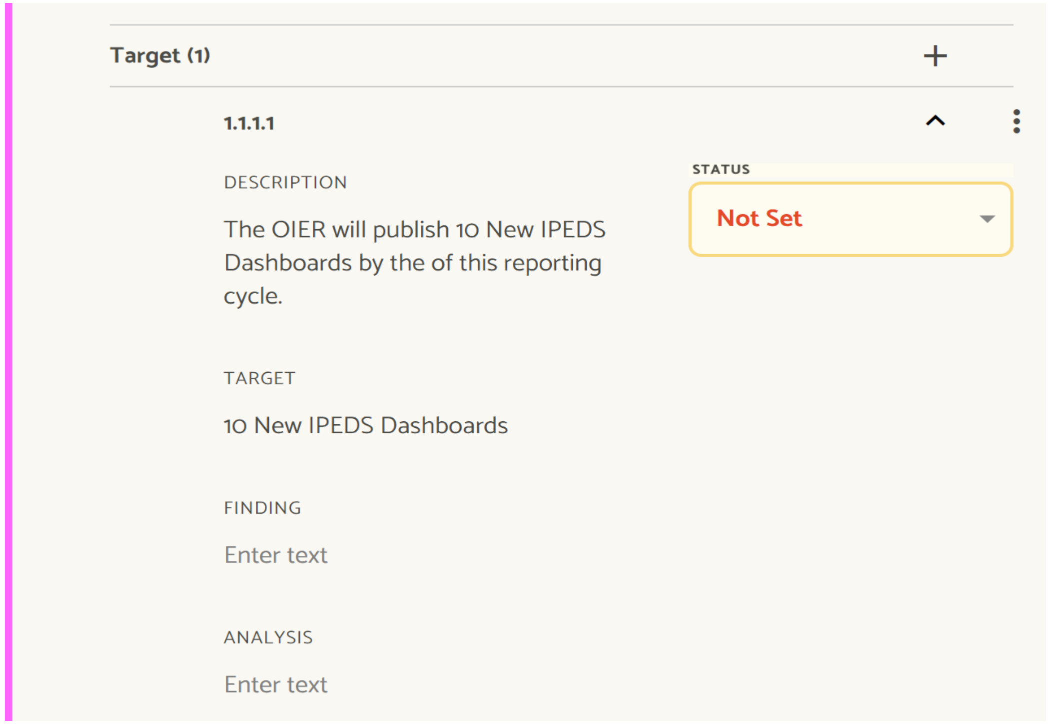
1. Click on the shaded box to provide your Target description.

2. Click on the shaded box and enter the actual Target.

Target Status, Findings & Analysis will be entered at the end of the reporting cycle.

Entering Targets (cont.)

Example:


Target (1)

1.1.1.1

DESCRIPTION

The OIER will publish 10 New IPEDS Dashboards by the of this reporting cycle.

STATUS

Not Set

TARGET

10 New IPEDS Dashboards

FINDING

Enter text

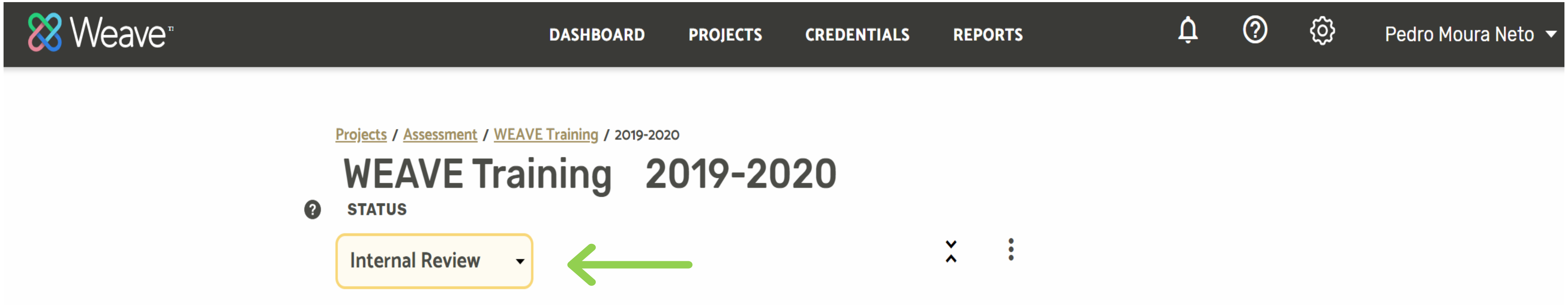
ANALYSIS

Enter text

Assessment Plan's Status

Once you have completed you assessment plan at the Beginning of the cycle, you need to change your assessment plan's status to "In Review".

Click the box shown below. Then, select "**Internal Review**".



End of Cycle Reporting