

BEFORE YOU START . . .

Elements needed for WEAVEonline

You will need to enter the following institutional effectiveness data for your department into the new tracking system. Those items in **blue** were not required specifically in our previous rounds of planning and tracking outcomes. Before you begin to enter your data, you should be sure you have all the necessary information at hand.

Mission

Department's Mission Statement. The mission statement should consist of the purpose of your unit and a brief list of key responsibilities or services you provide. It should be a paragraph or two of text, not pages.

Intended Outcomes

Intended/Expected Outcome statements. These are the full (intended) outcome statements. Each department should have at least one outcome identified for each functional responsibility.

Intended/Expected Outcomes—Short Description (50 characters or less). This is the text that will appear on summary reports and pop-up indexes, so it is important that the short description be clear and distinctive.

Is the Outcome a Student Learning Outcome? This is a yes/no answer.

If yes, **is it related to one or more of the General Educational Outcomes?** (This is a drop-down menu selection.)

Is the Outcome related to the GSU strategic Plan? If so, which part (drop-down menu)

Is the Outcome related to an institutional priority? If so, which one? (drop-down menu)

Is the Outcome related to an accreditation or professional standard? If so, a short description is needed.

Measures/Indicators

Description of each measure/indicator used to evaluate your outcomes.

Short description of each measure/indicator (50 characters or less).

This is the text that will appear on summary reports and pop-up indexes, so it is important that the short description be clear and distinctive.

Related Outcome(s) for each measure/indicator (drop-down menu based on the outcomes you have entered into the system)

Target level for each measure. This is the success criteria for each of the measures.

Findings

The Findings/Results for each measure/indicator you have identified.

Target level achievement on each measure/indicator (met, partially met, not met)

Is further action planned (for those targets partially met and not met)—yes/no?

Action Plan

Description of planned actions based on results.

Short description of planned actions (50 characters or less). This is the text that will appear on summary reports and pop-up indexes, so it is important that the short description be clear and distinctive.

Related Objectives (drop-down menu based on the outcomes you have entered into the system).

Related Measures (drop-down menu based on the indicators/measures you have entered into the system)

Person/Group responsible for carrying out the action.

Target date for completion of the action.

Priority of the action (low, medium, high)

Additional resources necessary to complete action (narrative text box)

Analysis

In the Analysis Section of the system, you integrate and interpret your institutional effectiveness results. **All the elements in this section are narrative, and do require some analytic thinking.** The following information is needed to complete the Analysis portion of the data entry. (This section corresponds to Section C (Institutional Effectiveness) of the Annual Report to the Provost.)

What specifically did your assessments show regarding proven strengths or progress you made on outcomes? In this section you should discuss:

- (a) how the results of this assessment demonstrate the progress you have made in improving your actual outcomes or in measuring them effectively (noting improvements you can demonstrate due to modifications in operations or programs you made based on either this year's or last year's results); and
- (b) your strategies for further improving the unit's performance based on these assessment results (including descriptions of (1) changes or modifications you are planning to make in the upcoming year(s) to implement those improvement strategies; and (2) changes or modifications you have recently made based on this year's assessment results. (Note: your specific plans for implementing modifications should be included in the "Action Plan" section above.)

What specifically did your assessments show regarding any outcomes that will require continued attention? In this section you should include discussion of any outcomes that were not met (i.e, targets that were "not met" or only "partially met"), why that occurred, and strategies to improve those outcomes. You should also include any needs you have identified to modify or add outcomes, measures, or targets. (Note: your specific plans for addressing these shortcomings should be listed in the "Action Plan" section.)

June 30, 2006