WEAVE
Assessment Plan
ADMINISTRATIVE & SERVICE UNITS
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/](https://myapplications.microsoft.com/)*

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

- **Step 2** Click on the Weave icon inside of My Apps.
  
  *No login required*
Administrative and Service Unit's Assessment Training

ASSESSMENT PLAN - BEGINNING OF REPORTING CYCLE

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

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

Search for your project

Filter by reporting year

<table>
<thead>
<tr>
<th>Title</th>
<th>Year</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNO Survey Research Center</td>
<td>2019-2020</td>
<td>Assessment</td>
</tr>
<tr>
<td>Graduate School</td>
<td>2019-2020</td>
<td>Assessment</td>
</tr>
<tr>
<td>Counseling Services</td>
<td>2019-2020</td>
<td>Assessment</td>
</tr>
</tbody>
</table>
What you should see.

### WEAVE Training 2019-2020

<table>
<thead>
<tr>
<th>Status</th>
<th>In Progress</th>
</tr>
</thead>
</table>

#### Outline View

- Goals
- Project Attachments 0/0

Easily navigate with cards or drag and re-order items from within Outline View.
Weave
Features and Controls

Navigation Bar (click these to go back)

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

Administrators
People who have been added to this project.

Expand or collapse project elements

Table of contents
**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.
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 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

<table>
<thead>
<tr>
<th>Goals</th>
</tr>
</thead>
</table>
| **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. |
1) Click on “+” to expand
2) Click on shaded boxes and enter your unit goal and description. Repeat process for all Goals.
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
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?
## 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 – 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 linked to an UNO Strategic Plan Goal.
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
Adding a Supported Initiative to Outcome

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

<table>
<thead>
<tr>
<th>BUDGET SOURCE</th>
<th>AMOUNT</th>
<th>DUE DATE</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>OIER Annual Budget</td>
<td>$5,000.00</td>
<td>8/31/2020</td>
<td>In Progress</td>
</tr>
</tbody>
</table>
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
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
Example:

<table>
<thead>
<tr>
<th>Strategies for Improvement</th>
</tr>
</thead>
<tbody>
<tr>
<td>DESCRIPTION</td>
</tr>
<tr>
<td>Survey Admin Weave users</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BUDGET SOURCE</th>
<th>AMOUNT</th>
<th>DUE DATE</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>OIER Annual Budget</td>
<td>$0.00</td>
<td>3/31/2020</td>
<td>In Progress</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADD ACTION ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTION ITEMS($)</td>
</tr>
<tr>
<td>-----------------</td>
</tr>
<tr>
<td>Create Survey</td>
</tr>
<tr>
<td>Collect Survey Data</td>
</tr>
<tr>
<td>Analyze Survey Data</td>
</tr>
</tbody>
</table>
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
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.
Example:

<table>
<thead>
<tr>
<th>Measures</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1.1 Measures</td>
<td>Number of Dashboards</td>
</tr>
</tbody>
</table>

**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.
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
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.
Example:

<table>
<thead>
<tr>
<th>Target (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1.1.1</td>
</tr>
<tr>
<td>DESCRIPTION</td>
</tr>
<tr>
<td>The OIER will publish 10 New IPEDS Dashboards by the end of this reporting cycle.</td>
</tr>
<tr>
<td>STATUS</td>
</tr>
<tr>
<td>Not Set</td>
</tr>
</tbody>
</table>

TARGET
10 New IPEDS Dashboards

Finding
Enter text

Analysis
Enter text
Once you have completed your 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”.

![Image showing the Weave interface with the status set to Internal Review.]
End of Cycle Reporting