

## ATU Academic Support Annual Assessment with Quarterly Updates

This document shows how to complete an academic support annual assessment plan in Weave. A completed example is also provided.

This image shows an academic support assessment plan in Weave.

The screenshot displays the Weave interface for an academic support assessment plan. It includes a status dropdown menu, a description field, a table of quarterly assessments, and a file upload area. Green callout boxes provide instructions for each element.

**Update status to the project from drop-down menu**

**“Enter text” indicates where to type your response.**

**Arrows used for expanding and closing sections**

**Upload evidence files here.**

- .pdf, .doc, .jpg, and .png files supported
- Spreadsheet, PowerPoint, and other file types not supported and must be saved as .pdf before uploading.

Unit Mission	DESCRIPTION
Unit Quarterly Assessment	+
1 Unit Quarterly Assessment July-Sept	∨ ∴
2 Unit Quarterly Assessment Oct-Dec	∨ ∴
3 Unit Quarterly Assessment Jan-Mar	∨ ∴
4 Unit Quarterly Assessment Apr-Jun	∨ ∴

Project Attachments (0)

Drag and drop your files here or [browse for files](#)

This image shows the side panes expanded (arrows expand and minimize)

The screenshot displays the Weave interface with three main sections:

- Left Side Pane (Dark Grey):** Contains navigation and management options: "Team (2)", "Add Team Member", a search bar, "VIEW BY: ALL", and "ADMINISTRATORS (2)".
- Center Pane (Light Yellow):** A list of unit quarterly assessments. The first item is "Unit Mission" with a description field. Below it are four "Unit Quarterly Assessment" items, each with a number, a period (e.g., "July-Sept"), and expand/collapse icons. A "Project Attachments (0)" section is at the bottom with a dashed box and a "browse for files" link.
- Right Side Pane (Light Grey):** Titled "Assessment > Outline View", it shows a "View:" section with three checked items: "Unit Quarterly Assessment" (orange dot), "List one measurable goal for your unit" (green dot), and "List at least one activity of your unit to achieve the goal" (pink dot). Below are three color-coded cards: an orange card for "1 July-Sept", a green card for "1.1 Nothing Entered", and a pink card for "1.1.1 Nothing Entered".

Color "cards" or "sticky notes" are shown in the Outline View. Colors also correspond on the left side of the center pane.

- Color coding in Weave:**
- Orange = Unit Quarterly Assessment
  - Green = Goal
  - Pink = Activity to achieve the goal and the results

# Expanded view of 1<sup>st</sup> Quarter Assessment (July-September)

**Quarterly Assessment description**

**Goal**

**Unit Quarterly Assessment** +

**1 Unit Quarterly Assessment** July-Sept ^ ⋮

DESCRIPTION  
Enter text

**List one measurable goal for your unit** +

**1.1 List one measurable goal for your unit** Enter Text ^ ⋮

DESCRIPTION  
Enter text

**Supported Initiatives (0)** +

**Action Plan** +

Arrows are expanded; sections are opened.

Use (+) plus signs to add indicated sections

Activity and Results

List at least one activity of your unit to achieve the goal +

1.1.1 List at least one activity of your unit to achieve the goal Enter Text ^ ⋮

DESCRIPTION  
Enter text

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Describe how you measure the success of that activity (achievement of the outcome) (1) +

1.1.1.1 ^ ⋮

DESCRIPTION  
Enter text

DESCRIBE HOW YOU MEASURE THE SUCCESS OF THAT ACTIVITY (ACHIEVEMENT OF THE OUTCOME)  
Enter text

ENTER THE RESULTS OF THE DATA COLLECTED HERE  
Enter text

DID YOU MEET THE GOAL? WHAT STEPS WILL YOUR UNIT TAKE TO IMPROVE SUCCESS NEXT QUARTER? IF IMPROVEMENT IS NOT NEEDED, THEN WHAT NEW GOAL WILL YOUR UNIT FOCUS ON NEXT QUARTER?  
Enter text

STATUS

Enter goal title and description

Describe your activity.  
Tell how you will know whether you met the goal  
(include dates, amounts, percentages, etc.)

Once the activity is over, enter the results.  
Stick to the facts; use percentages, dates,  
amounts, etc.

Did you meet the goal? What steps will your unit take to improve success next quarter (or cycle)? If improvement is not needed, what new goal will your unit focus on next quarter? Be sure to update the status of the goal.

Update your goal status in the drop-down menu.

See example plan on the next page

Example of completed 3<sup>rd</sup> quarter plan:

<b>3 Unit Quarterly Assessment</b> Jan-Mar 2021	^	⋮
DESCRIPTION Activities of the OAIE this quarter include the creation of a plan for institutional assessment and an update to the process for student learning outcomes assessment.		
<b>List one measurable goal for your unit</b>	+	
<b>3.1 List one measurable goal for your unit</b> Create assessment plan to address HLC response to visit.	^	⋮
DESCRIPTION The OAIE will create an institutional assessment plan in response to the HLC assessment monitoring notification.		
<b>Supported Initiatives (0)</b>	+	
<b>Action Plan</b>	+	
<b>List at least one activity of your unit to achieve the goal</b>	+	
<b>3.1.1 List at least one activity of your unit to achieve the goal</b> Institutional Assessment Plan Report	^	⋮
DESCRIPTION An assessment plan report detailing annual assessment, program review, accreditation, and academic support assessment processes and annual institutional reporting will be created to address HLC concerns about assessment practices at ATU.		

(plan continued)

Describe how you measure the success of that activity (achievement of the outcome) (1)	+
<b>3.1.1.1</b>	^
DESCRIPTION	⋮
Assessment Plan report	<b>STATUS</b> Met
DESCRIBE HOW YOU MEASURE THE SUCCESS OF THAT ACTIVITY (ACHIEVEMENT OF THE OUTCOME)	
The assessment plan report will be created by the end of the quarter.	
ENTER THE RESULTS OF THE DATA COLLECTED HERE	
The assessment plan report was created and submitted to the VPAA by the end of the quarter. ** see Project Attachment "ATU Assessment Plan 2021.pdf" **	
DID YOU MEET THE GOAL? WHAT STEPS WILL YOUR UNIT TAKE TO IMPROVE SUCCESS NEXT QUARTER? IF IMPROVEMENT IS NOT NEEDED, THEN WHAT NEW GOAL WILL YOUR UNIT FOCUS ON NEXT QUARTER?	
This goal was met. Next focus will be on completing the goals set within the assessment report.	

Example of 4<sup>th</sup> quarter plan not yet completed:

<b>4 Unit Quarterly Assessment</b> Apr-Jun 2021	^	⋮
DESCRIPTION Activities of the OAIE this quarter include process updates for academic support outcomes assessment.		
<b>List one measurable goal for your unit</b>	+	
<b>4.1 List one measurable goal for your unit</b> Update annual assessment processes	^	⋮
DESCRIPTION Updated processes will be drafted by the OAIE, approved by assessment committees, and initiated institutionally.		
<b>Supported Initiatives (0)</b>	+	
<b>Action Plan</b>	+	
<b>List at least one activity of your unit to achieve the goal</b>	+	
<b>4.1.1 List at least one activity of your unit to achieve the goal</b> Academic Support Outcomes Process update	^	⋮
DESCRIPTION The OAIE, in conjunction with the Institutional Effectiveness Assessment Committee (IEAC), will determine an updated process/cycle for academic support assessment to be initiated on July 1, 2021.		

(plan continued)

Describe how you measure the success of that activity (achievement of the outcome) (1)	+
4.1.1.1	^ ⋮
DESCRIPTION	STATUS
The OAIE & IEAC will approve and initiate updated process/cycle documents institutionally.	
DESCRIBE HOW YOU MEASURE THE SUCCESS OF THAT ACTIVITY (ACHIEVEMENT OF THE OUTCOME)	
Roll out of updated Annual Academic Support Outcomes Assessment quarterly process occurs in late June for initiation on July 1, 2021.	
ENTER THE RESULTS OF THE DATA COLLECTED HERE	
April - the IEAC approved a quarterly update cycle for academic support assessment following the fiscal year calendar. ** see Project Attachment: IE Committee minutes 04.21.21.pdf **	
May -	
June -	
DID YOU MEET THE GOAL? WHAT STEPS WILL YOUR UNIT TAKE TO IMPROVE SUCCESS NEXT QUARTER? IF IMPROVEMENT IS NOT NEEDED, THEN WHAT NEW GOAL WILL YOUR UNIT FOCUS ON NEXT QUARTER?	
To be determined	

For more information, please contact the Office of Assessment and Institutional Effectiveness at <https://www.atu.edu/assessment/contact.php>.