**ASSESSMENT CYCLE FOR CONTINUOUS QUALITY IMPROVEMENT**

**Start of the Cycle: THE ASSESSMENT PLAN**

**GETTING STARTED**
Assessment cycles begin in early fall with a focus on the Assessment Plan.

**Step 1:** Review Assessment Plan elements:
- Mission / Purpose Statement
- Goals
- Outcomes / Objectives
- Measures
- Targets

**Step 2:** Make necessary changes to existing elements; create new elements as necessary. (See Key Questions)

**Step 3:** Identify the prior Action Plans that will be implemented as well as the Measures that will be assessed in the current cycle.

**Step 4:** Identify the process for sharing findings and relevant support documents.

**Step 5:** Engage the department’s personnel to ensure the department’s current priorities are reflected, that findings are distributed, and that decisions are being made as a result of these assessment efforts.

**Key Questions**
1. Are all elements of the Assessment Plan (including relevant support documents) created and currently in WEAVEonline?
2. Have there been any changes to national policies or by accreditation bodies that may impact the current outcomes?
3. Have there been any internal (university, department, etc.) changes that impact the current outcomes?
4. Are the current measures and targets adequate to capture useful information?
5. Will this information be used to inform decisions?
6. For academic units, are direct and indirect measures used?
7. Have the individuals responsible for specific measures been notified, and has a timeline for submitting results to the unit’s assessment coordinator been established?

**MAKE IT EXEMPLARY**

- **Objectives/Outcomes:**
  - Include 3-7 measurable Outcomes / Objectives
  - Align Outcomes / Objectives to the Mission, Goals, and Measures
  - Use action verbs
  - Accurately classify Student Learning Objectives with the Green Check (in WEAVEonline)
  - For academic units, outcomes must be student-focused (“Student will...”)

- **Measures:**
  - Create O:M relationship by linking and aligning each Measure to at least one Outcome (note: multiple measures for one outcome is also appropriate)
  - Include direct and indirect forms of evidence (focus on direct)
  - Explain how the instruments reflect good research methods, and demonstrate that the Measures are feasible and purposeful; attach supporting documents (such as rubrics)

- **Targets:**
  - Align to O:M relationship
  - Express specific, measureable, meaningful, and reasonable criteria for success

**End of the Cycle: THE ASSESSMENT REPORT**

**WRAPPING UP**
Assessment cycles wrap-up in late spring (for academic units) and mid-summer (for administrative units) with a focus on the Assessment Report.

**Step 1:** Review Assessment Report elements:
- Findings
- Action Plans
- Achievement Summary / Analysis NEW!

**Step 2:** Input all findings and results and determine if targets were met, not met, or not reported that cycle. Explain how implementation of action plan(s) influenced the results.

**Step 3:** Create one new action plan for each measure, and update status of prior plans.

**Step 4 (NEW!): Use the Achievement Summary / Analysis section to explain the improvements achieved for each outcome, and to respond to the four analysis questions.**

**Key Questions**
1. Are all elements of the Assessment Report (including relevant support documents) in WEAVEonline?
2. For any targets not reported this cycle, is the timeline for when it will next be assessed included in the current findings?
3. Looking ahead, are changes to the Assessment Plan for the upcoming cycle necessary at this time?

**ANALYSIS QUESTIONS**
1. What has the unit learned from this year’s assessment cycle? What is working well, and what is working less well in achieving desired outcomes?
2. Are there any measurable or perceivable effects of the action plans implemented following last year’s assessment cycle?
3. What changes are you making this year to improve outcomes next year?
4. How were assessment results shared within the unit?

**MAKE IT EXEMPLARY**

- **Findings:**
  - Align to language of the target
  - Ensure complete, concise, well-organized results
  - Incorporate appropriate data-collection, analysis, and support documentation
  - Provide solid evidence that target is met or not met
  - Compare new findings with past trends (as applicable) and prior action plans

- **Action Plans:**
  - Maintain manageable number of action plans (confirm accurate status for each)
  - Identify areas that need to be monitored, and specify “next steps”
  - Possibly identify area of assessment process that needs improvement (such as modified measures or objectives)
  - Include completion dates, and identify responsible person / group

- **Achievement Summary / Analysis:**
  - Include specific examples of improvements for each objective
  - Demonstrate continuous improvement by answering all Analysis Questions

**Ongoing:** Implement plans and measures; collect data and share results; evaluate the Assessment Plan based for future needs; seek guidance from Office of Institutional Assessment