TCC

Program Assessment

WEAVE WALKTHROUGH

WEAVE Walkthrough Guide
Program Assessment

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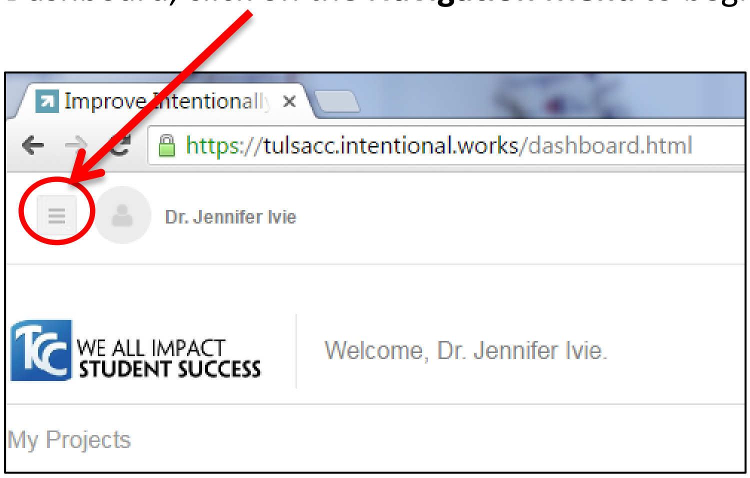
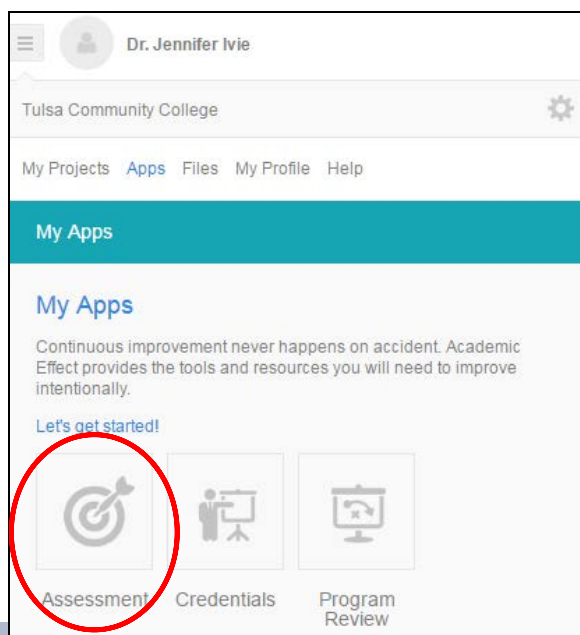
Step 1: Creating a New Project

These instructions will guide you through Program assessment in WEAVE. A Program is any group of combined coursework that fall into a particular category (e.g., Developmental Education) or degree path (AA, AS, AAS, or certificate).

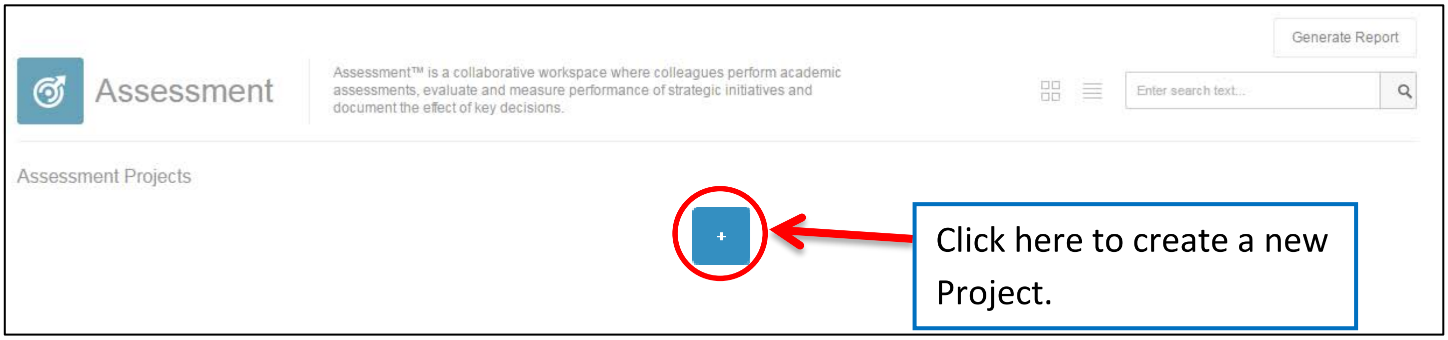
1. To begin entering Program Assessment information you will need to create a new Project. From your Dashboard, click on the **Navigation Menu** to begin.



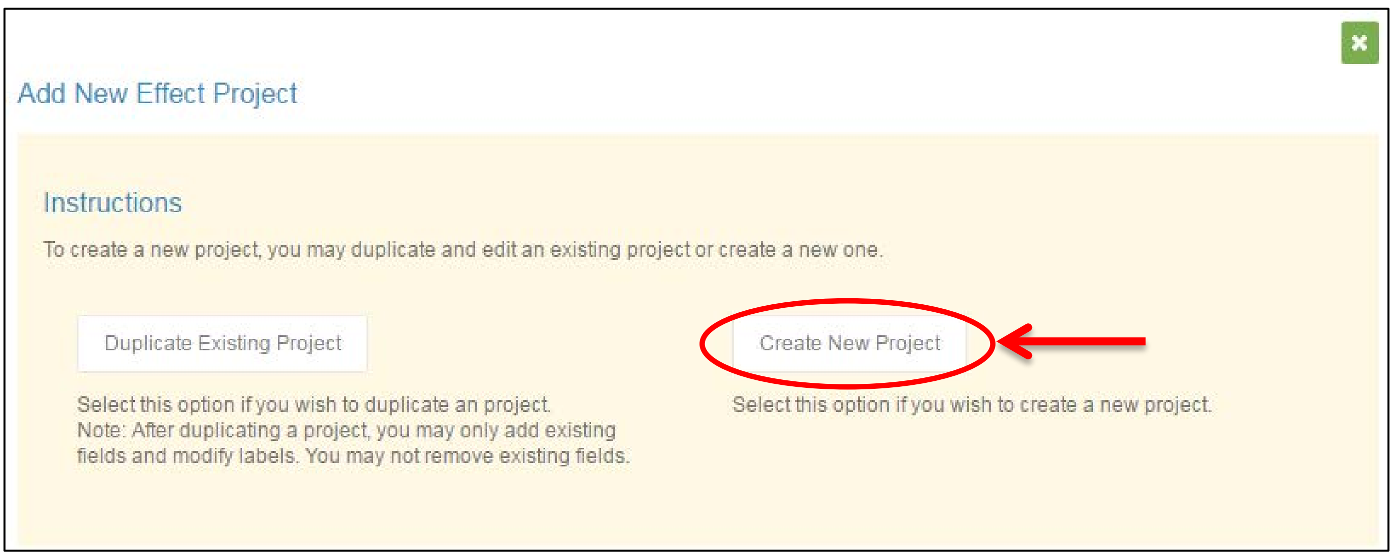
2. Then, click on the **Assessment** application icon under **My Apps**.



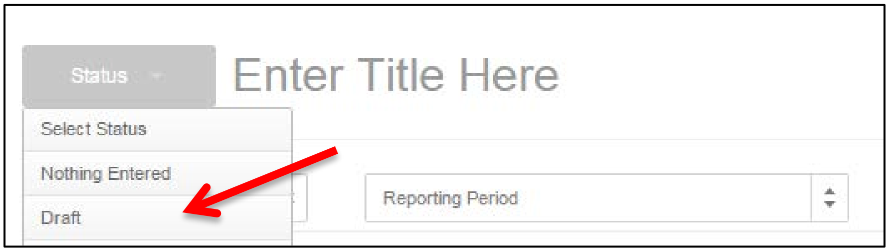
3. At the bottom Assessment screen, click on the blue box with the + to create your new Project.



4. In the pop-up box that appears, click on the **Create New Project** button**.**



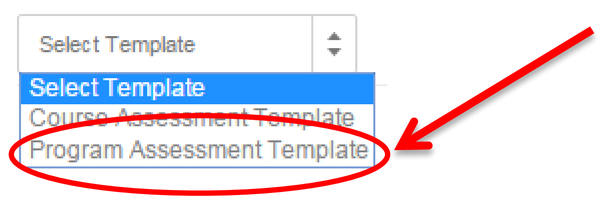
5. A new page will appear. At the top of the page, select **Draft** in the **Status** drop-down menu. Be sure to pick one of the top two choices until you are completely done.



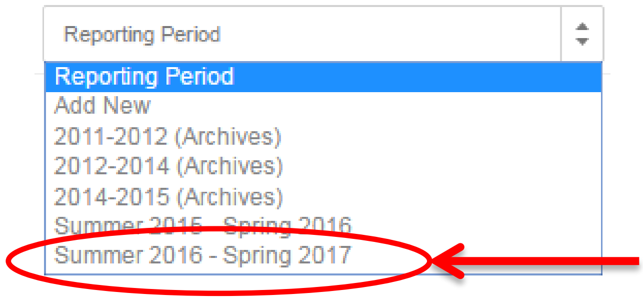
6. Enter the title by clicking on the words **Enter Title Here**.

Your title should reflect the discipline as listed in the catalog and degree or certificate type (e.g., "Psychology – AA" or "Electronics Technology (Alternative Energy Option) – AAS" or "Horticulture Technology – CER").

7. Below the Status box, select the appropriate Template – **Program Assessment Template.**

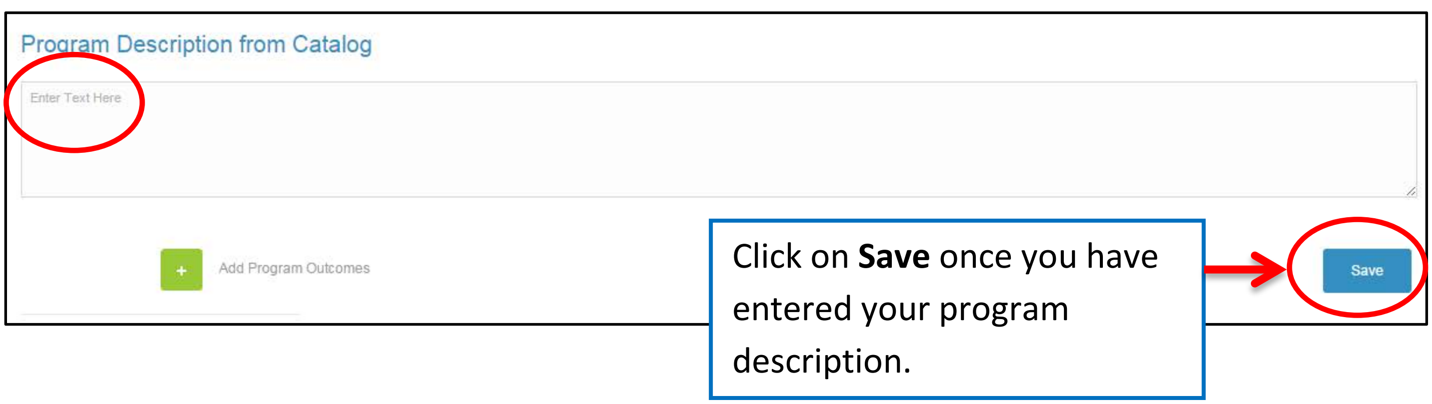


8. Select the current **Reporting Period**.



9. Enter the description for the Program/Discipline exactly as it is provided in the TCC Catalog. To do this, type (or copy and paste) directly into the box where it says, "Enter Text Here." Here is a link to the Catalog: http://www.tulsacc.edu/sites/default/files/file_attachments/tcc_2016-2017_catalog_aug31_0.pdf

10. Then, click on **Save**.



Note: You can leave your Project at any time. Just make sure you hit the **Save** button before exiting. Your created Projects will appear in your **Assessment** application. You can access the Project again by going into **Assessment**, and clicking on **View Report** in the Project box. Then, click on **Edit** near the top right-hand corner of the Project Report to continue working in the Project.

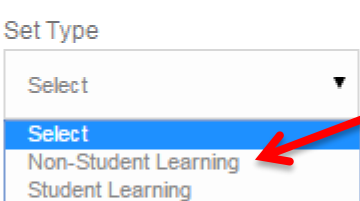
Step 2: Entering Program Outcomes

An outcome is a specific and measurable statement that describes what students should achieve by the end of a learning opportunity. You can have Learning Outcomes (what the student will be able to do, know, etc.) or Non-learning Outcomes (e.g., graduation rates, licensure rates, etc.). You will need to follow the steps below for each individual Program Outcome.

1. Click on the green box with a + in it to **Add Program Outcomes**.

2. A new area will appear on the page: PO1 (Program Outcome 1). Enter your Outcome statement in the box labeled **Title.** You may enter more information about your Outcome in the box labeled **Description**, but this is not required.

3. Set the type of Outcome by choosing from the **Set Type** drop-down menu.



Non-student Learning - A specific and measurable statement that describes what constitutes student achievement as a result of a course, degree path, or program.

Example: Pass the licensure exam.

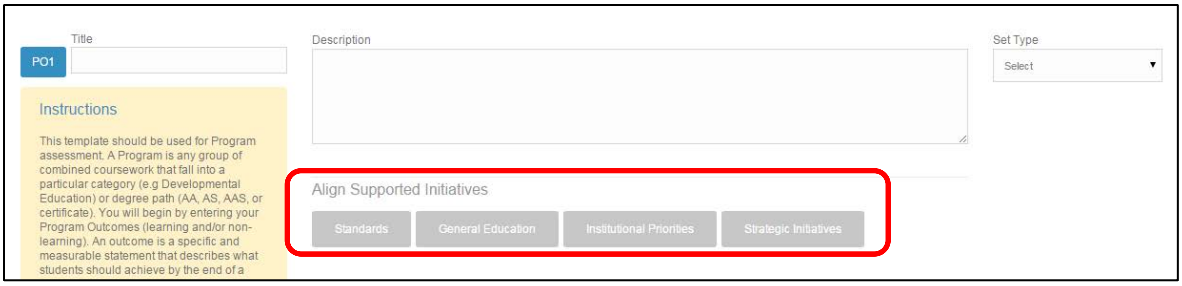
Student Learning- A specific and measurable statement that describes what the students will be able to do as a result of their learning and development within a course, degree path, or program. SLOs should use active, student-centered language. Action verbs that align with the proper cognitive, psychomotor, or affective level should be used.

Example: By the end of this degree path, a student will be able to identify basic psychological terminology, concepts, and theories in psychology.

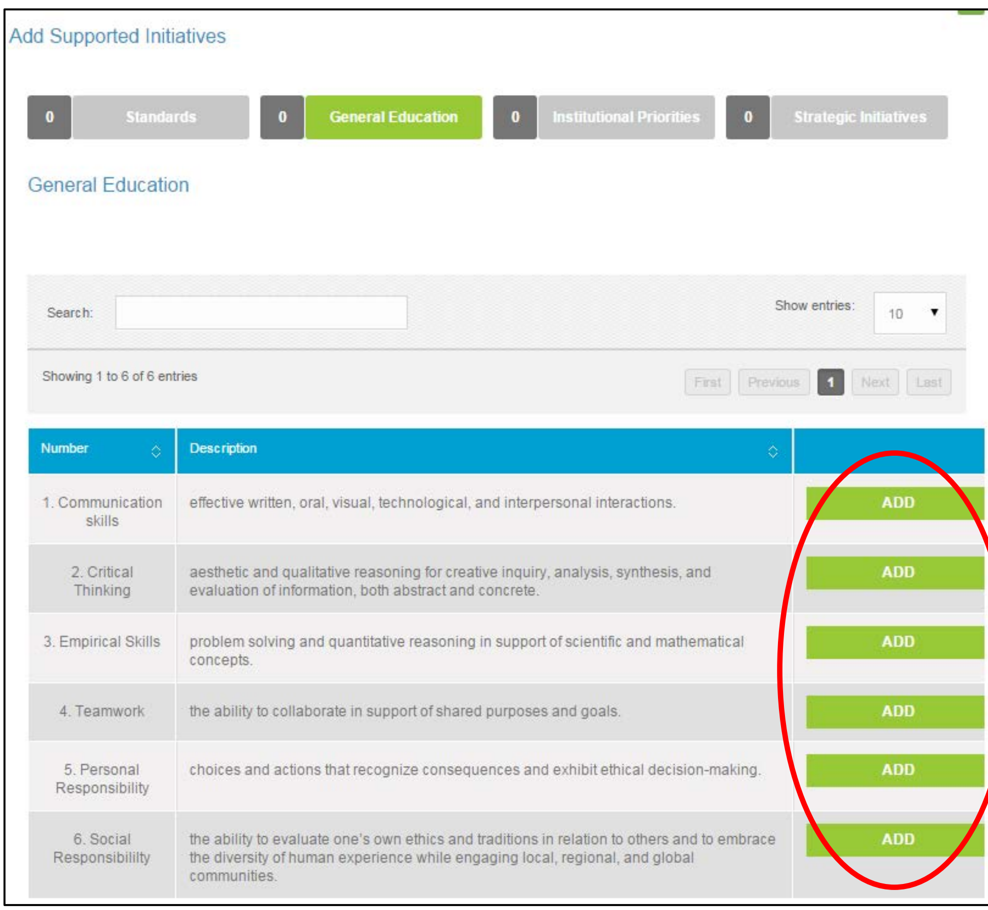
4. Scroll to the bottom and click on the 

button.

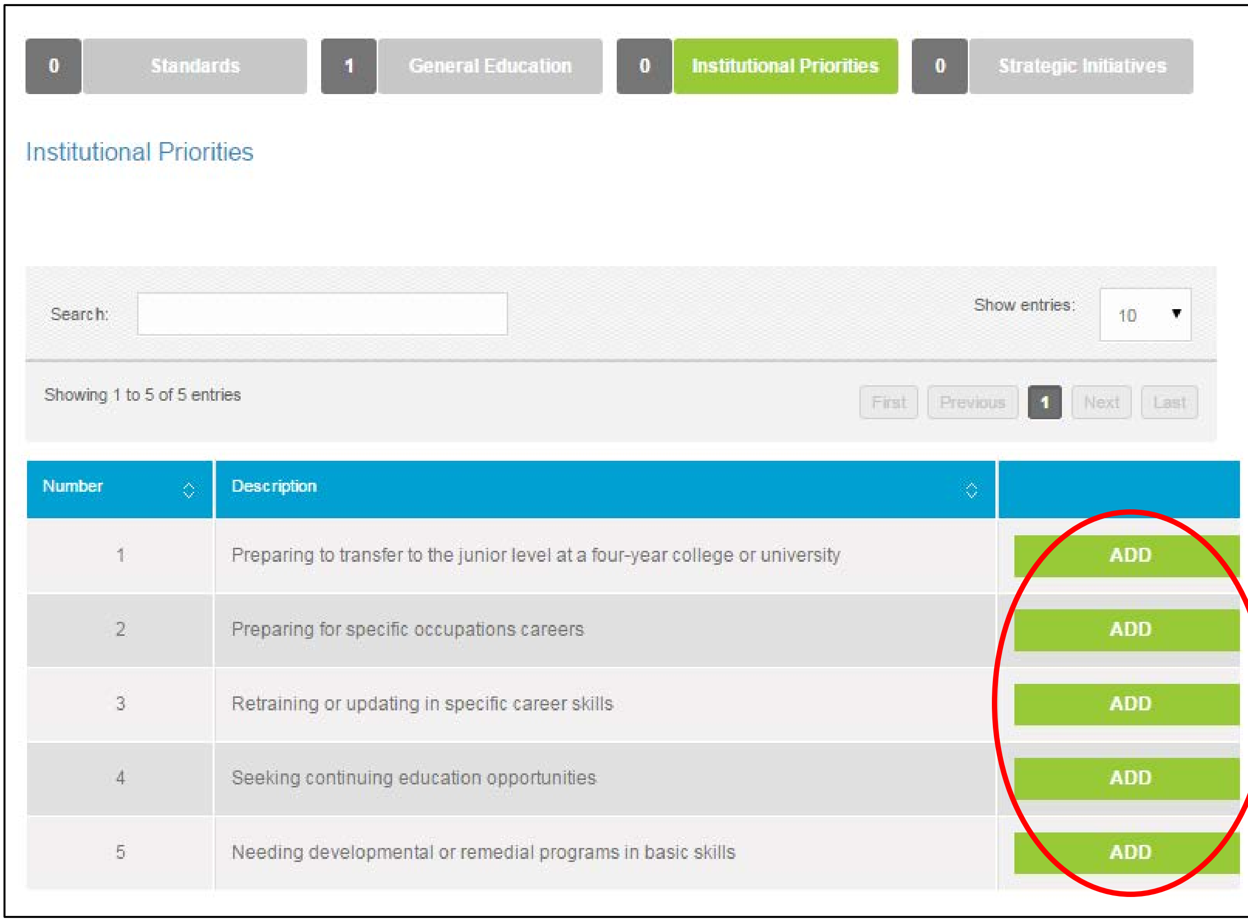
5. The options for institutional alignment will now be available. Use the **Align Supported Initiatives** action bar to indicate which General Education Goals, Institutional Priorities, or accreditor's standards this outcome aligns with (if applicable).



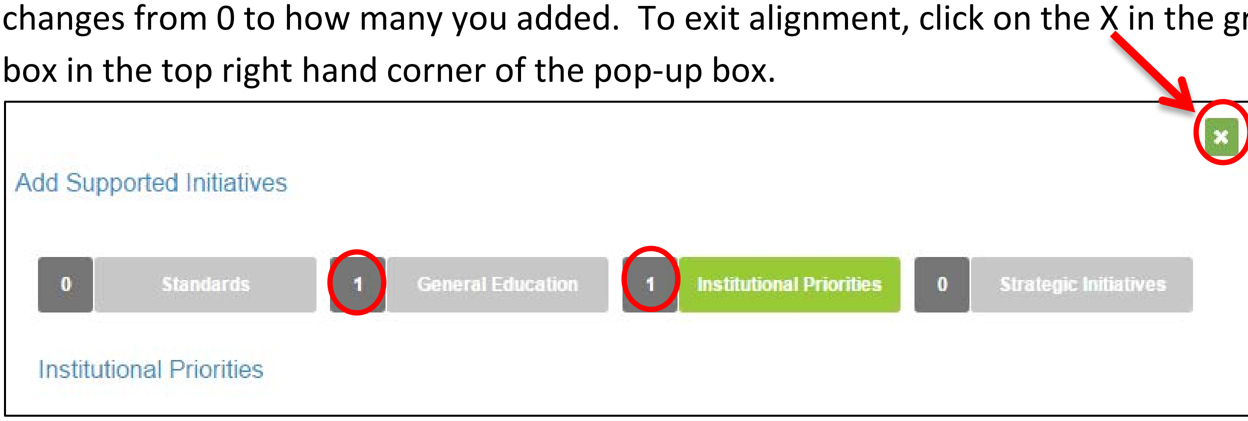
6. Click on the **General Education** button. Select all appropriate General Education goals that align with the Program Outcome by clicking ONCE on the appropriate **ADD** button.



7. Click on the **Institutional Priorities** button. Select all appropriate Institutional Priorities that align with the Program Outcome by clicking on the **ADD** button**.**



8. As you add General Education goals and Institutional Priorities, notice that the number changes from 0 to how many you added. To exit alignment, click on the X in the green box in the top right hand corner of the pop-up box.



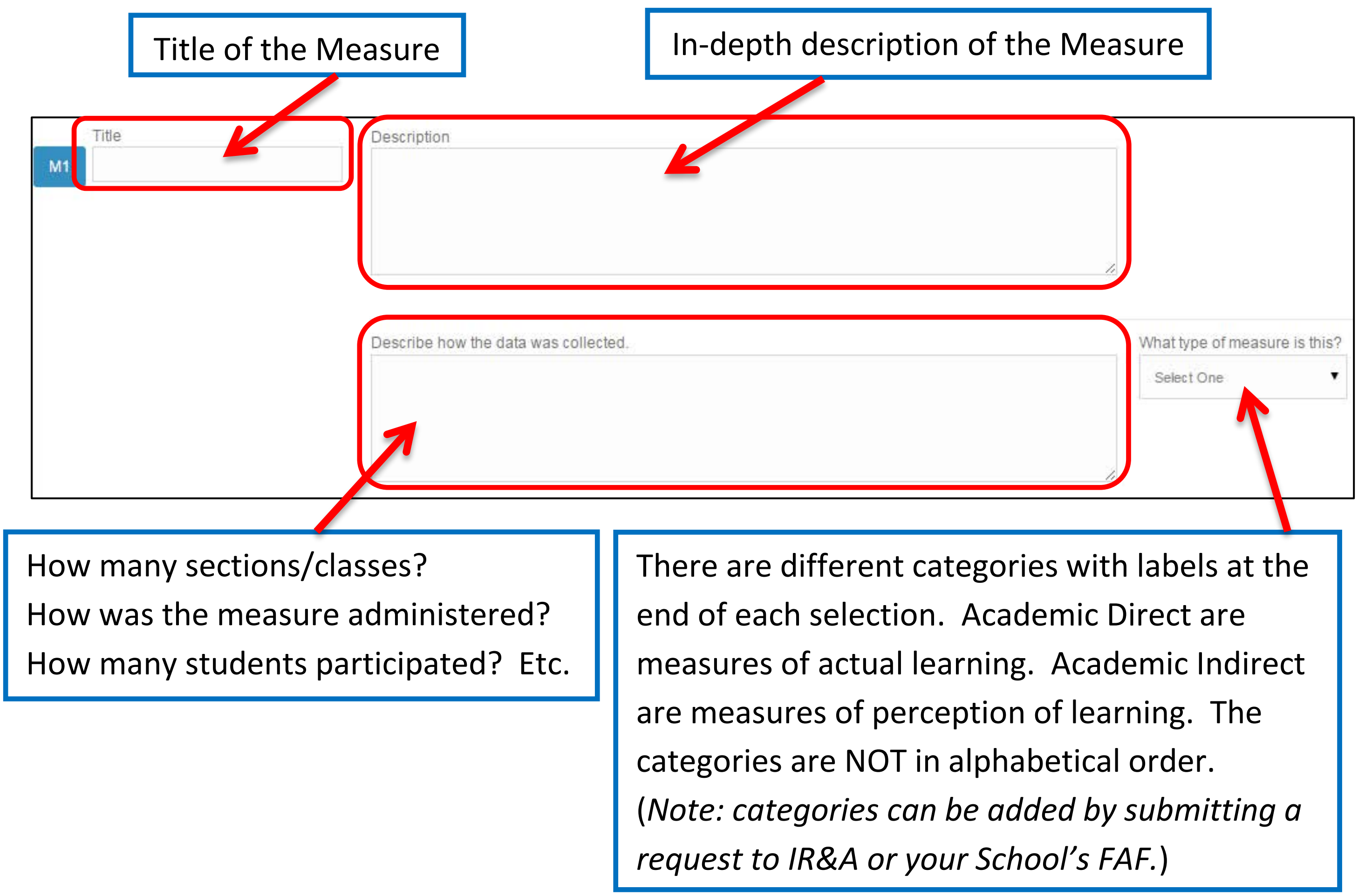
Step 3: Entering Measures

For every Program Outcome you must enter at least one Measure. Any Program Outcome can have multiple measures. A measure is the tool, instrument, or method by which the outcome will be assessed.

1. To enter a Measure, click on the 

at the bottom of the screen.

2. A new area will open up: M1 (Measure 1). Enter a **Title**, and provide a **Description** of the measure. (For example, the title - Critical Thinking Rubric, with a description explaining the criteria, levels, scoring method, etc.) Then, describe **how the data was collected** and **what type** of Measure was used.



3. Click on the **Save** button at the bottom of the screen.

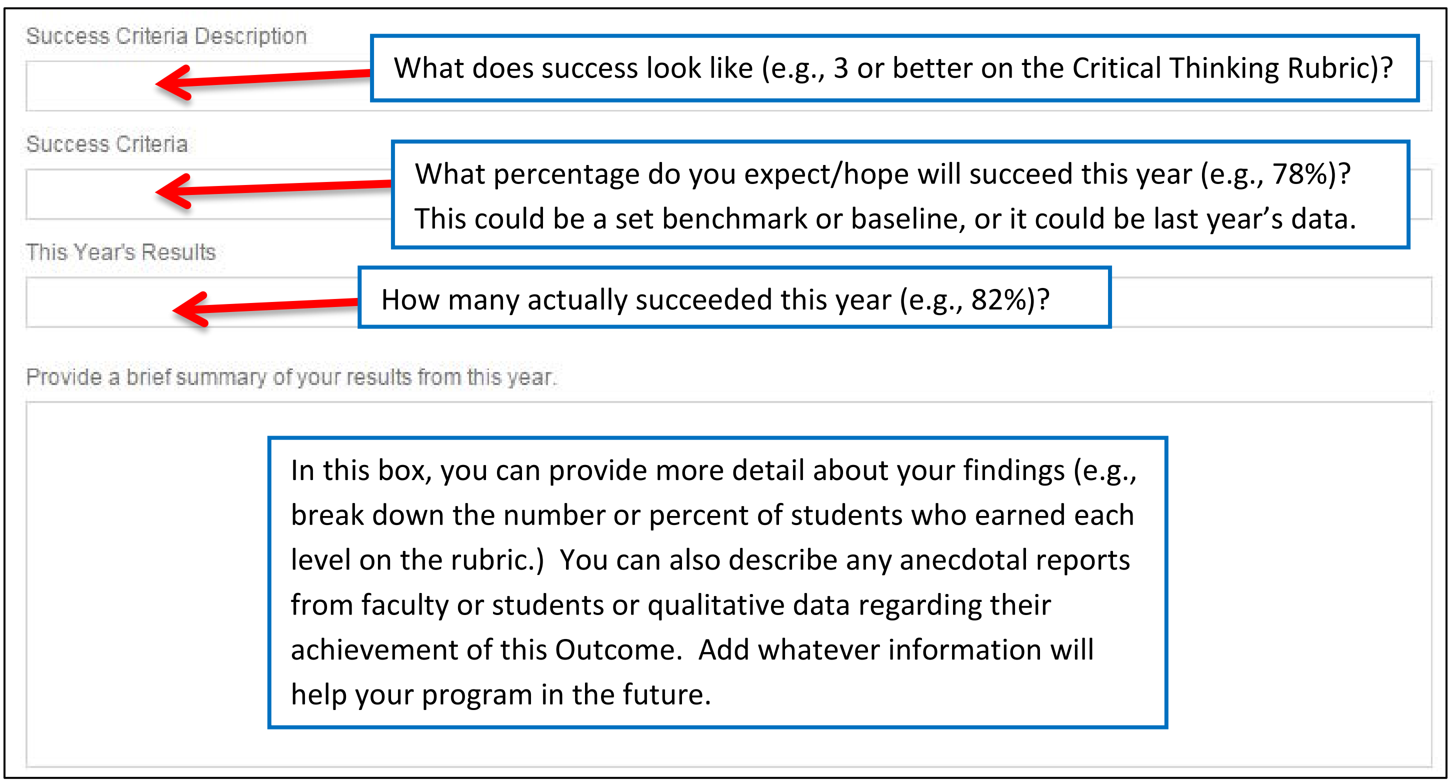
Step 4: Entering Success Criteria and this Year's Assessment Results

Every measure needs **Success Criteria.** Success Criteria is the benchmark, norm, baseline, or prior year's results for an outcome that the program hopes to meet or exceed in the current academic year.

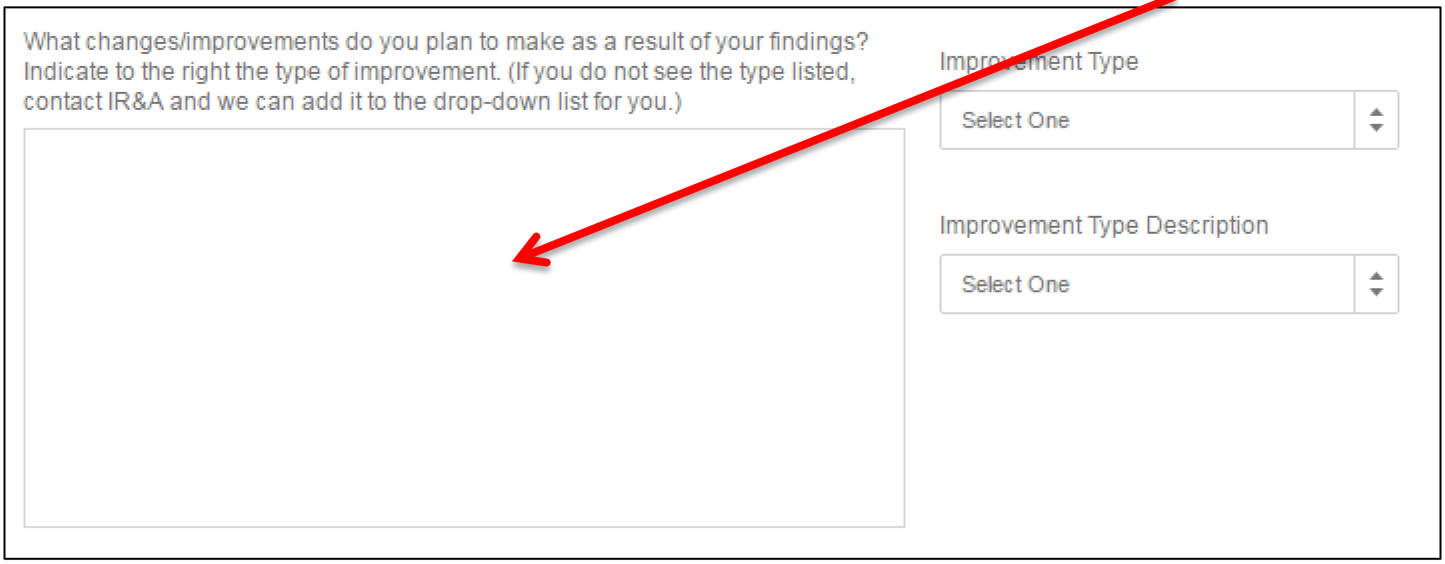
1. To enter **Success Criteria**, click on the 

 at the bottom of the screen.

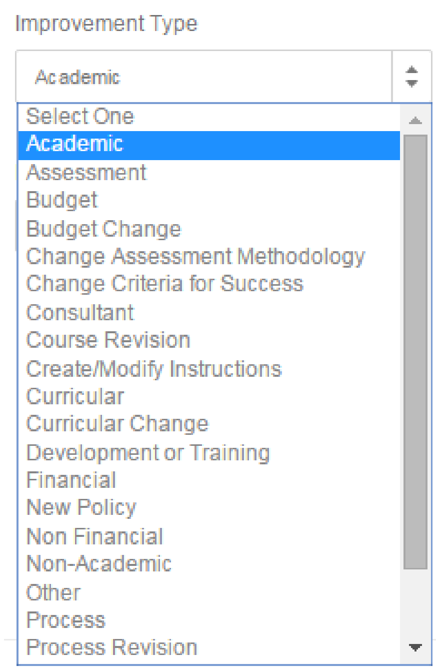
2. At the top of the pop-up box, enter the **Success Criteria Description**, **Success Criteria**, and **This Year's Results**.

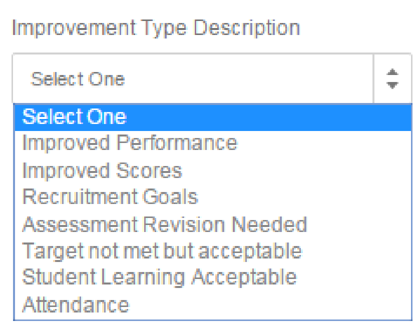


1. In the next box, discuss any **changes or improvements** that you plan to make as a result of these assessments. These could be curricular, pedagogical, assessment method, etc. The purpose of this section is to provide you record an action plan.

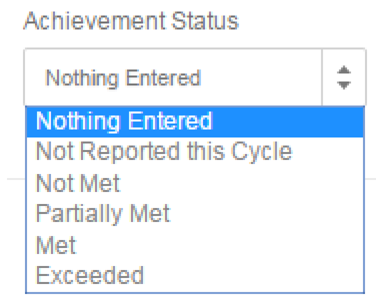


2. Choose the **Improvement Type** in the drop-down box on the right. Once you choose a Type, you can choose a subtype in the **Improvement Type Description** drop-down menu. The **Description** options appear AFTER you've selected a **Type**. (*Note: If you do not see the type listed, contact IR&A and we can add for you.*)





3. Indicate the **Achievement Status** at the bottom of this page. Did the students not meet, partially meet, meet, or exceed your Success Criteria?



4. Click on the **Save** button at the bottom**.**

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Make sure to periodically click on the **Save** button
at the bottom of the page as you are entering
Program Outcomes, Measures, etc.
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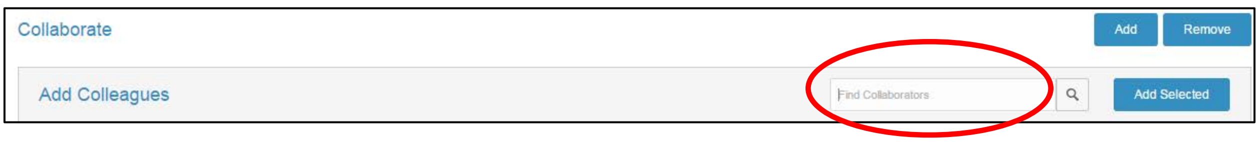
Step 5: Adding/Removing Project Collaborators

If there are faculty colleagues, department chairs, deans, etc., needing access to the Program Assessment Project, you can add them as Project Collaborators. You can give them the ability to edit (Author) the Project or the ability to view (Review) the Project.

1. Scroll to the bottom of the page to the section titled, **Project Collaborators**. Click on the 

.

2. You can search for individuals you would like to give access to by clicking in the **Find Collaborators** box and typing in a name.

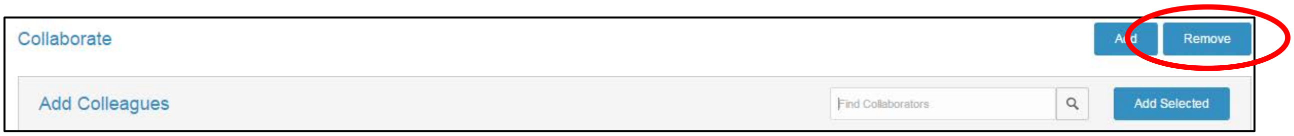


3. Check the box next to his or her name. Select whether he or she should be an **Author** (can edit the Project) or **Reviewer** (can only view the Project). You can select as many authors or reviewers as you need before adding them to the Project. (Even though the name disappears when you search for the next person, as long as the box is checked, the system remembers that you selected him/her.)

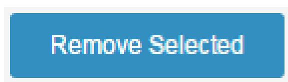
4. Once you have selected all of your reviewers and authors, click on the 

button at the top right-hand side of the search box.

5. If you need to remove a Collaborator, click on “Remove” within the “Invite Collaborators” window.



6. Click on box next to the name of the person you want to remove.

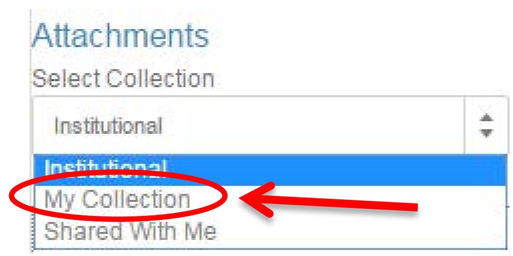
7. Then, click on .

8. Once you have everyone added and/or removed, click on the **Save** button above this section**.**

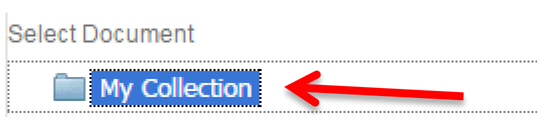
Step 6: Uploading and Attaching Supporting Documents and Files

For any Project in Effect, you may have documents or other files (e.g., datasets, curriculum maps, syllabi) that you want to save in this repository for future reference. **For Programs, you will need to, at minimum, upload the Course Alignment Grid.** You will upload documents and files in the **Attachments** section of the Project, at the bottom under the Project Collaborators section.

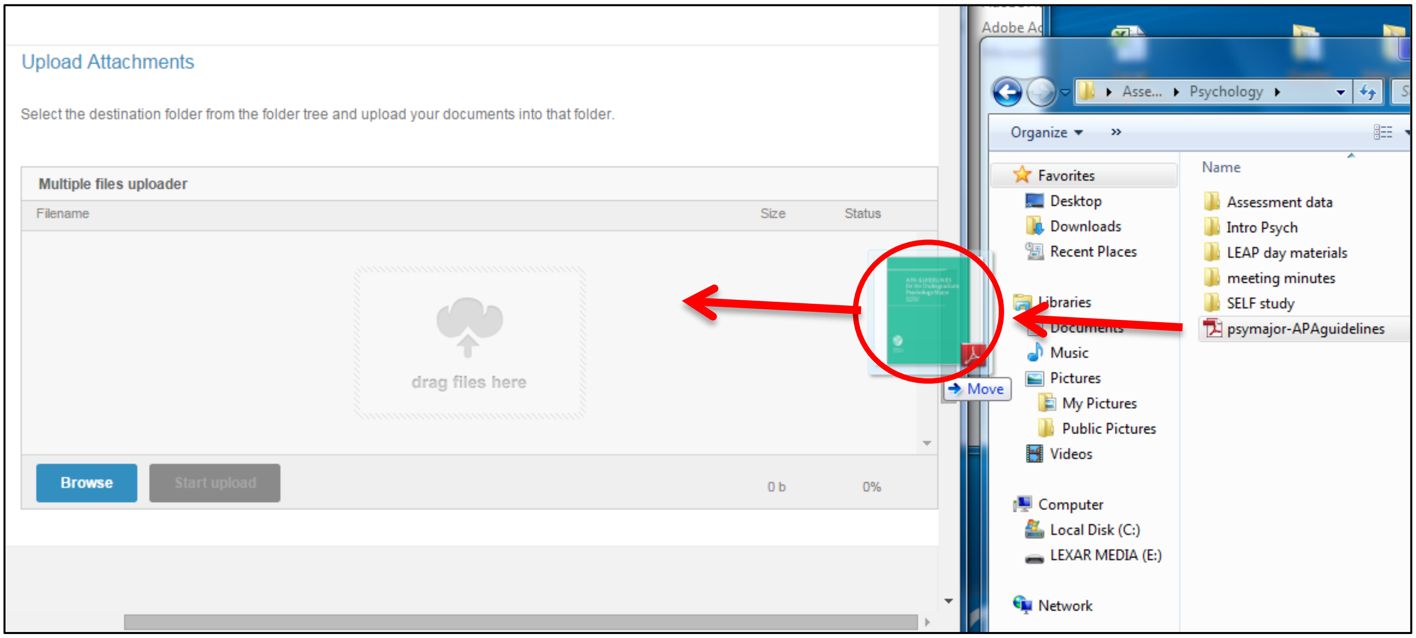
1. In the **Select Collection** drop-down menu, choose **My Collection**. (*Note: It might default to Institutional. Make sure you upload your documents to My Collection rather than Institutional. Otherwise, EVERYONE can view your attachment in the Institutional Collection.*)



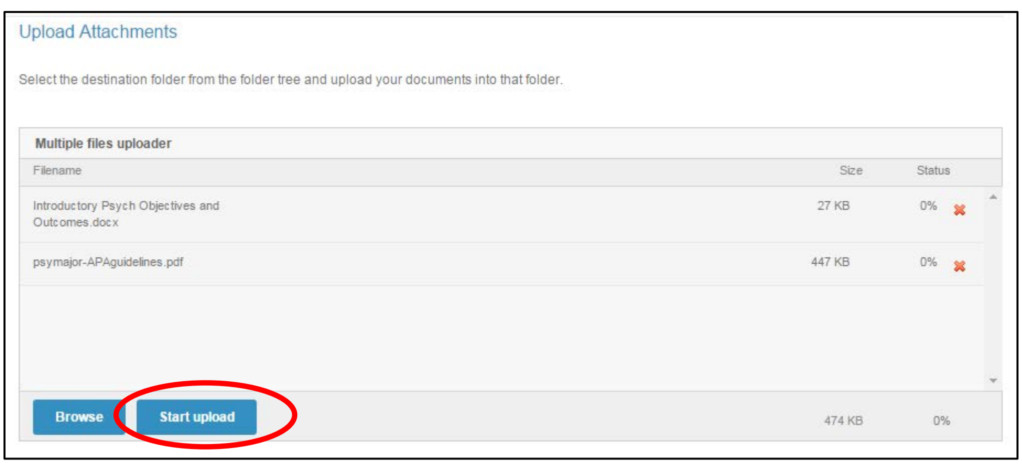
2. Click on the **My Collection** folder under the Select Document header. It will highlight in blue.



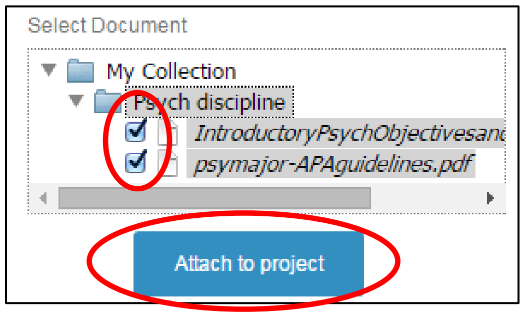
3. Drag and drop files from your computer into the **Multiple files uploader** box or use the **Browse** button to search for files.



4. Click on **Start Upload**. Your documents will appear in the folder tree on the left-hand side of the screen.



5. In the Select Document section on the left-hand side, check the box next the documents you want to add to the Project. (*Note: You may need to click on the* ▸ *next to the folders to open them and find the documents.*) Click on the **Attach to project** button**.**



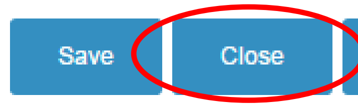
6. The document(s) will now be listed under **Attachments** above the area where you were uploading the document(s).

7. To remove a document from this Project, click on ✖ below the Attachment filename. (*Note: This will only remove it from this project, not from My Collection.*)

8. Click on the **Save** button (above the Related Projects section or at the very top).

Step 7: Completing your Project

1. When you are finished and have saved your Project, click on the **Close** button on the right-hand side of the screen above the Project Collaborators section.



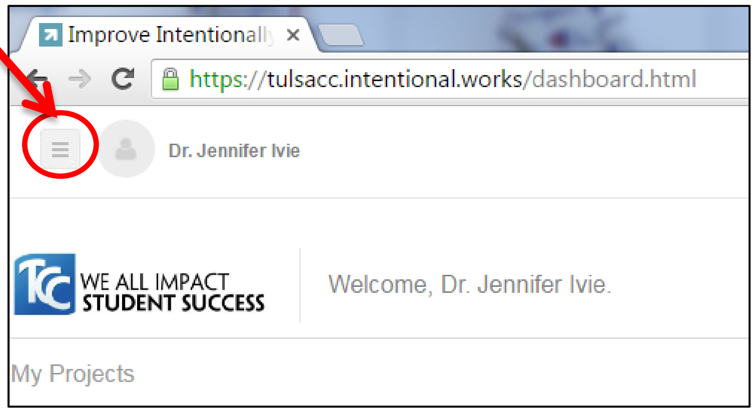
2. After you have clicked on the **Close** button, you will be able to look at your Project. If you want to make any changes, click on the **Edit** button at the top on the right-hand side of the screen.

3. Once you have completely finished your Project for the Academic Year, you need to submit the Project. Do this by choosing **Final** in the **Status** drop-down menu at the top of the page. Please feel free to contact one of the Assessment Team members (see last page) to review your submission before hitting **Final**.

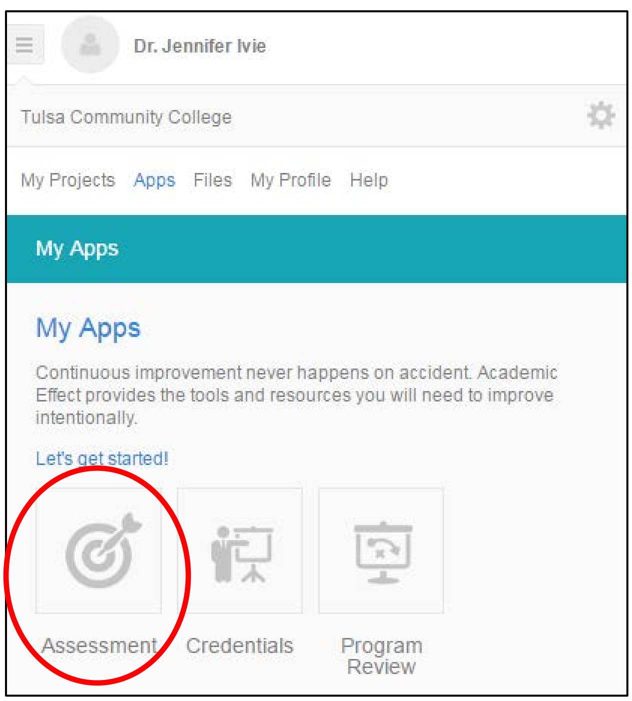
4. Click **Save** and **Close**.

Addendum: Duplicating an Existing Project

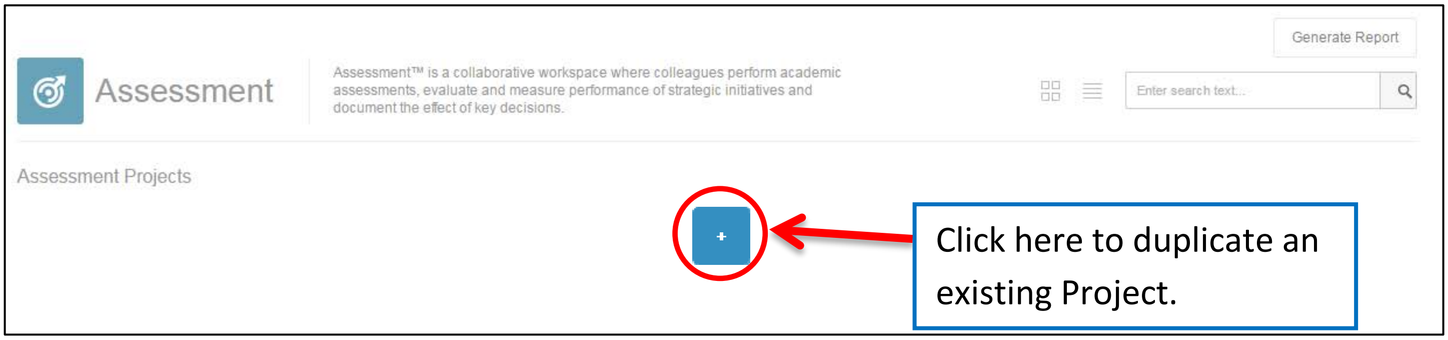
1. To duplicate a Course Assessment project from a previous reporting period you will need to first access your Assessment application. From your Dashboard, click on the **Navigation Menu** to begin.



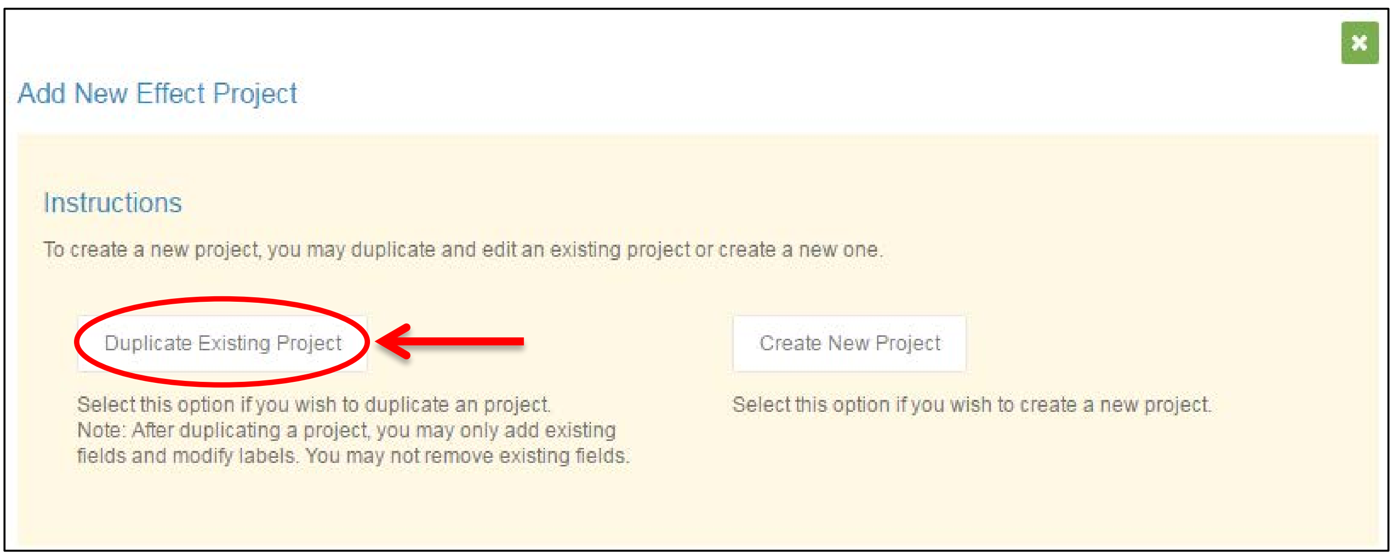
2. Then, click on the **Assessment** application icon under **My Apps**.



3. At the bottom Assessment screen, click on the blue box with the + to duplicate your existing Project.

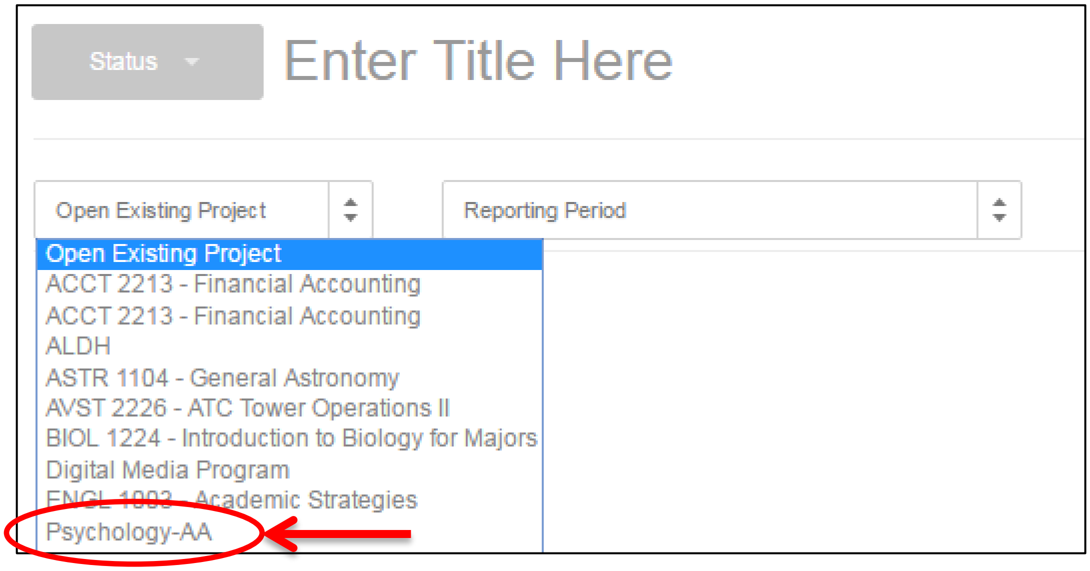


4. In the pop-up box that appears, click on the **Duplicate Existing Project** button**.**

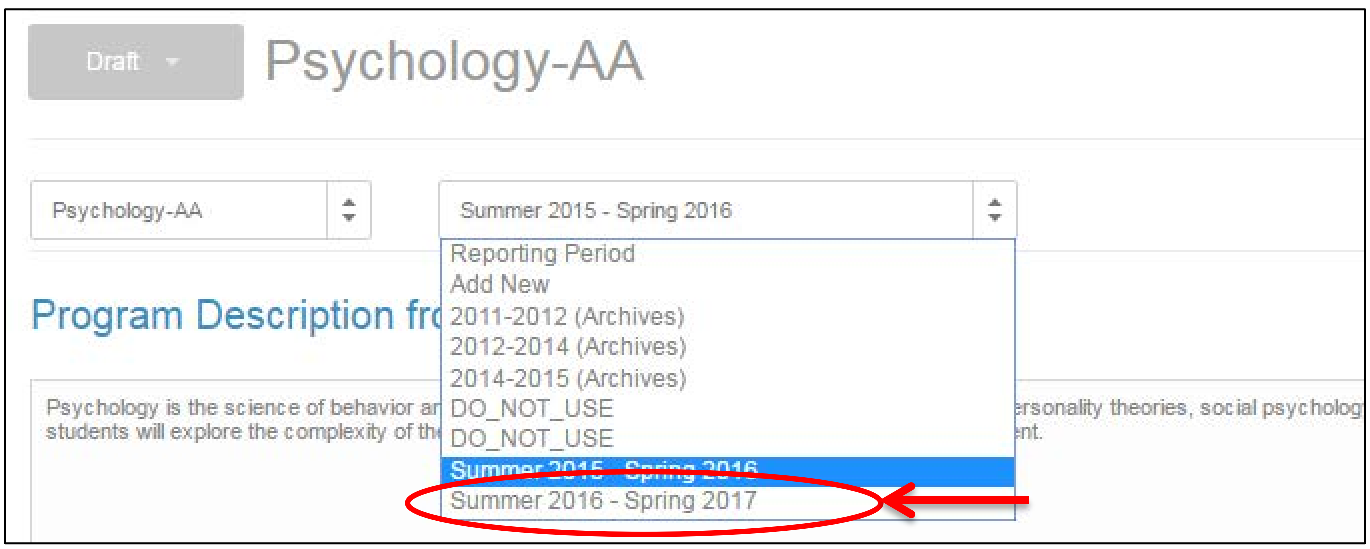


Note: You must be an Author in the project that you want to duplicate. If you need to be made an author of a particular project, contact your Faculty Assessment Facilitator or IR & Assessment.

5. Click on the **Open Existing Project** drop-down menu and choose the course project you wish to duplicate. This will open the most current version of that project.



6. Change the **Reporting Period** to the current one.



7. Hit  in the top, right-hand corner.

8. Make changes/updates/additions as necessary to the project. Repeat other steps for missing information.

Help

If you need any assistance using WEAVE, you may contact any of the following individuals:

Faculty Assessment Facilitators (FAFs):

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