Weave – Field Definitions

Area Mission – This should be used to detail the Mission Statement for your Area. The statement should have direct ties and support to King's Mission Statement and/or the Mission of the School/College or Department.

***(Outcome)* Outcome [Title]** – First Outcome Title (brief) - This should be a brief title of the first Outcome for your Area. It should make sense to you, and should also make sense to an external reviewer.

***(Outcome)* Description** – This field should provide the reader with an overview of the aim of your area, based on a systemic plan. This should detail what you expect the student to learn from his/her studies in the Program or what the Department is doing to ensure efficacy (a Department Outcome, a Program Outcome, or a Student Learning Outcome). See "Planning and Assessment Definitions" for more information.

***Action Plan** – This field can house any improvement plans at the Outcome level.*

***(Measure)* Measure [Title]** – This field should provide the reader and the user with a quick reference on the tool you will use to support your Outcome.

***(Measure)* Description** – This field should provide the reader and the user with a detailed overview on the tool you will use to support your Outcome.

***(Measure)* Follow-up on the Previous Year's Improvement Actions Identified** – If an improvement plan was developed during the previous year, this field will be populated with the "plan" from that cycle. There will also be a space provided for you to explain how the changes made affected the current cycle.

***(Criterion for Success)* Description** – This field should provide a description of the process used to determine the threshold that will allow your Outcome to be measurable. *This field is limited to 255 characters.*

***(Criterion for Success) Criterion* for Success** – This field should provide a brief summary of the threshold that will allow your Outcome to be measurable. The threshold should be based on historical data, as well as what level is acceptable to demonstrate success. Areas then seek to sustain or enhance that performance. *This field is limited to 255 characters.*

***(Criterion for Success)* Summary of Data Collected** – This field should provide a summary of the results, disaggregated by modality/location of service. This summary should consist of more than "outcome met." *This field is limited to 255 characters.*

***(Criterion for Success)* Analysis of Data and Continuous Improvement Actions Identified** – First, this section should be used to expand upon any data collected or any analysis of that data. Tables or raw data can be uploaded as an attachment at the bottom of the template. This data should lead you to decide what you might do differently to make improvements.

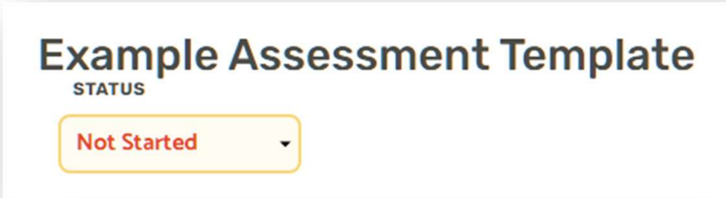
Then, and ***if you did not meet your set criterion for success this is required,*** this is the space to develop a plan for the upcoming year. **Remember, the purpose of assessment is to help us determine whether we are being effective and for us to identify continuous improvement**. A question to consider should be "what improvements will I make to the effectiveness of the activity or the effectiveness of the assessment process?" Ideas for improvement to the activity could be changing delivery methods, focusing on specific services, etc. These improvements should influence the plan for the next cycle. Ideas for improvement to the assessment process could be a different collection type (electronic verses paper) of survey results, adjusting timelines for feedback, etc. These improvements should influence the method of collecting data for the next cycle.

Weave - Progress Indicators

Status Indicators

There are three Status Indicators for the Assessment Template.

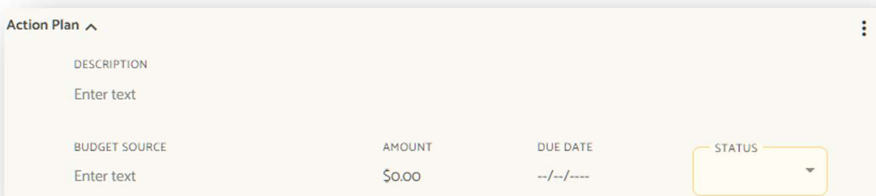
The first Status Indicator is located at the top of the plan:



These options are:

1. **Not Started** – *"All projects start with this status until content is added."*
2. **In Progress** – This will let the AIE office know you've begun to input data.
3. **Internal Review** – This will let the AIE office know you are ready to have your plan reviewed.
4. **Complete** – The AIE office will indicate this option when the plan has been reviewed and is final.

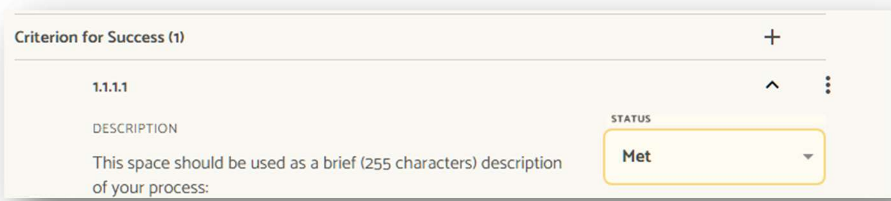
The second Status Indicator is located at the Action Plan Level:



These options are:

1. **Planned –** This should be used by the area once a plan has been input.
2. **Complete –** This should be used by the area once a plan is complete.
3. **In Progress** – This should be used by the area if the plan is still in progress (multi-year initiative).

The third Status Indicator is located at the Criterion for Success Level:



These options are:

1. **Nothing Entered** – This will be used by the AIE office if no data is entered. This will serve as a notice to the coordinator that the Criterion needs to have data reported.
2. **Not Reported this Period** – This should ONLY be used if the activity did not take place due to *normal* circumstances (course offered on odd rotation, survey administered in even years, etc.). This should not be used if the activity did not take place due to *unforeseen* circumstances (change of coordinator, forgetting to collect data). In the latter case, "Not Met" should be used.
3. **Not Met** – This should be used if your criterion was not met or if data was uncollected.
4. **Partially Met** - This should be used if your criterion was partially met (if, for example, the Bristol campus met the criterion, but the Knoxville location did not). If the criterion was not fully met, a continuous improvement plan should be developed.
5. **Met** - This should be used if your criterion was fully met (including by disaggregated data).
6. **Exceeded** – This should be used if your criterion was exceeded (more than 10% over the threshold and including disaggregated data).