WEAVE: Guide for SMU Users

This guide is designed to help guide you through your annual INSTITUTIONAL EFFECTIVENESS reporting required as a part of our national accreditation by the Southern Association of Colleges and Schools (SACS).

WEAVE is a complicated piece of software. We do not have to use all the options. And we don't have to let them confuse us. We report only what we need to. We simply tell the story of SMU's ongoing effort toward continuous improvement.

We plan. We do. We assess. We review. We improve.

That's all this is. The next page outlines how to put that information in the WEAVE software.

If it is unclear or if you need help on your department's planning and reporting, please feel free to contact us

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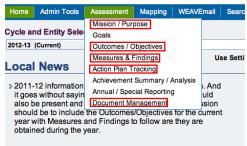214.768.4984
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YOU ONLY NEED TO USE 5 OF THE 8 OPTIONS UNDER ASSESSMENT.

MISSION: One or two sentences that summarize the overarching mission of your degree, program, department.

OUTCOMES/OBJECTIVES: You will write 2 – 3 easy to understand outcomes according to the list below.

Academic Degree Programs:

Student Learning Outcomes: These (3 is plenty) are declarative sentences stating what your graduates will be able to do when they finish the program.

Program Outcomes: These are short or long-term goals you have for the program/department. For example, you might want to improve national standing, raise the number of graduates admitted into top tier graduate programs; increase the quality and/or number of jobs your students get upon graduation. *(You and your faculty generally plan these during strategic planning retreats or meetings.)*

Non-Academic Programs:

Program Outcomes: These are short or long-term goals you have for the program/department. For example, you might want to improve timing on services offered, raise the number of applicants in the student admissions office; decrease funds spent on replacement equipment; modernize technology. *(You and your staff generally plan these during strategic planning retreats or meetings.)*

Some Student Learning Outcomes: Some non-academic programs like Student Affairs and Engaged Learning may also have Student Learning Outcomes as a part of their short and long-term planning.

MEASURES & FINDINGS:

Measures answers the question, "What tool or number will you use to know if you've achieved the outcomes and objectives you're trying to achieve?" For Student Learning Outcomes it's an exam, assignment, project, presentation or product that's assessed using a rubric. For Program Outcomes it might be increased enrollment, more faculty, shorter time for help desk calls, fewer person hours on a project, decreased cost per event, increased attendance at sporting events.

Findings simply report what the measures show each year or reporting cycle.

ACTION PLAN TRACKING:

Action Plan Tracking is where you report your plan for the next year. You tell us what you plan to do with the findings. Do you want to change how you're recruiting students; that you will focus more on improving oral communication skills or critical thinking. For non-academic units you might want to re-organize a work-flow process or change how online data is collected. Basically, the plans you already make every year to always be in the process of continuous improvement.

DOCUMENT MANAGEMENT:

Document management is just the holding area for documents that serve as evidence of measures and collection of findings. We don't put memos saying what we're going to do but documents that show what we've done. We might show the exam or assignment we use in assessing students as well as the scores on the assessment rubrics. For non-academic units, it might be an annual time sheet report showing improved efficiencies or something of that nature. PLEASE DO NOT INSERT LINKS TO WEBSITES. Links must be continually updated. If you want to show something that's online, save the site or file as a .pdf so that it remains a readable file for the long term.