Assessment & Weave Guide

Contents

Section I: Accessing Weave

Logging into Weave

1. **Do not use Internet Explorer as your internet browser.**
2. **Make sure your browser's pop-up blocker is disabled.**
3. To access Weave, go to www.cobleskill.edu , click the Faculty & Staff page, and under the Academic at the bottom of the page, click Assessment. On the left menu you will see links to Weave (New) and WEAVEOnline (old). Click on the Weave (New) link.

Logging in the first time

4. Select Forget Password if this is your first time logging into new Weave. Your Username is your Cobleskill email address before the @cobleskill.edu portion. You will receive an email from weaveeducation.com.
   a. If the forget password option does not work for you, you may not have an account created on Weave. Please contact the Office of Assessment to have your account created.

Changing your password

5. Once you're logged into Weave, you can change your password by clicking triangle by your name in the upper right corner of the webpage. Select Account Preferences.
6. At the bottom of the page, click Reset Password. A window will pop-up for you to enter and confirm your new password, then click Reset.

Section II: Starting the Assessment Cycle and Editing Your Weave Project

Your Weave Project

1. To access your pre-created or saved Projects, click Project in the menu at the top of the page.
2. Your Project's name will begin with your school or division, followed by your department, your program and then the name of your Project. For example:
   a. Academic Program: AGNR ABCA Agricultural Business AAS = School of Agriculture and Natural Resources, Department of Agriculture Business and Culinary Arts, Agricultural Business AAS
   b. Administrative: OP Human Resources = Division of Operations, Human Resources
   c. If you do not see any Projects, then you have not been added to any. Please ask your department chair, department head, or the Office of Assessment to add you to the Project you are seeking.

3. Click on one of the Project's names to load that Project.
4. When you load your saved Project, it will appear in a collapsed view. You can click Expand All in the top right corner to view everything or click the triangle on the right of section to expand that section.
5. Click on the section you wish to edit to type. The section will save when you click out of it.

Set Project Status

6. In the upper left corner of the screen next to your Project's name, you will see a light gray box that says "*Set Project Status*." Click on that box to set the status of your Project.
    a. Not Started: all projects start with this status until content is added.
    b. In Progress: Update your project to this status when content is added.
    c. Internal Review: Update your response to this status to let your team know that it's complete and ready for internal review.
    d. Complete: Update your project to this status to indicate it is complete and ready for final review.

Mission

7. Enter your Mission Statement for your office, department, or academic program.

Goals

8. Enter your first Goal by clicking on "+Add Program or Department / Office Goal"
    a. The medium-tan colored box next to the number is where you would write a brief header for your goal. For your first goal, it will look like:
    b. The light-tan colored box underneath the header is where you would describe your goal. It will look like:

Outcomes / Objectives

9. Once you enter a Goal, the Outcomes and Objectives section will appear
    a. Click "+Student Learning Outcomes, Outcomes, or Objectives"
    b. Enter the brief header for this Outcome in the medium-tan colored box.
    c. Describe your Outcome in the light-tan colored box underneath the header. Remember to make it measureable.

Linking the Strategic Plan

    a. See Appendix A on page 7 for additional details on SUNY Cobleskill's Mission, Vision, Values, and the Strategic Plan.
    b. Use Supported Initiatives to link to the Strategic Plan, the General Education plan, and Accreditations that are pre-loaded into Weave.
        i. Within each Outcome/Objective area, you will see a "+Add Supported Initiative" box to the right. Make sure your pop-up blocker is disabled and select "+Add Supported Initiative". A new page will pop-up. Select "Strategic Initiatives" toward the top right of the page.
        ii. From the drop-down menu, select "Strategic Plan 2017-2022". The Strategic Initiatives will then load and you can select which Strategic Initiative applies to that particular Outcome or Objective. Click the X in the top right corner to return to your Weave project.
    c. In 2018-2019, the campus will be focusing on three of the eight Strategic Initiatives. The three focused initiatives are:
        iii. Determine and implement a contemporary institutional structure for forward-thinking presentation of ourselves to internal and external audiences
        iv. Maximize learner access, progression and success
        v. Achieve fiscal and operational sustainability
    d. Some of your 2018-2019 assessment Outcomes should align with these three Strategic Initiatives.

Action Plan

    a. Leave Action Plan blank until you are finished measuring this Outcome or Objective. See Section III: End of Assessment Cycle and Editing Your Weave Project for more information.

Measures / Instruments

    b. Click "+Add Measures / Instruments". Fill-in the header textbox with a brief header. Describe your measure / instrument in the description textbox.

    c. You can provide details on your methodology, including your source of evidence, if you would like to.

Target

    d. Click "+Add Target". This is the target you want your measure to hit that you will use to determine if your Outcome/Objective was achieved or not.

    e. Fill in the bold "*Add Target Description*" text next to the number. You can expand on your Target in the "Target" section below "*Add Target Description*".

Finding

    f. Leave Finding blank until you are finished measuring this Outcome/Objective. See Section III: End of Assessment Cycle and Editing Your Weave Project for more information.

Adding more Outcomes or Objectives

10. You can have more than one Outcome/Objective for each Goal.
11. Go to the top of the goal you want to add an Outcome/Objective to in order to add more outcomes or objectives.

Adding more Goals

12. Go to the top of the page under Mission to add more Goals.

Project Attachments & Archives from WEAVEOnline

13. Under Project Attachments, you will find PDFs for each year of your Assessment Plan and data from WEAVEOnline. You can also attach documents that you want linked to your Assessment Plan.

Users on your Weave Project

14. You manage who has access to your Project. To add users to your Project Team, go to the Team box in the lower left corner. In the gray box, labeled "Add team member" begin typing the name of the user you would like to add. Click on the name once it appears. Once you click out of the Team box, the users will be saved.

15. Currently, all users will have the ability to write. We are working with Weave to create the ability to designate a user to have read-only access.

16. If you try to add a user, but they do not appear as you type their name, they need to be added to the Weave system. Please contact the Assessment Coordinator, Abbey Perkins, to request that users be added to Weave.

Section III: End of Assessment Cycle and Editing Your Weave Project

End of Assessment Cycle

1. Once an Outcome or Objective is finished being measured, you can complete the Finding and Action Plan areas for that Outcome or Objective. This usually occurs at the end of semester or the end of the academic year. By completing the Finding and Action Plan for all of your Outcome and Objective, you close out this assessment cycle.

Measures / Instruments

    a. Under each of your Outcome and Objective, you will find the Target and Finding section under Measurements / Instruments.

Finding

    b. Complete your Finding and Analysis of Finding sections after the measures for your Student Learning Outcome, Outcome, or Objective are finished. This usually happens at the end of semester or academic year. Your Finding textbox should include a brief summary and your Analysis of Finding textbox should go into more detail about your Findings.

    c. After completing your Findings, under Target, select the gray "Not Set" button to indicate the achievement status of that Target. The options for Achievement Status are: Not Set, Nothing Entered, Not Reported in this Cycle, Not Met, Partially Met, Met, & Exceeded.

Action Plan

    a. Under each of your Outcomes and Objectives, you will find the Action Plan section before the Measurements / Instruments section.

    b. An Action Plan should be created for each Outcome/Objective that has a Target that is Not Met or Partially Met.

Go Back to Action Plan

    c. Review your Findings, think about what you want to do next cycle (academic year) now that you have information; think "now what". For example, you didn't meet your Target of an 80% response rate on a survey you distributed. What are you going to do next cycle to improve this response rate?

    d. That "now what" plan is what you enter into the Action Plan section.

    e. You can set the status of your action plan, the date you want to complete by, the budget source, and dollar amount. You can breakdown your action plan into "Action Items"

Section IV: Creating a New Assessment Cycle for your Weave Project

Projects <u>are not</u> automatically rolled into the next cycle year. Someone from each Project team must roll the Project forward when the Project is ready.

Review prior to creating new cycle for your Weave Project

1. Your Project's content, including Team Members and Project Attachments, that exists at the time you duplicate the Project will carry into the new cycle of your Project.

2. Supported Initiatives **are not carried forward** and need to be added individually to each Project at the Outcome level.

3. When an Assessment project is duplicated with a new reporting period, only the content that currently exists in the older project is carried over, content entered into the older project after it has been duplicated will not carry into the newer project.

4. Please confirm with your Project's Team Members that they are ready for you to create a new cycle for your Weave Project.

Creating a new cycle for your Weave Project

7. Once you login, click "Projects" on the top middle of the page

8. Click "+Create New Project" on the top right corner of the page

9. When prompted with "What type of project is this?", select the bubble next to "New version of an existing project"

10. A list will appear under "Which Project?". Select the project you want to create a 2018-2019 cycle for. Click "Next".

11. **DO NOT** change the name of your Project.

12. Select 2018-2019 from the drop down menu under "Reporting Period".

13. Your Project in the 2018-2019 cycle will then load.

14. You can switch between cycle years by clicking the years next to your Project's name.

15. **Make sure you are in the correct cycle year before you start entering information into your Project.**

16. For now, you will be able to edit both the 2017-2018 and 2018-2019 cycles. Eventually, editing will be turned off for 2017-2018.

Section V: Assistance with Assessment & Weave

Contact the Assessment Coordinator or the Institutional Assessment Committee

1. Please contact Abbey Perkins, Assessment Coordinator in the Office of Institutional Effectiveness, if you need assistance with Weave, WEAVEOnline, or Assessment – Email: perkinal@cobleskill.edu, Office: Knapp Hall 144, Office Phone: 518-255-5635.

2. You can also contact members of the Institutional Assessment Committee.

Section V: Additional Resources

Example Weave Project with Resources

3. All Weave users have access to the Z Assessment Resources Project on Weave. This is an example Project for you to view. The Project Attachments include many resources that may be helpful to you.

Weave Resources

4. Did you know that Weave has an online Resource Center? Check it out at https://weaveeducation.com/assessment-and_accreditation-resources/ .

5. Weave Summer Checklist: http://info.weaveeducation.com/assessment-accreditation-summer-checklist
For Faculty or Staff Leads:
    a. Review Past Year Assessment Results: Collect all assessment evidence, including surveys, assignments, and student feedback. Look for themes, surprises and wins.
    b. Incorporate Changes: Outline changes based on feedback and areas that need improvement.
    c. Develop New Outcomes: Set updated student learning or activity documents for the fall that incorporate changes from previous year.
    d. Check for Alignment: Make sure all courses and activities are closely aligned with department goals. Use curriculum maps or program outlines to show relationship.
    e. Specify Required Evidence: Establish documentation needed to show outcomes are achieved. Utilize surveys, student work, tests, student reflections and more.
    f. Collect Evidence: Set up a process to collect documentation throughout the year.

Curriculum Mapping

6. Both academic and non-academic areas can utilize curriculum mapping to assist with their planning. For more information, view pages 64-72 (Appendices 5-7) in the Institutional Effectiveness Guidebook on the Assessment webpage https://www.cobleskill.edu/academics/assessment/index.aspx .

Department Brainstorm: Moving from One Cycle to the Next

While you meet with your departments and/or offices to close out this academic year and prepare for next year, consider these questions to prompt your discussion.

7. Thinking About Your Assessment Plan [11a]
    a. What do you want your students to learn from interacting with your department?
    b. What areas of your department do you want to improve as it relates to interacting with students?
    c. What gaps in student learning has your department identified?
    d. What new initiative would you like to assess?
    e. What offerings would you like to add in the future?
    f. Do you want to continue a project(s) you are already doing?

8. Your Measures
    a. What information do you need to collect through your measurements?
    b. How do you measure for this information?
    c. Where can you get this information?
    d. What is survey fatigue and how can we avoid it on campus?
    e. What new measure(s) would you consider using?
    f. How can you improve your measurements for next cycle?

9. Your Assessment Results
    a. How can you utilize your assessment results to create your Action Plans?
    b. How will your assessment results inform your assessment plan for next cycle?
    c. How do you communicate or share your assessment results?
    d. What are new ways you could communicate your assessment results?

10. Finalize Your Assessment Plan [11a]
    a. Have you reviewed your assessment plan with your department team members?
    b. Will your assessment plan provide evidence so your department can make continued improvement?

     c.   Are your outcomes meaningful and measurable?

11. References:
     a.   Bahny, Rob (2018). Writing Meaningful and Measurable Student Learning Outcomes for Beginners. University at Albany: Student Affairs Assessment, Technology, and Communications Conference 10 Jan 2018.

Appendices

Appendix A: Aligning Program & Department Assessment with the Strategic Plan: Designing the Future

State University of New York College of Agriculture and Technology at Cobleskill's Vision, Mission, & Values:
https://www.cobleskill.edu/about/mission-statement.aspx

Vision
- As the premier educational institution of agriculture and technology, SUNY Cobleskill calls all learners to grow, to sustain and to renew the world and its citizens.
- We continue to be guided by our founding vision: "Education is the hope of the world…If our young men and women are to grow quality in their lives they must learn to direct their own thinking, their own wanting, and their own doing." (1921 College Catalogue)

Mission
- SUNY Cobleskill sets the standard for applied education that extends theory into practice. We cultivate our students to positively affect the cultural, economic, natural and technological forces in their lives.
- In pursuit of our mission we strive to honor our history, teach by doing, forge pathways for success, think globally and across disciplines, cultivate sustainability, embrace and support our community, and promote personal growth.

Values
- SUNY Cobleskill is a campus community characterized by empathy, inclusivity, respect, personal growth, integrity, and a collaborative spirit fostering well-being and sustainable practices. We recognize and celebrate student, faculty and staff achievements. We take pride in our campus and encourage collaboration with our surrounding communities.

2018 Strategic Plan:
https://www.cobleskill.edu/about/leadership/strategic-planning.aspx

Goal: to Sustain a Thriving and Effective College by:
- Fulfilling our Vision
  - *Determining and implementing a contemporary institutional structure for forward-thinking presentation of ourselves to internal and external audiences**
  - Developing an institution-wide branding campaign and narrative that reflects the vision, mission and values
- Honoring our Mission
  - *Maximizing learner access, progression and success**
- Living our Values
  - Creating greater opportunities for diversity, inclusion, belonging and community – to be "One Coby"
- Achieving Operational Excellence
  - *Achieving fiscal and operational sustainability**
  - Being a great place to work
- Strengthening Vibrant Community Partnerships
  - Fostering effective partnerships that will have an impact on economic and human capacity within and beyond our local community
  - Creating global citizens

    *Italicized bullets indicate the 3 Strategic Initiatives the College will focus on in 2018-2019

Your Mission Statement & Goals

Review the Vision, Mission, and Values included in the College's Strategic Plan: "Designing the Future". Review and consider your program or department's mission statement and goals.

1. How does your program or department's mission statement align with the College's Strategic Plan?

2. How does your program or department's goals align with the College's Strategic Plan?

Review and consider your program or department's outcomes or objectives.

1. How does your mission statement align with or inform your programs or department's outcomes or objectives?

Mapping the Strategic Plan with your Outcomes/Objectives

Mapping can be used in many ways. The following mapping is very similar to a curriculum map. Mapping can be used to indicate if there is a connection between outcomes/objectives and the Strategic Plan *(see Example 1 on the following page)*. Most of the Strategic Initiatives should be represented within your program or department's outcomes or objectives. If a Strategic Initiative is not covered by your outcomes or objectives, consider if your outcomes/objectives need to be updated or modified.

For a review of building your program or department's assessment and curriculum mapping, please refer to the Institutional Effectiveness (IE) Guidebook appendices. The IE Guidebook can be found on the [Assessment webpage](#).

Connecting your Weave Outcomes/Objectives to the Strategic Initiatives

Once you have determined the alignment of your outcomes or objectives with the Strategic Initiatives, you can link them on Weave. On Weave, within each outcome/objective area, you will see a "+Add Supported Initiative" box to the right. Make sure your pop-up blocker is disabled and select "+Add Supported Initiative". A new page will pop-up. Select "Strategic Initiatives" toward the top right of the page. From the drop-down menu, select "Strategic Plan 2017-2022". The Strategic Initiatives will then load and you can select which Strategic Initiative applies to that particular outcome or objective. Click the X in the top right corner to return to your Weave project.

In 2018-2019, the campus will be focusing on three of eight Strategic Initiative: 1.1, 2, & 4.1. This is designated in the table with bold and italicized text.

Strategic Initiatives:	This table shows the numbering of the Strategic Initiatives from the Strategic Plan.
To Sustain a thriving and effective college by:	
1.	Fulfilling our Vision by:
1.1	***Determining and implementing a contemporary institutional structure for forward thinking presentation of ourselves to internal and external audiences.***
1.2	Developing an institution-wide branding campaign and narrative which reflects the vision, mission, and values.
2.	Honoring our Mission by:
2	***Maximizing learner access, progression and success.***
3.	Living our Values by:
3	Creating greater opportunities for diversity, inclusion, belonging and community to be "One Coby".
4.	Achieving Operation Excellence by:
4.1	***Achieving fiscal and operational sustainability.***
4.2	Being a great place to work.
5.	Strengthening Vibrant Community Partnerships by:
5.1	Fostering effective partnerships that will have an impact on economic and human capacity within and beyond our local community.
5.2	Creating global citizens.

Example 1:

In this mapping, the far left column is the listing of the Strategic Initiatives from the Strategic Plan. The numbers across the top in blue represent the outcomes/objectives from your assessment plan. Looking at 2.1 below, the 2 represents that the outcome/objective is listed under Goal 2 in your assessment plan, the .1 represents that this is the first outcome/objective under Goal 2. You will notice that your outcomes/objectives are automatically numbered this way in Weave.

Map of Strategic Plan and Outcomes for [insert Program or Department Name]						
	Outcomes/Objectives *(1.1 = Goal 1 Objective 1)*					
Strategic Initiatives	**1.1**	**1.2**	**2.1**	**2.2**	**2.3**	**3.1**
1.1			x			
1.2	x					
2						x
3		x				
4.1				x		
4.2	x					
5.1				x		
5.2			x			

Template for your use:

In this mapping, the far left column is the listing of the Strategic Initiatives from the Strategic Plan. The numbers across the top in blue represent the outcomes/ objectives from your assessment plan. Add the name of your assessment Project in the area *[insert Program or Department Name]* in the first row of the table.

Map of Strategic Plan and Outcomes for [insert Program or Department Name]											
	Outcomes/Objectives *(1.1 = Goal 1 Objective 1)*										
Strategic Initiatives											
1.1											
1.2											
2											
3											
4.1											
4.2											
5.1											
5.2											

Appendix B: Assessment Schedule 2018-2020

The following 2019-2020 schedule was approved by the Strategic Planning Subcommittee of the Cabinet. The 2018-2019 schedule has been modified to accommodate the campus' current status with assessment. Future schedules will follow the same format as the 2019-2020 schedule.

2018-2019 Assessment Deadlines & Reminders

Each Month:
At the mid-point of each month, the Office of Assessment generates the Assessment Project Data Entry Status (DES) report and shares the report with the Cabinet. The Institutional Assessment Committee meets each month during the academic year.

December 2018

December 17-21:	Professional Development	Professional Development Workshops

January 2019

January 11:	**Deadline**	**Deadline** to close-out previous year's assessment cycle and move to current year's assessment cycle
January 14-18:	Professional Development	Professional Development Workshops

February 2019

February 15:	**Deadline**	**Deadline** to have draft of current year's assessment plan completed from Mission through Targets
February 22:	Reminder	Enter completed Measurements from fall semester into current year's assessment plan (because some entities may need 3rd week enrollment data for their measurements)

May & June 2019

May 17:	Reminder	If your Measurement data is finished being collected for this year's assessment cycle, closeout this year's assessment cycle and move to new cycle
May 16-31 & June:	Professional Development	Professional Development Workshops
May 20 & 27: Final FASP Meeting in May	Reminder Informational	Finalize and close-out this year's assessment cycle and move to new cycle The Office of Institutional Effectiveness will share the status of the campus' assessment plans with FASP and announce the focused Strategic Initiatives for the following year

For more information about campus assessment, please go to
https://www.cobleskill.edu/academics/assessment/index.aspx

2019-2020 Assessment Deadlines & Reminders

Each Month:
At the mid-point of each month, the Office of Assessment generates the Assessment Project Data Entry Status (DES) report and shares the report with the Cabinet. The Institutional Assessment Committee meets each month during the academic year.

August 2019

July 29-August 9:	Reminder	If your Measurement data is finished being collected for the previous year's assessment cycle, closeout previous year's assessment cycle and move to new cycle
August 12-23:	Professional Development	Professional Development Workshops

October 2019

October 4:	**Deadline**	**Deadline** to close-out previous year's assessment cycle (because some entities may need 3rd week enrollment data for their measurements) and move to current year's assessment cycle

November 2019

November 15:	**Deadline**	**Deadline** to have draft of current year's assessment plan completed from Mission through Targets
November:	Informational	The annual update to the Strategic Plan dashboard will occur in November. The data you provide in your previous year's Assessment Projects will be incorporated into this dashboard.

December 2019 & January 2020

December 16-20 & January 13-17:	Professional Development	Professional Development Workshops

February 2020

February 28:	Reminder	Enter completed Measurements from fall semester into current year's assessment plan (because some entities may need 3rd week enrollment data for their measurements)

May & June 2020

May 15:	Reminder	If your Measurement data is finished being collected for this year's assessment cycle, closeout this year's assessment cycle and move to new cycle
May 14-29 & June:	Professional Development	Professional Development Workshops
May 18 & 25: Final FASP Meeting in May	Reminder Informational	Finalize and close-out this year's assessment cycle and move to new cycle The Office of Institutional Effectiveness will share the status of the campus' assessment plans with FASP and announce the focused Strategic Initiatives for the following year