

## SAC SCORES: FALL Assessment Day

### Strategic Planning Year-End Activities

---

Sessions leading to and during SAC SCORES, for Strategic Planning year-end, entail unit members collectively analyzing data and documenting their assessment. Documentation of findings, action plans, and responses to year-end analysis questions occurs via WEAVEonline. Unit members also collectively contribute to roll over assessment data (Goals, Objectives, Measures, Targets, or Action Plans) to next year's strategic plan cycle. Unit leads attend a Report Out session to present the unit's strategic plan assessment as recorded in year-end analysis question responses.

After SAC SCORES, the Strategic Quality Enhancement Committee, SQEC, will conduct a year-end audit of strategic plan assessment elements (Mission Statement, Goals, Objectives, Measures, Targets, Action Plans, Overall Effectiveness, Findings, Year-End Analysis Questions, New Action Plans, and Use of Results) using the Year-End – Rubric for Evaluating Department/Unit Strategic Assessment Plan.

To access WEAVEonline Tutorial, follow the steps below.

#### **WEAVEonline Tutorial**

For tutorials on entering/editing assessment data, attaching/uploading documents (Document Repository), and report generation refer to the **WEAVEonline Tutorial**. Begin by accessing WEAVEonline. In a web browser enter, or click, <https://app.weaveonline.com/sac/login.aspx> and then use the established San Antonio College WEAVEonline ID and Password credentials to login.

To access the **WEAVEonline Tutorial**, once logged-in to WEAVEonline:

- Hover the mouse cursor over **Help** (located at the upper right-hand corner of the menu bar)
- Select **Getting Started**
- Select **WEAVEonline Tutorial**
- Click on the topic of your choice

### Pre Work Session

---

Prior to SAC SCORES, (1) access the Unit's Current Strategic Plan (Detailed Assessment Report, DAR, and (2) conduct an evaluation of the unit strategic plan. Confirm assessment elements (Mission Statement, Goals, Objectives, Measures, and Targets) are completed and properly documented in WEAVEonline. The unit strategic plan should also have mid-year findings, action plans, and responses to mid-year analysis questions documented in WEAVEonline for use as resources in the year-end analysis. Obtain (3) data for the year-end analysis ensuring (4) data accessibility for each unit member and (5) make work session arrangements – reserve room, etc.

## SAC SCORES: FALL Assessment Day

---

### 1. Access the Unit's Current Strategic Plan (Detailed Assessment Report, DAR)

Begin by accessing WEAVEonline. In a web browser enter, or click,

<https://app.weaveonline.com/sac/login.aspx> and use the established San Antonio College WEAVEonline ID and Password credentials to login.

To generate/run the Detailed Assessment Report, DAR, (A customizable, formatted report of assessment data including the Mission Statement, Goals, Objectives, Measures, Findings, Action Plans, and Analysis Question responses – Achievement Summary/Analysis.) for your unit:

At the WEAVEonline homepage click on the **Reports** tab.

**1: Select cycle** defaults to the **(Current)** plan cycle

**2: Select a report** under Full Assessment Reports; select **Detailed Assessment Report (DAR)**

**3: Select report entities** select **Selected entities (see choices)** option and **select the entity** (division, department or unit) **for which you want to run the report**

Click **Next**, and then select parameters for your report:

- Under **Report-Specific Parameters**  
Select **Keep user-inserted formatting?**
- For Display  
Select **Goals (with Objectives)**
- Automatic defaults complete the remaining parameters

To view the Detailed Assessment Report for the selected entity, click **Run**. At this point, save the report to the computer or a USB, or print the report.

### 2. Conduct an evaluation of the following strategic plan **assessment elements** in the Detailed Assessment Report.

- ☐ Mission Statement
- ☐ Goals
- ☐ Objectives
- ☐ Measures
- ☐ Targets
- ☐ Findings
- ☐ Action Plans (especially for Targets with status: Not Met or Partially Met)
- ☐ Mid-Year Analysis Questions

For a description of assessment element terms in a web browser enter, or click:

<http://www.alamo.edu/uploadedFiles/SAC/Administration/IPPE/PDF/StrategicPlanning-AssessmentElementTerms.pdf>

## SAC SCORES: FALL Assessment Day

The **Audit Report Profile** in WEAVEonline identifies per unit – Objectives that need Measures, Measures that need Targets, Measures that need Findings, and Findings that need Action Plans. To see if a unit strategic plan has assessment elements requiring documentation in WEAVEonline, use the following information to generate/run the Audit Report Profile.

### WEAVEonline Report (Audit Report Profile)

To assist in determining if assessment elements, for a unit strategic plan, are not currently documented in WEAVEonline generate/run an **Audit Report Profile** (Audit report data by entity – Objectives that need Measures, Measures that need Targets, Measures that need Findings, and Findings that need Action Plans).

Begin by accessing WEAVEonline. In a web browser enter, or click, <https://app.weaveonline.com/sac/login.aspx> and then use the established San Antonio College WEAVEonline ID and Password credentials to login.

Once logged-in to WEAVEonline, at the homepage click on the **Reports** tab.

**1: Select cycle** defaults to the (**Current**) plan cycle

**2: Select a report** under Audit Reports; select **Audit Report Profile**

**3: Select report entities** select **Selected entities (see choices)** option and **select the entity** (division, department, or unit) **for which you want to run the report**

- Click **Next**.
- Then click **Run** to view the **Audit Report Profile** for the selected unit.

If “No available data for the selected Entities and/or Cycle.” displays, the entity does not have Objectives that need Measures, Measures that need Targets, Measures that need Findings, or Findings that need Action Plans for the **current** plan cycle.

- Save the report to the computer or a USB, or print the report.

During the evaluation/review, address item(s) listed in the **Audit Report Profile** and document actions/findings in WEAVEonline.

**Review assessment elements** using the printed Detailed Assessment Report (DAR) or in WEAVEonline.

To review in WEAVEonline, in a web browser enter, or click,

<https://app.weaveonline.com/sac/login.aspx> and use the established San Antonio College WEAVEonline ID and Password credentials to login.

Once logged-in to WEAVEonline, ensure the display reflects the current cycle and correct entity.

## SAC SCORES: FALL Assessment Day

---

To **proceed with the assessment element evaluation and documenting in WEAVEonline**:

- Hover the mouse cursor over **Assessment**
- Select a data element, from the list of assessment element options
- Review the entry
- Proceed with reviewing each remaining assessment element(s)
- Ensure Targets have a Finding and a status (one of the following):
  - Met
  - Partially Met
  - Not Met
  - Not Reported This Cycle
- **Targets** with a status of **Partially Met or Not Met** also **require** an **Action Plan**

After SAC SCORES, the Strategic Quality Enhancement Committee, SQEC, will conduct a year-end audit of strategic plan assessment elements (Mission Statement, Goals, Objectives, Measures, Targets, Action Plans, Overall Effectiveness, Findings, Year-End Analysis Questions, New Action Plans, and Use of Results) using the Year-End – Rubric for Evaluating Department/Unit Strategic Assessment Plan. To access the rubric, in a web browser, enter or click:

<http://www.alamo.edu/uploadedFiles/SAC/Administration/IPPE/PDF/YEAR-END-Rubric-for-Evaluating-Department-Unit-Strategic-Assessment-Plan.pdf>

The audited units will receive feedback from the audit committee.

### 3. Data for Year-End Analysis

If periodic WEAVEonline documentation of the unit's progress in its strategic plan implementation is not a standard practice, an evaluation of the strategic plan at this point will help in ascertaining the following, regarding data, for **year-end analysis**.

- ☐ What data is required for the analysis?
- ☐ Is the required data available?
- ☐ Where is the data documented?
- ☐ Will the data be retrieved via internet, USB, etc.?
- ☐ Who will present the data?
- ☐ How will data presentation occur?
- ☐ What conclusion(s) does/do the data present?
- ☐ Who will document the findings/results of the analysis in WEAVEonline?

### 4. Data Accessibility

For the SAC SCORES Work Session ensure each unit member has a copy of or access to, the:

- ☐ Unit Strategic Plan
- ☐ Data
- ☐ Year-End Analysis Questions

### 5. Work Session Arrangements

- ☐ Location for work session has been identified and reserved if necessary
  - ☐ Tables and seating to accommodate all expected attendees
  - ☐ Tables and seating arranged for an interactive work session
- ☐ Room conditions to include lighting and temperature
- ☐ Audio Visual/Technology Requirements
  - ☐ Computer
  - ☐ Data projector
  - ☐ Screen
  - ☐ Tech support
- ☐ Prepare a Work Session Sign-In Sheet (Have unit member names listed on the sign-in sheet so all members do at the Work Session is sign-in next to their pre-printed name.)
- ☐ Communicate/provide agenda for Work Session to faculty and staff (allow time for relevant presentations)
  - ☐ Date
  - ☐ Time
  - ☐ Location
  - ☐ Information/items attendee should prepare/bring to the work session
  - ☐ Provide data, if applicable, for review prior to the prep-work meeting
  - ☐ Projected results
- ☐ Identified individual to document work session decisions/actions

### Work Session

---

In the Work Session, (1) unit members review Pre Work Session evaluation results and collaboratively determine the unit strategic plan year-end results and document the results in WEAVEonline. Members also (2) complete year-end analysis questions and document responses in WEAVEonline.

After assessment and documenting processes for the current year strategic plan cycle are completed, unit members review the entries. The entries for each assessment element (Mission Statement, Goals, Objectives, Measures, and Targets) will roll to **Next Year's Strategic Plan Cycle**.

#### 1. Review the **Pre Work Session evaluation of the Unit's Current Strategic Plan** (Detailed Assessment Report, DAR) **finalize** year-end results **and document the results in WEAVEonline**.

To **document results** of the assessment elements evaluation in WEAVEonline, begin by accessing WEAVEonline. In a web browser enter, or click, <https://app.weaveonline.com/sac/login.aspx> and use the established San Antonio College WEAVEonline ID and Password credentials to login. Once logged-in, ensure the display reflects the current cycle and correct entity (unit).

To proceed with documenting results in WEAVEonline:

- Hover the mouse cursor over **Assessment**
- Select an element, from the list of assessment element options

## SAC SCORES: FALL Assessment Day

---

- Review the entry and enter new data as appropriate
- For the **Target(s)** assessment element
  - Each Target is to have a **Finding**
  - Begin the **Finding** text entry, with “**Year-End Analysis**”
  - Notice:
    - If a Finding was not entered at the Mid-Year Analysis  
The button will display – Add Finding
    - If a Finding was entered at the Mid-Year Analysis  
The button will display – Edit Finding
  - Below the Finding entry text box, ensure Targets have a status (one of the following):
    - Met
    - Partially Met
    - Not Met
    - Not Reported This Cycle
  - Targets with a status of Partially Met or Not Met also require an Action Plan
- Continue documenting results for the assessment elements
- Upon completing entries, review the data once again

After SAC SCORES, the Strategic Quality Enhancement Committee, SQEC, will conduct a year-end audit of strategic plan assessment elements (Mission Statement, Goals, Objectives, Measures, Targets, Action Plans, Overall Effectiveness, Findings, Year-End Analysis Questions, New Action Plans, and Use of Results) using the Year-End – Rubric for Evaluating Department/Unit Strategic Assessment Plan. To access the rubric, in a web browser, enter or click:

<http://www.alamo.edu/uploadedFiles/SAC/Administration/IPPE/PDF/YEAR-END-Rubric-for-Evaluating-Department-Unit-Strategic-Assessment-Plan.pdf>

### **2. After documenting the unit’s assessment analysis in WEAVEonline, unit members collectively complete year-end analysis questions and document the responses in WEAVEonline.**

To access the year-end analysis questions and document responses in WEAVEonline, begin by accessing WEAVEonline. In a web browser enter, or click, <https://app.weaveonline.com/sac/login.aspx> and use the established San Antonio College WEAVEonline ID and Password credentials to login. Once logged-in, ensure the display reflects the current cycle and correct entity (unit).

## SAC SCORES: FALL Assessment Day

For a WEAVEonline tutorial on Achievement Summary/Analysis – Analysis Questions use the following.

### **WEAVEonline Tutorial (Achievement Summary/Analysis – Analysis Questions)**

For a tutorial on **analysis questions** (Achievement Summary/Analysis), begin by accessing WEAVEonline. In a web browser enter, or click, <https://app.weaveonline.com/sac/login.aspx> and then use the established San Antonio College WEAVEonline ID and Password credentials to login.

To access the **WEAVEonline Tutorial**, once logged-in to WEAVEonline:

- Hover the mouse cursor over **Help** (located at the upper right-hand corner of the menu bar)
- Select **Getting Started**
- Select **WEAVEonline Tutorial**
- Select **Achievement Summary/Analysis** (Analysis Questions)

**To enter responses to Year-End Analysis Questions proceed by:**

- Hovering the mouse cursor over **Assessment**
- Select Achievement Summary/Analysis
- Expand the [Year End] questions
- Click **Add** so the Analysis Answer entry text box displays
- Enter a response for each year-end question
- Select an Entry Status
  - Draft/In Progress (Response is not complete)
  - Final (Response is complete)
- Save responses
- To view and save or print the year-end analysis questions and responses, as a report, generate/run the **Analysis Answers Report by Question**.
- Print the Analysis Answers Report by Question for the Report Out.

To access a WEAVEonline tutorial on Report Generation, use the following information.

### **WEAVEonline Tutorial (Report Generation)**

For a tutorial on report generation, begin by accessing WEAVEonline. In a web browser enter, or click, <https://app.weaveonline.com/sac/login.aspx> and then use the established San Antonio College WEAVEonline ID and Password credentials to login.

To access the **WEAVEonline Tutorial**, once logged-in to WEAVEonline:

- Hover the mouse cursor over **Help** (located at the upper right-hand corner of the menu bar)
- Select **Getting Started**
- Select **WEAVEonline Tutorial**
- Click on the **Reports Tab**

- 3. Next Year's Strategic Plan Cycle** at this stage the 2016-2017 Cycle is now complete. Your 2016-2017 Cycle entries will roll to the 2017-2018 Cycle. Within the next 10 days, the 2017-2018 Cycle will be available for your review and editing. Once the 2017-2018 Cycle is activated, 2017-2018 becomes the Current Cycle and all work in the 2017-2018 year is entered in the Current Cycle.

### Post Work Session (Report Out)

---

Department/Unit Leads attend a Report Out session. At the Report Out Session, department/unit leads present unit responses to year-end analysis questions, and turn-in the Work Session Sign-in Sheet

Items to bring to the Report Out Session:

1. A printed copy of the unit's responses to the Year-End Analysis Questions
2. The Work Session Sign-in Sheet