Annual Reports: Program Reviews/End-of-Year Reports/Advisory Committee Meeting Minutes

WEAVEonline provides an easily accessible document Management which will allow you to connect these documents with your assessment plan. They can then be viewed and stored from year to year. This connection offers several advantages:

- You will have these documents stored in a safe, accessible place. No more worries about which folder, flash drive, or file cabinet to search.
- You will have access to similar documents from other program areas. You can see how the decision process works for others and get ideas about how an Advisory Committee can become more involved in your program.
- Since Program Reviews, Advisory Committee minutes, and End-of-Year Reports are all about assessment, you can use the convenient accessibility of these documents to help stimulate and direct your assessment outcomes and measurements.

Procedure:

1. Save your Program Review/Advisory Committee minutes/End-of-Year Reports to a file on your computer (Word document or PDF).
2. Login to WEAVEonline.

Loading Program Reviews (or End-of-Year Reports):
3. Make the appropriate cycle and entity selection. **Note:** For the Program Reviews or End-of-Year reports, you should select the cycle that matches the yearly time span that the review/report covers. For example, if the Program Review is titled 2009-2010, you should choose the 2009-2010 cycle to load it into.
4. Click on the Assessments tab.
5. Choose "Annual/Special Reporting"
6. Check to see if the phrase [Preview Formatting] already appears beside "Program Review". If it does, proceed to Step 7. If not, continue with a and b below:
   a. Click on the arrow beside Program Review. An "*add details*" button should appear. By clicking on this button you will see a text box. Insert the following statement into the text box: "All academic program units must do an annual program review. The signed copy of the Review is housed in the Dean's office." **It is critical that this statement be entered. Without it, your document will not appear in your Detailed Assessment Report.**
   b. Mark entry status as *final*, and then hit *save.*
7. Under the Assessment tab, choose "Document Management".
   a. Click on "upload document" (left side of screen)

b. Browse to find the appropriate file on your computer. (You can only upload one document at a time.)

8. Assign a document name that includes the date. For Program Reviews/End-of-Year Reports, the date should reflect the yearly time span of the review or report, as in "Program Review for Dental Hygiene 2009-2010".

9. Make the "active through cycle" date match the "established in cycle" date. <u>This will ensure that the document appears only in the cycle to which it relates.</u>

10. Click on "Save and Continue". On the "Make Connections" page, click on the arrow beside "Annual Reports".

11. Put a check in the box beside Program Review and hit "save". You will now see your document in your Document Management.

Loading Advisory Committee Meeting minutes:

12. Make the appropriate cycle and entity selection. <u>Advisory Committee Meeting minutes</u> should be loaded into the cycle of their occurrence. (For minutes dated Sept 2010 thru May 2011, load into the 2010-2011 cycle)

13. Click on the Assessments tab.

14. Choose "Annual/Special Reporting"

15. Check to see if the phrase [Preview Formatting] already appears beside "Advisory Committee Minutes". If it does, proceed to Step 16. If not, continue with a and b below:
    a. Click on the arrow beside Advisory Committee Minutes. An "*add details*" button should appear. By clicking on this button you will see a text box. Insert the following statement into the text box: "All academic programs have associated Advisory Committees that provide community input on program direction and outcomes." **It is critical that this statement be entered. Without it, your document will not appear in your Detailed Assessment Report.**
    b. Mark entry status as *final*, and then hit *save.*

16. Under the Assessment tab, choose "Document Management".
    a. Click on "upload document" (left side of screen)
    b. Browse to find the appropriate file on your computer. (You can only upload one document at a time.)

17. Assign a document name that includes the date. For Advisory Committee Minutes, the date should reflect the actual date of the meeting, as in "College Transfer Advisory Committee Minutes 11/09/2010". (Minutes should be posted for each Advisory Committee meeting that is held.)

18. Make the "active through cycle" date match the "established in cycle" date. <u>This will ensure that the document appears only in the cycle to which it relates.</u>

19. Click on "Save and Continue". On the "Make Connections" page, click on the arrow beside "Annual Reports".

20. Check the box beside "Advisory Committee Minutes" and hit "save". You will now see your documents in your Document Management.

Verification of Correct "loading":
- To verify that the documents are connected to the proper category, click on "Annual/Special Reporting" under the Assessment tab. When you click on the arrow beside Program Review or Advisory Committee Minutes you should see the appropriate sentence from step 6a or 15a as well as a link to your document. **Unless both the sentence and link are visible, your documents will not appear in your assessment report.**
- To verify that your documents appear as a link in your Detailed Assessment Report (DAR), choose the "Reports" tab on the home screen of WEAVEonline. Select the Detailed Assessment Report (second listing in middle column) and choose your unit from the third column. You should see an "Annual Reports" heading at the end of the DAR with links to your documents. Be sure to click on the linked documents to make sure they are properly connected.