2015-2016 Strategic Plan: Closing the Loop
Guiding Questions/ Actions to be completed during work session

As a Department/Unit:
Analyze progress made during 2015-2016 planning cycle, regarding attainment of goals and associated objectives.

1. Review each goal, and associated objective(s) and measure(s) and based on whether the objectives and targets were met/not met, consider/discuss the following :
    - As a department have we followed through with the action(s) necessary to fulfill this commitment
    - Were the goals/objectives/targets met during this planning cycle?
    - Why do we think the objectives/targets have/have not been met during this planning cycle?
    - Do we believe the objectives/targets established were appropriate for the goal? Why/why not?
    - What does the data (results) tell us about the effectiveness of our action plans (strategies)? Given these results, what should our next steps be regarding this goal/objective.
    - Are there additional insights that we can draw from the data even if we have attained the goal and objective(s)?
    - Other questions that may seem pertinent in your analysis of progress….

    Record this in WEAVE by clicking on Measures and Findings under the Assessment Tab. Scroll down to the Measures and Findings section, and expand the appropriate measure by clicking on the gray arrow icon or choose "Expand All" button. Under the measure, locate Targets and Findings, click on "Edit Findings button **>** scroll down to the Update Finding text box section to enter your analysis or for each goal/objective. Please type **End-of-Year Findings** before your analysis narrative. You will need to do this for each objective.

    PDF Tutorials: How to Record an End-of-Year Finding and Achievement Target. This tutorial details the end-of year process steps to enter strategic plans in WEAVE and how to enter end-of-year analysis questions and how to run a report.

    eClips and tutorials can be found on IPPE website:
    http://www.alamo.edu/mainwide.aspx?id=47817

2. Based on whether the target for each objective has been:
    Met
    Partially Met
    Not Met

    Record this in WEAVE by clicking on Measures and Findings under the Assessment Tab. Scroll down to the Measures and Findings section, and expand the appropriate measure

by clicking on the gray arrow icon or choose "Expand All". Under the measure, locate Targets and Findings section, click on "Edit Findings button **>** scroll down to the Target section located beneath the Update Finding text box. Select either Met/Partially Met/Not Met. You will need to do this for each objective.

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3. Based on answer to #1 above determine what actions should be taken moving forward for each unmet or partially met objective to ensure attainment of objectives/targets. For all met goals you should also consider whether there is additional work needed to sustain current successes.

   Identify actions and record in WEAVE in New Action Plan section found under the Measures & Findings **>** look under the Findings section to locate the Add New Action Plan button to enter your action plan(s).

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4. As department/unit discuss each of the end-of-year analysis summative questions found in WEAVE to determine your responses.

5. After the work session, directors/chairs/coordinators/CET should ensure that **all aspects** of this work session are recorded in WEAVE.
   - Findings are entered for each objective
   - Met/Partially Met/Not Met for each objective
   - Improvement action plans are entered for each objective
   - Responses to each end-of-year assessment question
     i. End-of-year assessment questions found under the Assessment Tab **>** click on Achievement Summary/Analysis. Click on the gray arrow icon or choose Expand All button. Click on Add button found under each question to access the text box to record your responses.

        PDF tutorial can be found on IPPE website:
        http://www.alamo.edu/mainwide.aspx?id=47817

6. Bring to your scheduled report out session:
   - Any notes you will need to report on your departments responses to one or two of the end-of-year assessment questions from WEAVE (your choice which question) or do a summation of all questions. Report outs should be 3 to 5 minutes.

- A physical hard copy (to be handed to session facilitator of your WEAVE responses to each end-of-year assessment questions) Report outs should be between 3 to 5 minutes.