# Instructions for the Unit Assessment Report
# Fiscal Year (FY) 2023-2024

## Rationale

The University of Southern Mississippi is committed to high standards in all aspects of the institution. Administrative units are critical to achieving the University's mission and goals. To that end, it is important to know where we are, where we want to go, and what our plan is for getting there. We also need to celebrate our progress and identify where we can continue to grow. To document our progress and achievements, each administrative unit submits an annual plan and report. These reports are used internally for improvement and decision-making and to demonstrate compliance with [SACSCOC accreditation standards](#).

## Important Dates

- The **due date** for the FY 2023-2024 assessment **report** is **July 31, 2024.**
- The assessment plan cannot be edited in Weave. The document must be modified in Word and re-uploaded. The original document may be left or removed.

## The Assessment Report – Due July 31, 2024

**The remaining (non-highlighted) sections will need to be completed for the report due July 31, 2024.**

The following sections are required for a complete assessment report:

A) **Results**: The results of the measures. Include sample sizes.
   a. Example: 87% of students (61/70) gave our services a 4 out of 5 on service satisfaction.
B) **Target Achievement**: Did you meet your expected outcome/goal? Select "yes" or "no" for target achievement.
C) **Action Plans**: Formal, detailed plans for change.
   a. **Activity Timeline**: When the actions will occur. When the action plan will be complete.
D) **Reflection**: Answer the reflection questions as thoroughly as possible. Do not leave any questions unanswered. If the question is not applicable, write "N/A."
E) **Plan Submission**: Please upload the assessment plan document in Weave as a project attachment, then change the status of the project to "Completed."
   a. The previously uploaded assessment plan cannot be edited in Weave. The document must be modified in Word and re-uploaded. The original document may be left or removed.
F) **Review**: After July 31, 2024, the Vice Presidents will be able to review the reports in Weave. Afterwards, feedback may be provided.

## WEAVE

Weave is the assessment platform used by USM. Each unit has its own project located in Weave. If you have access to Weave, you may find your project by:

1. Going to https://app.weaveeducation.com/login.
2. Logging-in to Weave using the institution's sign-on: USM
   a. Please do not make a username or password or try to log-in this way.
3. Going to the *Projects* tab at the top of the page.
4. If you do not see your project, search for it by title or project year.
   a. Unit projects will always be under a year titled "Unit." FY 2023-2024 projects will be located under "Unit: FY 23-24."

## Resources

If you have any questions regarding the assessment report and guidelines or Weave, please contact Claire Blackwell (Claire.Blackwell@usm.edu) and Kathryn Lowery (Kathryn.Lowery@usm.edu). Additionally, the Office of Institutional Effectiveness website contains resources regarding unit assessment, navigating weave, and SACSCOC requirements.

## Tips

- See the unit assessment example on the Office of Institutional Effectiveness website for reference.
- Proof-read the report; check for grammatical errors, spelling errors, and typos.
- Be specific.
  o Avoid vague words like "several, various, many, and few".
  o Provide context to an outside reader/reviewer.
  o Do not abbreviate names of units, programs, etc.
- Additional data may be found on the Office of Institutional Research website.

***Thank you for your efforts and commitment to continuous improvement!***