Achievement Summary/Analysis

The Analysis Questions are meant to guide a unit in performing a mini SWOT analysis each year. The questions should be answered in narrative form and contain as much information as necessary to adequately address each issue presented by the questions. Analysis Questions should be used to help a unit progress and continuously improve. Answers are not used to penalize or reward units but should be used for reflection to improve upon strengths and address weaknesses.

NOTE: Narratives should always be written in third person.

NOTE: What plans were implemented/not implemented questions may be answered in list form rather than narrative form.

Instructions creating the Analysis Report in WEAVEonline

1. Hover over “Assessment.”
2. Select Achievement Summary/Analysis.
   Note: The first section of this page will be the summary of the achievements by the unit/department and will have bold categories for the achievement targets that were met, partially met, or not met for the unit/department. This is automatically generated by WEAVE based on the findings in the assessment section. The second section contains the analysis questions to be answered.
3. Select the triangle toggle button on the left side of each section of the report.
4. Select “Add” and type in the information for each section. If there is no available information for a particular section, simply type in N/A for that section.
5. Select “Final” and save.

Analysis Questions Include:

- What specific strengths did your assessments show? (Strengths)
- What specific weaknesses or challenges did your assessments show? (Weaknesses)
- What plans were implemented?
- What plans were not implemented?
- How will assessment results be used for continuous improvement?