

Richmond Community College

Weave User Guide

Planning and Assessment



Institutional Effectiveness

For assistance, please contact Heath Milligan
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Important:

The Weave software system uses a cloud-based, **real time**, editing system. This means that any items that are added, updated, or deleted are **permanent**. While you can edit entries, if you delete something by mistake, it cannot be recovered. There is no “Undo” button in Weave, so please be careful when making edits. Consider printing out a report of your existing project to keep for archival purposes, especially if you intend to make changes to the plan. It is much easier to re-key from a report than to try and recall what you had in Weave before you began making changes. Information on how to print reports is described in this document.

Similarly, when an item (an image, an artifact, etc.) is deleted in Weave, the item will be deleted permanently, and it cannot be recovered. However, it can be “added back” if you have a copy of the image or artifact stored on your computer or SharePoint.

Since Weave is cloud-based, you may notice a delay in seeing updates you make. Weave uses their servers to host the software and to store our data. There may be times when a large number of users are using the system, maintenance is being conducted on the servers, or connection issues occur, all of which may result in a longer response time to update your data / generate a report. While this is normal and expected, please notify your RichmondCC Weave contact person if you experience extremely long delays.

Users who have read-only access will be able to see the contents of a project but cannot alter it in any manner.

Only one user can edit a project at a time. If you attempt to edit a project that someone has already opened to edit, you will see a statement at the top of the monitor indicating who is editing the project.

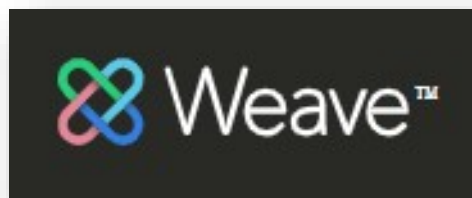


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Accessing Weave

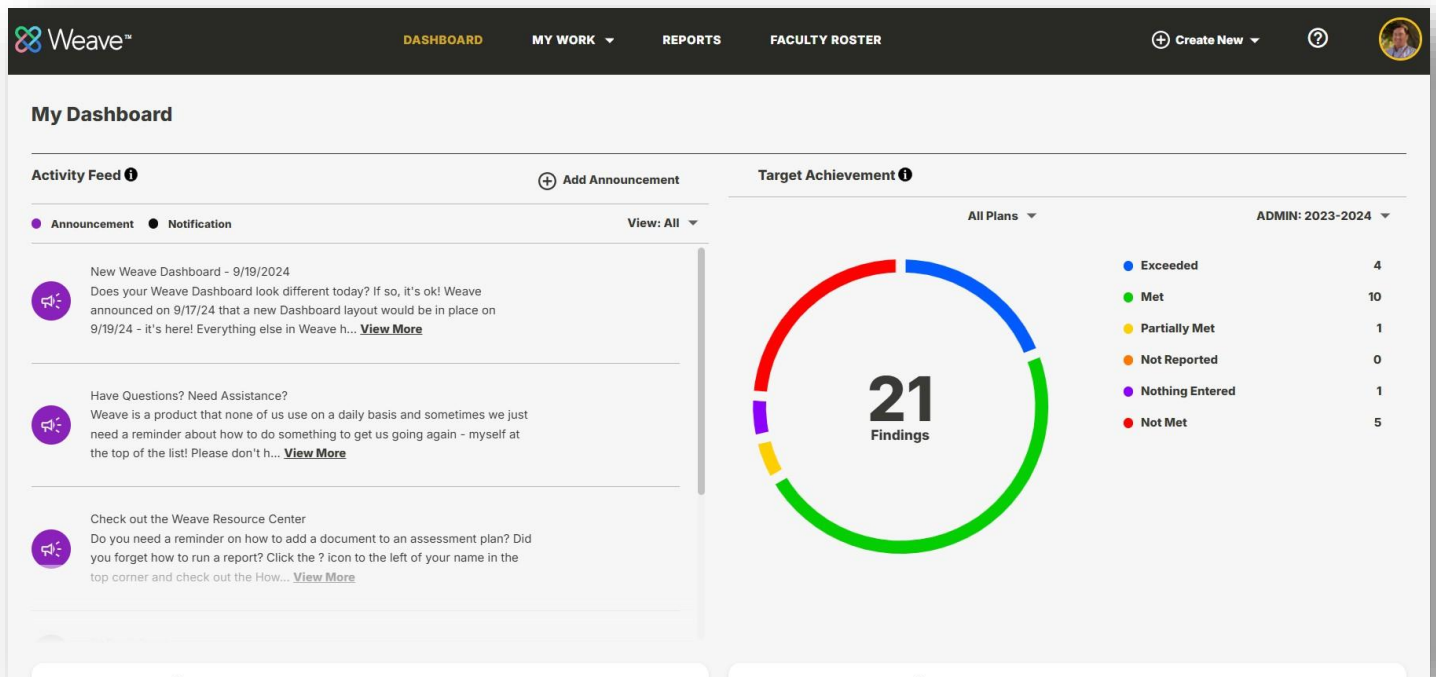
Using your browser of choice, enter the following web address to access Weave:

<https://app.weaveeducation.com/login/rcc>

Please save this link as a Favorite in your Web browser for easy access.

Weave uses a Single Sign-On (SSO), very similar to the other apps you use including Colleague, Word, Excel, SharePoint, etc. Once you have logged in to your computer, you are authenticated to use these products.

After Weave loads, you will see the Dashboard, which will appear similar to this:

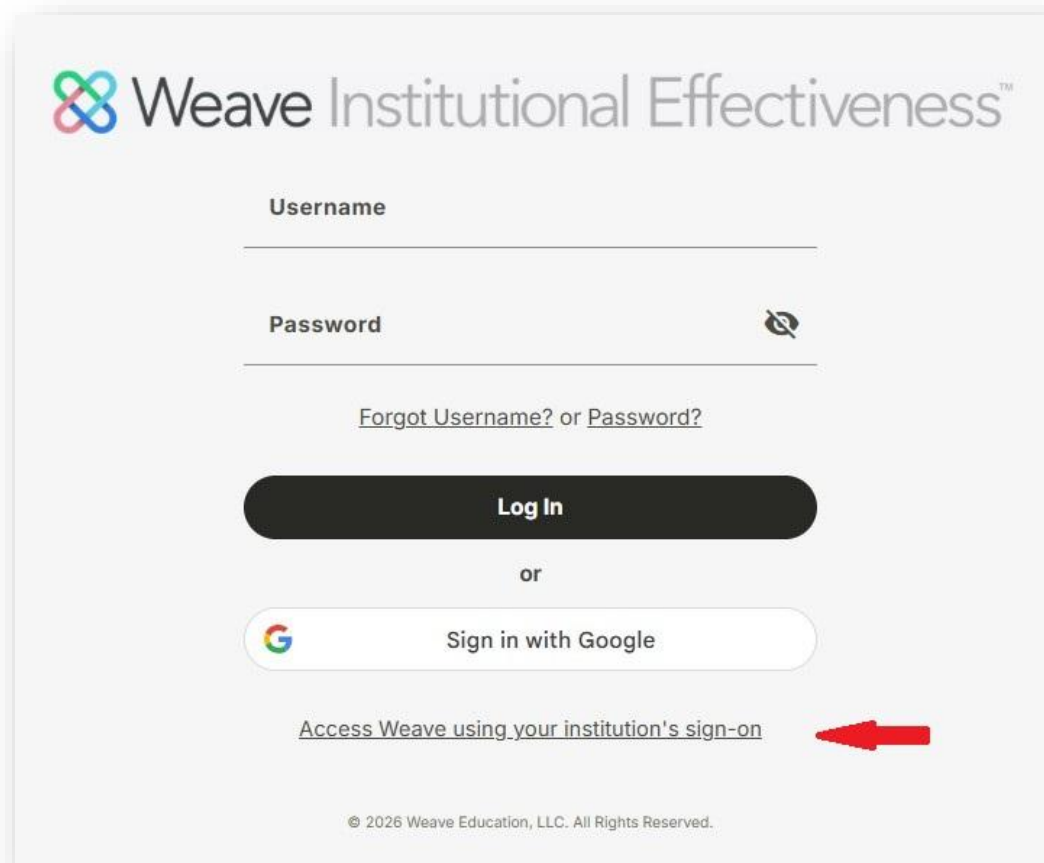


Manual Log-in to Weave

If you leave Weave running without any activity, it will time-out. When this occurs, you will be prompted to log-in again.

Please note that we DO NOT use Usernames and Passwords in Weave. Our Single Sign-On (SSO) process takes care of that for us.

To log-in again, click on the “*Access Weave using your institution’s sign-on*” link at the bottom of the dialog box.



The image shows a login dialog box for Weave Institutional Effectiveness. At the top is the logo, which consists of a colorful knot-like icon followed by the text "Weave Institutional Effectiveness™". Below the logo are two input fields: "Username" and "Password". The "Password" field has a small eye icon to its right. Below these fields is a link that says "Forgot Username? or Password?". Underneath that is a large black button with the text "Log In". Below the button is the word "or". Below "or" is a button with the Google logo and the text "Sign in with Google". At the bottom of the dialog is a link that says "Access Weave using your institution's sign-on". A red arrow points to this link. At the very bottom of the dialog is a small copyright notice: "© 2026 Weave Education, LLC. All Rights Reserved."

You will now see a prompt similar to the one shown on page 6.

 Weave Institutional Effectiveness™

or

 Sign in with Google

[Access Weave using your institution's sign-on](#)

Institution Sign-On Abbreviation

rcc

[Forgot Institution Sign-On Abbreviation?](#)

Continue →

[Return to Weave Login](#)

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In the box located under “*Institution Sign-on Abbreviation*”, please type **RCC** (upper or lowercase, this field is not case-sensitive), then click on the **Continue →** button.

You should now see the **Weave Dashboard**.

If you encounter issues logging into Weave please use the RichmondCC Contact information shown below:

RichmondCC Weave Contact:	Heath Milligan
Email:	jhmilligan@richmondcc.edu
Phone:	910-410-1933
Office:	Conder 113

Note:

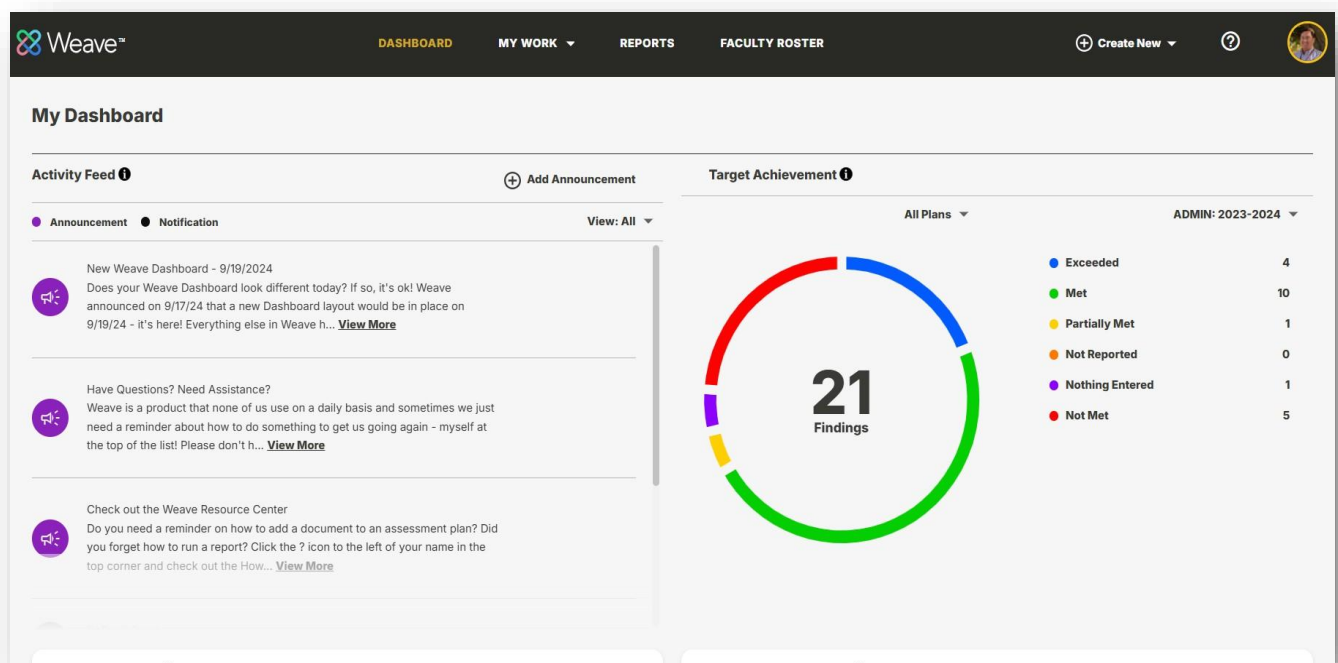
Please do not contact Weave Customer Support. If you do, Weave will contact the RichmondCC Contact to see if this individual is aware of the user's issue.

Navigating the Dashboard

Once logged in, the Weave Dashboard will appear. Based on the access you have been granted, you will see three to four menu items located at the top of the screen in the area with a black background, These menu items include:

Dashboard
My Work
Reports
Faculty Roster

Most of your time will be spent in **My Work**, in particular, the sub-menu item **Projects**. The **Faculty Roster** option is used to store transcripts, formal education records, and work experience that is used to document an instructor's qualifications to teach. The **Reports** option is pretty straightforward. This menu item is used to produce reports from data stored in Weave. The remaining dashboard provides statistics related to each of the assessment projects. The Dashboard will look similar to the screenshot shown below. Note that the contents of the Dashboard will look different for each user and displays data relevant to the projects the person logged-in are responsible for.



Selecting a Project

Weave uses the word “**project**” to represent objectives/goals that run for a set period, typically an academic year. Projects can be longer in length, such as the time necessary to complete a program or institution level accreditation process.

On the **Projects** page a list of projects assigned to you will appear. For most users, this list will be relatively small in length. Administrators (Deans, AVPs, VPs) will have access to all projects that fall within their area of responsibility. As time goes by, the list of projects will increase since a new project will be created annually for the area the individual is responsible for. Therefore, make sure that both the correct project and the correct year for the project are selected. Click on the name of the project you wish to work on to select it.

Note: Projects may be searched for using the search bar and/or sorted by Date Last Modified, Status (*Not Started, In Progress, Internal Review, Completed*), Reporting Period (academic year assessed) or type as shown below:

Projects				
Projects				
View: All assigned to you				
Q career and				
Begin keying the name or keywords of the project you wish to view/edit and a list to select from will appear.				
Projects (11)				
PROJECT	LAST MODIFIED	STATUS	REPORTING PERIOD	TYPE
Career and College Transfer	Jun 19, 2026	Not Started	ADMIN: 2026-2027	Administrative Plan
Career and College Transfer	Jun 18, 2026	Internal Review	ADMIN: 2025-2026	Administrative Plan
Career and College Transfer	Mar 17, 2026	Completed	ADMIN: 2024-2025	Administrative Plan
Career and College Transfer	Mar 16, 2026	Internal Review	ADMIN: 2023-2024	Assessment
Career and College Transfer	Jan 16, 2025	Completed	ADMIN: 2022-2023	Assessment
Career and College Transfer	Oct 9, 2024	Completed	ADMIN: 2020-2021	Assessment
Career and College Transfer	May 24, 2023	Completed	ADMIN: 2021-2022	Assessment
Career and College Transfer	May 24, 2023	Completed	ADMIN: 2019-2020	Degree Plan
Career and College Transfer	Jul 27, 2022	Completed	ADMIN: 2018-2019	Degree Plan
Career and College Transfer	Jul 5, 2022	Completed	ADMIN: 2016-2017	Degree Plan

How Projects are organized in Weave

The layout of a Weave Project is:

- Goals
- Objectives
- Assessment Measures
- Targets

Once a project page is selected, the assessment plan for that project will appear. It will look like similar to this:

STATUS ?

Training Sample ADMIN: 2026-2027

Not Started

✕ ⋮

Projects > Administrative Plan > Training Sample > ADMIN: 2026-2027

Institution Mission (Optional)

^

DESCRIPTION

Richmond Community College's mission is to offer educational opportunities, cultural enrichment, and workforce development and training that will enhance the quality of students' lives and support economic development in Richmond and Scotland counties.

Department Mission (Optional)

^

DESCRIPTION

This is a SAMPLE Weave project that shows the items that are mandatory and optional, as well as when updates should be made.

Goal

+

1 Goal Not Required - See Objective

^ ⋮

DESCRIPTION

RichmondCC uses "Objectives" in lieu of "Goals"

Objective

+

1.1 Objective Enter a brief description of objective #1 here

^ ⋮

DESCRIPTION

Enter a more detailed description of objective #1 here

✕

Supported Initiatives (0)

+

1.1.1 Assessment Measure

Enter a brief description of the way objective #1 will be assessed here

Source of Evidence

DESCRIPTION

Enter a more detailed description of the means of assessment for objective #1 here

Target (Intended Results) (1)

1.1.1.1

DESCRIPTION

Planning Stage: Enter a detailed description of the target (intended results) you hope to obtain for objective #1 during the assessment period.

TARGET (INTENDED RESULTS)

Planning Stage: Enter the actual target (intended results) you hope to obtain for objective #1 during the assessment period. Please be specific.

ACTUAL RESULTS

Assessment Stage: At the end of the assessment period (end of semester/end of academic year), enter the actual results obtained for objective #1.

USE OF RESULTS

Assessment Stage: Using the actual results, please document what was achieved. Did you meet, not meet, or exceed the target? What did you learn from this? What might you do differently in the next assessment period to achieve the original target? Was your original target realistic? Would you like to adjust the target and keep the objective for the next assessment period?

Improvement Type

None Set

IMPROVEMENT(S) ACHIEVED

Close the Loop Stage: If you did not meet your target and wish to continue with the objective in the next assessment period, please document the outcome once the next assessment period has ended.

View Action Plan

2 Goal

Not Required - See Objective

DESCRIPTION

Enter text

Objective

+

2.1 Objective

Enter a brief description of objective #2 here

DESCRIPTION

Enter a more detailed description of objective #2 here

Supported Initiatives (0)

+

Action Plan

+

Assessment Measure

+

2.1.1 Assessment Measure

Enter a brief description of the way objective #2 will be assessed here

Source of Evidence

DESCRIPTION

Enter a more detailed description of the means of assessment for objective #2 here

Target (Intended Results) (1)

2.1.1.1

DESCRIPTION

Planning Stage: Enter a detailed description of the target (intended results) you hope to obtain for objective #2 during the assessment period.

TARGET (INTENDED RESULTS)

Planning Stage: Enter the actual target (intended results) you hope to obtain for objective #2 during the assessment period. Please be specific.

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The Life Cycle of a Project



Life Cycle of a Project

A Continuous Improvement Model

The Life Cycle of a Project (Continued)

Projects include the following steps:

1. Planning

- a. Establish objectives that an academic unit, academic program or organizational unit will focus on during the assessment period.
- b. Objectives commonly originate from a known deficiency: A problem exists but has either not been addressed or previous attempts to resolve the deficiency were unsuccessful. Some programs may have national standards that must be met – the could be used as objectives. Here are a few examples:

Academics

Students in ABC-123 are not performing well on an assignment that assesses their understanding of the competencies necessary for success in a course as well as in the workplace (Student Learning Outcomes (SLOs), Program Learning Outcomes (PLOs)).

Administrative

Student satisfaction surveys indicate a high number of students feel that some system is not functioning well from their perspective.

- c. What is the target you are aiming for?

Academics

75% or more students in ABC-123 will score an overall level 8 or higher on the capstone project rubric.

Administrative

80% or more students and employees will rate campus security as “Satisfied” or “Very Satisfied”.

- d. How will you assess outcomes?

Academics

A rubric will be used to gauge how well students mastered the course competencies in completing their comprehensive capstone project.

Administrative

Responses to question 25 on the annual student satisfaction survey and question 34 on the annual employee satisfaction survey will be reviewed.

2. Implementation

- a. Begin the assessment cycle at the start of the assessment period, typically the academic year.

3. Enter Results

- a. Record the actual outcomes at the end of the assessment period.

4. Assessment

- a. Compare intended target to actual outcomes.

5. Use of Results/Findings

- a. What did you learn?
- b. What changes could be made to increase the likelihood of meeting targets?

The Life Cycle of a Project (Continued)

Stages:

Planning:	Completed and entered prior to the start of a new assessment period.
Assessment:	Completed at the end of the assessment period (not necessarily the entire year, as some projects may have objectives that can be completed in one semester).
Close the Loop:	Completed at the end of the <u>NEXT</u> assessment period. This provides time to understand if any adjustments or changes in processes proved beneficial.

Plan Status:

Not Started:	A project has been created but no work has been done.
In Progress:	Objectives and targets have been entered, awaiting completion of assessment period when actual results and findings can be recorded.
Internal Review:	The project has all data entered: Objectives, targets, actual results, findings, and action plans (if necessary). This status indicates the project is ready for review by supervisor and Weave administrator.
Complete:	The project is not fully complete until the end of the <u>NEXT</u> assessment period. This allows time to understand the impact of any adjustments or action plans that were implemented. (See "Close the Loop" above)

Objective Status:

Nothing Entered:	No results or findings were recorded in Weave at the end of the assessment period.
Not Reported this Period:	Typically used when an objective is being carried forward to the next assessment period.
Not Met:	The target was not met. This does not mean failure, however.
Partially Met:	While not fully met, parts of the objective were met. Please document what objectives were and were not met.
Met:	The established target was met.
Exceeded:	The results were greater than expected. For example, if you set a target of 85% of respondents giving a "Satisfied" or "Very Satisfied" rating and 93% responded as such, this would be an "Exceeded".

Planning and Assessment Template

Use the following template to assist in developing the objectives, targets, and means of assessment:

1	Goal	Not Required - See Objective
1.1	Objective:	_____
	Detailed Description of Objective:	_____ _____
1.1.1	Assessment Measure	
	Assessment Tool:	_____ _____
	Source of Evidence:	_____
1.1.1.1	Target (Intended Results)	
	Description:	_____ _____

2	Goal	Not Required - See Objective
2.1	Objective:	_____
	Detailed Description of Objective:	_____ _____
2.1.1	Assessment Measure	
	Assessment Tool:	_____ _____
	Source of Evidence:	_____
2.1.1.1	Target (Intended Results)	
	Description:	_____ _____

3 Goal Not Required - See Objective

3.1 Objective: _____
Detailed Description of Objective: _____

3.1.1 Assessment Measure

Assessment Tool: _____

Source of Evidence: _____

3.1.1.1 Target (Intended Results)

Description: _____

4 Goal Not Required - See Objective

4.1 Objective: _____
Detailed Description of Objective: _____

4.1.1 Assessment Measure

Assessment Tool: _____

Source of Evidence: _____

4.1.1.1 Target (Intended Results)

Description: _____

Editing a Project

To edit a project, click any place where there is text or a blank box and begin typing or editing existing text. Please use the prompts in the screenshots shown below as a guide.

Weave Project Sample ADMIN: 2025-2026 STATUS Not Started Initial Status will be 'Not Started', meaning the project was created but no objectives or targets have been set.

Projects > Administrative Plan > Weave Project Sample > ADMIN: 2025-2026

Institution Mission (Optional)

DESCRIPTION

Richmond Community College's mission is to offer educational opportunities, cultural enrichment, and workforce development and training that will enhance the quality of students' lives and support economic development in Richmond and Scotland counties.

Department Mission (Optional)

DESCRIPTION

This is a SAMPLE Weave project that shows the items that are mandatory and optional, as well as when updates should be made.

Goal

1 Goal Not Required - See Objective

DESCRIPTION

RichmondCC uses "Objectives" in lieu of "Goals"

Objective

1.1 Objective Enter a brief description of objective #1 here Click here to enter a short description of your first objective for the assessment period

DESCRIPTION

Enter a more detailed description of objective #1 here Click here to enter a more detailed description of your first objective for the assessment period

Assessment Measure

1.1.1 Assessment Measure Enter a brief description of the way objective #1 will be assessed here Click here to enter a short description of the means in which your first objective will be assessed

Source of Evidence Drop down list of potential sources of evidence used to document how you will assess the outcome of the objective (See Appendix)

DESCRIPTION

Enter a more detailed description of the means of assessment for objective #1 here

Target (Intended Results) (1)

1.1.1.1 The Description and Target should be entered prior to the start of the assessment period (the Planning Stage)

DESCRIPTION

Planning Stage: Enter a detailed description of the target (intended results) you hope to obtain for objective #1 during the assessment period.

TARGET (INTENDED RESULTS)

Planning Stage: Enter the actual target (intended results) you hope to obtain for objective #1 during the assessment period. Please be specific.

ACTUAL RESULTS The Actual Results and the Use of Results should be entered at the end of the assessment period (the Assessment Stage)

Assessment Stage: At the end of the assessment period (end of semester/end of academic year), enter the actual results obtained for objective #1.

USE OF RESULTS

Assessment Stage: Using the actual results, please document what was achieved. Did you meet, not meet, or exceed the target? What did you learn from this? What might you do differently in the next assessment period to achieve the original target? Was your original target realistic? Would you like to adjust the target and keep the objective for the next assessment period?

Improvement Type

None Set Drop down list of potential means of improvement when your target is not met (See Appendix) This should not be used until the end of the assessment period (the Assessment Stage)

Status Do not change the status of the objective until end of assessment period.

Editing a Project (Continued)

IMPROVEMENT(S) ACHIEVED

Close the Loop Stage:

If you did not meet your target and wish to continue with the objective in the next assessment period, please document the outcome once the next assessment period has ended.

If the target was not met during the current assessment period and you plan to make adjustments to improve the outcome during the next assessment period, record your findings of improvements/no improvements here at the end of the FOLLOWING assessment period

3 Goal

Enter Text

If you added an additional goal and realize that you did so by mistake, or no longer need this component, you can delete it using the three dots on the far right

^

⋮

DESCRIPTION

Enter text

If you choose to delete this component, you will be prompted to verify that you are deleting the goal and any objectives that fall under it, in this case Goal 3 and Objective 3.1.

Delete option

Objective

+

3.1 Objective

Enter Text

^

⋮

DESCRIPTION

Enter text

Supported Initiatives (0)

+

Action Plan

+

Assessment Measure

+

Project Attachments (0)

Project attachments allows you to upload files to be stored with your project for archival purposes. Examples could include copies of assignments, sample student submissions, survey results, copies of contracts, etc. As shown at the bottom of this window, you can "Drag and Drop" the files you wish to attach, or "Browse for files" to select. Once the files are uploaded, you will see the names of the files below this area.

⬆

⬆

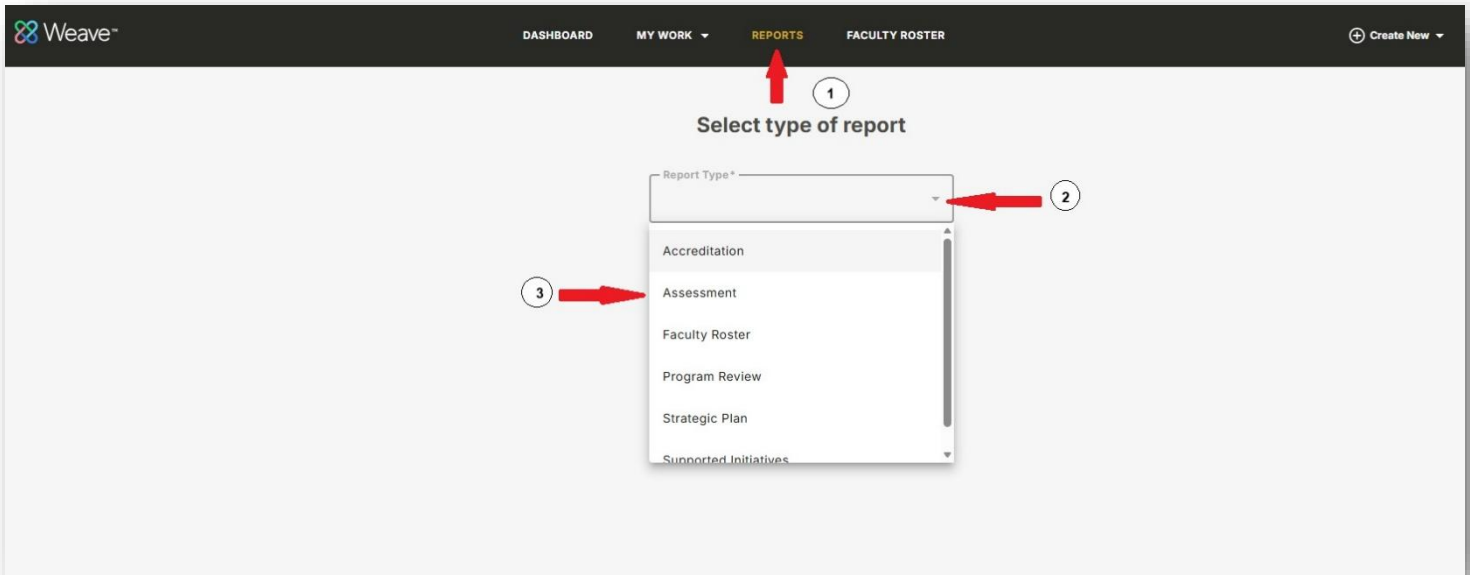
Drag and drop your files here or [browse for files](#)

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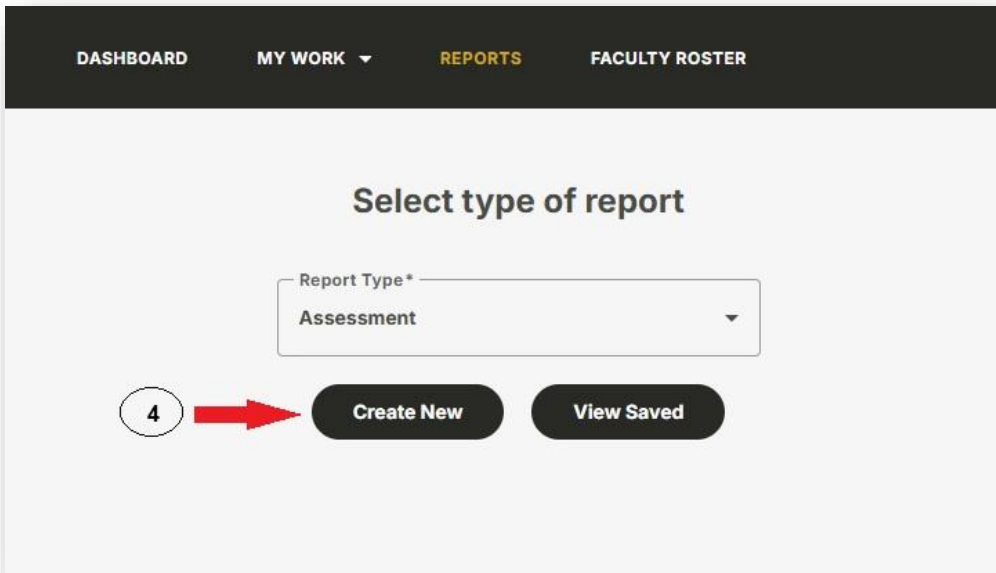
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Creating Reports

Weave has the capability to generate reports (in PDF format) for projects. Let's take a look at how to do so:



- 1. From the Menu, click on “REPORTS”.
- 2. Click on the down arrow to view the drop-down list of report types.
- 3. Select “Assessment”.



- 4. Click on “Create New”. Note that reports you have previously generated and saved are accessible by clicking on the “View Saved” button.

The screenshot shows a web interface with a dark navigation bar at the top containing the links: DASHBOARD, MY WORK (with a dropdown arrow), REPORTS (highlighted in yellow), and FACULTY ROSTER. Below the navigation bar is a light gray box titled "Create New Report". Inside this box are four input fields: a dropdown menu for "Report format*", a text box for "Report title*", a text box for "Executive summary" (with "500 character max" written below it), and a text box for "Report description" (with "Not included in report. Internal purposes only." written below it). To the right of each input field is a red arrow pointing left towards the field, and next to each arrow is a white circle containing a black number (5, 6, 7, and 8 respectively). At the bottom of the form are two buttons: a dark gray "Back" button and a light gray "Next" button.

5. Click on the down arrow to select one of two types: *Page View* or *Table View*.
6. Click inside the "Report Title" box and type the name of the report (this title will appear on your PDF).
7. The Executive Summary box is optional. If you wish to provide a description of the purpose or contents of the report, you have 500 characters to do so. If you choose to do so, the executive summary will appear on the PDF.
8. The Report Description is optional. This is solely for your documentation purposes and will not appear on the PDF.
9. After completing these entries, click on the "Next" button.

If necessary, scroll down to see all of the projects assigned to you.

You can also enter key words in the project name to narrow the search

Which plans are included in this report?

Plan Title Reporting Period Template STATUS Any Status

0 Plans selected

☐ PLAN TITLE	TEMPLATE	REPORTING PERIOD	STATUS
☐ Access to Achievement	Administrative/Operations Assessment	ADMIN: 2025-2026	Internal Review
☐ Access to Achievement	Administrative/Operations Assessment	ADMIN: 2026-2027	Not Started
☐ Accreditation Reaffirmation - Ongoing	Administrative/Operations Assessment	ACADEMIC: 2024-2025	In Progress
☐ Administration Area	Administrative/Operations Assessment	ADMIN: 2015-2016	Not Started
☐ Administration Area	Administrative/Operations Assessment	ADMIN: 2016-2017	Completed
☐ Administration Area	Administrative/Operations Assessment	ADMIN: 2017-2018	Completed

- A list of projects that you have access to is presented. Note at the bottom of the screen that there may be more projects that are not displayed. You can adjust the number of projects per page if needed.
- If you have a lot of projects, you can enter keywords into the box labeled "Plan Title". As you key, Weave will look for projects that have that word or words in their name and display them.
- In this example, we are using a project known as "Training Sample". After entering the word "sample" in the Plan Title box, "Training Sample" was the only project that was a match, making the selection process much easier. To verify, simply click in the box to the left of the project name to select it.

Key Word Search

Which plans are included in this report?

Plan Title sample Reporting Period Template STATUS Any Status

Results from Key Word Search

1 Plans selected

☐ PLAN TITLE	TEMPLATE	REPORTING PERIOD	STATUS
☒ Training Sample	Administrative/Operations Assessment	ADMIN: 2026-2027	Not Started

Results 1 - 1 of 1 10 / Page

Back Next

- After the project has been selected, click on the "Next" button.

14. Weave will now present a list of items that you can select to appear in your report. Initially, all are selected. You can unselect any items that you do not wish to be included in the report.

Select elements for the report

☒	REPORT ELEMENTS
☒	Cover Page
☒	Logo on Cover Page
☒	Executive Summary
☒	Date Stamp
☒	Table of Contents
☒	Institution Mission (Optional)
☒	Department Mission (Optional)
All items are pre-selected to appear on your report. Uncheck any items that you do not wish to appear.	
☒	Goal
☒	Objective
☒	Supported Initiatives
☒	Action Plan
☒	Action Items
☒	Assessment Measure
☒	Source of Evidence
☒	Target (Intended Results)
☒	Actual Results
☒	Use of Results
☒	Improvements Achieved
☒	Attachments

15. Once you have selected the items to appear, click on the “Compile Report” button at the bottom of the screen.

16. Weave will now display a pre-view of the report for your review. To complete the process and generate a PDF, click on the “Save Report” button at the top or bottom of the screen.

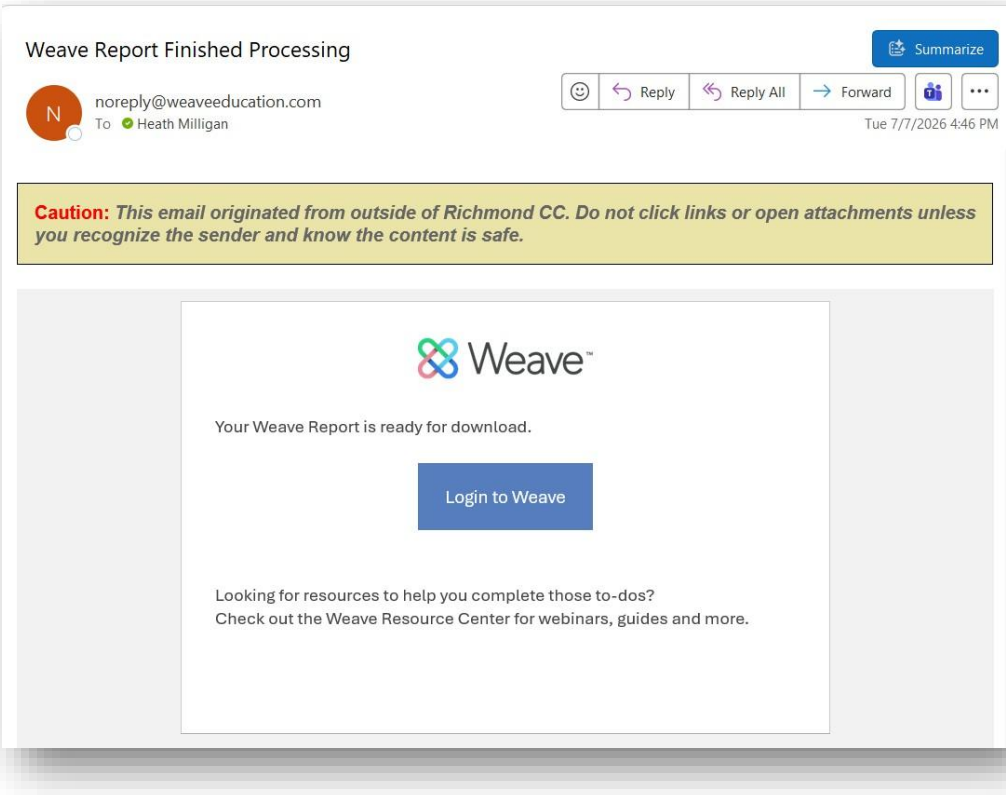
The screenshot shows the 'Assessment Report: Sample 7-7-2026' interface. At the top, it indicates the report was compiled by Heath Milligan on 07/07/2026. A navigation breadcrumb trail reads: Reports > New Report > Report Title > Select Projects > Report Elements > Preview Report. On the right, there is a 'Back' link and a prominent 'Save Report' button, which is highlighted with a red arrow and a text label: 'Click to save the report and generate a PDF'. Below the header, a 'Report View' tab is active, displaying the 'Training Sample' report. The report content includes the 'Institution Mission (Optional)' for Richmond Community College, the 'Department Mission (Optional)', and a list of report elements: 1 Goal (Not Required), 1.1 Objective, 1.1.1 Assessment Measure, and 1.1.1.1 Target (Intended Results). Each element has a brief description and a 'SOURCE OF EVIDENCE' field. At the bottom right, there is a circular 'OK' button.

17. Weave acknowledges that the report is being generated and will be stored in your “Saved Reports” once completed. Weave will email you when the report is ready to download. Click on the “OK” button to proceed.

The screenshot shows a confirmation dialog box titled 'Report Added!'. The message inside states: 'Your report will be added to the Saved Reports list when it is ready to download. We will send an email notification to jhmilligan@richmondcc.edu when it is available.' At the bottom of the dialog is a large 'OK' button.

18. Since Weave is cloud-based, it may take anywhere from a matter of seconds to several hours for the report to be available for downloading. Typically, reports are ready within 15 minutes, but this is dependent on the number of users using Weave as well as server issues.

19. This is an example of the email you will receive:



20. Once the report is ready, you will see the following screen, with the “Download” option active:

Saved Reports

Search

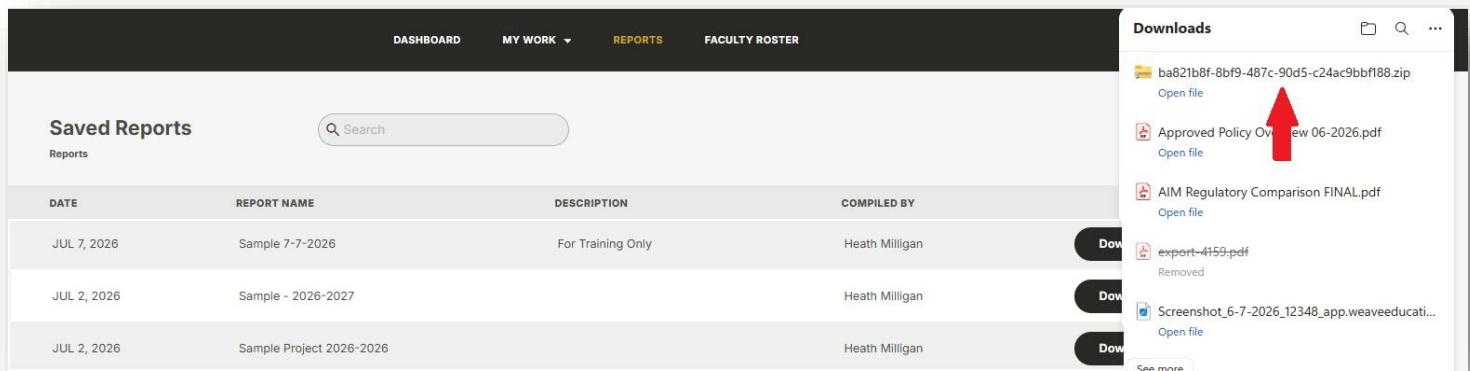
Create New

DATE	REPORT NAME	DESCRIPTION	COMPILED BY	
JUL 7, 2026	Sample 7-7-2026	For Training Only	Heath Milligan	DownloadDelete
JUL 2, 2026	Sample - 2026-2027		Heath Milligan	DownloadDelete
JUL 2, 2026	Sample Project 2026-2026		Heath Milligan	DownloadDelete
JUL 1, 2026	Training Sample		Heath Milligan	DownloadDelete
JUN 30, 2026	Automotive Technology		Heath Milligan	DownloadDelete
JUN 29, 2026	SAMple		Heath Milligan	DownloadDelete
JUN 16, 2026	Records Division - 2025-2026		Heath Milligan	DownloadDelete
JUN 16, 2026	Records Division - 2024-2025		Heath Milligan	DownloadDelete
JUN 10, 2026	2026-2027 Financial Aid		Heath Milligan	DownloadDelete

1 2 3 4 5 6 7 8 9 10 ... 22 >

21. Click on the Download button of the report you are currently working on.

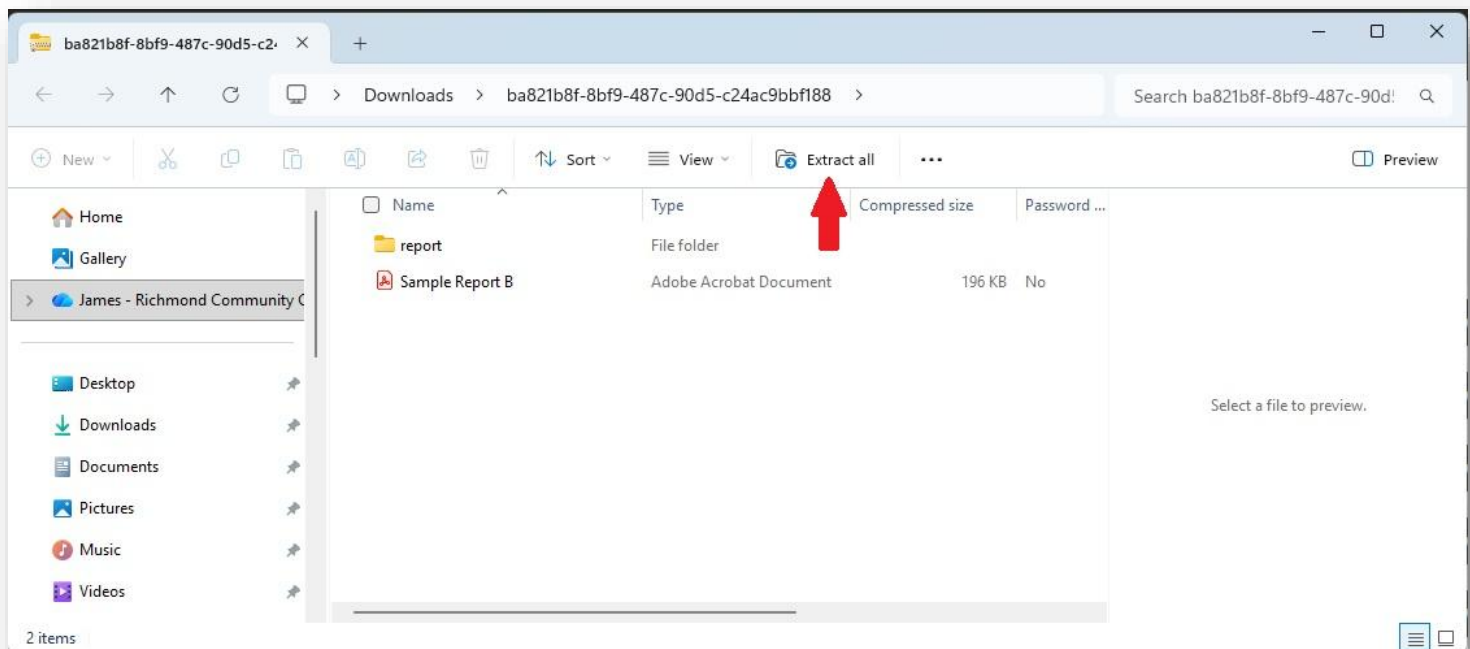
22. You will next see a “Downloads” window showing recent files that have been downloaded on your computer. The zipped folder at the top of the list holds your PDF (note that the folder name is a randomly generated name Weave created that is not representative of the contents of the folder).



A zipped folder is one that has multiple files and has been “zipped” (compressed) to save space, making it quicker to download.

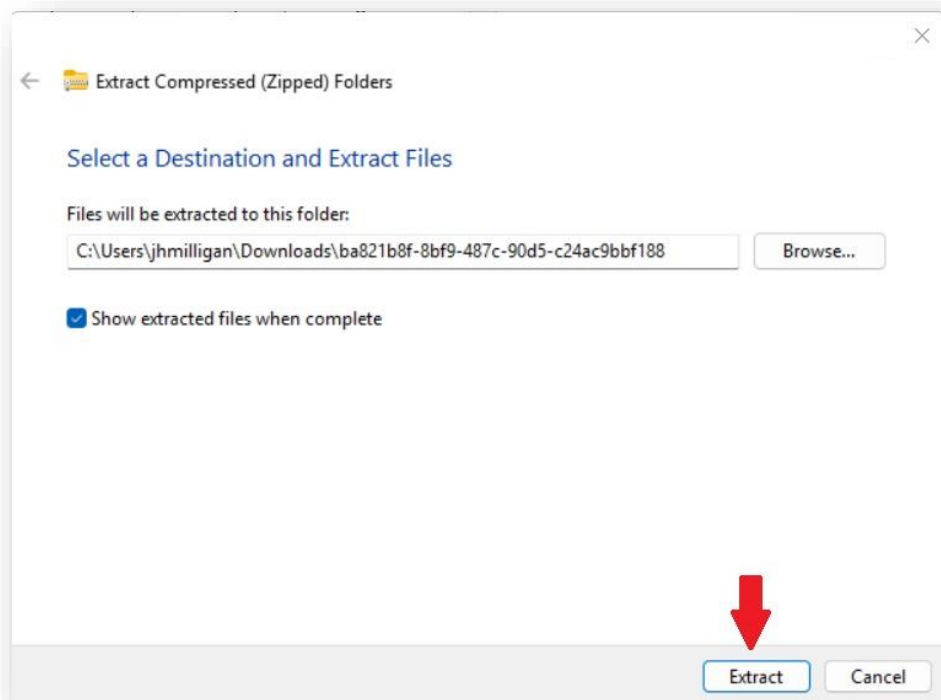
23. To access the PDF of your report you must “unzip” the file. To start the process, click on “Open file” under the randomly generated file name.

24. A new window will appear, similar to this:

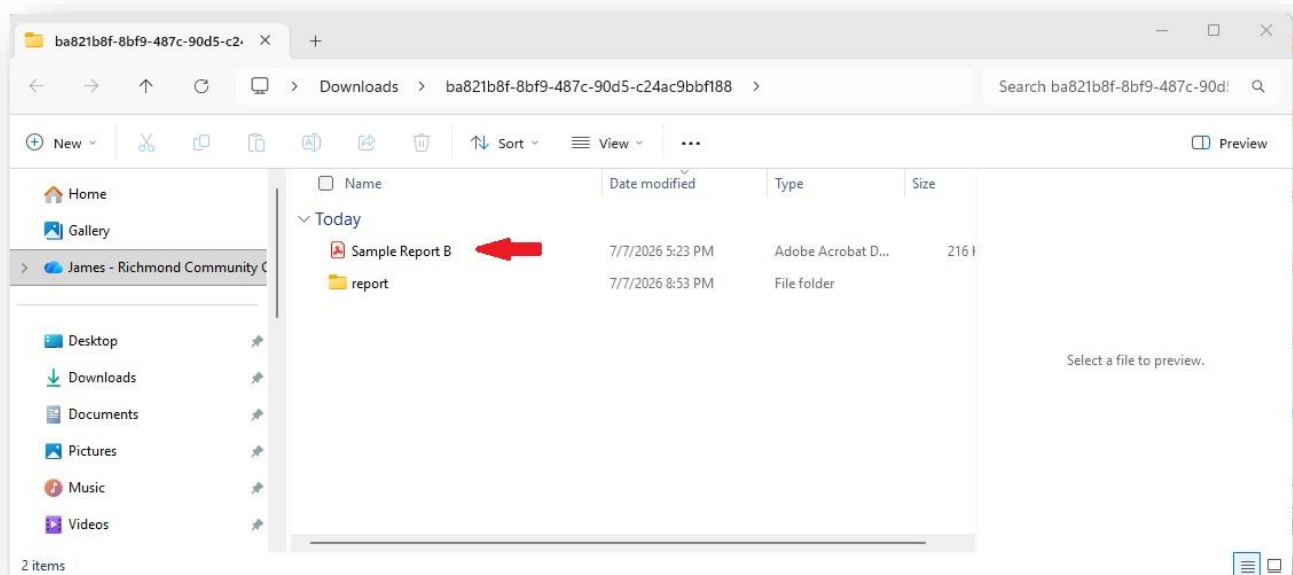


25. Click on the “Extract all” option near the top of the window.

26. A new window will appear showing where the extracted files will be stored. For most users, the “Downloads” folder will be fine. However, if you wish to store these files in another location, click on the “Browse...” button and search for the desired storage location. Once you have the desired storage location, click on the “Extract” button.



27. A window, similar to the previous, will appear, this time without the “Extract all” option. Your Weave report is the PDF file. In this example, the file name is “Sample Report B”. Double click on the file name to open the report.

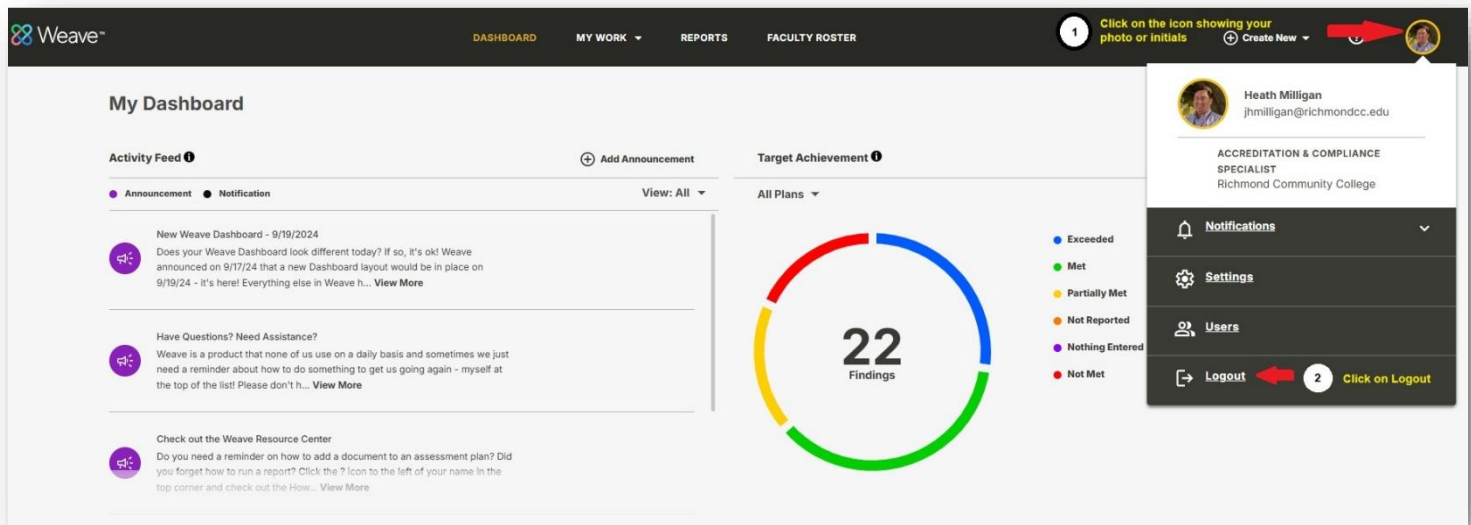


28. While the report is open in Adobe, you can print a copy of the report.

29. Once the report is printed, you can use the “File”, “Save as” options to save the file with a new name and/or location if you need to maintain a digital copy of the report.

Logging Out of Weave

When you have completed working with Weave, please remember to log-out. To do so,



1. Click on the icon in the upper right corner of the Dashboard that shows either your photo or initials.
2. Click on “Logout” from the list of menu items.

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Name of Project (SAMPLE PROJECT)

ADMIN:
2026-2027

2 GOALS 2 OUTCOMES 2 MEASURES 2 TARGETS 2 FINDINGS 0 ATTACHMENTS

Institution Mission (Optional)

Richmond Community College's mission is to offer educational opportunities, cultural enrichment, and workforce development and training that will enhance the quality of students' lives and support economic development in Richmond and Scotland counties.

Department Mission (Optional)

This is a SAMPLE Weave project that shows the items that are mandatory and optional, as well as when updates should be made.

1 Goal

Not Required - See Objective

RichmondCC uses "Objectives" in lieu of "Goals"

1.1 Objective

Enter a brief description of objective #1 here

Enter a more detailed description of objective #1 here

1.1.1 Assessment Measure

Enter a brief description of the way objective #1 will be assessed here

Enter a more detailed description of the means of assessment for objective #1 here

SOURCE OF EVIDENCE ← Select from Drop Down List (See Appendix)

1.1.1.1 Target (Intended Results)

Planning Stage: *Enter a detailed description of the target (intended results) you hope to obtain for objective #1 during the assessment period.*

TARGET (INTENDED
RESULTS)

Planning Stage: *Enter the actual target (intended results) you hope to obtain for objective #1 during the assessment period. Please be specific.*

ACTUAL RESULTS

Assessment Stage: *At the end of the assessment period (end of semester/end of academic year), enter the actual results obtained for objective #1.*

USE OF RESULTS

Assessment Stage: *Using the actual results, please document what was achieved. Did you meet, not meet, or exceed the target? What did you learn from this? What might you do differently in the next assessment period to achieve the original target? Was your original target realistic? Would you like to adjust your target and keep the objective for the next assessment period?*

IMPROVEMENT
TYPE

← Select from Drop Down List (See Appendix)

IMPROVEMENT
DESCRIPTION

The text associated with the Improvement Type selected from the drop down list will be displayed here

IMPROVEMENT

Close the Loop Stage: *If you did not meet your target and wish to continue with the objective in the next assessment period, please document the final outcome **once the next assessment period has ended.***

Planning and Assessment Template

Use the following template to assist in developing the objectives, targets, and means of assessment:

1

Goal

Not Required - See Objective

1.1

Objective:

Detailed Description of Objective:

1.1.1

Assessment Measure

Assessment Tool:

Source of Evidence

1.1.1.1

Target (Intended Results)

Description:

2

Goal

Not Required - See Objective

2.1

Objective:

Detailed Description of Objective:

2.1.1

Assessment Measure

Assessment Tool:

Source of Evidence

2.1.1.1

Target (Intended Results)

Description:

3

Goal

Not Required - See Objective

3.1

Objective:

Detailed Description of Objective:

3.1.1

Assessment Measure

Assessment Tool:

Source of Evidence

3.1.1.1

Target (Intended Results)

Description:

4

Goal

Not Required - See Objective

4.1

Objective:

Detailed Description of Objective:

4.1.1

Assessment Measure

Assessment Tool:

Source of Evidence

4.1.1.1

Target (Intended Results)

Description:

Sources of Evidence

Type	Description
Academic Direct	AACU Lifelong Learning VALUE rubric
Academic Direct	AACU Value Rubric - Civic Engagement
Academic Direct	AACU Value Rubric - Critical Thinking
Academic Direct	AACU Value Rubric - Ethics
Academic Direct	AACU Value Rubric - Oral Communication
Academic Direct	AACU Value Rubric - Teamwork
Academic Direct	AACU Value Rubric - Technology
Academic Direct	AACU Value Rubric - Writing
Academic Direct	Board preparation OTKE exam scores
Academic Direct	Campus Farm - Production
Academic Direct	Capstone assignment
Academic Direct	Certification
Academic Direct	Chart Audit
Academic Direct	Checklist
Academic Direct	Clinical Evaluations, Reviews
Academic Direct	Communication Rubric
Academic Direct	Competencies
Academic Direct	Comprehensives
Academic Direct	Count
Academic Direct	Course Embedded Measure
Academic Direct	CPAST
Academic Direct	Data/Analysis/Artifacts
Academic Direct	Direct - External
Academic Direct	Direct - Internal
Academic Direct	DMin Degree Artifacts
Academic Direct	DMin Degree Capstone Colloquium
Academic Direct	Entrance/Exit Essay
Academic Direct	Entrance/Exit Interview
Academic Direct	ExamSoft Longitudinal Assessment Analysis
Academic Direct	Exhibition
Academic Direct	External Portfolio Review
Academic Direct	Faculty Survey - Library
Academic Direct	Field Experience Journal Rubric
Academic Direct	Fieldwork Evaluation
Academic Direct	Final Exam
Academic Direct	Final Exam
Academic Direct	Formal Lab Report
Academic Direct	Gen Ed Rubric - ZSC
Academic Direct	General Business Aptitude Test (GBAT)
Academic Direct	GPA Achievement
Academic Direct	Graduation Rates
Academic Direct	Group Activity

Academic Direct	Homework Assignment
Academic Direct	In-Class Exercise
Academic Direct	Internship Evaluation
Academic Direct	Lab Performance - JCert Standard 5
Academic Direct	Laboratory Skills Practical Exam
Academic Direct	Laboratory Skills Rubric
Academic Direct	Laboratory Work
Academic Direct	Lesson Plan Rubric
Academic Direct	Licensure Exam
Academic Direct	Mathematically-Based Final Exam Question
Academic Direct	MDiv Degree Capstone - Integration Seminar
Academic Direct	MDiv Yearly Evaluation - Formation Juried Assessment
Academic Direct	Mentor Evaluation
Academic Direct	Mid-Term Exam
Academic Direct	Mock Interview
Academic Direct	Multiple Choice Exam
Academic Direct	NCLEX Exam
Academic Direct	Observation of Students
Academic Direct	Other
Academic Direct	Performance
Academic Direct	Portfolio
Academic Direct	Portfolio Artifact
Academic Direct	Pre/Post Test
Academic Direct	Presentation
Academic Direct	Problem Based Learning Scenarios
Academic Direct	Professional Development
Academic Direct	Project
Academic Direct	QEP Rubric
Academic Direct	Research Paper
Academic Direct	Research Project
Academic Direct	Rubric Graded Discussion Topic
Academic Direct	Rubric Graded Exam
Academic Direct	Rubric Graded Exam Question/Problem
Academic Direct	Rubric Graded Reflection
Academic Direct	Rubric Scored Assignments
Academic Direct	Rubric-Graded Design Projects
Academic Direct	Service Learning Projects
Academic Direct	SPC Communication Rubric
Academic Direct	SPC Critical Thinking Rubric
Academic Direct	SPC Empirical & Quantitative Skills Rubric
Academic Direct	SPC Personal Responsibility Rubric
Academic Direct	SPC Social Responsibility Rubric
Academic Direct	SPC Teamwork Rubric
Academic Direct	Standardized test
Academic Direct	Statistics - Inferential Problem Solving
Academic Direct	Student Professional and Ethical Behavior

Academic Direct	Student Teacher Recommendation
Academic Direct	Team Work
Academic Direct	Test/Exam/Quiz
Academic Direct	Thesis/Project
Academic Direct	VALUE Rubric - Critical Thinking
Academic Direct	Video/Audiotape
Academic Direct	Visual Inspection/Demonstration
Academic Direct	Writing Assignment (Essay, Research, Story)
Academic Direct	Writing Exam
Academic Direct	Written Assignment
Academic Indirect	Internship Mentor Survey
Academic Indirect	Advisory Board
Academic Indirect	Alumni Survey
Academic Indirect	Benchmarking
Academic Indirect	CATs
Academic Indirect	Community Partner Survey
Academic Indirect	Count
Academic Indirect	Count - Library
Academic Indirect	Curriculum/Syllabus Analysis
Academic Indirect	Employer survey
Academic Indirect	Exhibitions
Academic Indirect	Exit Interviews
Academic Indirect	Faculty Credential Form
Academic Indirect	Field Education or Internship Reports
Academic Indirect	Focus Groups
Academic Indirect	Graduate acceptance rate
Academic Indirect	Honors/Awards
Academic Indirect	Indirect - External
Academic Indirect	Indirect - Internal
Academic Indirect	Meeting Minutes
Academic Indirect	Need for Cognition Scale (Cacioppo, Petty, and Kao (1984)) Assessment Results
Academic Indirect	Observation by Faculty
Academic Indirect	Other
Academic Indirect	Participation
Academic Indirect	Placement Data
Academic Indirect	Satisfaction
Academic Indirect	School Performance
Academic Indirect	Self-Reflection
Academic Indirect	Senior Exit Survey
Academic Indirect	Student Assessment of Learning Gains (SALG)
Academic Indirect	Student Course Evaluations
Academic Indirect	Student Exit Survey
Academic Indirect	Survey
Academic Indirect	Transfer acceptance rates
Academic Indirect	Varies

Administrative	2024 Academic, Human Resources, Technology, Facilities, and Fiscal Management Plans
Administrative	Access Records
Administrative	Activity volume
Administrative	Admission Records
Administrative	Advising Process Evaluation Questionnaire
Administrative	Advisory Committee Minutes
Administrative	Annual Report
Administrative	Assessment and Improvement Reports
Administrative	Assessment Reports in WEAVE
Administrative	Attendance Register and Feedback Questionnaire
Administrative	Attendance Registers
Administrative	Audit Report
Administrative	Benchmarking
Administrative	Board Minutes
Administrative	Branding and Marketing Productions
Administrative	Budget
Administrative	Budget Holders' Satisfaction Survey
Administrative	Climate/Environmental Assessment
Administrative	Collaboration Records
Administrative	COLLEAGUE Student Information System
Administrative	College Social Media and other Marketing Platforms
Administrative	Committee Minutes
Administrative	Completed tracking information for 2015 to 2021 graduates
Administrative	Conference Attendance or Participation
Administrative	Count
Administrative	Course Completion Rate
Administrative	Course or Program Redesigns
Administrative	Course Schedule
Administrative	Course Syllabi
Administrative	Curriculum Committee Minutes
Administrative	Database System
Administrative	Dean of Workforce Records
Administrative	Dean's Office – Course Outline Submission Records
Administrative	Deliverable
Administrative	Department Annual Plans
Administrative	Department Log
Administrative	Department Records
Administrative	Department Records/Institutional Records - HLSCC Intranet
Administrative	Department Records/Meraki Vision Portal/Meraki Mobile App
Administrative	Department Report
Administrative	Department Review Report
Administrative	Department Work Logs
Administrative	Design Rating Scale
Administrative	Direct
Administrative	Discussions

Administrative	Document Analysis
Administrative	Documents/Publications produced as per Department's records
Administrative	DonorPerfect Database/Department Records
Administrative	Effectiveness
Administrative	Efficiency
Administrative	E-Learning Platforms
Administrative	Employee Response Data
Administrative	Enrollment Records
Administrative	Enrolment Analysis
Administrative	Evaluations
Administrative	Exhibitions
Administrative	Existing Data
Administrative	External Report
Administrative	Facilities Report
Administrative	Faculty and Student Questionnaire
Administrative	Faculty Utilization of New Technologies
Administrative	Federal Financial Audit Report
Administrative	Federal Government Standards/Reports
Administrative	Financial Statement
Administrative	Fiscal and HR Records
Administrative	Fiscal Department/Department Records
Administrative	Fiscal Records
Administrative	Focus Groups
Administrative	Government Standards
Administrative	Health & Safety Committee Minutes
Administrative	Help Desk Tracking System
Administrative	Human Resources Department Records
Administrative	Implementation Results of Academic Year's Academic, Human Resources, Technology, Facilities, and Fiscal Management Plans
Administrative	Indirect
Administrative	Industry Standards Checklist
Administrative	Internal Communication/Media Data
Administrative	Leadership Seminars
Administrative	LMS (Moodle) Documentation
Administrative	Log Reports
Administrative	LRC Activity Logs
Administrative	Maintenance Work Log
Administrative	MaxPanda Reports
Administrative	Media Tracking Data
Administrative	Meeting Minutes
Administrative	Membership Roster
Administrative	Moodle Rating Instrument; Project Instructions; Common Final Exam
Administrative	Multiple-section course assessments
Administrative	Needs Analysis
Administrative	Observation Checklist
Administrative	Orientation Survey
Administrative	Other

Administrative	Participation Tracking System
Administrative	Patron Satisfaction Survey
Administrative	Performance Evaluation Instrument
Administrative	Policies and Procedures
Administrative	Professional Development
Administrative	Professional Standards
Administrative	Public Lectures/Activities held as per Department's records
Administrative	Rating Scale
Administrative	Recruitment
Administrative	Registry Reports
Administrative	Report of Student Ethical and Professional Behavior
Administrative	Reports from Planning and Institutional Research, BambooHR, Facilities Management Platform, and Financial Edge
Administrative	Review Reports
Administrative	Satisfaction
Administrative	Science Advisory Committee Minutes
Administrative	Self-Reporting via Questionnaire
Administrative	Service Quality
Administrative	Signage Standards Checklist
Administrative	Social Media Tracking Data
Administrative	SONIS
Administrative	SONIS - Student Placement and Course Grades
Administrative	Spreadsheet
Administrative	State Financial Audit Report
Administrative	Student Experience Evaluation Questionnaire
Administrative	Student Self-Efficacy and Self-Care Instrument
Administrative	Student Success Survey
Administrative	SUNY Reports
Administrative	Survey
Administrative	Survey Results
Administrative	Testing
Administrative	Training Records
Administrative	Training Sessions/Workshops
Administrative	Transcript
Administrative	WEAVE
Alumni	Alumni efforts
Budget	Actual vs Budgeted
Budget	Annual Budget Approval
Budget	Checklist
Budget	Financial Edge Reports
Budget	Financial Statement
Budget	System Enhancements
Budget	System Implementation
Budget	Use of Financial Edge

Direct	Co-Curricular
Enrollment	Enrollment Management Committee
Facilities	Needs Assessment
Facilities	Records of purchase and/or installation
Indirect	Co-Curricular
Indirect	Graduation Survey
Indirect	Staff Credential Form
Institutional Research	Graduation Survey
Institutional Research	IR Data
Library	Chat Reference Log Reports
Library	Collection Shelf Report
Library	Email Promotion
Library	New Print Titles Report
Library	Research Instruction Sessions Report
Library	Research Instruction Survey
Library	Student Survey
Recruiting/Admissions	Pre-matriculation Checklist
Recruiting/Admissions	Recruiting and Admissions Effort
Retention	ARGOS Data
Retention	Retention Rates
Student Affairs	University Internal Data
Student Affairs	Academic Roadmap
Student Affairs	Behavioral Checklist
Student Affairs	Colleges/Universities
Student Affairs	Committee Minutes
Student Affairs	Direct
Student Affairs	Email Newsletters
Student Affairs	Existing Data
Student Affairs	External Data
Student Affairs	Focus Group
Student Affairs	National Clearinghouse
Student Affairs	SMP Monthly Reports by Mentors
Student Affairs	Social Media Posts
Student Affairs	Student Transcripts
Student Affairs	Survey
Student Affairs	Task Completion
Student Affairs	Training Workshop/Webinar
Student Affairs	Unit Internal Data

Improvement Types

Type	Description
Academic	1 - Curricular
Academic	2 - Course Level
Academic	3 - Pedagogy
Academic	4 - Assessment Methodology
Academic	5 - Assessment Criteria
Academic	6 - Program
Academic	7 - Resource Request
Academic	8 - Development & Training
Academic	9 - Other
Academic	10 - Not Applicable
Academic	Academic support
Academic	Action plan created
Academic	Curriculum audit
Academic	General Education - Oral Communication
Academic	Implemented marketing plan
Academic	Implemented new instructional techniques
Academic	No Improvements Deemed Necessary
Academic	Other
Academic	Professional Development
Academic	Revised BRCC policy or procedure to align with VCCS, SCHEV, SACSCOC requirement
Academic	Strategies for Subsequent Assessments Determined
Academic	Student Learning
Academic	To assess in the next semester
Academic Process Modifications	Action Plan implemented; will assess next cycle
Academic Process Modifications	Action Plan implemented; will assess next semester
Academic Process Modifications	Assessment Revision Needed
Academic Process Modifications	Attendance
Academic Process Modifications	Certification
Academic Process Modifications	Expand materials and resources for students on writing citations and using the APA format.
Academic Process Modifications	General Education
Academic Process Modifications	Improved Performance
Academic Process Modifications	Improved Scores
Academic Process Modifications	Incorporate more resources for students
Academic Process Modifications	More practical/hands-on instruction
Academic Process Modifications	New Course Development Process
Academic Process Modifications	Professional Development
Academic Process Modifications	Recruitment Goals
Academic Process Modifications	Revise syllabus and evaluate results of mid-term exam
Academic Process Modifications	Revision to allotment of instructional time
Academic Process Modifications	Student Learning Acceptable
Academic Process Modifications	Target not met but acceptable

Academic Program Improvement	Admissions, Predictive Modeling
Academic Program Improvement	Admissions, Recruitment
Academic Program Improvement	Admissions, Strategy
Academic Program Improvement	Community/Public Service
Academic Program Improvement	Facilities - Space Utilization
Academic Program Improvement	Improved Course Assignments
Academic Program Improvement	Improved Student Learning Assessments
Academic Program Improvement	Improved Student Test Scores/Performance
Academic Program Improvement	Increased Service Satisfaction
Academic Program Improvement	Service Time Reduced
Action Plan Implemented	Audit with no findings
Administrative	1 - Admin Office or Dept Scope & Activities
Administrative	1 - Office or Department
Administrative	2 - Materials
Administrative	2 - Materials for Customers
Administrative	3 - Information Sharing
Administrative	4 - Assessment Methodology
Administrative	5 - Assessment Criteria
Administrative	6 - Process Quality
Administrative	7 - Resource Request
Administrative	8 - Development & Training
Administrative	9 - Other
Administrative	10 - Not Applicable
Administrative	Office or Department
Administrative	Ongoing process
Administrative	Other
Administrative	Quality Improvement
Administrative	To assess in the next academic year
Administrative	Training Improvement Metric to be Developed by PIR
Assessment	Additional student practice resources
Assessment	Other
Assessment	Restructure objective statement
Assessment	Restructure outcome statement
Assessment	Training Improvement Metric to be Developed by PIR
Assessment	UPRCA Prueba
Assessment Process Modifications	Added new measure
Assessment Process Modifications	Assessment Method Revised
Assessment Process Modifications	Collaboratively modified student learning outcomes to reflect more meaningful and useful assessment
Assessment Process Modifications	Created new Outcomes
Assessment Process Modifications	Developing baseline data
Assessment Process Modifications	New Resource Manual
Audit	Academic student learning acceptable, process is working well or exceeding expectations
Audit	Implemented changes yielding improvement in student learning
Audit	Improvement in average scores
Audit	Sample size too small to draw meaningful conclusions

Audit	Student learning acceptable, process is working well
Budget	Added course to curriculum
Budget	Budget
Budget	Curricular change to a degree program (added a course or other requirement, changed sequence or courses).
Budget Change	Modified way service is offered, modified frequency of service, modified some other aspect of service.
Change Assessment Methodology	Requested additional fiscal resources
Change Assessment Methodology	Revise Rubric
Change Criteria for Success	Provided professional development or training
Consultant	Student Retention
Course Revision	Changed administrative process to improve effectiveness or efficiency
Course Revision	Changed entrance requirements, learning environment, reporting forms, tabulation process, etc.
Course Revision	Changed entrance requirements, hired new faculty, changed environment, changed reporting forms, changed tabulation process,
Create/Modify Instructions	Improved Services Provided.
Create/Modify Instructions	Improved Services Provided.
Curricular Change	Add new outcome
Curricular Change	Increased or modified criteria for success.
Curricular Change	Revised course title/description/outcomes to align with VCCS
Curricular Modifications	Begin introducing concepts earlier in program.
Curricular Modifications	Combined similar courses
Curricular Modifications	Curriculum Revisions
Curricular Modifications	Draft Approvals for New Curriculum
Curricular Modifications	Improved assignment instructions to better communicate expectations
Curricular Modifications	New course added
Curricular Modifications	Pacing of assignments
Curricular Modifications	Revised Program Requirements/Pre-Requisites
Data Collection, Coding, or Analysis	Audit with no findings
Data Collection, Coding, or Analysis	Change methods of data collection
Data Collection, Coding, or Analysis	Change tool for data collection
Data Collection, Coding, or Analysis	Collect and analyze additional data and information
Delivery of product/document	LCME
Delivery of product/document	SACS
Development or Training	Developed and implemented new policy
Development or Training	Provide additional training
Financial	Revised existing course or courses, added assignment, modified assignment, modified content of course, changed textbook, etc.
LES Center	Facilities - Space Utilization
LES Center	Program Participation
LES Center	Programming
Library Collection Development	Childrens' Collection
Library Collection Development	Electronic Resources
Library Collection Development	Faculty Satisfaction
Library Collection Development	New Resource Implementation

Library Collection Development	New Titles Added
Library Collection Development	Other Materials
Library Collection Development	PASCAL Shared Collections
Library Collection Development	Print Collections
Library Collection Development	Student Satisfaction with Print Collections
Library Reference	Chat Reference Transactions
Library Reference	Library Research Help Transactions (in-person)
Library Reference	Library Research Help Transactions (online)
Library Research Instruction	Access to Research Instruction
Library Research Instruction	Library instruction delivery preferences (Faculty)
Library Research Instruction	Library instruction delivery preferences (Students)
Library Research Instruction	Satisfaction with Research Instruction
Monitoring	Low Enrollments - Program Review Needed
New Policy	Changed workshop, training session in response to learning outcome assessment.
No Improvements	Action Steps Planned
No Improvements	Project has been reviewed and no changes made
Non-Financial	Developed and implemented new assessment method or modified current assessment method.
Non-Academic	Access to Services
Non-Academic	No improvement deemed necessary as processes are working correctly.
Non-Academic	Ongoing process monitoring
Non-Academic Unit Improvement	Implemented Master Plan
Non-Academic Unit Improvement	Increased Service Satisfaction
Non-Academic Unit Improvement	More seats in lobby for commuter students (and others)
Non-Academic Unit Improvement	Purchased new lab equipment
Non-Academic Unit Improvement	Service Time Reduced
Non-Academic Unit Improvement	Spending Plan
Non-Academic Unit Improvement	Strategic Plan Funding
Other	Developed and implemented new process
Other	Implemented marketing plan
Other	Make personnel related changes
Other	Make technology related improvements
Other	Other implemented or planned changes
Other	Process Improvement
Other	Process Improvement
Other	Revamp services or modify processes
Other	Safety
Planning	Met
Planning	Not Met
Planning	Not Reported This Period
Planning	Partially Met and Not On Target
Planning	Partially Met and On Target
Process Revision	New Advisory Committee Input
Process Revision	New Advisory Committee Members
Process Revision	Other

Retention	Action Steps Outlined - Will implement and then Report on Findings Next Cycle
Retention	Master Plan
Retention	Strategic Planning
Revised Services	Add new services or programs
Revised Services	Delete services or programs
Revised Services	Engaged a consultant to further study and recommend changes, engaged contract labor to do job, etc.
Sample Other	Endowed Faculty Position Secured
Sample Other	Increased Fund-Raising
Strategic Planning	Improved methods for data integrity and use
Student Services	Increased Participation
Student Services	Job Preparation Skills Development
Student Services	No improvements deemed necessary as process is working well or exceeding expectations
Student Services	No Improvements Noted