

# READ ME FIRST

## 2023-24 ACADEMIC CONTINUOUS IMPROVEMENT REPORTS 2024-25 ACADEMIC CONTINUOUS IMPROVEMENT PLANS

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### IMPORTANT INFORMATION

1. **How do I start working on my program's 2023-24 Continuous Improvement Report and 2024-25 Continuous Improvement Plan?**

The very first step is to **read this document** carefully and completely. Secondly, open and **review the documents** attached to the email and referenced in the *Resources* section below.

Your third step is to **locate your 2023-24 Continuous Improvement Plan** in OARS. This document is to be completed and submitted as your 2023-24 Continuous Improvement Report. As a fourth step, proceed to creating a 2024-25 template in OARS and populate the appropriate sections to create your 2024-25 Continuous Improvement Plan.

Please, see the *Continuous Improvement Completion Guidelines (2023-24 Report and 2024-25 Plan)* (attached to the email and discussed in the *Resources* section below) to determine which sections need to be completed for the 2024-25 Plan.

2. **When are 2023-24 Continuous Improvement Reports and 2024-25 Continuous Improvement Plans due?**

The **institutional due date** for 2023-24 Continuous Improvement Reports and 2024-25 Continuous Improvement Plans is **September 15**. However, each college may set their own submission date, provided it is prior to the institutional due date. **Some colleges have moved to a May 15 due date**, allowing for components of the 2023-24 Continuous Improvement Report to be included in the annual departmental report. **Please, check with your individual college to assure that you observe their reporting date.**

Each of the over 115 Continuous Improvement Reports and Plans submitted institution-wide are reviewed by one of three Assessment Committees. Collectively, these Committees are comprised of 52 Winthrop faculty and staff members, who have spent the spring 2024 semester training to perform this important review process for the institution. These individuals, your colleagues, have set aside time in September and October 2024 to review Continuous Improvement Reports and Plans, with many already planning their fall work schedule to allow time to review these documents. I ask that you respect their time, and submit your Report and Plan by the deadline date. Your submission is the first step of the institutional assessment process.

3. **How do I get help, if needed, in completing my program's 2023-24 Continuous Improvement Report and 2024-25 Continuous Improvement Plan?**

I am available to address any questions you may have in completing your 2023-24 Continuous Improvement Report and 2024-25 Continuous Improvement Plan. Email, phone, or meetings (face-to-face or virtual) can be arranged, as appropriate. Ideally, meeting with all the faculty within an academic program is advantageous, as it allows the entire program to participate in the assessment process. A college may also be interested in scheduling a meeting for all department chairs and program coordinators/directors. I am willing to meet your individual, program, or college needs, as you deem appropriate.

***My contact information:***

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4. **What happens after my program's work is submitted?**

Your program's work – 2023-24 Continuous Improvement Report, supporting documents, and 2024-25 Continuous Improvement Plan – are submitted in OARS. A two-member team from the Academic Assessment Committee will review your work using the *Continuous Improvement Rubric* (attached to the email and discussed in the *Resources* section below). The rubric allows your reviewers to rate and provide constructive feedback on each section of your 2023-24 Report and 2024-25 Plan. The completed rubric will be returned to you for your use in continuous improvement efforts.

## RESOURCES

Several documents were attached to the Continuous Improvement email to assist you in completing your 2023-24 Continuous Improvement Report and 2024-25 Continuous Improvement Plan. Below is a brief explanation of each document.

1. **Continuous Improvement Completion Guidelines (2023-24 Report and 2024-25 Plan)** – This document addresses each section of the Continuous Improvement Report/Plan Template. An explanation/description, as well as an example, is included in each section of the Guidelines.
2. **Continuous Improvement Rubric** – This rubric is used by the Academic Assessment Committee members in reviewing the 2023-24 Continuous Improvement Reports. Completed rubrics are returned to the Department Chair's Office of each college for appropriate distribution to academic programs. The rubric, in its seventh year of usage, has been revised based on Assessment committee members' feedback from the rubric's pilot year.
3. **Annotated Continuous Improvement Report 2018-19 (Example)** – This Example Report provides information for one student learning outcome, walking the reader through all required reporting sections of an outcome. Please, note that an actual Continuous Improvement Report/Plan will include more than one student learning outcome. The example is annotated, indicating the strengths of the Report to the reader.

4. **Annotated Continuous Improvement Plan 2019-20 (Example)** – This Example Plan is linked to the Example Report, allowing the reader to comprehend how a Plan naturally evolves from a Report. The example is annotated, indicating the strengths of the Plan to the reader.
5. **Curriculum Map Template** – The Curriculum Map Template is to be used by an academic program to identify the intersection between an academic program’s student learning outcomes and its curriculum.
6. **Curriculum Map Example** – This Example Curriculum Map provides the reader with a model for identifying where each student learning outcome is introduced, emphasized, and reinforced within the curriculum. This is a simplistic, yet acceptable, Curriculum Map.
7. **Curriculum Map Examples with Assessments** – This Example Curriculum Map with Assessments is an advanced stage map. Not only does it align the student learning outcomes with the curriculum, noting where each outcome is introduced, emphasized, and reinforced, but it indicates the tools and courses used to assess student learning.
8. **Bloom’s Taxonomy Action Verbs** – Student learning outcomes should contain action verbs that clearly describe specific, observable learning. Bloom’s taxonomy provides a cognitive framework, arranging learning from lower level cognition (remembering) to higher cognitive functionality (creating). The listing of action verbs assists in identifying the level of cognition the program desires for each student learning outcome.
9. **Glossary of Assessment Terms** – The Glossary defines a number of assessment terms, enhancing the use of a “common” assessment language.

## REMINDERS

1. Each academic program will submit a 2023-24 Continuous Improvement Report **and** a 2024-25 Continuous Improvement Plan. As noted in the *Annotated Continuous Improvement Report and Plan Examples* (attached to the email and discussed in the *Resources* section above), the 2024-25 Plan is linked to the 2023-24 Report.
2. The academic program’s 2023-24 Continuous Improvement Report reflects activities conducted during the 2023-24 academic year, while the 2024-25 Continuous Improvement Plan suggests actions to be taken in the 2024-25 academic year.
3. The academic program’s 2023-24 Continuous Improvement Report, with supporting documents, and the 2024-25 Continuous Improvement Plan can certainly be submitted **prior** to the deadline date.
4. The department chair or the program coordinator/director is responsible for managing and submitting the 2023-24 Continuous Improvement Report and 2024-25 Continuous Improvement Plan. This individual is not, however, solely responsible for the review and analysis of data, discussion of its meaning, gathering of supporting documents, and plans for improvement. This is a group process, including the **entire program’s faculty**.