READ ME FIRST

Continuous Improvement Reports 2024-25

Continuous Improvement Plans 2025-26

Review Process Guidelines

IMPORTANT INFORMATION

1. **How does my team start reviewing our assigned 2024-25 Continuous Improvement Reports and 2025-26 Continuous Improvement Plans?**

   The very first step is to ***read this document*** carefully and completely. Secondly, ***review the documents*** provided at the Rubric Norming Session and referenced in the *Resources* section below.

   Your third step is to ***locate your assigned 2024-25 Continuous Improvement Reports and 2025-26 Continuous Improvement Plans.*** You will also need to locate the 2023-24 Continuous Improvement Report for your assigned units. This older document will be needed as you work through the review process.

   - ***Administrative Units*** – All Reports and Plans (current and previous year) are located in Blackboard (handout provided at training and discussed in the *Resources* section below).
   - ***Student Support Units*** – All Reports and Plans (current and previous year) are located in Blackboard (handout provided at training and discussed in the *Resources* section below).

2. **How does my team actually review our assigned 2024-25 Continuous Improvement Reports and 2025-26 Continuous Improvement Plans?**

   You and your team member can decide if you would like to review Reports and Plans (1) together, thus allowing for immediate discussion of each rating or (2) separately, thus requiring the team to review and discuss each member's ratings at a later point in time.

   When reviewing reports and plans, the following steps should be followed:

   - Go back to the 2023-24 Report and assure that all the 2023-24 outcomes have been included in the 2024-25 Report. If this is not the case, look for a note from the author below the report (prior to the "Supporting Documentation") in Blackboard (for administrative and student support units) or in the "Assessment Plan Comments" in OARS (for academic units). If no explanation has been provided by the author, note this discrepancy in the comment section of the rubric. Outcomes cannot just be dropped from year to year without an explanation. This is the same process followed when reviewing 2025-26 Plans; outcomes

from 2024-25 Reports should be carried forward to the 2025-26 Plans. If not, an explanation should be provided by the author.

- Go back to the 2023-24 Report and assure that the "Continuous Improvement Action Plan" for each outcome has been transferred to the "Activities" section of the 2024-25 Report. If this is not the case, then an explanation should be provided in the "Activities" section. If the author provides no explanation, note this discrepancy in the comment section of the rubric. It is possible that all activities could not be carried out, however, that needs to be addressed by the author. This is the same process followed when reviewing 2025-26 Plans; "Continuous Improvement Action Plans" from 2024-25 Reports should be represented in the "Activities" section of the 2025-26 Plans. If not, an explanation should be provided by the author.
- For administrative and student support units, 2023-24 Rubrics can be found in the unit's "Rubrics" folder within Blackboard.

  Please, take into consideration the ratings and comments provided in the 2023-24 Rubric. Our rubric norming session should allow us to consistently assess Reports and Plans across all Assessment Committee members. ***For items that generally do not change from year to year (e.g., mission statement, outcomes), the same rating should be provided as in 2023-24. If these items have been changed, hopefully based on reviewer's comments, for the better, then the rating may need to be changed.*** If comments were provided in the 2023-24 Rubric and no changes have been made, you should note that in the comment section of the 2024-25 Rubric.
- Complete a separate rubric for each unit's 2024-25 Report and 2025-26 Plan. ***The Plan Rubric*** looks very different from the Report Rubric. Be sure to use this rubric for assessing the 2025-26 Plan.
- Provide comments to support your ratings. Positive comments, noting good work and accomplishments, will assure the unit of the quality of its assessment efforts. Constructive comments help the unit to understand how to strengthen its assessment efforts.

3. **When are my team's completed rubrics for the 2024-25 Continuous Improvement Reports and 2025-26 Continuous Improvement Plans due?**

   The deadline for submitting completed rubrics for the 2024-25 Continuous Improvement Reports and 2025-26 Continuous Improvement Plans is **October 31 for Administrative and Student Support Assessment Committee reviewers**. You are more than welcome to submit completed rubrics **prior to these deadline dates**. Please, send the completed 2024-25 Report Rubrics and 2025-26 Plan Rubrics to gwebuk@winthrop.edu. As I receive and review completed rubrics, I send them on to the appropriate units.

4. **How does my team get help, if needed, in completing our assigned 2024-25 Continuous Improvement Reports and 2025-26 Continuous Improvement Plans?**

   I am available to answer any questions you may have (big or small) in completing your review of 2024-25 Reports and 2025-26 Plans via phone, email, virtual meeting, or face-to-face meeting.

   My contact information:

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RESOURCES

Several documents have been provided to assist you in completing your review of 2024-25 Continuous Improvement Reports and 2025-26 Continuous Improvement Plans. Below is a brief explanation of each document.

1. **Team Assignments** – This document outlines team memberships, units to review, and 3rd reader responsibilities. A 3rd reader will serve to assist another team in the event that the original team cannot come to a rubric rating consensus.
2. **Continuous Improvement Report Rubric** – This rubric is used to review the 2024-25 Continuous Improvement Report for each unit.
3. **Continuous Improvement Plan Rubric** – This rubric is used to review the 2025-26 Continuous Improvement Plan for each unit.
4. **Blackboard Instructions (Administrative and Student Support units)** – This document provides step-by-step instructions for accessing your work in Blackboard.
5. **Continuous Improvement Completion Guidelines (2024-25 Report and 2025-26 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. This document was shared with each unit responsible for submitting a Continuous Improvement Report and Plan. As reviewers, you may also find this document helpful.
6. **Annotated Continuous Improvement Report 2018-19 (Example)** – This Example Report provides information for one 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 outcome. The example is annotated, indicating to the reader the strengths of the Report. This is what "good" looks like.
7. **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 to the reader the strengths of the Plan. This is what "good" looks like.