**ASAP Worksheet** (You might use this worksheet as part of your planning process for each outcome—ultimately, you must have at least two outcomes. The next page explains how to enter the info into Weave.)

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| **Department Mission** (your unit’s overall purpose, in broad terms) |  |
| **Goal For Assessment** (this will be the same for everyone for this particular process) | To promote student success |
| **Outcome** (What is one measurable outcome you aim to achieve to promote student success? See page 2 of Handbook for assistance) **Note**: **You must have at least 2 outcomes**. |  |
| **Supported initiatives** (this shows that your outcome aligns with the strategic plan; there’s a drop-down menu aligned with *Climbing to Greater Heights* in Weave). |  |
| **Action Plan** (broadly describe what your unit does/will do to achieve your outcome) |  |
| **+Add Action Item** (add the specific steps and people responsible for taking action to achieve the outcome) |  |
| **Budget Source** (optional). |  |
| **Assessment of this Outcome** (how, where, when will it be assessed? Who is responsible for gathering the data?) |  |
| **Target** (what is the numerical threshold that indicates success? Or that the outcome has been achieved?) |  |
| **Findings and Analysis** (complete this at the end of the academic year; you’ll report on results with data and how effective you were at achieving the outcome | *Blank until the end of the academic year.* |
| **Plan for Improvement** (complete this box at the end of the year and explain what, if any, next steps to complete. For example, explain if the outcome was achieved, will you continue with it or retire it? If it was not achieved, will you change your action plan or take other actions?) | *Blank until the end of the academic year.* |

* **Departmental Mission** (Click on the ˅ down arrow to expand the departmental mission box. Click on *description* to enter your department’s overall mission)
* **1 Goal for Assessment:** This one is auto-populated--*To promote student success.* (No description needed in the description box)
* **1.1 Outcome:** (Click on the + on the right to open the **Outcome** area. Choose Program level. Fill this in with your unit’s/department’s expected outcome to promote student success). Remember you need to have at least two outcomes.
	+ Description (This is optional. You can use this space to add additional detail that will help your team work toward this outcome.)
* **Supported Initiatives:** (Click on the + and then choose Strategic Initiatives in the dropdown box. Strategic Initiatives will then show on the left with a dropdown box to the right. Choose Climbing to Greater Heights: WKU Strategic Plan. Add a check next to one or more of the outcomes from the Strategic Plan that you plan to address with your outcome. There are 2 pages of Strategic Plan outcomes, and you can access page 2 at the bottom of the list by clicking on the 2 or the >. When you are finished, click on the Close button at the bottom of the list. You can remove one or more of these by clicking on the dots on the right and choosing Remove.)
* **Action Plan** (Click on the ˅ down arrow to expand the action plan for this Outcome.)
	+ Description (This is optional. Here you can describe your overall plan to reach Outcome 1.1.)
	+ Budget Source (This is optional and is for your use only. This section will not be used by the Provost’s Office)
	+ **+ Add Action Item** (Here you can add one or more action items that will be the steps to reach Outcome 1.1. You can include team members’ names here, perhaps at the start of the Action Item in (). The Created date is auto-populated. You set the Due dates and you can set the Status to Planned, In Progress, or Complete. This is one way to keep your plan updated throughout the year. The 3 vertical dots on the right let you Remove the action item if you decide that was one you don’t want to keep.)
* **Assessment of this Outcome:** (where will it be assessed? When will it be assessed? Who is responsible? Use the + on the right to add one or more measures and targets.)
	+ Description: (This is a place for you to describe what you plan to measure and with what instrument. It may be collected data or a survey or exit interviews, for example. It is whatever you decide and how you decide to measure for student success based on Outcome 1.1.)
	+ **Target** (Set the threshold for success here.)
	+ **Findings and Analysis** (At the end of the academic year, this is where you will include your results and describe how successful this action plan was in reaching Outcome 1.1.)
	+ **Plan for Improvement**: (Also at the end of the academic year, this is where you will discuss what you plan to do with your findings and how you plan to improve your support of student success if the target has not yet been reached. Then you will carry this outcome to the next year’s plan. If this outcome has been completed, then say that and describe any future plans related to this outcome or write that it has ended and don’t carry it to the next year.)