

## MEMORANDUM

TO: Vice Presidents, Deans, Directors, Program and Department Chairs  
FROM: Debra Jackson, Associate Provost and Assistant to the President  
El Nault, Director, Office for Institutional Assessment  
RE: Assessment Records 2006-2007  
DATE: November 8, 2007

The Office for Institutional Assessment has recently launched the use of WEAVEonline<sup>®</sup> for all departments to place their assessment plans and reports. This institutional effort allows Clemson to use these documents in productive ways such as program review, program accreditation, assessment of general education, alignment with strategic planning elements, or examining student learning outcomes related to ethics across the institution.

We recognize that moving from paper to electronic documents requires time. Therefore, to integrate the current assessment cycle into the academic year and ensure that we have complete documents for 2006-07 academic year, we have adjusted the deadline. All reports should be entered into WEAVEonline<sup>®</sup> by December 31, 2007.

An audit of reports and an inventory of documents will be provided to the President and Administrative Council for review. Concurrently, Assessment staff will be examining the information submitted in the assessment plans and reports. Comments will be provided on each assessment document with the expectations that appropriate adjustments will be made to comply with the suggestions. If adjustments cannot be made, the department needs to notify staff of such a situation and develop a plan to bring the assessment record into compliance.

The Education Policy Committee of the Board of Trustees will be provided an audit of all Assessment Records in February. This will be part of the demonstration of the WEAVEonline<sup>®</sup> system and the types of reports that can be obtained. It is with this end in mind that all efforts must be made to ensure that the information in the reports is accurate and reflects good practices of assessment.

Departmental training has been ongoing this fall and we hope that you have participated. To assist you with compliance to this request, several opportunities are available. First, staff is available to assist you in both the navigation of WEAVEonline<sup>®</sup> (Julie Allison – 656-6840) or the development of an assessment record (Frank Gentry – 656-1078). A website has been established to help you with questions that you may have, including how to use WEAVEonline<sup>®</sup>. You may access the site at <http://www.clemson.edu/assessment/weave/index.html>.

If you have any questions, please do not hesitate to contact El Nault, 656-5274.