Guidelines for Closing the Loop for IE Plans in WEAVE

1. Analyze the assessment results. Dialogue about:
   a) What do the results indicate about how MCC’s students/staff and community are being served?
   b) What do the results indicate about the needs of MCC’s students/staff and community?
   c) What are the possible reasons for getting these results? (Best/worst practices)
   d) Is there anything else we need to know to inform next steps?

2. Develop an action plan based on the analysis of the results. Suggestions include:
   a) Get more data and further analyze results
   b) Decide how to facilitate better service to MCC’s students/staff and community
      (through student, faculty or staff workshops on best practices/pedagogical approaches)
   c) Identify what created a success and decide how to share that approach
   d) Change either the outcome or the assessment (LAST RESORT!)

3. Implement the action plan. A description of implementation should include:
   a) What are the components of the plan?
   b) Who will be responsible for carrying out the plan?
   c) What is the timeline for implementing the plan?
   d) When will the next assessment take place?

Important Notes:
A. Each IE Plan is required to have a minimum of 3 goals and 3 objectives.
B. Each IE Plan is required to contain uploaded empirical evidence for each of the objectives
C. Each artifact of evidence should be named using the following naming convention:
   I. For evidence on Objective 1: Name your document/spreadsheet as: O1_Title of document_AY2018-19
   II. For evidence on Objective 2: Name your document/spreadsheet as: O2_Title of document_AY2018-19
   III. For evidence on Objective 3: Name your document/spreadsheet as: O3_Title of document_AY2018-19
D. You must show how you intend to use your results to improve your operations regardless of whether you have met your target(s) or not.
E. Each Planning Unit Manager (PUM) should close the loop by August 31st of each year.