

## **Annual Report Guidelines for completing AR for FY 17 (2016-17)**

**Login** at <https://deltastate.compliance-assist.com/> Use your DSU login name (usually first initial and last name, or the name part of your email address). Use the generic password “password1” (unless you have changed your password)


**Upper left corner**, Choose “Planning” then “My Dashboard” then “Unit Assessment Plans”  
**Left hand menu box**, select your unit (Note: YOU WILL SEE AND HAVE ACCESS TO THOSE UNITS WITHIN A SIMPLIFIED ORGANIZATIONAL TREE – THOSE UNITS TO WHICH YOU ANSWER AND FOR WHICH YOU ARE RESPONSIBLE. (Senior administrators with multiple direct reports, if you prefer to create summary reports, see page 8 below for instructions on how to create SWOT analyses or executive summaries, rather than the individual sections described in pages 1 – 7).

**Right hand side**, click on “Edit Filter” and verify that the Fiscal Year (FY) selected is 2017, then click OK. As you work in different pages within this system, you may find that you may need to select the FY again for individual items, since all pages are automatically defaulted to the current year. For anyone entering info after July 1, the default year will read 2018. You want to be entering info **for year 2017**.

**Some of your items will be rolled over from last year and available for you in year 2017:** you will go into each of these to edit with the new information you want to insert for this year. The mission will likely not need any editing UNLESS it has been revised for your unit. **The items rolled over are the mission, the learning outcomes, general education outcomes, and the program review. If you have general education outcomes, please ensure that you are using the current list of 5, not the previous list of 10.**

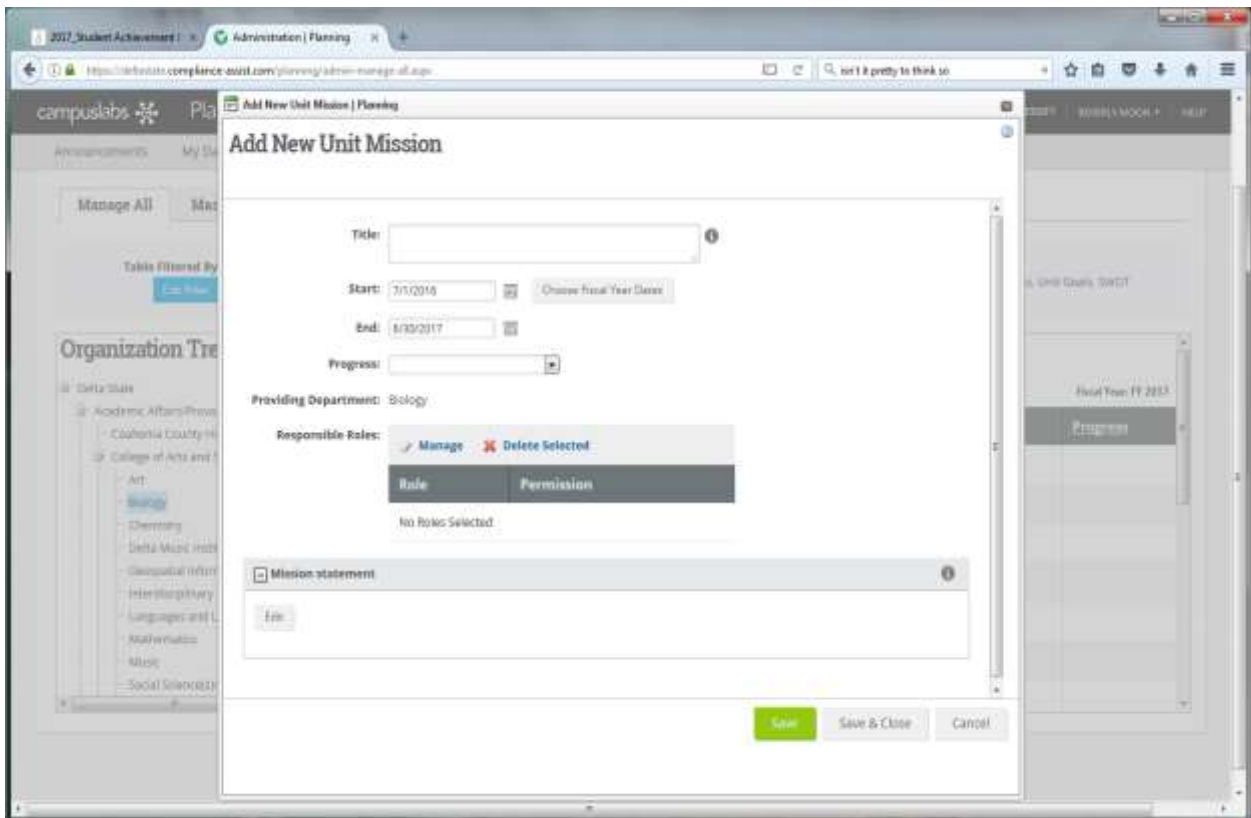
**At approximately the middle of page**, click on “New Item” and you will see a list of all items you might need to add and/or create for your report (examples: learning outcomes, gen ed learning outcomes, unit goals, program review).

### NOTES:

- For some items you create, an information icon may give you reminders of what is needed for that item (  ).
- A question mark in the upper right corner of a screen will take you to a system guide. You may not ever need this, but it provides additional info on the Compliance Assist system.
- In the items you create, there is a default field to indicate “progress.” You will use this **ONLY** to indicate “progress” in the Unit Goals section (not with mission, outcomes, etc.)
- In the various items and on many internal pages, you will have “Save” and “Save and Close” functions. If you select “Save,” you will remain on the current page; if you select “Save and Close,” you will return to previous function.)
- You may also need to select “Add” or “OK” or “Select” to move from step to step in an item, but you always want to choose Save (or Save and Close) **before** you leave a page in order to ensure that your entered information is captured.
- Senior administrators with direct reports under your supervision: you may choose to complete the unit goals section or use the SWOT analysis or Executive Summary items. (See pages 7-8 of this document).

- I. **MISSION: (All units will have a mission statement) New units will need to enter one by selecting “new item” and selecting “unit mission.” Any mission statement that was already created in the system has had the end date extended to 2019. Anyone who wants to edit/change mission statements should contact me directly (bmoon@deltastate.edu), so that the fiscal years for the relevant mission statement will be appropriately designated and so we will not lose the connection of previous mission statements to the appropriate reports.**

1. Follow these instructions ONLY if you do not already have a mission statement in Compliance Assist. If you have a suitable mission statement, skip to page 3, item II.Outcomes.
2. Go to New item and select “Unit Mission.”



3. Create title using the acronym or abbreviation of your unit’s title followed by the phrase “Mission Statement” (ex. “IRP Mission Statement”). Acronyms or abbreviations for your units are in Appendix A to this document.
4. Verify that the FY date is FY2017 (if not, choose FY2017 in the drop down box).
5. Click on Edit in the text box to enter the Mission statement. When finished select “update.” (As with all content, you can type in a statement here or cut and paste from a Word document)
6. **Save** On any item that you create or edit, don’t forget to save. You may also see an option for “Add” or “OK” or “Select” to move from step to step in an item, but you want to choose **Save** (or **Save and Close**) **before** you leave a page.

## II. OUTCOMES (includes A. Major Learning Outcomes; B. Gen Ed outcomes, C. User outcomes)

### A. Learning outcomes (Primarily academic and academic support units).

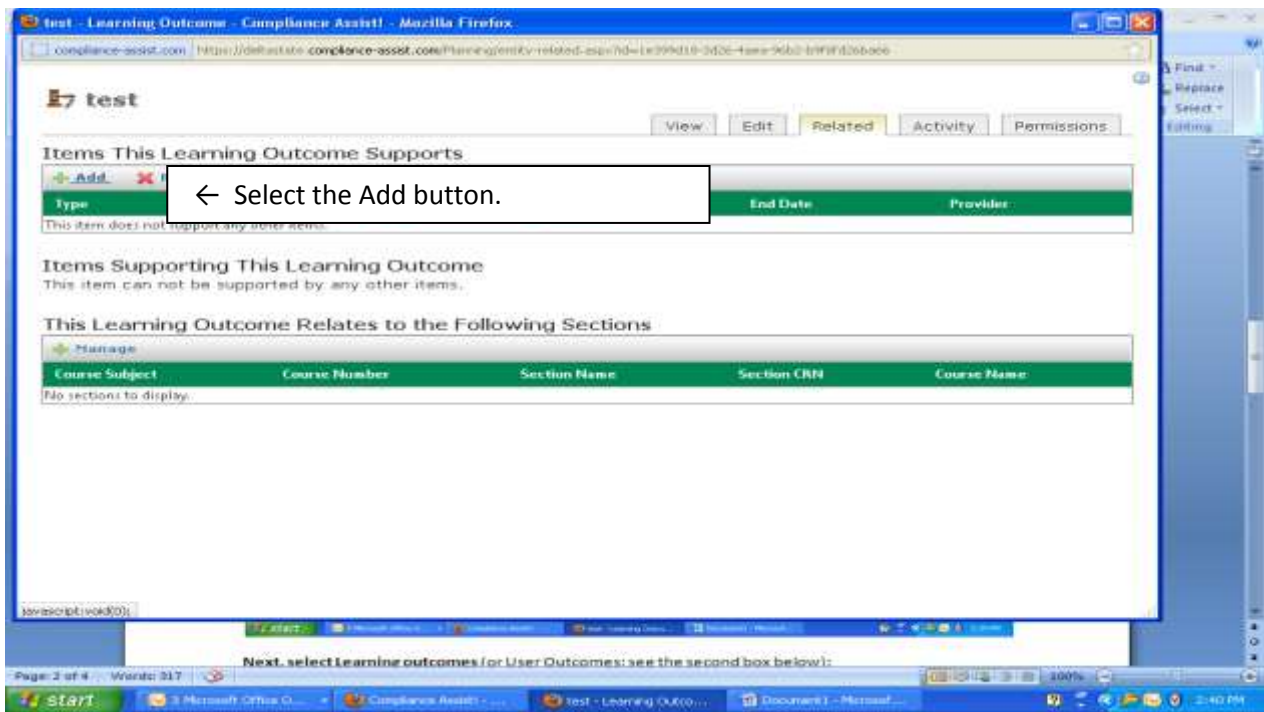
1. Follow all these instructions, starting with number 3, IF you are adding new outcomes.
2. **If you are editing those already created**, you will select the outcome and then select the Edit tab to make changes to any field. Skip now to step 6.
3. In “New Item,” select Learning Outcome.

The screenshot shows a web browser window with the URL <https://elists.compliance-assist.com/learning/outcome-manage-all.aspx>. The main content area is titled "Add New Learning Outcome". The form contains the following fields and controls:

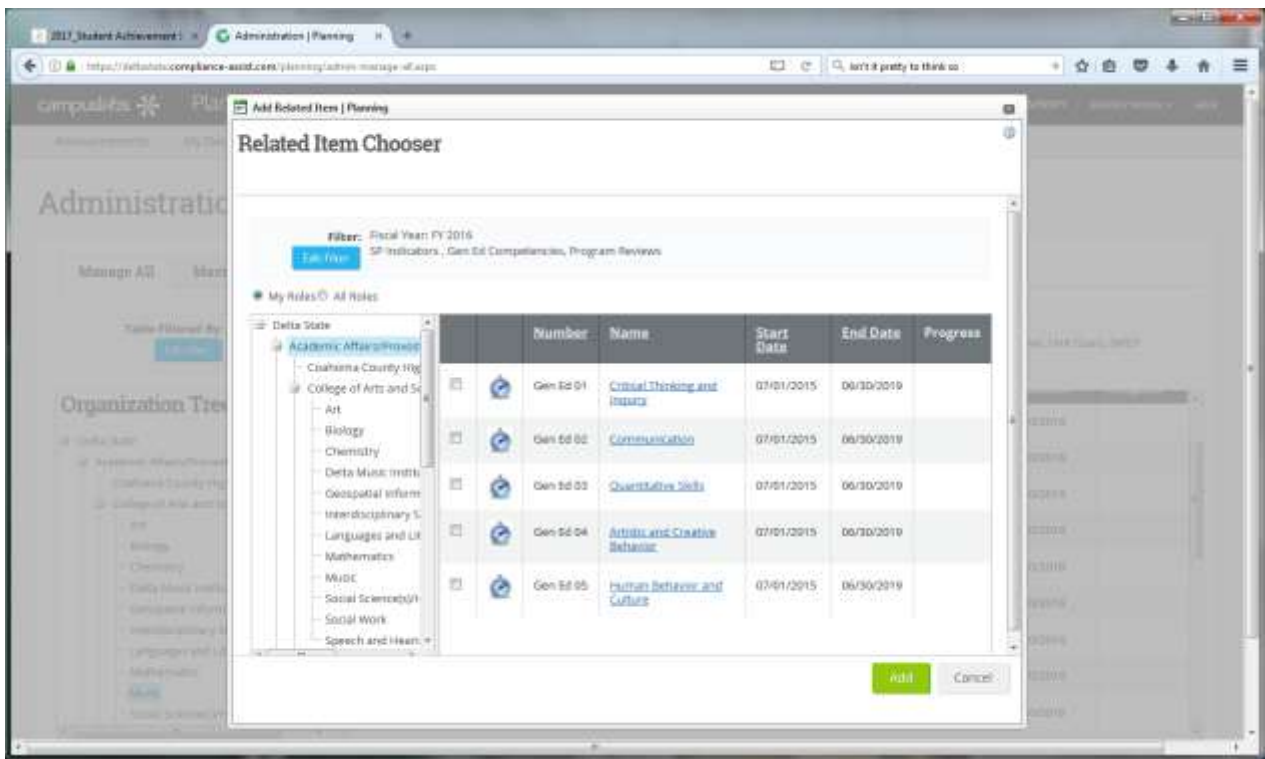
- Number:** A text input field.
- Title:** A text input field.
- Start:** A date picker set to 1/1/2018, with a "Choose Fiscal Year Dates" button.
- End:** A date picker set to 6/30/2017.
- Progress:** A dropdown menu.
- Providing Department:** A dropdown menu set to "Biology".
- Responsible Role:** A section with a "Manage" button and a "Delete Selected" button. Below it is a table with columns "Role" and "Permission", and the text "No Roles Selected".
- Learning Outcome:** A list box with a toolbar for editing.

At the bottom right of the form, there are three buttons: "Save" (highlighted with a yellow box), "Save & Close", and "Cancel".

4. Create number using the degree program codes (See Appendix B. Examples: BS-SHS 01; BA-CSTA 01.)
5. Create title **using LO** and a keyword or subject line (ex. **LO Mastery of Concepts**).
6. Check FY date to verify for FY2017
7. Use the four text boxes at bottom to record/edit your information.
8. Update, then Save.
9. After you Save, you will see a new set of tabs available to you. **To align Gen Ed competencies to your major learning outcomes, as applicable**, click on the “Related” tab and follow the next couple of steps. See the box below. (For example, you will want to align any “writing in the discipline” outcomes to the general education outcome #2, “Communication”)



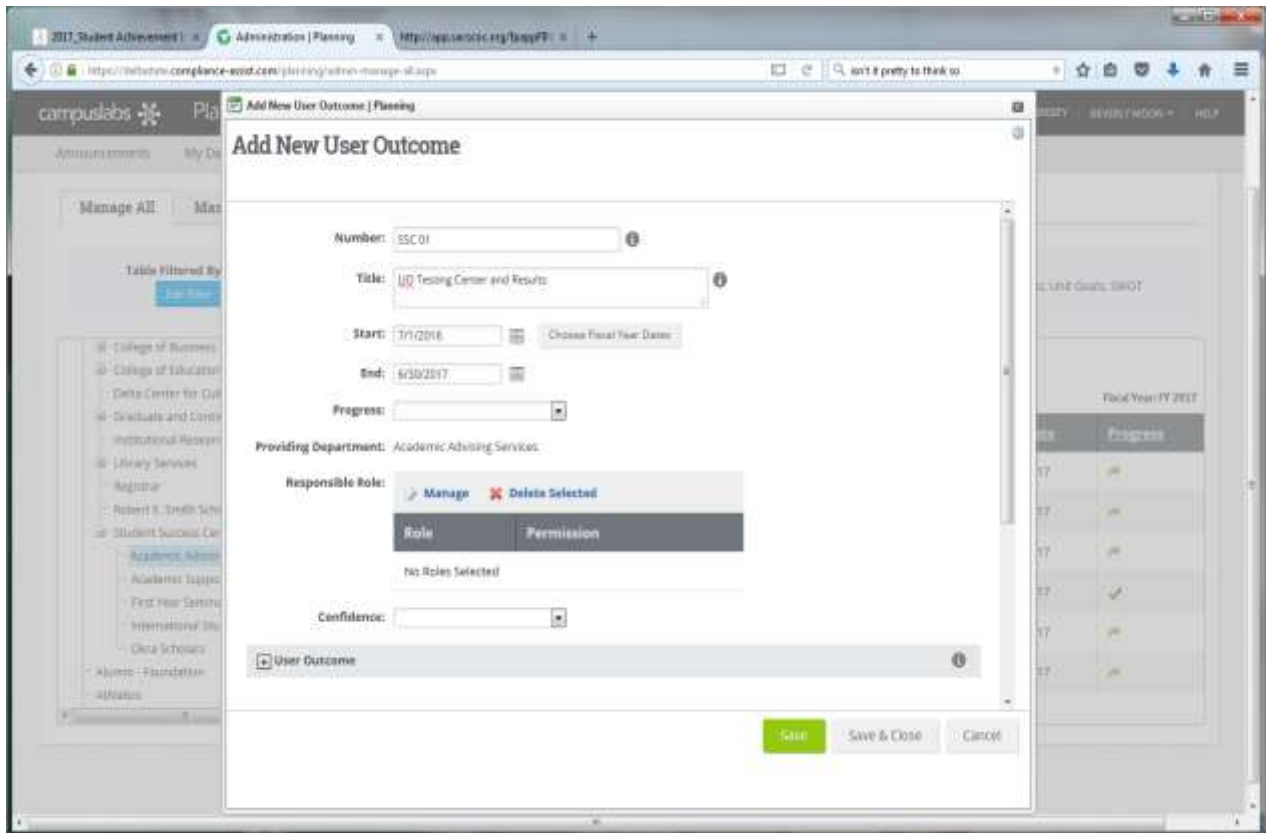
10. Select "Add."
11. Click on the Academic Affairs name on the left side of the page to access the Gen Ed competencies (your unit does not "own" GE competencies – they are housed under Academic Affairs). Select those you wish to relate to your major learning outcome by clicking in the small open square (see below—select the empty square, not the title). Select "Add." Exit (X) to move back to where you choose "Edit" tab to return to the learning outcome. Repeat for any relevant major learning outcomes that you wish to "relate" to general education competencies.



**B. Gen Ed Learning Outcomes: Every unit with any gen ed course will enter data. The GE competencies were reduced in number a couple of years ago. See Appendix C (GE Matrix) to verify the outcomes you will report on for your particular GE courses. Using the matrix, you will see that you have 1-3 outcomes for each course in your department. Many inconsistencies are apparent in last year's reporting and will require your close and careful review; you'll want to verify any rolled over outcomes or new ones you are reporting on to ensure that they are corresponding to the new competencies..**

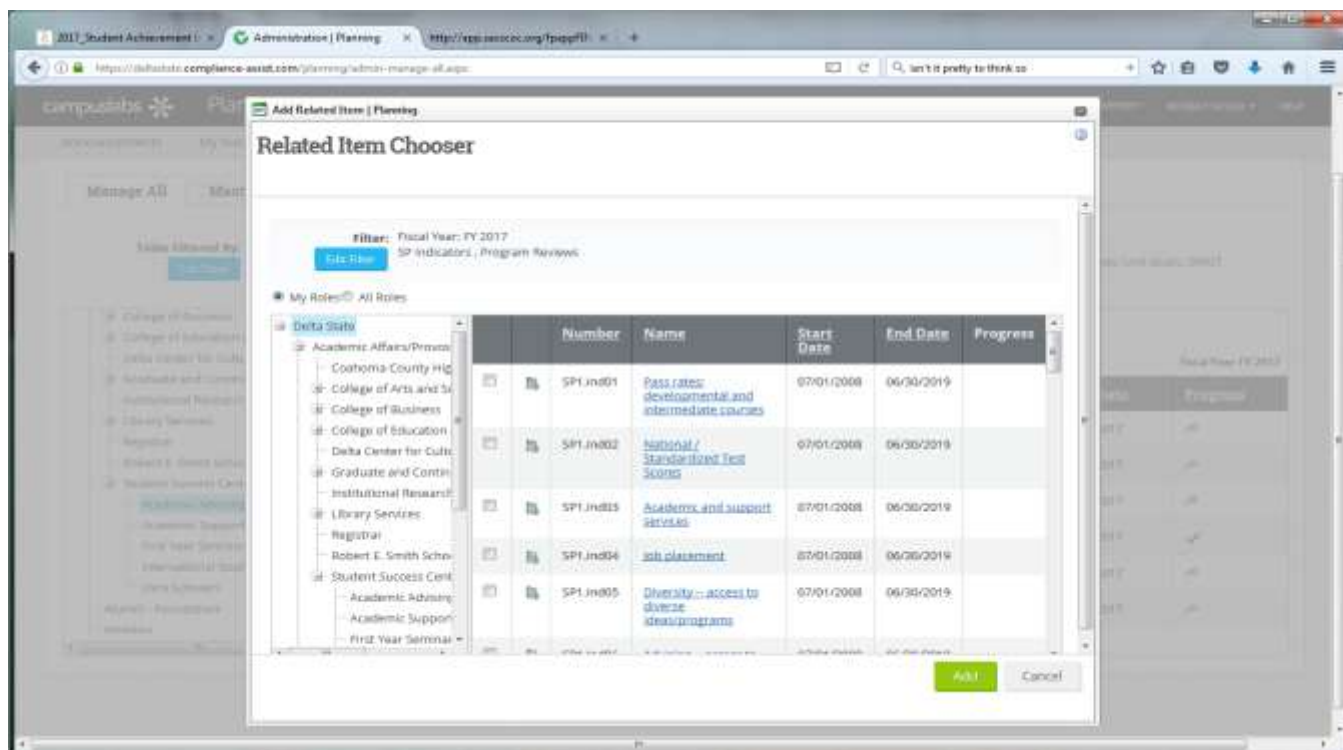
- 1.** Create number using the designation of **Discipline\_Course number\_GE #** for each GE # being addressed (Examples: HIS\_103\_GE 01; HIS\_103\_GE 02; HIS\_104\_GE 01). Gen ed competencies are aligned with disciplines in Appendix C and explained in Appendix D.
- 2.** Create title using the keywords from the table in Appendices C and D (ex. "Critical Thinking and Inquiry").
- 3.** Verify FY date as FY2017
- 4.** Do not enter info into Providing Department or Responsible Roles.
- 5.** Use the four text boxes at bottom to report your information. The first box is "Gen Ed Learning Outcome" – this is the **description of the competency from the table in Appendix D** (ex. "research, analysis, problem solving, and response"). The other boxes/sections require your contribution for data collection, results, and use.
- 6.** Update, then Save.
- 7.** After Save, you will see a new set of edit tabs available to you. **Here, to align Gen Ed competencies to your GE learning outcomes (required)**, click on the "Related" tab and follow the steps above in II.A.9-11.

**C. User Outcomes (PRIMARILY FOR NON-ACADEMIC UNITS)** – If you have user outcomes from the previous year, they have been rolled over, with content from the first two text boxes (Outcome, Data Collection) included. Edit those as needed, using the edit function already described above in several places. If you need to create user outcomes, under "New Item," select "User Outcomes". **FOR EVERY OUTCOME, WHETHER CONTINUED OR NEW, YOU MUST "RELATE" THE ITEMS TO A STRATEGIC PLAN INDICATOR (Appendix E).**



1. Create number using the abbreviation of your unit and a two-digit number beginning with 01 (ex. SSC 01)
2. Create title **using UO** and a keyword or subject line (ex. **UO Timely submission of student files**)
3. Verify FY date as FY2017.
4. Use the four text boxes at bottom to report your information.
5. Update then Save.
6. After Save, you will see a new set of edit tabs available to you. **Here is where you will align your outcomes with Strategic Plan indicators** as appropriate. See Appendix E for list of Strategic Plan (SP) Indicators.
7. Click on "Related." Select "Add" under "Items this Unit Outcome supports."
8. In Left Menu, click on the Delta State name to access the Strategic Plan Indicators. Your unit does not "own" SP indicators – they are available only under the "Delta State" unit. Select those that relate to your outcome by clicking on the small open square, not the title of the item. Select "Add." Close to move to next step.





### III. **GOALS:**

Under New Item select “Unit Goal”

**Reminder:** Required goal for every unit

- Recruitment and/or Retention efforts – if you don’t have one, create one for the NEXT year (FY18) – see below.

1. You would have created your goals for FY2017 last summer; they will be designated with 2017 in the numbering line (ex. CEDP 2017\_01) and they should be showing up in FY2017. If you need to add any goals that didn’t get created, and on which you want to report for the FY2017, use the unit abbreviation followed by the FY, then an underscore and the two digit number 01, 02, etc. Also, you’ll want to create the goals for the upcoming year by using the FY designation of 2018; use the following steps for goals for both years, as needed.
2. Create a title that suggests where possible a connection to Strategic Plan indicator [ex. “Student Handbook (Advising)” would connect to the “advising” of SP1.Ind06].
3. Check and set the correct FY date, 2017 for current year; 2018 for upcoming.
4. Use the text boxes at bottom to record/report your information.
5. Update, then Save.
6. After Save, you will see a new set of tabs available to you. **Here is where you will align your outcomes with Strategic Plan indicators.** Follow steps in II.C.7-8 above.

**Program Review:** In the past, we have used a separate module (Program Review) for recording information about the units such as trend data, initiatives, faculty/staff accomplishments, changes, and so forth. As of the 2015-16 year, and if you were a unit that reported on those various items, you were to create a Program Review item in the Planning section; the test boxes in that section are self-explanatory. As of July 1, 2016, any information entered in the previous (separate) Program Review module will be available only through IRP archived copies, not through the Compliance Assist System.

To enter the program review information, on the page with your outcomes and goals listed, go to the “program review” module. You will go through the steps you’ve just followed for editing outcomes and goals. If you did not create a “program review” module last year, please check to see if we created a blank one for you; if not, select

“new item” and scroll down to “program review,” and create a program review titled with your department name and the phrase “Program Review” (example: Student Success Program Review).

IRP will provide trend data for academic units for the section “comparative data” under this program review item. The reports for your units are usually available around the middle of July and will be placed in the Deans and Chairs drive. Each of the sections under this item allow for uploading files, so you can upload data, reports, vitae, and other documents easily to support your narrative. You will want to complete your narrative for the “comparative data” section after IRP completes the yearly trend data reports.

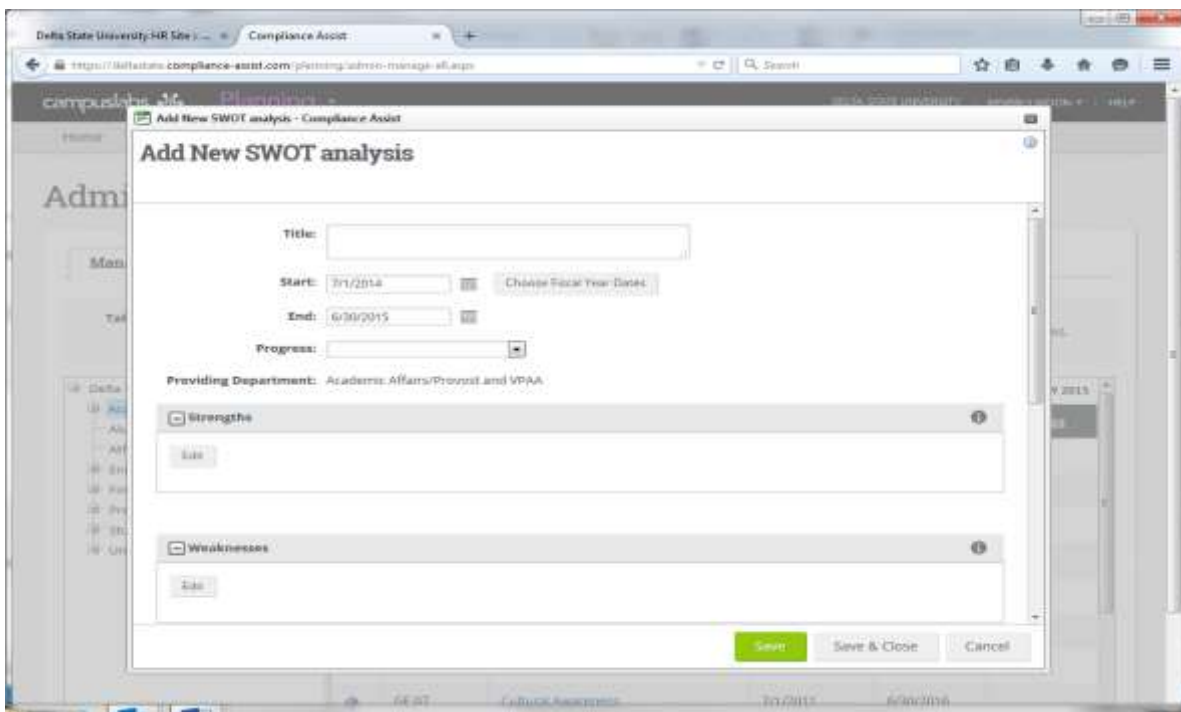
### **Other Modules:**

**The following items are for senior administrators who supervise internal units – Deans, Directors, VP’s. You may choose to do a SWOT analysis and/or an Executive Summary. If you don’t see access to these, let me know ([bmoon@deltastate.edu](mailto:bmoon@deltastate.edu)).**

### **SWOT ANALYSIS:**

Under “New Item” select SWOT analysis.

1. Title: Use SWOT, space, then abbreviation for the unit you are analyzing (ex. SWOT CAS).
2. Check for correct FY.
3. Enter the SWOT information into four text boxes.
4. Update, then Save.
5. Using the “Relate” function, relate to the Executive Summary if you have created one.

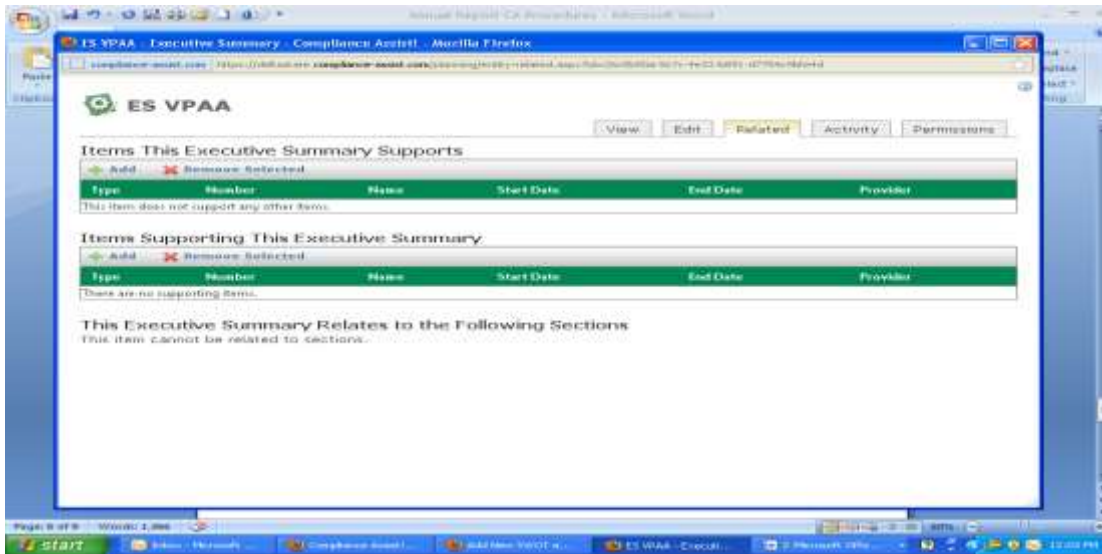
A screenshot of a web browser displaying the 'Add New SWOT analysis' form in the Compliance Assist system. The form is titled 'Add New SWOT analysis' and is part of the 'Compliance Assist' application. It includes fields for 'Title', 'Start' (set to 7/1/2014), 'End' (set to 6/30/2015), and 'Progress'. There is a 'Choose Fiscal Year Dates' button. The 'Providing Department' is set to 'Academic Affairs/Provost and VPAA'. Below these fields are two sections: 'Strengths' and 'Weaknesses', each with a text input area and a 'Save' button. At the bottom of the form are 'Save', 'Save & Close', and 'Cancel' buttons. The browser address bar shows 'https://deltastate.compliance-assist.com/pressing/admin-manage-af.aspx'.

### **EXECUTIVE SUMMARY**

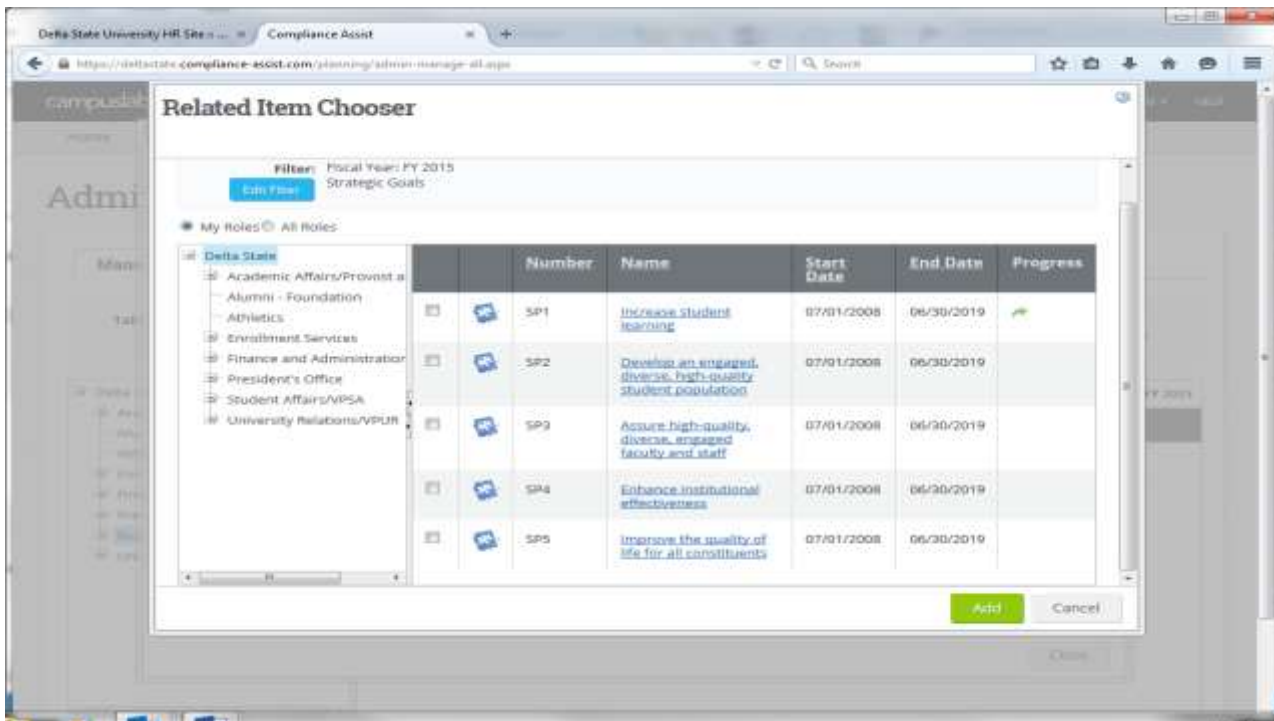
Under “New Item” select Executive Summary.

1. Title: Use ES, space, then acronym/abbreviation (ES VPAA). Enter a summary / overview into the text box.
2. Enter summary/overview into the text box.
3. Update, then Save. Go to Relate. You will see two boxes in which you can “relate” items.





- Choose "Add" in "Items This Executive Summary Supports." In the menu tree at left, choose Delta State to have access to SP goals. Select Goals (in square box, not title of goal) and select "Add."



- You'll be back on the Relate page. (Optional: If you have SWOT analyses and an Executive Summary, select "Add" in "Items Supporting this Executive Summary" to add the SWOT analyses.)