2014-15 Academic Assessment Planning Process

Accessing and editing your plan in Compliance Assist!

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Introduction

This guide is designed to go with the PowerPoint presentation of the same name and the video instructions available at http://assessment.aa.ufl.edu/workshops-presentations-and-materials. The purpose of this guide is to:

- Describe what’s new for 2014-15
- Provide instructions for submitting/revising 2014-15 Academic Assessment Plans
- Describe institutional resources available for Academic Assessment planning for 2014-15

What’s new for 2014-15:

- All 2013-14 Academic Assessment Plans are in the Planning Module of Compliance Assist!
- All 2013-14 plans have been rolled over to 2014-15
- All plans for 2014-15 will be directly entered/modified in Compliance Assist!

**Accessing Your 2014-15 Assessment Plan Components**

**Step 1: Log on**

- Go to: https://ufl.compliance-assist.com/index.aspx
- When this screen appears, click on Planning
Step 2: Planning page
• At the Planning page, click on My Dashboard at the top of the page

Step 3: My Dashboard – My Roles page
• At the My Dashboard-My Roles page, first click Edit Filter and select 2014-15 from the Fiscal Year drop down list, and click OK
Step 4. Assessment Plans tab
- Click the tab marked Assessment Plans; the Unit list appears in the left column.

Step 5. Find your program
- By clicking on the + symbols, open Academic Affairs, then Academic Colleges, then your college, and then locate your program(s) or certificate(s).
- Here I’ve opened the materials for the MS in Agricultural & Biological Engineering.
- You will find the program mission, the 2013-14 SLOs, and the AAP (Academic Assessment Plan) detail - these have been rolled over into 2014-15 for you.
- Can’t find your program? Contact Cheryl Gater, cgater@aa.ufl.edu.
Mission
If you have modified your mission, open the mission link, click on the Edit tab, modify as needed, then save and close. Otherwise, no changes are needed.

Student Learning Outcomes
- Open each outcome, click the Edit tab, and update the Number to ‘2014-15 SLO #’
- APPROVAL PROCESS: If you modify your existing outcomes or create new outcomes for 2014-15, you must complete the appropriate change form at [http://approval.ufl.edu/](http://approval.ufl.edu/) and submit this form only by April 4. Changes submitted after this date may not make it into the catalog.
- The AAC will review your changes and when they are approved, you will be notified so you can update your plans. Institutional Assessment will notify the catalog editor.
AAP Detail
- This is the online form that contains the assessment plan components as editable windows
- For all AAPs: Assessment Cycle and Sample Rubric, Assessment Oversight
- For Professional/Graduate AAPs only: Research, Measurement tools, and Assessment Timeline
- For Undergraduate AAPs only: Curriculum Map, Methods and Procedures (and SLO Assessment Matrix)
- These fields have been populated with your program's 2013-14 AAP information.
- If your AAP is new for 2014-15, you must use the “New AAP Detail” feature selected from the “New Item” window.

Existing Academic Assessment Plans
- Open the AAP detail link.
New Academic Assessment Plans

- If you are developing a new plan for 2014-15, open the “new item” box and select “AAP detail,” which will open a blank form.

Editing fields in the AAP Detail

- First, click on the “Edit” tab. If you don’t see the Edit tab in your window, slide the field to the right until it comes into view.
• Progress Field
  • Open the progress field dropdown box
  • Select “ongoing” (this applies to ALL Assessment Plan Detail forms)
  • Click “Save” at the bottom of the page

• Responsible Role
  • Responsible Role: Open the “Manage” dropdown box and “Browse Available Roles” to find the title (and name) of the person responsible for the plan in the list of “Available Roles” (note: there are multiple pages of names). If the role/individual name is incorrect or missing, please contact Cheryl Gater at cgater@aa.ufl.edu.
  • Select that individual, and click “add - selected”
  • In the “Selected Roles” window, select the individual again, and then click “Add Role.” The individual’s name will appear in the Responsible Role window.
  • This should be the person we contact if there are questions regarding the plan.
• Click on the “edit” button to open the windows you wish to edit.

• When you are finished editing, click on “update” and the field will update the field with the new information. Do this with each field you edit. NOTE: Update does not save the information – that step comes later.
Need instructions?

- When you are in Edit mode, instructions are located to the right of the field – hover over the information icon and the instructions will appear.

Closing out and saving changes

- When you have completed entering changes into the AAP detail page, check the “Academic Assessment Plan Entry Complete” box – this is your affirmation that the plan is complete.
- Please be sure to “save and close” – otherwise your entries will be lost.
Checklist

- Update the SLO Number fields to reflect 2014-15
- Edit the AAP detail for 2014-15, check the “Completed” box at the bottom of the detail
- SAVE AND CLOSE
- If you have modified your ALC or SLOs for 2014-15, you must use the appropriate SLO/ALC change forms at http://approval.ufl.edu/ > Undergraduate, Graduate, or Professional > ALC/SLO/Academic Assessment Plan
- You will be notified when the Academic Assessment Committee approves any changes to your ALC/SLOs and you can then enter your changes into the Compliance Assist! AAP detail page

Resources for 2014-15

- The Institutional Assessment Resources page has been updated with current forms and information
- http://assessment.aa.ufl.edu/academic-assessment-plan-resources

Need further assistance?

- Email assessment@aa.ufl.edu with your questions, OR
- Call Institutional Assessment at 352-273-1090