How to Edit/Add SLO Assessment Plan and Report in Compliance Assist

*Note:* Any program, department, college, or office within the institution is referenced as a “unit” in the following instructions.

**Logging In:** Enter [https://uncc.campuslabs.com/planning/](https://uncc.campuslabs.com/planning/) or [https://uncc.campuslabs.com](https://uncc.campuslabs.com) and click Planning. Enter your NinerNET Credentials. After authentication, “Dashboard” should appear on the page. If it does not appear, click on Planning.

1. Click on **“Plans Icon”** to get started. See example below.

2. If the correct year is not appearing, click the drop down tab and change to the desired year. All data is organized by calendar/fiscal year for reporting purposes. If your area operates on CALENDAR year, “CY” indicates the year in which to enter data. If your area operates on FISCAL year, “FY” indicates the year in which data is entered. The example below indicates CY2017/FY2017-2018.

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3. Select SLO Assessment Plan & Reports from the drop down tab.

4. From the Organization Tree on the left, select the unit for which you are entering the SLO Assessment Plan or Report. You will need to click on the College or Division to expand the tree to access your unit. In this example, Assessment and Accreditation is selected.

5. To edit existing SLO items click the blue text below.
   To add a new SLO plan click the button.
6. Select the progress and complete text boxes below indicated by the red arrows to edit existing reports. Items have rolled over from the previous year. The dates are auto-populated to generate reports. Please do not change the dates.

7. This section should be pre-populated information entered in previous years. If any sections are empty, please complete them.

1.1 Plan for Current Year - Effectiveness Measure
Identify the data collection instrument(s), e.g., exam, project, paper, used to assess acquistion of this SLO and explain how it assesses the desired knowledge, skill or ability. The effectiveness measure should be an authentic and valid measure of the knowledge, skills and abilities listed in the SLO. Scoring rubrics must detail the criteria on which students are evaluated. Scoring rubrics should be uploaded in the Supporting Documentation section below.

Students will communicate effectively in reflective journals, as exhibited by scoring at least 8 out of 10 for all the components within the grading criteria (grammar, clarity, audience, content).

1.2 Plan for Current Academic Year - Methodology
Describe how the assessment was administered and evaluated.

Faculty will use rubrics to evaluate journal writing at three points during the semester.

1.3 Plan for Current Academic Year - Expected Performance Outcome
Clearly state the percentage of students you expect to show a specific level of proficiency. For example, “We expect 80% of students in capstone course to achieve ‘Acceptable’ or higher on each Oral Communication Rubric criteria. Note: the performance outcome should be aspirational and achievable.

90% of students will score an average of 8.00 or above on each of the four grading criteria.
8. Select the Performance Outcome from the drop menu and enter current year’s assessment data.

2.1 Reporting for Current Year - Performance Outcome Met?
Indicate whether the outcome or target was met (YN):
Yes

2.2 Reporting for Current Year - Assessment Data
Report your assessment data from this year assessment data from this year

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93% of the students scored 8.00 or above on each of the four grading criteria.

2.3 Reporting for Current Year - Reflection on the Continuous Improvement of Student Learning
(1) Describe improvements you plan to implement this year as a result of last year’s assessment data. Were all of the planned changes implemented? If not, please explain. (2) What impact did the changes made have on student learning?

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Given that 93% of students met our performance outcome this year, next year we will work to have 90% or more of students receive average scores of 8 or above and to have no students score less than an average of 7 of any of the grading criteria.
9. Select any changes. Choose all that apply. In the text box explain how changes will support improved learning in the text box.

3.1 Changes Planned for Next Year - Changes to Academic Process: What changes will the program implement during the next year to improve student learning?

Choose all which apply
- Modifications to teaching strategies
- Modify frequency or schedule of course offerings
- Make technology related improvements
- Make personnel related changes
- Implement additional training
- Revise advising standards or process
- Revise admission criteria
- Other implemented or planned change
- No academic process changes planned

3.2 Changes Planned for Next Year - Changes to Curriculum

Choose all which apply
- Revise and/or enforce prerequisites
- Revise course sequence
- Revise course content
- Add course
- Delete course
- Changes to professional accreditation standards
- Other implemented or planned change
- No curriculum changes planned

3.3 Changes Planned for Next Year - Assessment Plan

Choose all which apply
- Revise student outcome statement
- Revise measurement approach
- Collect and analyze additional data and information
- Change method of data collection
- Changes to professional accreditation standards
- Other planned changes
- Plan has been reviewed and no changes made

3.4 Changes Planned for Next Year - Discussion

Describe each change selected above (sections 3.1 - 3.3) the unit will implement. For each, explain how the change will support improved learning. If no changes are being made, please explain why changes are unnecessary.

Because we have achieved a high level of success in meeting our expected performance outcome we will now attend to improving the performance of the small group of students who are not currently meeting our targets.
10. You may attach supporting documentation under the “Notes” section of the plan (e.g. rubrics, exams, etc.) Click button + File to attach files from your computer (Word, PDF, Excel are all acceptable formats). You may separate your documents into folders, by clicking + Folder button (see below).

11. The inclusion of baseline and other measurement sources are optional.

12. To complete editing, select Done and the report will save automatically. Please note: If a plan is deleted, it will permanently be removed from the system.