

Data Entry Guide for *Compliance Assist!* - Division/Unit Goals Data

Office of Institutional Assessment, University of Florida Office of the Provost

Goal implementation and Resource Strategy:

- Personnel and resources used

Annual Progress on Goals:

- Briefly state your results
- Include or attach the data you collected in summary form

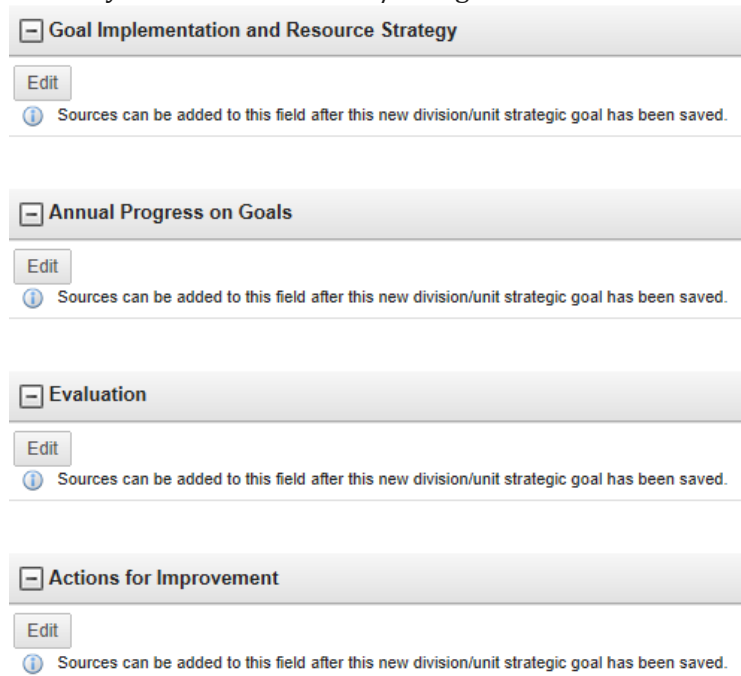
Evaluation:

- State the measurement method
- State who reviewed the results and refer to the results that were reviewed
- Briefly summarize your evaluation of the data

Actions for improvement:

- State actions taken in past tense. For example:
 - “Based on our review, we decided to...”
 - “Our results led us to modify our goal to...”
 - “We developed a new measure for this goal based on our review...”

Compliance Assist data entry window for Division/Unit goals:



The screenshot displays a web-based data entry interface with four distinct sections, each represented by a grey header bar with a minus icon and a title. Below each header is a light grey box containing an 'Edit' button and a blue information icon followed by the text: 'Sources can be added to this field after this new division/unit strategic goal has been saved.' The sections are:

- Goal Implementation and Resource Strategy**
- Annual Progress on Goals**
- Evaluation**
- Actions for Improvement**

When you click “edit”, a text window opens – enter the text and attach any documents, then “update.”