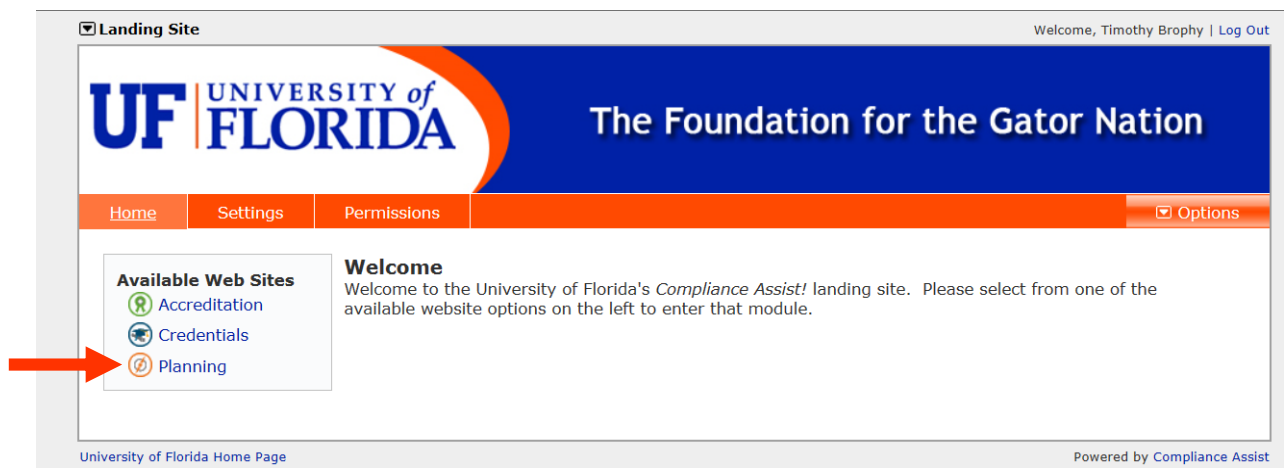# Updating Academic Assessment Plans in Compliance Assist
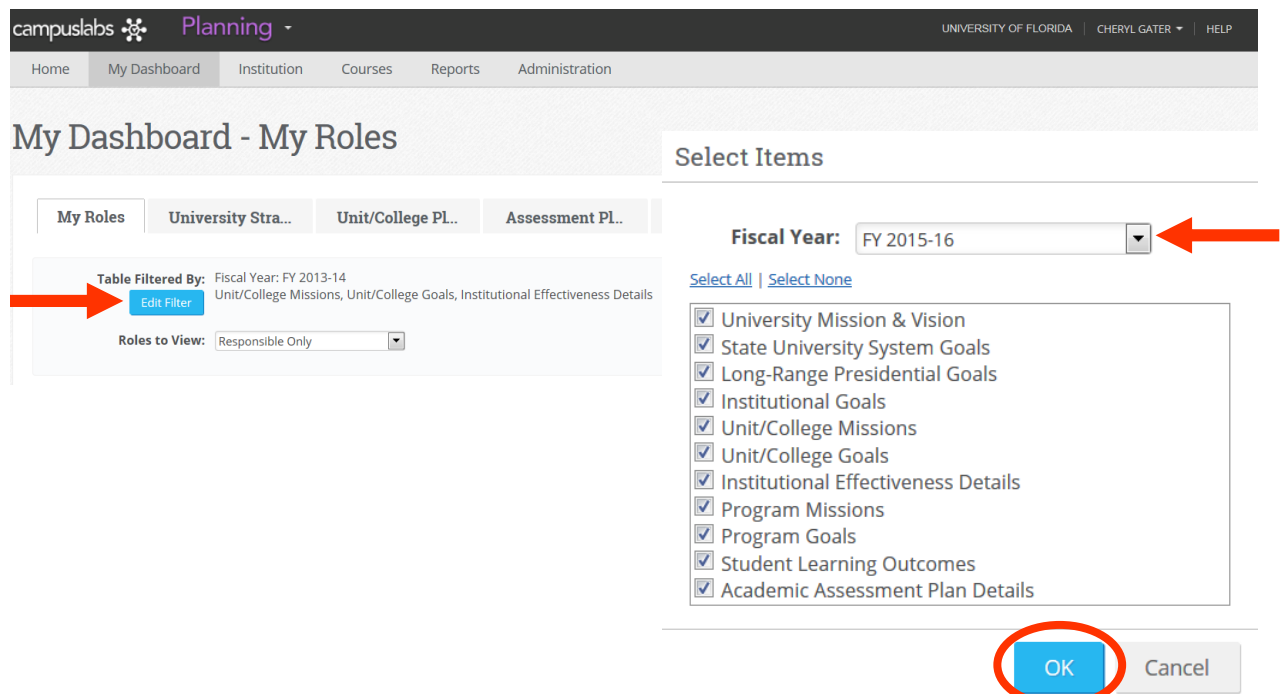
Four Components:
1. Mission
2. Program Goals
3. Student Learning Outcomes
4. Academic Assessment Plan (AAP) Detail

- Log into Compliance Assist (https://ufl.compliance-assist.com/index.aspx) and enter your GatorLink username and password.

- Click "Planning" from the list of Available Web Sites.

- Now click "My Dashboard" and then click the blue "Edit Filter" button and select the next fiscal year. The system will default to the current year. Then click "OK".

- Next click the "Assessment Plans" tab.

- Then select the appropriate degree program from the listing on the left. You can expand colleges and departments by clicking on the "+" to the left of each title. As an example, the ME in Chemical Engineering is displayed below:

- To edit an item already in the system, click on the blue hyperlinked name, and that item will open in a new window. The item will default into the view mode, but click the "Edit" tab to make revisions.

M.E. in Chemical Engineering Mission - Program Mission - Compliance Assist

✏️ M.E. in Chemical Engineering Mission

View   Edit   Related   Activity   Permissions

Export

Public for this Department and lower

Title: M.E. in Chemical Engineering Mission

☐ Mission

The mission of the Department of Chemical Engineering is stated as follows:

> To offer high-quality undergraduate and graduate degree programs in chemical engineering, and to conduct research that helps educate graduate students and serves the needs of Florida and the nation.

Support to the mission of the College of Engineering

The mission of the College of Engineering is stated as follows

> The College of Engineering fosters and provides world-class programs in engineering education, research and service to enhance the economic and social well-being of the citizens of Florida, the nation and the world.

The department's mission supports the college's mission by addressing the college's the world-class program aspirations through the delivery of high-quality degree programs in chemical engineering, and by helping to educate chemical engineering students who can enhance the economic and social well-being of the state of Florida.

Support to the mission of the University of Florida

Close

Mission

Mission Items to check for accuracy or update:

➢ Mission
➢ Progress
➢ Responsible Role

- To update the Progress field, select the appropriate option from the drop down window.

- To update the Responsible Roles field, click "Manage" and a new window will open.

- In the User Name field, start typing the last name of the person responsible for the mission, the field will auto populate for you to select the individual. Once you have selected the individual, click "Search".
- If the person's name is incorrect or unavailable, please email Cheryl Gater at cgater@aa.ufl.edu.

- Once the person is selected, his/her name will appear under "Available Roles", check the box to the left of the person's Role Name, then hover your cursor over "Add Roles" and click "Selected".

- Now the person's name will appear to the right under "Selected Roles" and you can click "Add Roles" to assign that person as the Responsible Role:

- The person's name will now appear under the Responsible Roles of the item:

- Once all other edits and changes have been made or the information in the system is verified, click "Save & Close" to save all of your work.

Program Goals

Program Goals items to check for accuracy or update:
- ➢ Update Number field
- ➢ Goal
- ➢ Responsible Role
- ➢ Progress
- ➢ Evaluation Method

Note: Please ensure each program has at least one program goal.

- To update each Program Goal, click the blue hyperlinked name, then click the Edit tab.

- Update the "Number" field.
  - o You may either update the number to PG 1, PG 2, etc. or continue using the fiscal year and update it to reflect the future fiscal year and goal number, for example, 2015-16 PG 1, 2015-16 PG 2, etc.

- Verify there are no changes to the Program Goal or make necessary edits.

- Assign a Responsible Role (directions are the same as for the Mission section).

- Select the appropriate option from the Progress field drop down menu, if uncertain "Ongoing" is fine, or verify the option selected is accurate.

- Verify there are no changes to the Evaluation Method or make necessary edits.

  - o To Edit the Evaluation Method, click the grey "Edit" button directly below the Evaluation Method title.

- o A new text box window will open.
  - o Once the edits are complete, click the blue "Update button.

- Once all other edits and changes have been made or the information in the system is verified, click "Save & Close" to save all of your work.

Student Learning Outcomes (SLOs)

SLO items to check for accuracy or update:
- ➢ Update Number field
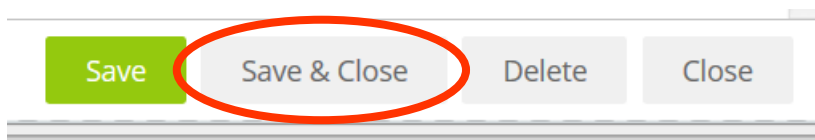- ➢ Responsible Role
- ➢ SLO Area
- ➢ Progress
- ➢ Assessment Method

- To update each SLO, click the blue hyperlinked name, then click the Edit tab.

- Update the "Number" field.
  - o You may either update the number to SLO 1, SLO 2, etc. or continue using the fiscal year and update it to reflect the future year and outcome, for example, 2015-16 SLO 1, 2015-16 SLO 2, etc.

- Assign a Responsible Role (directions are the same as for the Mission section).

- Verify the SLO Area assigned is correct or select the appropriate option from the drop down menu.

- Select the appropriate option from the Progress field drop down menu, if uncertain "Ongoing" is fine, or verify the option selected is accurate.

- Verify there are no changes to the Assessment Method or make necessary edits.
  - o To Edit the Assessment Method, click the grey "Edit" button directly below the Assessment Method title.

  - o A new text box window will open. Once the edits are complete, click the blue "Update button.

- Once all other edits and changes have been made or the information in the system is verified, click "Save & Close" to save all of your work.
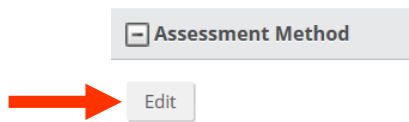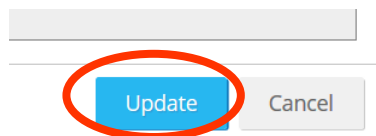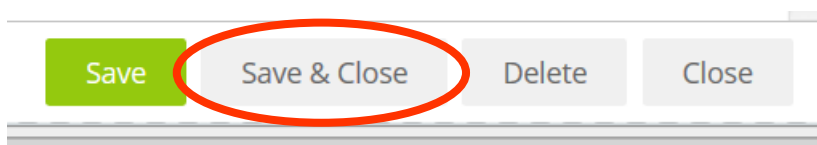
- Please note, there is an approval process for modifying existing Student Learning Outcomes or creating new ones. To make changes or create new outcomes, you must complete the appropriate change form at http://approval.ufl.edu/ and submit the form by April 1 each year for undergraduate programs. Changes submitted after this date will not be published in the upcoming undergraduate catalog. Directions for submitting requests to the Academic Approval Tracking system can be found on the Academic Assessment website under "Process for Updating ALCs/SLOs".

Academic Assessment Plan (AAP) Detail

AAP Detail items to check for accuracy or update:
- All AAPs:
  - Progress
  - Responsible Roles
  - Assessment Cycle
  - Sample Rubric
  - Assessment Oversight
- Certificate AAPs, in addition to items listed under "All AAPs":
  - Methods and Procedures
- Undergraduate AAPs, in addition to items listed under "All AAPs":
  - Curriculum Map
  - Methods and Procedures
- Graduate and Professional AAPs, in addition to items listed under "All AAPs":
  - Research
  - Measurement Tools
  - Assessment Timeline

- To open the AAP Detail item, click on the blue hyperlinked name, then click the "Edit" tab.

- Select the appropriate option from the Progress field drop down menu, if uncertain, "Ongoing" is fine, or verify the option selected is accurate.

- Assign a Responsible Role (directions are the same as for the Mission section).

- For the Assessment Cycle, use the template found on the Academic Assessment website titled "Undergraduate Academic Assessment Cycle Template", and upload the document to the field in Compliance Assist.

o To upload the file, click "Upload File(s)" under "Assessment Cycle".

Assessment Cycle (All AAPs)   ⓘ

Edit

File Library
📁 Add Folder   ⬆ Upload File(s) ⬅

Select a folder below for more options.

— Empty
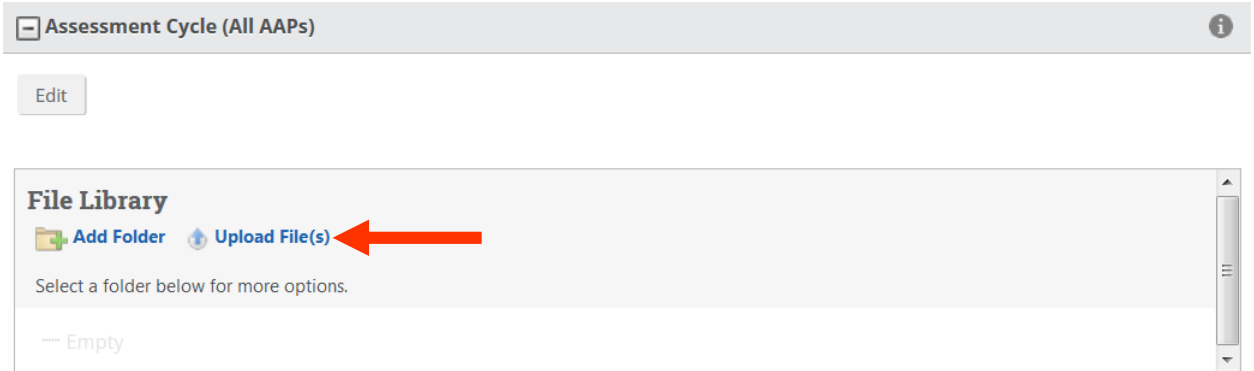
o This will open a new window where you enter the name of the file as you want it to appear and then click "Select" to upload the appropriate file.

o Then click the green "Upload File" button.

UploadCompliance Assist ✖

Single File Uploader ⑦

Use the form below to upload a **single file**. You can specify a different name for the file if you would like to rename it.

Files must be in the following formats:*.doc, *.docx, *.htm, *.html, *.pdf, *.ppt, *.pptx, *.xls, *.xlsx.

If you have many files to upload, use the **multiple file uploader**.

Name: _____

File: _____   Select ⬅
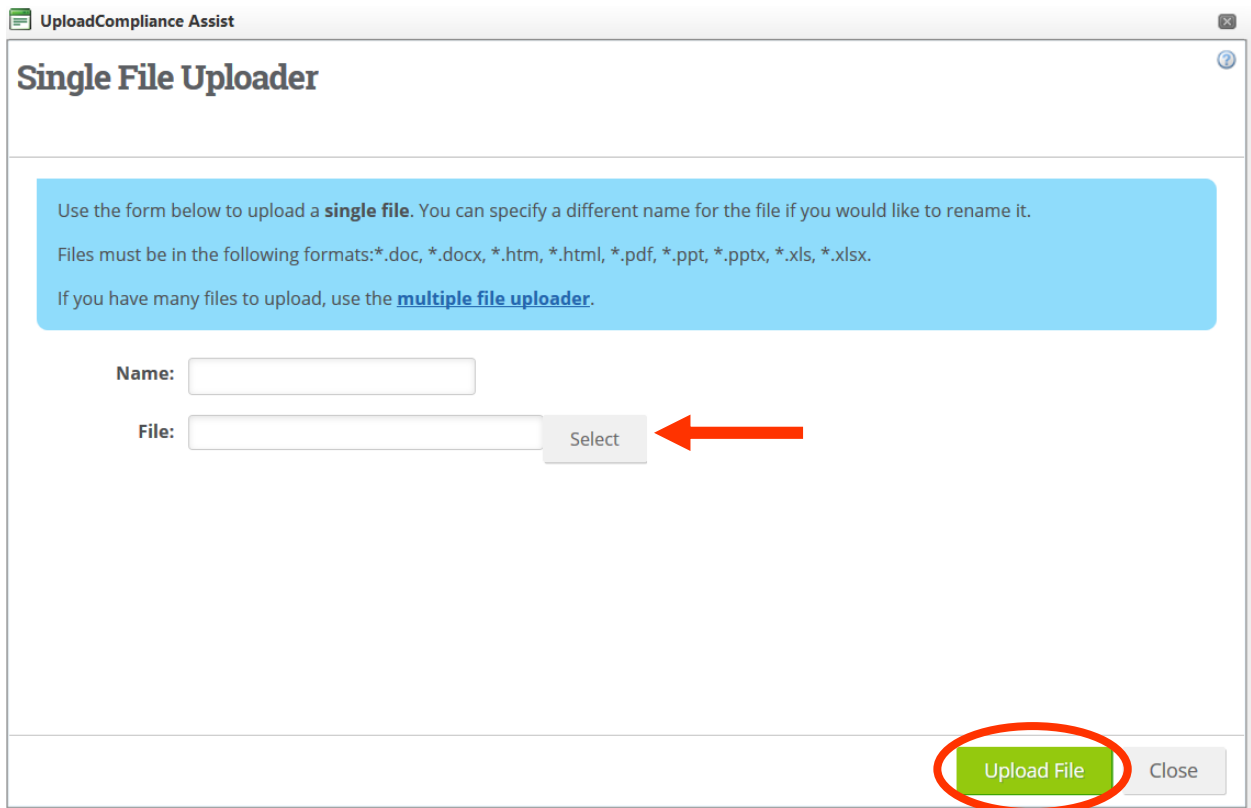
Upload File   Close

o Once the file has been uploaded, you will receive a "Success" message, then you can click "Close".

- For the *Sample Rubric*, upload the file to the "SLO Assessment Rubric" section. Just as in the Assessment Cycle section, click "Upload File(s)" under "SLO Assessment Rubric" section.
    - o A new window will open where you enter the name of the file as you want it to appear and then click "Select" to upload the appropriate file.
    - o Then click the green "Upload File" button.
    - o Once the file has been uploaded, you will receive a "Success" message, then you can click "Close".

- For the *Assessment Oversight*, verify the information in the system is accurate or make revisions.
    - o To make revisions, click the grey "Edit" button under the "Assessment Oversight" title.
    - o Make changes then click the blue "Update" button".

- For the *Methods and Procedures* section, verify the information in the system is accurate or make revisions.
    - To make revisions, click the grey "Edit" button under the "Methods and Procedures" title.
    - Make changes then click the blue "Update" button.

- For the *Curriculum Map*, use the template found on the Academic Assessment website titled "Curriculum Map Template for Undergraduate Programs", and upload the document to the field in Compliance Assist.
    - To upload the file, click "Upload File(s)" under "Curriculum Map".
    - A new window will open where you enter the name of the file as you want it to appear and then click "Select" to upload the appropriate file.
    - Then click the green "Upload File" button.
    - Once the file has been uploaded, you will receive a "Success" message, then you can click "Close".

- For the *Research* section, verify the information in the system is accurate or make revisions.
    - To make revisions, click the grey "Edit" button under the "Research" title.
    - Make changes then click the blue "Update" button.

- For the *Measurement Tools* section, verify the information in the system is accurate or make revisions.
    - To make revisions, click the grey "Edit" button under the "Measurement Tools" title.
    - Make changes then click the blue "Update" button.
    - To upload one measurement tool, click "Upload File(s)" in the Measurement Tools section.
        - A new window will open where you can enter the name of the file as you want it to appear and then click "Select" to upload the appropriate file.
        - Then click the green "Upload File" button.
        - Once the file has been uploaded, you will receive a "Success" message, then you can click "Close".

- For the *Assessment Timeline*, use the template found on the Academic Assessment website titled "Graduate/Professional Academic Assessment Timeline Template", and upload the document to the field in Compliance Assist.
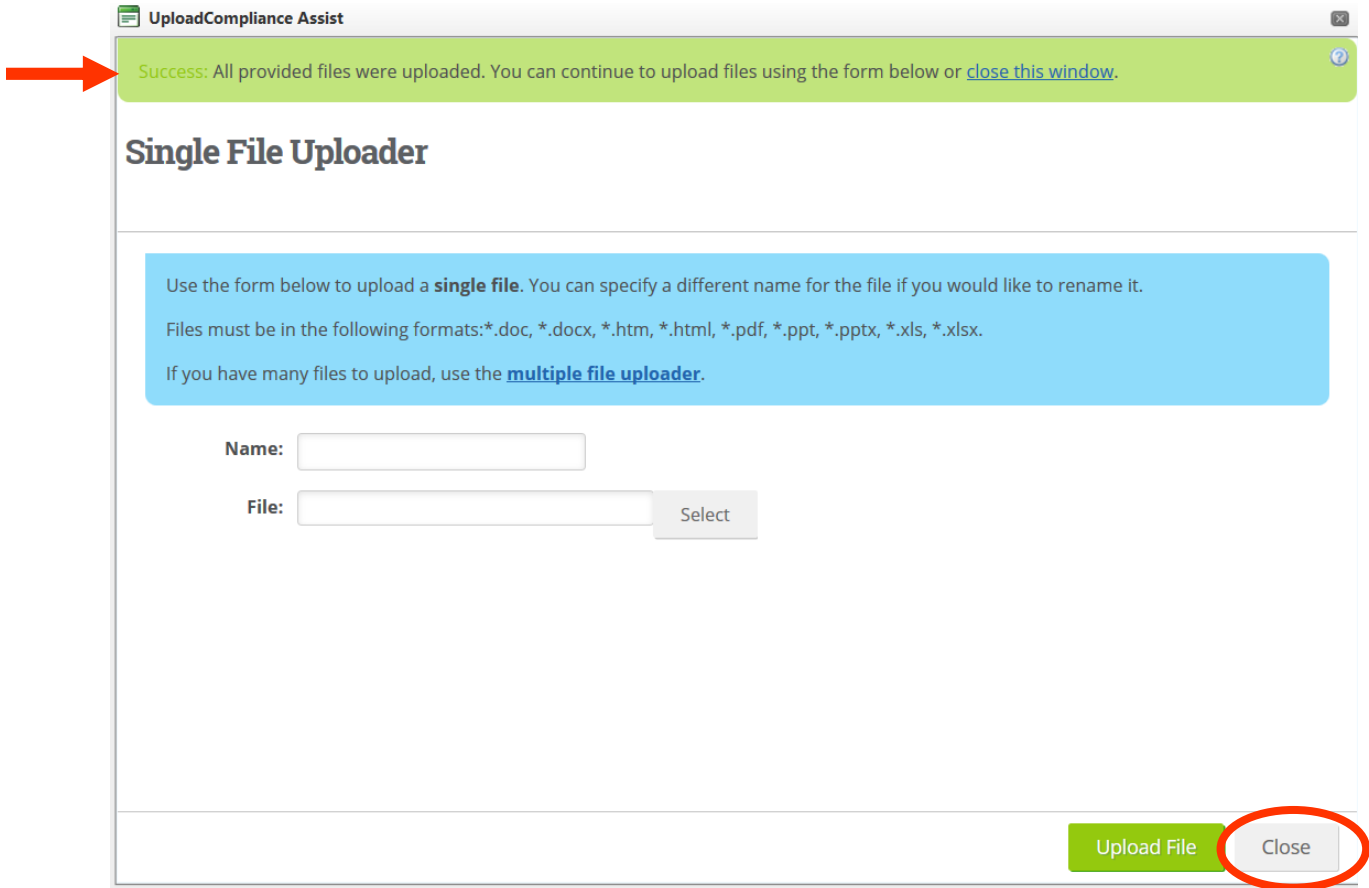   - To upload the file, click "Upload File(s)" under "Assessment Timeline".
    - A new window will open where you enter the name of the file as you want it to appear and then click "Select" to upload the appropriate file.
    - Then click the green "Upload File" button.
    - Once the file has been uploaded, you will receive a "Success" message, then you can click "Close".

Very Important! Once all the sections of the Mission, Program Goals, Student Learning Outcomes, and AAP detail have been verified or edited, be sure to check the box in the AAP detail next to "Academic Assessment Plan Entry Complete". This will indicate the AAP is done and ready for review. If you make all the changes and fail to check that box, the program will come up on a report generated by Institutional Assessment indicating the AAP is not completed.
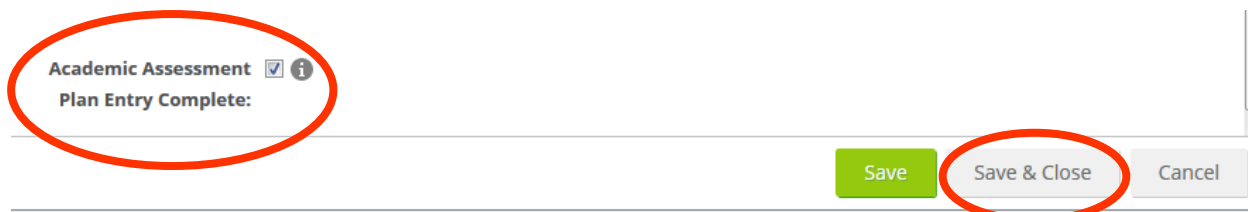
- Click "Save & Close" to complete the AAP detail and save your changes.

Checklist

- Be sure appropriate Progress option is selected for Mission, Program Goals, SLOs, and AAP Detail.
- Ensure the Responsible Role is completed for all items: Mission, Program Goals, SLOs, and AAP Detail.
- Update the Number field in Program Goals and SLOs.
- Upload files into the appropriate sections of the AAP Detail.
- Check the box to indicate Academic Assessment Plan Entry Complete.

Resources

Reporting and Planning Calendar

Academic Assessment Data Reports		Academic Assessment Plans	
Academic year	*Due date*	*Academic year*	*Due date**
		2014-15	April 4, 2014
2013-14	October 10, 2014	2015-16	February 27, 2015
2014-15	October 9, 2015	2016-17	February 26, 2016
2015-16	October 14, 2016	2017-18	February 24, 2017
2016-17	October 13, 2017	2018-19	February 23, 2018
2017-18	October 12, 2018	2019-20	February 22, 2019

*Plans for the next academic year may be submitted any time after the data report due date.

- http://assessment.aa.ufl.edu/academic-assessment
- Institutional Assessment 273-1090 or assessment@aa.ufl.edu