

Louisiana State University at Eunice



**Campus Labs Planning Module
Training Manual**

Paul Fowler

Revised May 4, 2020

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Contents

Section I: Introduction to Institutional Effectiveness at LSU Eunice	4
SACSCOC Standards as of Publication Date	4
LSU Eunice's Institutional Effectiveness Webpage	5
LSU Eunice Sites	5
Institutional Effectiveness Elements	6
Institutional Vision, Mission, and Goals	6
Divisional Vision, Mission, Goals, and Objectives	7
Divisional or Departmental Vision	7
Divisional or Departmental Mission	7
Divisional or Departmental Outcome Assessment Goals	8
Divisional or Departmental Outcome Assessment Objectives	9
Academic Affairs General Education Goals	12
Divisional General Education Objectives.....	12
Section II: LSU Eunice General Flowchart of Planning Elements	13
Section III: LSU Eunice Planning and Evaluation Cycle	14
Section IV: Access and Logging in to Campus Labs Planning System.....	15
Section V: Entering the Planning System and the Home Dashboard Page	17
Section VI: General Information in Preparation for Editing	18
General Philosophy	18
Text Defaults and General Formatting.....	19
Use of Acronyms.....	20
Section VII: The Plans Tab	21
The Organizational Tree in the Plans Tab	21
Editing an Existing Vision or Mission in the Plans Tab.....	22
Automatic Saving Applies to all Planning Elements	23
Section VIII: Editing an Existing Outcome Assessment Goal in the Plans Tab	26
Editing an Existing Outcome Assessment Goal	26
Upward Relationships for an Existing Outcome Assessment Goal in the Plans Tab.....	29
Downward Relationships for an Existing Outcome Assessment Goal in the Plans Tab	32
Summary of Relationships.....	34
The Read View.....	34
Section IX: Editing an Existing Outcome Assessment Objective in the Plans Tab.....	36
Editing an Existing Outcome Assessment Objective.....	36
Attaching Plan Item File to the Outcome Assessment Objective.....	40
Replacing or Renaming a PDF File in an Outcome Assessment Objective.....	41
Relating an Outcome Assessment Objective	43

Section X: Editing an Existing General Education Objective from the Plans Tab..... 44

- Editing an Existing General Education Objective 44
- Relating a General Education Objective 45
- Summary of Relationships for the General Education Objective 47

Section XI: Adding a New Planning Item..... 49

- Creating a New Vision or Mission 49
- Creating a new Outcome Assessment Goal 50
- Creating a new Assessment or General Education Objective 52

Section XII: Permissions 55

Section I: Introduction to Institutional Effectiveness at LSU Eunice

Note from the Director of Institutional Effectiveness (IE): This manual reflects my understanding of the functionality of the Campus Labs Planning System Version II as of the publication date. Please consider this manual as a work in progress. I ask planning heads to touch base with me on items that need to be corrected (including any typographical errors). I thank you for your assistance and dedication to LSU Eunice's students.

This manual, updated to version II of the planning system, is designed to assist users in entering and editing their IE data into the planning system. Users should contact the Director of IE at pfowler@lsue.edu, 337-550-1433, on Manuel Hall Room 207 for assistance. Please do not call Information Technology as they do not support the Campus Labs Platform.

This section covers:

[SACSCOC Standards as of Publication Date](#)

[LSU Eunice's Institutional Effectiveness Webpage](#)

[LSU Eunice Sites](#)

[Institutional Effectiveness Elements](#)

[Institutional Vision, Mission, and Goals](#)

[Divisional Vision, Mission, Goals, and Objectives](#)

[Divisional or Departmental Vision](#)

[Divisional or Departmental Mission](#)

[Divisional or Departmental Outcome Assessment Goals](#)

[Divisional or Departmental Outcome Assessment Objectives](#)

[Academic Affairs General Education Goals](#)

[Divisional General Education Objectives](#)

SACSCOC Standards as of Publication Date

LSU Eunice is regionally accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The Principles of Accreditation that provides the standards that LSU Eunice must comply with are available at: <https://sacscoc.org/app/uploads/2019/08/2018-POA-Resource-Manual.pdf>. The letters "CR" before the standard indicates that the standard is a core requirement. Any institution found in non-compliance with a core requirement can be put on warning or sanction.

Standard	Text
CR 7.1	The institution engages in ongoing, comprehensive, and integrated research-based planning and evaluation processes that (a) focus on institutional quality and effectiveness and (b) incorporates a systematic review of institutional goals and outcomes consistent with its mission. (Institutional planning) (p. 56).
7.2	The institution has a Quality Enhancement Plan that (a) has a topic identified through its ongoing, comprehensive planning and evaluation processes; (b) has broad-based support of institutional constituencies; (c) focuses on improving specific student learning outcomes and/or student success; (d) commits resources to initiate, implement, and complete the QEP; and (e) includes a plan to assess achievement. (Quality Enhancement Plan) (p. 58).
7.3	The institution identifies expected outcomes of its administrative support services and demonstrates the extent to which the outcomes are achieved. (Administrative effectiveness) (p. 61).

CR 8.1	The institution identifies, evaluates, and publishes goals and outcomes for student achievement appropriate to the institution's mission, the nature of the students it serves, and the kinds of programs offered. The institution uses multiple measures to document student success. (Student achievement) (p. 64).
8.2	The institution identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of seeking improvement based on analysis of the results for:
8.2a	student learning outcomes for each of its educational programs. (Student outcomes: educational programs) (p. 68).
8.2b	student learning outcomes for collegiate-level general education competencies of its undergraduate degree programs. (Student outcomes: general education) (p. 70).
8.2c	academic and student services that support student success. (Student outcomes: academic and student services) (p. 73).

LSU Eunice's Institutional Effectiveness Webpage

LSU Eunice's Institutional Effectiveness (IE) website is available at <https://lsue.edu/ie>. On the home page, the buttons to the right include a number of links to frequently used items. They include:

- A. [The Planning and Assessment Manual](#) that details the purpose and summarizes the procedure for LSU Eunice's Institutional Effectiveness
- B. [Summary Reporting Form](#) that is used by administrators to summarize their data to Administrative Council and the Chancellor's Cabinet.
- C. [Resource Request Form](#) used to request additional funding.
- D. [Example of a Resource Request](#) provides the details to filling out the Resource Request Form.
- E. [Standard Syllabus Form](#) detailing the elements that are required to be in all syllabi per the Curriculum Development Manual.
- F. [Standard Student Learning Outcome \(SLO\) Reporting Form](#) used by many departments to report SLO data each semester.
- G. [SLO Reporting Example](#) detailing what course sections may be grouped together, appropriate data, and common errors.

The IE webpage also includes a number of sections to the left including, [Characteristics](#). The site also includes information on and links to [Campus Labs and Compliance Assist](#) along with various help tools for completing institutional effectiveness reports. [Institutional Effectiveness Reports](#) including Noel Levitz Student Satisfaction Inventory results, and past annual IE Reports, and specialized reports. Next, the website includes LSU Eunice [Instructional Locations](#) as required by SACSCOC detailing the degrees offered at the various sites. Finally, the [SACSCOC](#) page contains required reporting for Core Requirement 8.1 on Student Achievement and Compliance Certification information.

LSU Eunice Sites

LSU Eunice offers instruction at several different sites. Per SACSCOC Principles of Accreditation, students must be treated in the same manner, if applicable. For example, if new first-time students at one site are required to attend orientation, then the same requirement applies to the other sites as well. In terms of assessment, SACSCOC expects all sites to be included when discussing planning and institutional effectiveness whether it be related to student affairs, business operations, or student learning outcomes. LSU Eunice has the following sites as of this writing:

- A. LSU Eunice,
- B. LSU Alexandria,
- C. Lafayette General Orthopaedic Hospital,

- D. Distance Education 16-week or 8-week semester,
- E. Accelerated 8-week or 4-week semester,
- F. LSU Laboratory School, and
- G. Various Dual Enrollment High Schools in the area.

Outcome data is typically separated by site. As a result, data related to student learning outcomes may have as many as seven columns for just for the site data.

Institutional Effectiveness Elements

Institutional Vision, Mission, and Goals

Planning items held at the institutional level include the vision, mission, institutional goals, and strategic goals mentioned briefly below. Users of the Campus Labs Planning System should understand that they **may not change any of the following in any way.**

- A. Institutional Vision Statement is published by the University in the LSU Eunice Catalog. See Section 3: Institutional Mission at <http://catalog.lsu.edu>.
- B. Institutional Mission Statement is published by the University in the LSU Eunice Catalog. See Section 3: Institutional Mission.
- C. Institutional Goals are published by the University in the LSU Eunice Catalog. See Section 3: Institutional Mission.
 - 1. Students complete associate degree or certificate programs prepared to enter the work force.
 - 2. Students complete the first two or more years of baccalaureate study prepared to transfer to four-year institutions to complete their degrees.
 - 3. Students fulfill general education and continuing education needs through a variety of educational offerings at various teaching sites and times.
 - 4. Students who need developmental instruction acquire the knowledge and skills to prepare them for collegiate study.
 - 5. Students receive support and assistance in reaching academic, personal, career, and employment goals.
 - 6. Students participate in extracurricular activities to meet personal, artistic, or intellectual interests.
 - 7. Students find facilities and resources adequate in classrooms, laboratories, the library, and recreational areas.
 - 8. Citizens of LSU Eunice's service area find educational opportunities to meet changing employment needs.
 - 9. Citizens experience cultural enrichment and personal development through participating in programs offered as a community service.
- D. Institutional Strategic Planning Goals are published by the University in the LSU Eunice Catalog. See Section 3: Institutional Mission. They are: To serve the citizens of Louisiana and position the University strategically, LSU Eunice seeks to
 - 1. strengthen student access.
 - 2. strengthen student success.
 - 3. expand partnerships.
 - 4. demonstrate a culture of continuous improvement.

Divisional Vision, Mission, Goals, and Objectives

Divisional or Departmental Vision

Vision published by each planning unit. The vision is dependent on the individual unit and may be changed in coordination with the Director of Institutional Effectiveness.

- A. According to the LSU Eunice Planning and Assessment Manual (at: <https://www.lsu.edu/institutional-effectiveness/ie-reports/Planning%20and%20Assessment%20Manual.pdf>), it is a compelling conceptual image of the desired future (p. 5).
- B. Examples:
 1. Developmental Education: The vision of the Office of Developmental Education is to provide a support network that creates a holistic foundation leading to success in college level coursework.
 2. Academic Affairs: The Office of Academic Affairs envisions a vibrant, high quality, comprehensive community college with a variety of academic programs that meet the educational and work force needs of the University's constituency.
- C. A vision statement for a unit should only be deleted with the coordination from the Director of IE because they are usually cancelled and sit in the system inactive for one year.
- D. The planning system layout for a vision from the Pathways to Success Program follows:

AY 2019-2020 / STRATEGIC PLAN

Edit Plan Item

Template: Vision

Title *
Pathways to Success Vision

Vision
Pathways to Success strives to ensure that all students are college ready.

Start *
11/01/2019

End *
10/31/2020

Progress

Providing Department *
 Pathways to Success

Permissions | **Related** | **History**

Assign Responsible Users

Item Visibility

Private
Item is not public

Org Level Permissions
Viewable to users at a providing org level or lower

All Users
Item is viewable to all users in the system

Vision title.

Vision of the unit.

Start and end dates are controlled by the planning system. Please do not change.

Progress for vision is usually left blank.

This area will be discussed in the editing section, but it is generally controlled by the administrator.

Divisional or Departmental Mission

A mission is published by all major departments and should not be the same as the vision. The mission is dependent on the individual unit and may be changed in coordination with the Director of Institutional Effectiveness.

- A. According to the LSU Eunice Planning and Assessment Manual, A broad, comprehensive statements of the unit's purpose (p. 5).
- B. Examples:

1. The Division of Health Sciences and Business Technology is committed to being an innovative leader in the educational preparations of health care, business, and technology professionals. We are committed to meeting the educational needs of individuals through curricula of quality and excellence.
 2. The mission of the LSU Eunice Associate of Science in Nursing Degree Program is to prepare graduates that are eligible to take the NCLEX licensing exam and upon successful passing, to practice as entry level registered nurses. The program is dedicated to facilitate the student's development in the role of a professional, as a provider of compassionate and competent nursing care, manager of efficient and effective care and as a committed member within the discipline of nursing.
 3. Using the best practices in the field as defined by the National Center for Developmental Education, the Pathways to Success program exists to provide a holistic approach to developmental education so that LSU Eunice may better assist underprepared students in the achievement of their educational and personal goals.
- C. A mission statement for a unit should only be deleted with the coordination from the Director of IE because they are usually cancelled and sit in the system inactive for one year.
- D. The planning system layout for a mission statement from the Pathways to Success Program follows:

AY 2019-2020 / STRATEGIC PLAN

Edit Plan Item

Template: Mission

Title *
Pathways to Success Mission

Mission
Using the best practices in the field as defined by the National Center for Developmental Education, the Pathways to Success program exists to provide a holistic approach to developmental education so that LSU Eunice may better assist underprepared students in the achievement of their educational and personal goals.

Start *
11/01/2019

End *
10/31/2020

Progress

Providing Department *
Pathways to Success

Permissions | Related | History

Assign Responsible Users

Item Visibility

- Private
Item is not public
- Org Level Permissions
Viewable to users at a providing org level or lower
- All Users
Item is viewable to all users in the system

Delete | Read View | Done

Mission title.

Mission of the unit.

Start and end dates are controlled by the planning system. Please do not change.

Progress for vision is usually left blank.

This area will be discussed in the editing section, but it is generally controlled by the administrator.

Divisional or Departmental Outcome Assessment Goals

Outcome Assessment Planning Goals are published by all planning units. The goals are dependent on the individual unit and may be changed in coordination with the Director of Institutional Effectiveness.

- A. Typically, the Outcome Assessment Goal a general statement of what is to be achieved. For most academic programs, there is one goal "...to maintain an effective name program". However, nonacademic units may have several goals dealing with such items as retention, enrollment, and graduation.
- B. Examples:
 1. Maintain an effective Diagnostic Medical Sonography Program.

2. Provide students with the information and experience necessary to become competent in critical thinking.
 3. To prepare an annual budget that reflects the mission of the university and supports institutional priorities.
- C. Outcome Assessment Goals should only be deleted with the coordination from the Director of IE because they are usually cancelled and sit in the system inactive for one year.
- D. The planning system layout for a unit goal from Liberal Arts follows:

AY 2019-2020 / ASSESSMENT PLAN

Edit Plan Item

Template: Outcomes Assessment Goal

Goal Number *

4

Goal *

19-20 Retention of EDUN, PSYC, and SOCL Liberal Arts Majors

Start *

11/01/2019

End *

10/31/2020

Progress

Provided By *

Liberal Arts

Budget Information

Delete Read View Done

Goal Number.

Goal (a general statement)

Start and end dates are controlled by the planning system. Please do not change.

Progress for goal is filled in when all objectives are complete.

Budget area must contain a dollar amount if new funds are request; otherwise, it should be marked existing.

Permissions | Related | History

Assign Responsible Users

Responsible Users

Mahoney, Sandra	Administrator	✕
Gullory, Keisa Renee	Administrator	✕
Greaud, Angela	Administrator	✕

Available Users

Select users from the list below or search for a specific user

Start typing a user's name

+	Ardoin, Brian	Administrator
+	Batiste, Barbara	Administrator
+	Cilano, Joe	Administrator
+	Cormier, Sondra	Administrator
+	Fontenot, Billy	Administrator
+	Fowler, Paul	Administrator

This area will be discussed in the editing section, but it is generally controlled by the administrator.

Divisional or Departmental Outcome Assessment Objectives

Outcome Assessment Planning Objectives are published by all planning units. Objectives are dependent on the individual unit and may be changed in coordination with the Director of Institutional Effectiveness. For associate degree programs, there are three or more objectives (competence, employment, and first-year student retention).¹ For Certificate programs, there are typically two objectives (competence and employment).²

- A. Outcome Assessment Objectives should be measurable, with a time limit, written as a student outcome or implied as a student outcome if possible. Academic planning units should include student learning outcomes (SLOs) where possible. SACSCOC requires all students to be assessed in a similar manner regardless of the method of instruction.
- B. Examples:

¹ Note that some programs, especially for Nursing and Allied Health, use standardized state/national program testing results and clinical results to establish competence.

² Retention is not included for certificates because they are one-year programs.

1. Establish a campus “walk-in” Health Clinic. The new health clinic will provide basic health care services and annual flu vaccinations to students.
 2. Each athletic team (women’s basketball, softball, baseball) will attain an overall 2.8 Team GPA.
 3. Convert Library Room L- 224 to Children's Collection Room.
 4. Pathways to Success students will successfully complete their developmental coursework gaining competencies in computational and elementary algebra skills (MATH 0001) necessary to begin MATH 0002.
- C. Outcome Assessment Objectives should only be deleted with the coordination from the Director of IE because they are usually cancelled and sit in the system inactive for one year.
- D. The planning system layout for the unit plan objectives follow:

Edit Plan Item

Template: Outcomes Assessment Objective

Objective Number *

4.1

Objective number.

Objective *

19-20 Retention- Aggregated Liberal Arts Majors of EDUN, PSYC, and SOCL

Title of the objective with year.

Start *

11/01/2019

Start and end dates are controlled by the system and should not be changed.

End *

10/31/2020

Progress

[Blank progress bar]

Permissions Related History

Supports (Connected Up)

+ Support

No Connections have been added.

This Item

Supported By (Connected Down)

+ Supported B

No Connections have been added.

This area will be discussed in the editing section, but it is generally controlled by the administrator.

Progress is left blank until the objective is completed.

Objective With Intended Outcomes

Plan: Should be measurable, with a time limit, written as a student outcome or implied as a student outcome if possible.

Rich text editor containing: Retain new first-time students declaring majors as Education-undecided (EDUN), Psychology (PSYC), or Sociology (SOCL) from fall to fall within the Liberal Arts Division.

Objective with intended outcomes typically completed a year in advance or before the academic year begins. The objective must be measurable and include "The student will..."

Plan Item Files

There are no attachments.

+ File + Folder

Assessment/Evaluation/Measures/Strategies

Do: Tell how assessment will be done: technique, instrument, task, survey, count, percent

Rich text editor containing detailed methodology text about data generation from LSUE's Institutional Research Query Tools Database and retention benchmarks.

Assessment methodology typically completed a year in advance or before the academic year begins. Methodology must conform with standard statistical practices. Note on benchmarking: A benchmark (target) is required by SACSCOC. The benchmark must be justified. Note on LSU Eunice Sites: The objective and methodology should apply to all students at all sites and online. Note on sampling: In academics, sampling is typically not used because the technique must conform to standard statistical practices and SACSCOC guidelines. Consult with the Director of IE.

Plan Item Files

There are no attachments.

+ File + Folder

Assessment/Evaluation Results (Progress Report)

Check: Record results after assessment is done analyzed. Did you meet your objective?

Empty rich text editor for progress report results.

The progress report section is completed upon the conclusion of the academic year. Note on LSU Eunice Sites: Data from the various sites are usually included in tabular form in this section. Ending Statement: This section must end with a statement similar to: Given that the observed value = ___ > the benchmark = ___, this objective is met.

Plan Item Files

There are no attachments.

+ File + Folder

Improvement Plan/ Changes Made

Act: Tell what you did with assessment results and briefly list what changes and/or improvements will be made.

Empty rich text editor for improvement plan details.

The improvement plan section must be completed whether or not the objective is met or not. Note on the use of "Monitor Results" SACSCOC typically wants to know what happens when this statement is used. The use of "monitor results" must be justified (why are results being monitored).

Plan Item Files

There are no attachments.

+ File + Folder

Delete

Read View

Done

Academic Affairs General Education Goals

New General Education Goals were published by the University effective fall 2015 – they may not be changed in any way by any dean, director, coordinator, or faculty member. Note that general education courses in mathematics refer to Goal 2 and that Humanities refer to Goal 4. The goals numbers should not be changed on a course syllabus since they refer to specific competencies.

An LSU Eunice graduate will

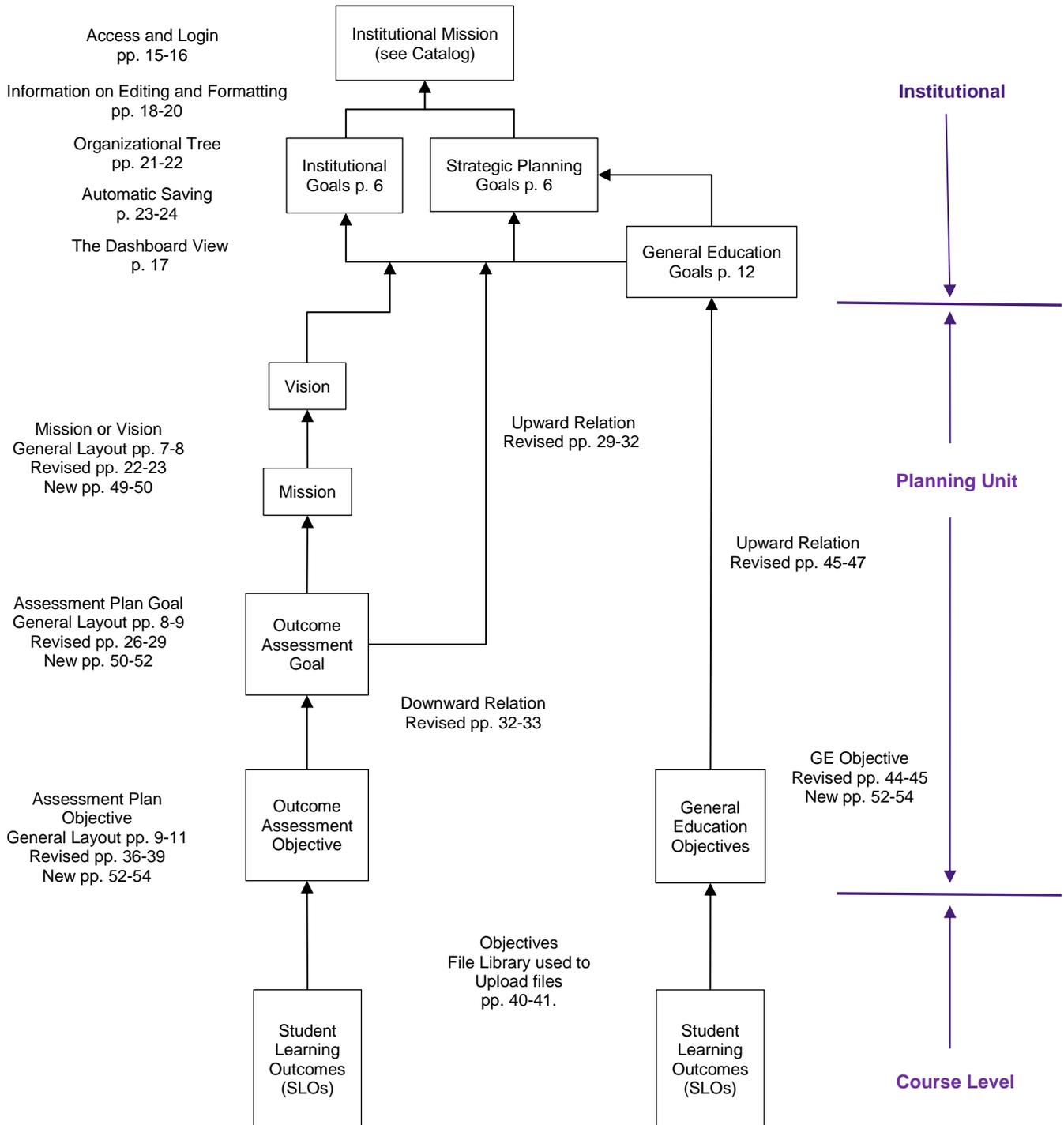
1. demonstrate effective communication of complex knowledge and ideas.
2. use processes, procedures, data, or evidence to solve problems and make effective decisions.
3. apply knowledge of natural science to the exploration and analysis of natural phenomena.
4. demonstrate an understanding of the cultural traditions and the human condition through a broad-based study of historical, cultural, and philosophical concepts.
5. demonstrate an understanding of human behavior and the relationship between individuals and their societies.
6. demonstrate an aesthetic and historical understanding of the arts.

Divisional General Education Objectives

Each division has general education courses that are offered to achieve LSU Eunice's General Education Goals. Each general education course contains General Education Objectives published by the department and have the following characteristics.

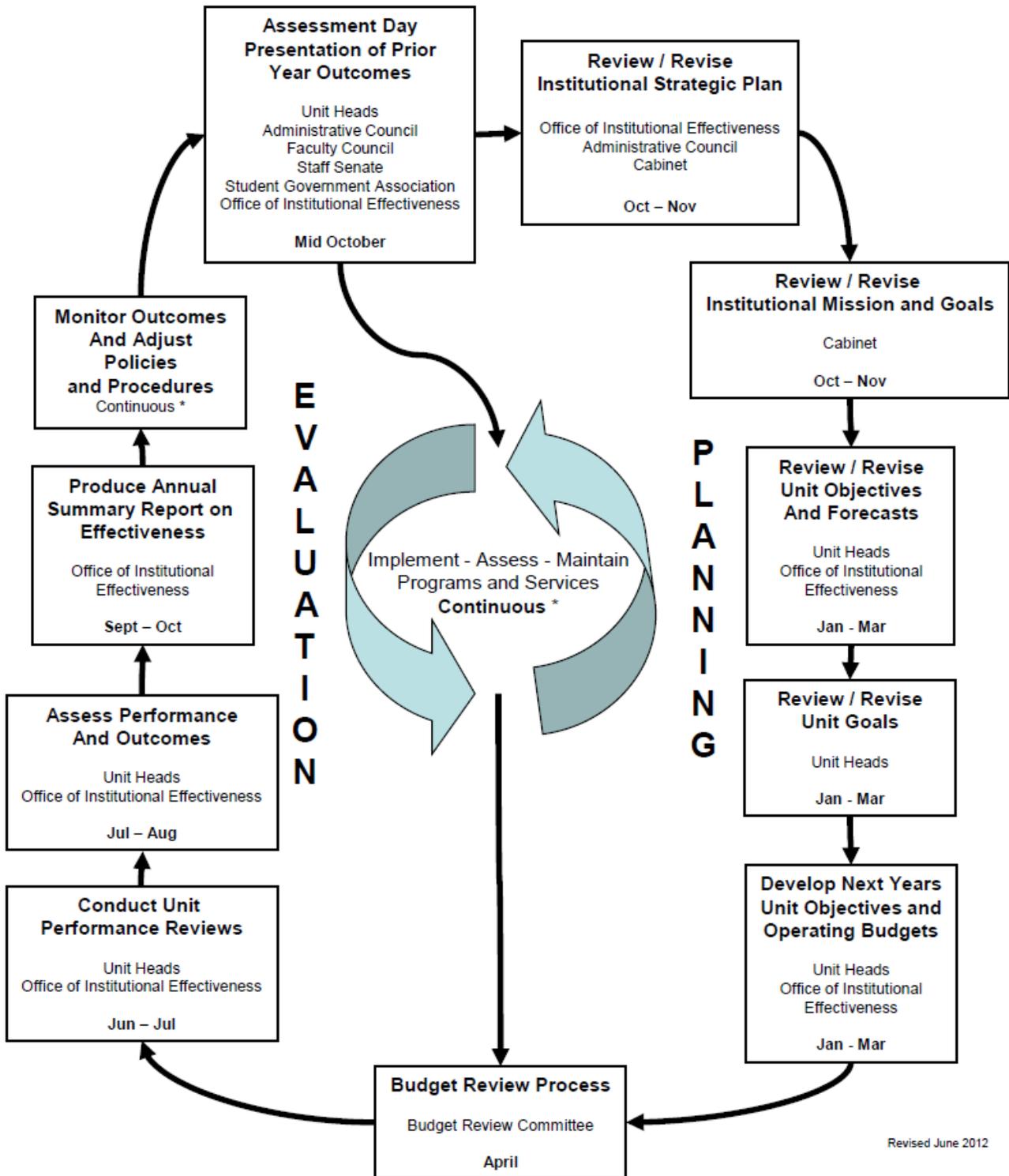
- A. Should be measurable, with a time limit, written as a student outcome or implied as a student outcome if possible. Academic planning units should include student learning outcomes (SLOs) where possible. SACSCOC requires all students to be assessed in a similar manner regardless of the method of instruction.
- B. Examples:
 1. Upon completion of math core requirements, transfer and associate degree students will demonstrate competency in mathematics as measured by the student learning outcomes in MATH 1021.
 2. Pathways to Success students will successfully complete their first general education courses at rates that approximate the averages established by the National Center for Developmental Education for general education social science course as defined by the current LSU Eunice Catalog after the successful completion of UNIV 0008.
 3. Students will be able to: Recognize major events, theories and issues. Recognize major figures and specific movements. Demonstrate their understanding of cultural precedents and grasp of relation to current issues, as well as an ability to analyze historical material in a proper manner in a book review (history).
 4. Upon successfully completion of the curriculum the students will demonstrate appropriate critical thinking skills and application of principles in the field of Fire and Emergency Services.
- C. General Education Objectives should only be deleted with the coordination from the Director of IE because they are usually cancelled and sit in the system inactive for one year.
- D. The planning system layout for the general education objectives is exactly the same as the layout for a general unit objective (see [Divisional or Departmental Outcome Assessment Objectives](#) above).

Section II: LSU Eunice General Flowchart of Planning Elements



Section III: LSU Eunice Planning and Evaluation Cycle

Louisiana State University Eunice Planning and Evaluation Cycle

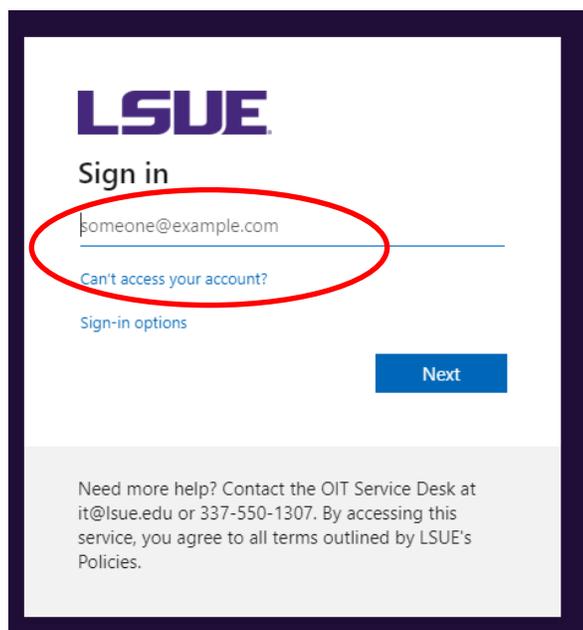


* This is accomplished through the extensive use of committees and sub-groups at the various planning levels to create a continuous cycle of program implementation, assessment, and maintenance.

Section IV: Access and Logging in to Campus Labs Planning System

LSU Eunice uses Campus Labs, a third-party vendor from New York, for its web based planning and accreditation systems. User accounts may be obtained by contacting the Director of Institutional Effectiveness at pfowler@lsue.edu, 337-550-1433, or in Manuel Hall room 207. User accounts and permissions are usually established within 24 hours dependent on workload. Users should understand that the use of the planning system requires compliance with [LSU Eunice Policy Statement Number 65](#): LSUE Administrative Computing Policy. Users agree to keep login and passwords secret along with maintaining privacy of the data being entered. Please note that **users should not attempt to work in the Campus Labs Planning System using a wireless connection** unless it is extremely stable due to the amount of data that is being transferred. The use of wireless connections has resulted in some loss of data in the past.

Once a user account is active, log in to Campus Labs Planning using the link on the IE website at <https://www.lsue.edu/institutional-effectiveness/complianceasst.php>.³ Please bookmark the Compliance Assist login site to use for all planning documents. Clicking on the Campus Labs link will direct the user to the login page below. Please note the policy statement at the bottom, then enter the LSU Eunice email. Click next and then enter the LSU Eunice password.



LSUE

Sign in

someone@example.com

[Can't access your account?](#)

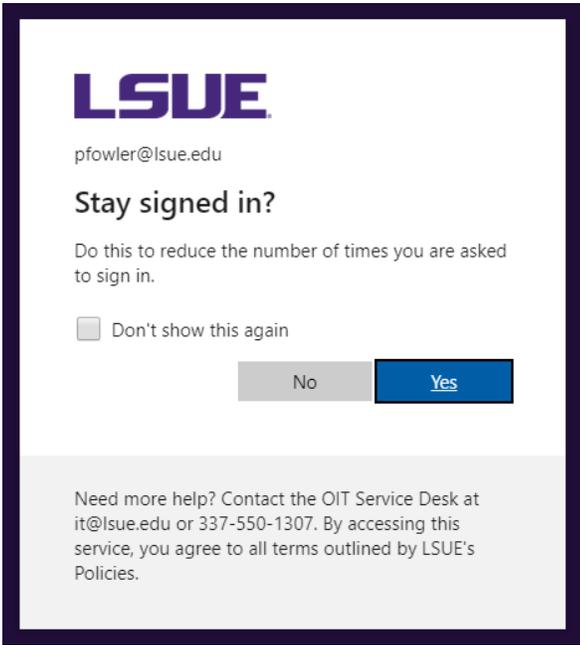
[Sign-in options](#)

Next

Need more help? Contact the OIT Service Desk at it@lsue.edu or 337-550-1307. By accessing this service, you agree to all terms outlined by LSUE's Policies.

The user may choose to stay logged in if using an office computer or not if using a home computer. Please note that two-factor identification may be required in some instances.

³ Alternately, the website for Campus Labs is <https://lsue.campuslabs.com/>.



The Campus Labs Platform has several components. Most users have access to the planning site only. On the Landing Site, click on Planning.



Section V: Entering the Planning System and the Home Dashboard Page

Users familiar with the Planning System will immediately notice a new look. The updates changed the look of the planning system in an effort to make it more functional while requiring fewer web pages and clicks. **1)** Each user will land on the Dashboard Home Tab in the current academic year (in red circle). Please make sure that the academic year is set to the desired year; otherwise, it may lead to updating material in an incorrect year. **2)** Below the Home Tab is the Plans Tab that will be discussed later. **3)** The Settings Tab at the bottom has limited functionality for most users because most permissions are set when a user is given access to the system.

4) The home page will open in default mode, but the user may apply various filters. The **5)** Sort is set to Default so items are sorted by number. Items with no numbers will appear first in the list of planning items. **6)** Announcements now appear on the Dashboard Page. Please pay attention to any announcements that apply to all users. **7)** The My Items Tab is where most users will find planning items that they have created. This may be a small number if the Director of Institutional Effectiveness created the items. The **8)** Responsible Items Tab represents the planning items the user is directly responsible for completing. The **9)** Contributor Tab contains the items that the user may assist with completing even though they are not directly responsible for completing them. Next, **10)** is a vision planning item. There are no longer any lemons, globes, or hour glasses to identify planning elements, however, the title, the type of plan, and the whether the item is a goal or an objective is grouped together as shown for convenience. Please note that there are two number 10s – one showing a vision and one showing a goal. **11)** Any planning element, whether it be a vision, mission, goal, or objective may be edited by clicking on the [blue hyperlink](#) noted by the arrow. The user may click on the title and the system will enter the editing screen for that item. The **12)** Plan items listed in this area are the specific types of templates that are available to the user.

The screenshot shows the Planning System Dashboard for AY 2019-2020. The dashboard includes a navigation bar with tabs for Dashboard, My Plan Items, FILTER, and Sort (Default). Below the navigation bar are three filter tabs: My Items (12), Responsible Items (0), and Contributor (0). The main content area displays a list of planning items, including Pathways to Success Vision, Pathways to Success Mission, and Increase overall unduplicated enrollment headcount. The right side of the dashboard features an Announcements section and a Plans section. The Plans section lists Strategic Plan, Assessment Plan, and General Education. Callout boxes provide details about these plan types.

1) Dashboard (circled in red)

2) My Plan Items

3) FILTER

4) My Items (12)

5) Sort: Default

6) Announcements

7) Pathways to Success Vision

8) Responsible Items (0)

9) Contributor (0)

10) Pathways to Success Vision

10) Increase overall unduplicated enrollment headcount

11) Pathways to Success Mission

12) Strategic Plan

12) Assessment Plan

12) General Education

12) Compliance Assist now Defaults to AY 2019-2020

12) Vision and mission both institutional and departmental.

12) Goals and objectives developed by individual departments.

12) General Education Goals at the Academic Affairs level and departmental level.

While this Dashboard looks “different” from what LSU Eunice users are used to, it is more functional than the multiple tab format of the past. As noted, clicking on the various planning elements on the right **12)** allows the user to examine and edit their individual plans for the current year, however, it is recommended to use the **2)** Plans Tab instead which will be covered in an upcoming section.

Section VI: General Information in Preparation for Editing

This section covers:

[General Philosophy](#)

[Text Defaults and General Formatting](#)

[Use of Acronyms](#)

General Philosophy

The general philosophy for the Office of Institutional Effectiveness and Accreditation is to prepare documents that are rather straightforward to follow for a SACSCOC IE reviewer that is from out of state and is not familiar with LSU Eunice. SACSCOC IE reviewers are trained to look for specific characteristics in planning and IE documentation. A reviewer reads hundreds of pages in the short time that they have to review an institution. As a result, it is generally unwise for a reviewer to have to look for specific information in the hundreds of pages provided to them. This means, in part, that LSU Eunice IE documents are formatted so that important points are easy for the reviewer to find. In addition, specific items such as site information and the total number of students tested or surveyed are often highlighted so the reviewer can identify that each site and as many students as possible are being assessed in the same manner.

Next, while certain sections of the goals and objectives are “rolled over” from year to year to make it easy for LSU Eunice users, it may be necessary to change an objective or methodology to reflect current practice in Outcome Assessment Objectives and General Education Objectives. In addition, progress reports and improvement plans **may not be a cut and paste** from year to year and not all improvement plans may be the same. The Director of Institutional Effectiveness specifically looks for this when reviewing documents and rejects common text requiring an individual user to edit their own documents a second time. Using a cut and paste generally results in a finding of non-compliance from SACSCOC creating more work for all users.

Another issue that often surfaces is the use of “monitor results” in the improvement plan for the Assessment Plan and General Education Objectives. SACSCOC IE reviewers specifically look for this phrase and will usually ask what happens when this phrase is used. As a result, users across campus should be aware that the Director of Institutional Effectiveness will question the use of the phrase and require that it be explained or changed.

Finally, it should be noted that a SACSCOC IE reviewer has a right to ask to see the data in order to back up the text of the institutional effectiveness documents. LSU Eunice’s Director of Institutional Effectiveness actually witnessed this during an on-site review for SACSCOC. The institution provided the data in order to make their case for compliance and were subsequently found in compliance. The point is that all data should be stored for five years. Users who do not have the ability to store data, either in paper or electronic form, should notify the Director of IE so that the data may be stored appropriately.

Further best practices for institutional effectiveness will be discussed in [Section VIII: Editing an Existing Outcome Assessment Goal in the Plans Tab](#) and [Section IX: Editing an Existing Outcome Assessment Objective in the Plans Tab](#).

Text Defaults and General Formatting

The formatting in the planning system is set to defaults; however, various formatting elements can inadvertently be changed by cutting and pasting. **Please conform to the following defaults for the text boxes in all planning items** (see screen shot below):

- A. **Paragraph:** format > blocks > paragraph (Please do not use any other type of block formatting for the text of any planning item. For example, headings are not needed.)
- B. **Fonts:** format > fonts > Helvetica
- C. **Size:** format > font sizes > 12 pt
- D. **Alignment of Paragraphs:** format > align > align left
- E. **Text Color:** Text color may be changed if necessary and is typically used to draw a SACSCOC reviewer's attention to a particular point. Red text is generally used for Director of IE notes relating to specific goals or objectives.
- F. **Highlighting or Background Color:** Highlighting may be used if necessary and is typically used to draw a SACSCOC reviewer's attention to a particular point.
- G. **Clear Formatting:** If having difficulty with formatting, use "clear formatting" to restore the defaults.

The screenshot displays the 'Edit Plan Item' interface. On the left, the Microsoft Word ribbon is visible, with the 'Format' tab selected. Red arrows labeled A through G point to specific options in the ribbon: A points to Paragraph, B to Helvetica, C to 12 pt, D to Align left, E to Text color, F to Background color, and G to Clear formatting. The main content area shows a text box with the title 'Liberal Arts Mission' and a paragraph of text. On the right, there is a sidebar with tabs for 'Permissions', 'Related', and 'History'. Below these tabs, there is a section titled 'Assign Responsible Users' with a sub-section 'Responsible Users' that says 'No responsible users have been added.' Below that is a section titled 'Available Users' with a search bar and a list of users with their roles.

Available Users	Role
Ardoin, Brian	Administrator
Batiste, Barbara	Administrator
Cilano, Joe	Administrator
Cormier, Sondra	Administrator
Fontenot, Billy	Administrator
Fowler, Paul	Administrator
Fowler, P	Administrator
Fruge, Courtney	Contributor
Grand, Annela	Administrator

Some users will often prepare the text for the planning items in word and then transfer the text to the planning system. In Microsoft Word, both cut and copy may be used from the ribbon. However, this is problematic in the planning system. While paste does exist in the planning system, it is always best to paste as plain text in order to have text pasted to system defaults. This will prevent the appearance of multiple formats within one planning document from the deans, directors, and coordinators using the system. **A)**

AY 2019-2020 / STRATEGIC PLAN

Edit Plan Item

Template: Mission

Title *

Liberal Arts Mission

Mission

The screenshot shows a Microsoft Word document editor. The menu bar includes File, Edit, View, Insert, Format, Tools, and Table. The 'Edit' menu is open, showing options: Undo (Ctrl+Z), Redo (Ctrl+Y), Cut (Ctrl+X), Copy (Ctrl+C), Paste (Ctrl+V), Paste as text, and Select all (Ctrl+A). A red circle highlights the 'Paste as text' option, and a red arrow points to it from the letter 'A'.

Start *

11/01/2019

Permissions Related History

Assign Responsible Users

Responsible Users

No responsible users have been added.

Available Users

Select users from the list below or search for a specific user

Start typing a user's name	
+ Ardoin, Brian	Administrator
+ Batiste, Barbara	Administrator
+ Cilano, Joe	Administrator
+ Cormier, Sondra	Administrator
+ Fontenot, Billy	Administrator
+ Fowler, Paul	Administrator

Alternately, keyboard shortcuts can be used that are preprogrammed in Microsoft Windows. Pasting in plain text will preserve the system defaults.

- CTRL c = Copy
- CTRL x = Cut
- CTRL v = Paste
- CTRL + SHIFT v = Paste in plain text.
- Questions on formatting should be directed to the Director of IE.

Finally, a short note on tables. Transferring tables from Microsoft Excel to the planning system may prove difficult depending on the table properties. Users are advised to contact the Director of IE for assistance with tables as needed.

Use of Acronyms

Planning system users should explain any use of acronyms because SACSCOC IE reviewers may or may not be familiar with them. For example, the use of The National Association for Developmental Education (NADE) or The Louisiana Board of Regents (BOR) should spelled out in the text the first time in each objective with the acronym behind it in parentheses.

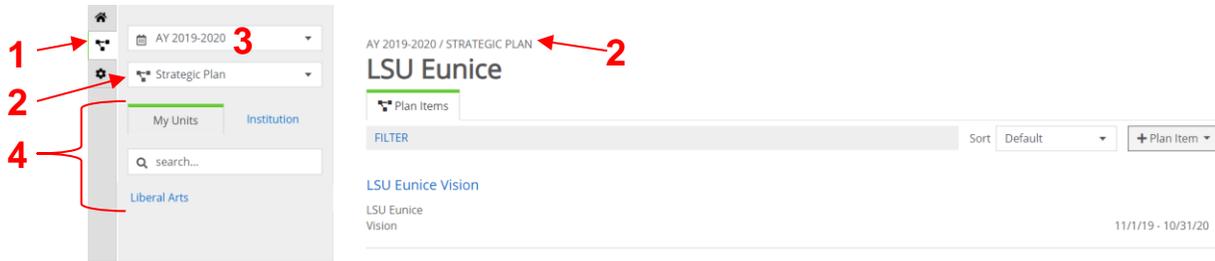
Section VII: The Plans Tab

This section covers:

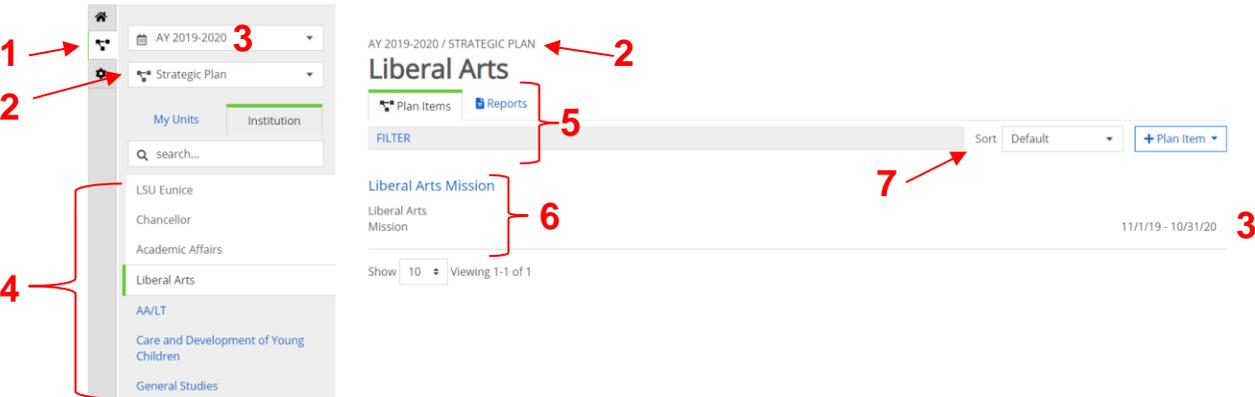
- [The Organizational Tree in the Plans Tab](#)
- [Editing an Existing Vision or Mission in the Plans Tab](#)
- [Automatic Saving Applies to all Planning Elements](#)

The Organizational Tree in the Plans Tab

Clicking on the **1)** Plans Tab lands the user in plans where the look is slightly different from the Dashboard Page. Depending on what the user did in the home page, the plans page will generally land on the **2)** for the **3)** current year. Both the **2)** type of plan and **3)** the academic year may be changed using the drop downs. The user may also use the **4)** organizational tree to the degree of comfort. Using My Units Tab will land the user on their assigned units per their permissions. Using the Institution Tab will require the user to navigate the organizational tree to arrive at their own individual unit.



Clicking on Liberal Arts in the **1)** Planning Tab and **4)** My Units Tab yields the next screen shot for the same **2)** in the **3)** current academic year. Note that the planning system changed to the **4)** Institution Tab. The planning system expands **4)** Liberal Arts and associated departments at the dean level. This includes the Associate of Arts Louisiana Transfer (AALT), Care and Development of Young Children, and the Associate of General Studies. The **2)** planning item and the **3)** academic year may be changed by clicking on the dropdown for each item.



What appears in the **4)** organizational tree depends on the user's permissions and settings based on their role at LSU Eunice. In this example, the planning system shows the organizational levels containing Liberal Arts because of the permissions being used as this manual is written. Note that there are **5)** two tabs showing – Plan Items and Reports – and that items can be filtered if necessary. All editing takes place in the Plan Items Tab. The Report Tab is for the user to create PDFs or hard copies of their IE reports or look at general formatting. Further, the **6)** Liberal Arts mission can be edited by clicking on the [Liberal Arts Mission link](#). Finally, please note that the default **7)** Sort is by number, but the user may change it as needed.

Editing an Existing Vision or Mission in the Plans Tab

Each department at LSU Eunice is required to have a vision and mission. Here, clicking on the Liberal Arts [mission link](#) from above displays the existing Liberal Arts mission for the **1)** academic year indicated in the screen shot below. The **2)** Title is a brief description of the item that will act as the hyperlink. Subject to the discussion in the [Text Defaults and General Formatting](#) above, **3)** the text box and the commands above it act much as they do in Microsoft Word. **4)** Note that the date range for AY 2019-2020 lags behind the actual academic year in order for users to complete the entering of data and editing. **Please do not change the date ranges** as they are set by the planning system and changing them results in the academic year being shifted or overlapping academic years. Next, please do not change the **5)** progress for vision and mission statements as they typically do not change from year to year. Note that the **6)** Permission Tab allows the listed users to be assigned to this planning item and will be discussed in the next section along with the other tabs shown.⁴

1 Title of Mission Statement may be edited using default settings.

2 Title of Mission Statement may be edited using default settings.

3 Text of Mission Statement may be edited.

4 Please do not change dates.

5 Please do not change progress. It should be left blank.

6 Available Users list.

7 Done button.

AY 2019-2020 / STRATEGIC PLAN
Edit Plan Item
 Template: Mission
 Title *
 Liberal Arts Mission
 Mission
 File Edit View Insert Format Tools Table
 Paragraph B I
 The purpose of the Division of Liberal Arts is to develop and maintain the infrastructure necessary to provide opportunity for students to graduate with an Associate degree in programs or majors housed in the unit. The Division of Liberal Arts LSU Eunice is focused on the education of freshman and sophomore students. The Division of Liberal Arts intends to teach students to think critically and independently with the hope that graduates contribute to and excel in their personal and community lives through advanced academic and cultural competency. This division imparts broad knowledge and encourages the development of general intellectual capacities. Further, we include professional development through two areas of applied study, offer honors programs and provide developmental education in English. We assist the entire campus by providing general education courses that support all associate degrees earned at LSU Eunice. We are dedicated to supporting students in obtaining an Associate Degree in multiple areas of concentration and in their successful transition into a four year college or the workplace.
 Start *
 11/01/2019
 End *
 10/31/2020
 Progress
 Providing Department *
 Liberal Arts

 Permissions Related History
 Assign Responsible Users
 Responsible Users
 No responsible users have been added.
 Available Users
 Select users from the list below or search for a specific user

 Ardoin, Brian Administrator
 Batiste, Barbara Administrator
 Cilano, Joe Administrator
 Cormier, Sondra Administrator
 Fontenot, Billy Administrator
 Fowler, Paul Administrator
 Fowler, P Administrator
 Fruge, Courtney Contributor
 Greaud, Angela Administrator
 Guillory, Keisa Renee Administrator
 Show 10 Viewing 1-10 of 37
 Previous 1 2 3 4 Next
 Item Visibility

⁴ Even though the item says the responsibility is not assigned, it is assigned to the position of Dean of Liberal Arts (instead of a person's name).

When editing is complete, click **7) Done** to automatically save the changes and return to the Plans Tab screen shown below. As the callout notes in the screen shot below, users may choose to use institution if they are comfortable using the organizational tree. The user may also choose My Units to navigate directly to their unit.



Automatic Saving Applies to all Planning Elements

One feature that will take some users time to get used to is automatic saving while they work. In the screen shot below, the user has again entered the mission to make some changes noted at the bottom of the text window. The user has clicked out of the text window **but remained in the mission edit window in the planning system.** Note that the planning system **1)** automatically saved the changes as indicated by the text just below the text window and the  because the user clicked out of the text window that was being edited. **CAUTION:** If a user has more than one monitor and clicks on a different application directly from the text box or closes the web browser, **the changes will not be saved.** Always remember to click **2) Done** when editing is completed or look for the  to make sure changes were saved. This will return the user to the previous screen.

Clicking **3) Read View** in the screen shot below will open a new window and display the mission in a manner that can be used for printing or viewing formatting. Next, clicking **4) Delete** will remove the item from the planning system. Note that the item will not be recoverable once deleted. The planning system will prompt the user to confirm prior to deleting the planning item.

Edit Plan Item

Template: Mission

Title *

Liberal Arts Mission

Mission

File Edit View Insert Format Tools Table

Paragraph B I

The purpose of the Division of Liberal Arts is to develop and maintain the infrastructure necessary to provide opportunity for students to graduate with an Associate degree in programs or majors housed in the unit. The Division of Liberal Arts LSU Eunice is focused on the education of freshman and sophomore students. The Division of Liberal Arts intends to teach students to think critically and independently with the hope that graduates contribute to and excel in their personal and community lives through advanced academic and cultural competency. This division imparts broad knowledge and encourages the development of general intellectual capacities. Further, we include professional development through two areas of applied study, offer honors programs and provide developmental education in English. We assist the entire campus by providing general education courses that support all associate degrees earned at LSU Eunice. We are dedicated to supporting students in obtaining an Associate Degree in multiple areas of concentration and in their successful transition into a four year college or the workplace.

I'm making some changes to illustrate automatic saving

Auto Saved: Apr 19, 2020, 6:34:46 AM

Start *

11/01/2019

End *

10/31/2020

Progress

Providing Department *

Liberal Arts

Delete

3

Read View

2

Done

Permissions Related History

Assign Responsible Users

Responsible Users

No responsible users have been added.

Available Users

Select users from the list below or search for a specific user

Start typing a user's name

+ Ardoin, Brian	Administrator
+ Batiste, Barbara	Administrator
+ Cilano, Joe	Administrator
+ Cormier, Sondra	Administrator
+ Fontenot, Billy	Administrator
+ Fowler, Paul	Administrator
+ Fowler, P	Administrator
+ Fruge, Courtney	Contributor
+ Greaud, Angela	Administrator
+ Guillory, Keisa Renee	Administrator

Show 10 Viewing 1-10 of 37

Previous 1 2 3 4 Next

Item Visibility

Private
Item is not public

On the right side of the screen shot above, note that the system defaults to the **5) Permissions Tab** on the right side showing users that have access to the system. Adding the responsible user may be accomplished by entering the person's name in the Available User's search bar or scrolling through and clicking the **+**. This will be discussed further in the next section. The **6) Related Tab** is not used for vision and mission, but will be discussed later in the goal section. Finally, clicking on the **7) History Tab** will show the history of the item if multiple changes have been made.

The screen shot below was obtained by the user clicking on the **Read View**. The read view can be used to check for formatting and printing; however, editing is not possible. Clicking **8) Go to Item in Planning** button will return the user to the editing screen shown in the screen shot above. Clicking **9) print** will print the item as needed and clicking **10) share item** will allow the item to be shared if the user has an email in the system.

AY 2019-2020 / STRATEGIC PLAN
Liberal Arts Mission

This view always presents the most current state of the plan item.
Plan Item was last modified on 4/19/20, 6:53 AM
Your individual permission settings determine what fields and content are visible to you.

[Go to Item in Planning](#) **8** **9** [Print](#) [Share Item](#) **10**

Example of a read view.

Template:
Mission

Title:
Liberal Arts Mission

Mission:
The purpose of the Division of Liberal Arts is to develop and maintain the infrastructure necessary to provide opportunity for students to graduate with an Associate degree in programs or majors housed in the unit. The Division of Liberal Arts LSU Eunice is focused on the education of freshman and sophomore students. The Division of Liberal Arts intends to teach students to think critically and independently with the hope that graduates contribute to and excel in their personal and community lives through advanced academic and cultural competency. This division imparts broad knowledge and encourages the development of general intellectual capacities. Further, we include professional development through two areas of applied study, offer honors programs and provide developmental education in English. We assist the entire campus by providing general education courses that support all associate degrees earned at LSU Eunice. We are dedicated to supporting students in obtaining an Associate Degree in multiple areas of concentration and in their successful transition into a four year college or the workplace.

Start:
11/1/2019

End:
10/31/2020

Progress:

Providing Department:
Liberal Arts

Responsible Roles:

Related Items
No connections made

Section VIII: Editing an Existing Outcome Assessment Goal in the Plans Tab

This section includes:

[Editing an Existing Outcome Assessment Goal](#)

[Upward Relationships for an Existing Outcome Assessment Goal in the Plans Tab](#)

[Downward Relationships for an Existing Outcome Assessment Goal in the Plans Tab](#)

[Summary of Relationships](#)

[The Read View](#)

Editing an Existing Outcome Assessment Goal

To begin the process of editing an Outcome Assessment Goal, the user can begin on the Dashboard (home) Tab or Plans Tab. In order to edit an Outcome Assessment Goal in the **1)** Plans Tab, it is first necessary to change the plan item to **2)** for the **3)** academic year desired while ensuring that the user is still in their **4)** own department in the organizational tree. Click on **2)**

The screenshot shows the Planning application interface. On the left, a navigation menu is visible with the following items: AY 2019-2020 (labeled 1), Strategic Plan (labeled 2), Assessment Plan (labeled 3), and General Education. Below these are organizational units: LSU Eunice, Chancellor, Academic Affairs, Liberal Arts (labeled 4), AA/VT, Care and Development of Young Children, and General Studies. The main content area displays the 'Liberal Arts' plan item for the 'AY 2019-2020 / STRATEGIC PLAN'. The 'Plan Items' tab is active, showing a 'Liberal Arts Mission' with a date range of '11/1/19 - 10/31/20'. A 'FILTER' bar is present above the mission details, and a '+ Plan Item' button is visible on the right.

Clicking populates the plan items with the Outcome Assessment Goals and the Outcomes Assessment Objectives for the user's department as shown in the next screen shot. The left side of the screen shows that the user is in the **1)** AY 2019-2020 planning year shown both in the upper left and at the right for each planning item. The user is currently working with **2)** and is looking at the **3)** Liberal Arts goals and objectives. There are three **4)** goals and three **5)** objectives in the screen shot below.

AY 2019-2020 / ASSESSMENT PLAN

Liberal Arts

Plan Items Reports

FILTER Sort Default + Plan Item

19-20 In working to maintain an effective developmental education program, Pathways to Success will provide students the necessary support for the successful completion of their developmental coursework.

Liberal Arts
1:Outcomes Assessment Goal 11/1/19 - 10/31/20

General Education: LSUE will provide students the necessary support for the successful completion of the first general education course in English and social science after the completion of developmental education.

Liberal Arts
2:Outcomes Assessment Goal 11/1/19 - 10/31/20

19-20 Retention of EDUN, PSYC, and SOCL Liberal Arts Majors

Liberal Arts
4:Outcomes Assessment Goal 11/1/19 - 10/31/20

Developmental English (ENGL 0001)

Liberal Arts
1.1:Outcomes Assessment Objective 11/1/19 - 10/31/20

Orientation to University Studies (UNIV 1005)

Liberal Arts
1.2:Outcomes Assessment Objective 11/1/19 - 10/31/20

College Reading (UNIV 0008)

Liberal Arts
1.3:Outcomes Assessment Objective 11/1/19 - 10/31/20

For this example, the user has clicked on the “19-20 Retention of EDUN, PSYC, and SOCL Liberal Arts Majors” which is an existing Outcome Assessment Goal so that it may be edited. When the goal is opened, most of the information below is automatically populated since the goal already existed. Note that the red identification letters in the list below will be used for throughout this section to refer to the plan items shown.

- A. Identifies that this is an Outcomes Assessment Goal Template that is set up in the system and is in edit mode.
- B. Identifies the academic year that is set in the planning system.
- C. Identifies the goal number. All goals in a specific department should have a unique number.
- D. The actual goal. In this case is deals with retention Liberal Arts students with specific majors. Goals do not need to be measurable; they may be a general statement as shown in this example.
- E. Date ranges set by the system. The user should not change the dates.
- F. The progress is blank initially and should not be changed by the user. The Director of IE changes the progress when items are complete at the end of the planning year.
- G. Liberal Arts is responsible for the completion of this goal.
- H. Budgets are not populated initially because budgets change from year to year. If new funds are being requested, then a dollar amount must be entered. If no new funds are being requested, then “budget currently exists” or “no new funds requested” can be entered. Note that one of the two situations require that something is entered for this item; **it cannot be left blank.**
- I. Clicking **Delete** will remove the item from the planning system. A dialogue box will open asking the user if the item should be removed. **Once deleted and confirmed, the item cannot be recovered.**
- J. The **Read View** button can be used to open a new window in order to print or check formatting. As mentioned earlier, the user should be sure that the item has automatically saved by clicking in the

same window, but outside the editing text box. A check mark inside a green circle will appear indicating that the item has been saved. After doing this, then click the read view button.

- K.** Click Done when finished editing the item. The item will automatically save and will return the user to the Plans Tab for the given year and department.
- L.** The [Permissions Tab](#) indicate who is responsible for the planning item – in this case the goal. Note that permissions for most users are restricted by the administrator.
- M.** The [↑↓ Related Tab](#) will relate the goal to the institution’s strategic and institutional goals the goal supports. It will also relate the goal to the objectives that support it. This will be illustrated in the next section.
- N.** The [History Tab](#) will give a detailed view of past versions of the goal.
- O.** The assigned responsible user is the specific person responsible for completing the goal is the Dean of Liberal Arts. Clicking the  will remove the current assigned user.
- P.** Available users are other individuals within the Campus Labs Planning System that can see the goal along with their permissions. Clicking the  sign next to an individual users’ name will result in the goal being assigned to that person. Please do not change assignments without first contacting the Director of IE.
- Q.** Visibility is whether the item may be viewed by other departments. Please set to public.

Remember, this is an example of a goal that existed in the system so most of the information was prepopulated. The goal, in most cases, needs just a few edits in order to be considered complete for a given year. If necessary, users should remember to edit the **C)** goal number, **D)** the actual goal, and the **H)** budget information. Any **L)** and **O-P)** Permissions changes that need to be made will require a discussion with the Director of IE. When complete, click Done.

AY 2019-2020 / ASSESSMENT PLAN

Edit Plan Item

A Template: Outcomes Assessment Goal

C Goal Number *
4

D Goal *
19-20 Retention of EDUN, PSYC, and SOCL Liberal Arts Majors

E Start *
11/01/2019

E End *
10/31/2020

F Progress

G Provided By *
 Liberal Arts

H Budget Information

I

J **K**

Dates are set by the system. Please do not change.

Progress should be left blank.

Budget may not be left blank.

L **M** **N**

Assign Responsible Users

O Responsible Users

Mahoney, Sandra Administrator

Available Users

Select users from the list below or search for a specific user

Q Start typing a user's name

- Ardoin, Brian Administrator
- Batiste, Barbara Administrator **P**
- Cilano, Joe Administrator
- Cormier, Sondra Administrator
- Fontenot, Billy Administrator
- Fowler, Paul Administrator
- Fowler, P Administrator
- Fruge, Courtney Contributor
- Greaud, Angela Administrator
- Gulllory, Keisa Renee Administrator

Show 10 Viewing 1-10 of 37

Previous 1 2 3 4 Next

Item Visibility

- Private **Q**
Item is not public
- Org Level Permissions
Viewable to users at a providing org level or lower
- All Users
Item is viewable to all users in the system

Assigned user. Clicking the will remove the current assigned user.

Available users in the system. Clicking the next to an individual's name will assign the goal to that user. Contact the Director of IE prior to making any changes.

Upward Relationships for an Existing Outcome Assessment Goal in the Plans Tab

After the Outcome Assessment Goal has been edited, two further steps are needed prior to submitting it to the Director of IE to be reviewed. Outcome Assessment Goals must be related to institutional and strategic goals that the departmental goal supports and related to the Outcome Assessment Objective that support them. Please note that this step is completed after the goal is edited and saved.

After saving, click the **M **Tab** on the right side of the screen from the screen shot above. The screen shot below will open. To relate the departmental goal **R**) upward to institutional and strategic goals, click "+Supports". To related to departmental objectives, click "+Supported By".**

AY 2019-2020 / ASSESSMENT PLAN

Edit Plan Item

Template: Outcomes Assessment Goal

Goal Number *

4

Goal *

19-20 Retention of EDUN, PSYC, and SOCL Liberal Arts Majors

Start *

11/01/2019

End *

10/31/2020

Progress

Provided By *

 Liberal Arts

Budget Information

Permissions **M** Related HistorySupports
(Connected Up)**R**

No Connections have been added.

This Item

Supported By
(Connected Down)**S**

No Connections have been added.

This area in editing mode and may be updated if needed.

Relating upward to institutional and strategic goals. Click "+Supports"

Relating downward to departmental objectives. Click "+Supported By"

Clicking "+Supports" above takes the user to a Related Up Screen as shown below. Because institutional and strategic goals are in the Strategic Plan section of planning, it will be necessary to choose the **T** in the Assessment Plan drop down to change to the strategic plans section (see screen show below). Be sure that the **U** academic year is the current year being edited and that the **V** organizational chart has LSU Eunice selected.

Once all settings are correct and the user clicks on the **T** in the Assessment Plan drop down, the screen below will be populated with LSU Eunice's **W** current strategic goals.⁵ The current **U** academic year and place in the **V** organizational chart will be maintained.

Users should now choose the appropriate **W** institutional and/or strategic goals that apply to their departmental goal by clicking on the **+**. For this example, only strategic goals are listed so the user must choose at least one. In the case where both institutional and strategic goals appear, then it is important to

⁵ Please note that LSU Eunice's institutional and strategic goals are currently under review. Currently, the administration is using only strategic goals in the planning system; however, this is likely to change to both institutional and strategic goals in the future.

choose at least one from both types of goals. As the user clicks the **+**, the strategic goals will populate under **X)** connects up.

19-20 RETENTION OF EDUN, PSYC, AND SOCL LIBERAL ARTS MAJORS

Select a Supports (Related UP) Item

U AY 2019-2020

T Strategic Plan

V LSU Eunice
Chancellor

W Click the **+** to relate the current goal to LSU Eunice's strategic goal. The user must choose at least one.

Title reflects the goal being completed.

FILTER	
To serve the citizens of Louisiana and position the University strategically, LSU Eunice seeks to ensure student access.	+
LSU Eunice 1. Ensure Access:Strategic Goal	11/1/19 - 10/31/20
To serve the citizens of Louisiana and position the University strategically, LSU Eunice seeks to strengthen student success.	+
LSU Eunice 2. Student Success:Strategic Goal	11/1/19 - 10/31/20
To serve the citizens of Louisiana and position the University strategically, LSU Eunice seeks to expand partnerships.	+
LSU Eunice 3. Partnerships:Strategic Goal	11/1/19 - 10/31/20
To serve the citizens of Louisiana and position the University strategically, LSU Eunice seeks to demonstrate a culture of continuous improvement.	+
LSU Eunice 4. Improvement:Strategic Goal	11/1/19 - 10/31/20

Show 10 Viewing 1-4 of 4

Supports (Connected Up) **X**

No Connections have been added.

This Item

Supported By (Connected Down)

No Connections have been added.

[← Back to Plan Item](#)

After clicking the **+**, strategic goals will populate in this area.

After the **+** is clicked from the screen shot above, a **✓** will indicate that it was selected (see screen shot below). The dean did not choose one of the strategic goals as indicated by the **+** sign. Note that the strategic goals have now populated the **X)** Connects Up section. Any strategic goals that should not be in the **X)** connected up section may be removed by clicking on the **✕**. When finished, click [← Back to Plan Item](#) in the lower right corner.

19-20 RETENTION OF EDUN, PSYC, AND SOCL LIBERAL ARTS MAJORS

Select a Supports (Related UP) Item

U AY 2019-2020

T Assessment Plan

V LSU Eunice
Chancellor

W The user chose to relate this goal to #1, 2, and 4 of LSU Eunice's strategic goals as indicated by the **✓**.

Title reflects the goal and year being completed.

FILTER	
To serve the citizens of Louisiana and position the University strategically, LSU Eunice seeks to ensure student access.	✓
LSU Eunice 1. Ensure Access:Strategic Goal	11/1/19 - 10/31/20
To serve the citizens of Louisiana and position the University strategically, LSU Eunice seeks to strengthen student success.	✓
LSU Eunice 2. Student Success:Strategic Goal	11/1/19 - 10/31/20
To serve the citizens of Louisiana and position the University strategically, LSU Eunice seeks to expand partnerships.	+
LSU Eunice 3. Partnerships:Strategic Goal	11/1/19 - 10/31/20
To serve the citizens of Louisiana and position the University strategically, LSU Eunice seeks to demonstrate a culture of continuous improvement.	✓
LSU Eunice 4. Improvement:Strategic Goal	11/1/19 - 10/31/20

Show 10 Viewing 1-4 of 4

Supports (Connected Up) **X**

To serve the citizens of Louisiana and position the University strategically, LSU Eunice seeks to ensure student access. **✕**
LSU Eunice Strategic Goal

To serve the citizens of Louisiana and position the University strategically, LSU Eunice seeks to strengthen student success. **✕**
LSU Eunice Strategic Goal

To serve the citizens of Louisiana and position the University strategically, LSU Eunice seeks to demonstrate a culture of continuous improvement. **✕**
LSU Eunice Strategic Goal

This Item

Supported By (Connected Down)

No Connections have been added.

[← Back to Plan Item](#)

After clicking the **+**, strategic goals will populate in this area.

When finished, click [← Back to Plan Item](#) to return to the goal.

Clicking on [Back to Plan Item](#) takes the user back to the goal as indicated below. The strategic relationships are now related on the right side. Users should notice that the **R**) strategic goals selected are on the **M**) [Related Tab](#) for the **E**) given year indicated. Next, to add downward relationships to the departmental objectives, click on **S**) [+Supported By](#)”.

AY 2019-2020 / ASSESSMENT PLAN

Edit Plan Item

Template: Outcomes Assessment Goal

Goal Number *

4

Goal *

19-20 Retention of EDUN, PSYC, and SOCL Liberal Arts Majors

Start *

11/01/2019

End *

10/31/2020

Progress

Provided By *

Liberal Arts

Budget Information

Budget exists, no new funds needed

[Delete](#) [Read View](#) [Done](#)

Title reflects the goal and year being completed.

M

Permissions **Related (3)** History

Supports (Connected Up) [+ Supports](#)

To serve the citizens of Louisiana and position the University strategically, LSU Eunice seeks to ensure student access.
LSU Eunice Strategic Goal

To serve the citizens of Louisiana and position the University strategically, LSU Eunice seeks to strengthen student success.
LSU Eunice Strategic Goal

To serve the citizens of Louisiana and position the University strategically, LSU Eunice seeks to demonstrate a culture of continuous improvement.
LSU Eunice Strategic Goal

R

This Item

Supported By (Connected Down) [+ Supported By](#) **S**

No Connections have been added.

Downward Relationships for an Existing Outcome Assessment Goal in the Plans Tab

Clicking on [+Supported By](#)” results in the screen shot below for **U**) the academic year being edited and the assessment plan section of **T**) [Assessment Plan](#). The user should verify that the **V**) organizational chart has landed on the department being edited. If not, the user will need to click through the **V**) organizational chart down to their own department because the window may open with LSU Eunice indicated. The LSU Eunice level of the organizational chart has no objectives. At least one departmental objective must be related to the goal being edited by clicking on the **+**. In this case, goal 4.1 noted by the has been selected and is populated in the **S**) connected down section. When finished, click [Back to Plan Item](#) .

19-20 RETENTION OF EDUN, PSYC, AND SOCL LIBERAL ARTS MAJORS

Select a Supports (Related DOWN) Item

Title reflects the goal and year being completed.

Clicking on the [Back to Plan Item](#) button will return the user to goal 4 keeping in mind that it is still in **M**) edit mode and with the **Related Tab** selected. The **R**) upward relationships are now shown on the right along with the **S**) downward relationships. The user may now click **K**) Done if everything is completed or **J**) if the item has been saved and a print copy is desired.

AY 2019-2020 / ASSESSMENT PLAN

Edit Plan Item

Template: Outcomes Assessment Goal

Goal Number *

Goal *

Start *

End *

Progress

Provided By *
 Liberal Arts

Budget Information

Delete

Read View Done

J K

Permissions Related (4) History

Supports (Connected Up)

- To serve the citizens of Louisiana and position the University strategically, LSU Eunice seeks to ensure student access.
- To serve the citizens of Louisiana and position the University strategically, LSU Eunice seeks to strengthen student success.
- To serve the citizens of Louisiana and position the University strategically, LSU Eunice seeks to demonstrate a culture of continuous improvement.

This Item

Supported By (Connected Down)

- 19-20 Retention- Aggregated Liberal Arts Majors of EDUN, PSYC, and SOCL

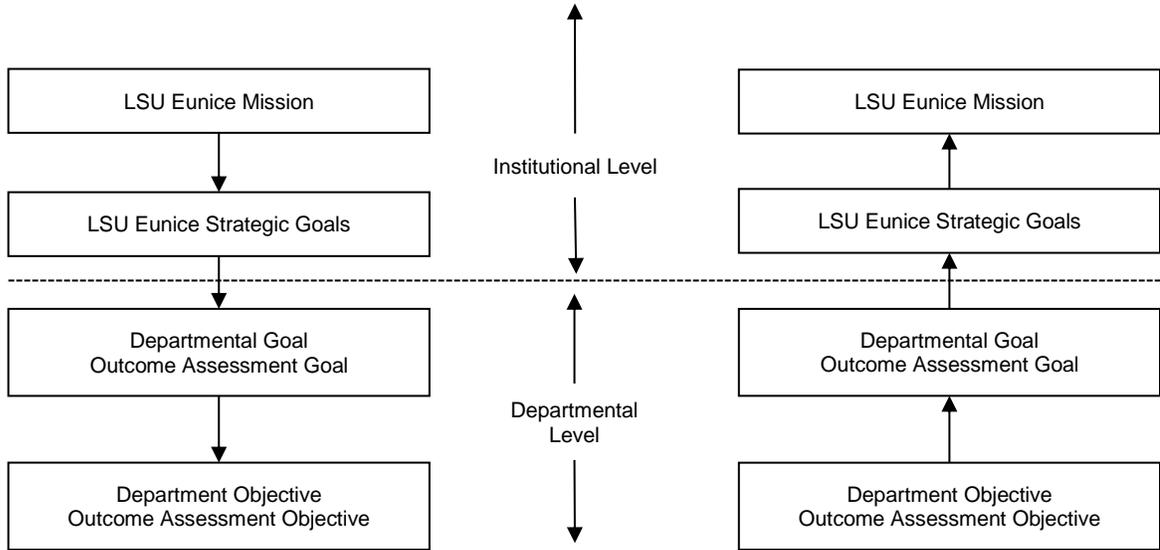
M

R

S

Summary of Relationships

A summary of the relationships just created is shown in the figure below. Both circumstances are valid in that the department goals and objectives flow from the mission of the institution and both flow upward to support the mission.



The Read View

Clicking the [J\) Read View](#) from the screen shot above displays as shown in the screen shot below. This Outcome Assessment Goal is ready for review by the Director of IE once its Outcome Assessment Objectives are completed for this goal.

B AY 2019-2020 / ASSESSMENT PLAN
19-20 Retention of EDUN, PSYC, and SOCL Liberal Arts Majors

This view always presents the most current state of the plan item.
Plan Item was last modified on 4/20/20, 9:35 AM
Your individual permission settings determine what fields and content are visible to you.

[Go to Item in Planning](#)

[Print](#)

[Share Item](#)

Template:

A Outcomes Assessment Goal

C Goal Number:

4

D Goal:

19-20 Retention of EDUN, PSYC, and SOCL Liberal Arts Majors

Start:

11/1/2019

End:

10/31/2020

E

F Progress:

G Provided By:

Liberal Arts

O Participants:

Sandra Mahoney (smahoney@lsue.edu)

H Budget Information:

Budget exists, no new funds needed

Related Items

Supports (Connected Up):

To serve the citizens of Louisiana and position the University strategically, LSU Eunice seeks to ensure student access.

LSU Eunice Strategic Goal

To serve the citizens of Louisiana and position the University strategically, LSU Eunice seeks to strengthen student success.

LSU Eunice Strategic Goal

To serve the citizens of Louisiana and position the University strategically, LSU Eunice seeks to demonstrate a culture of continuous improvement.

LSU Eunice Strategic Goal

R

S Supported By (*Connected Down*):

19-20 Retention- Aggregated Liberal Arts Majors of EDUN, PSYC, and SOCL

Liberal Arts Outcomes Assessment Objective

Section IX: Editing an Existing Outcome Assessment Objective in the Plans Tab

This section includes:

[Editing an Existing Outcome Assessment Objective](#)

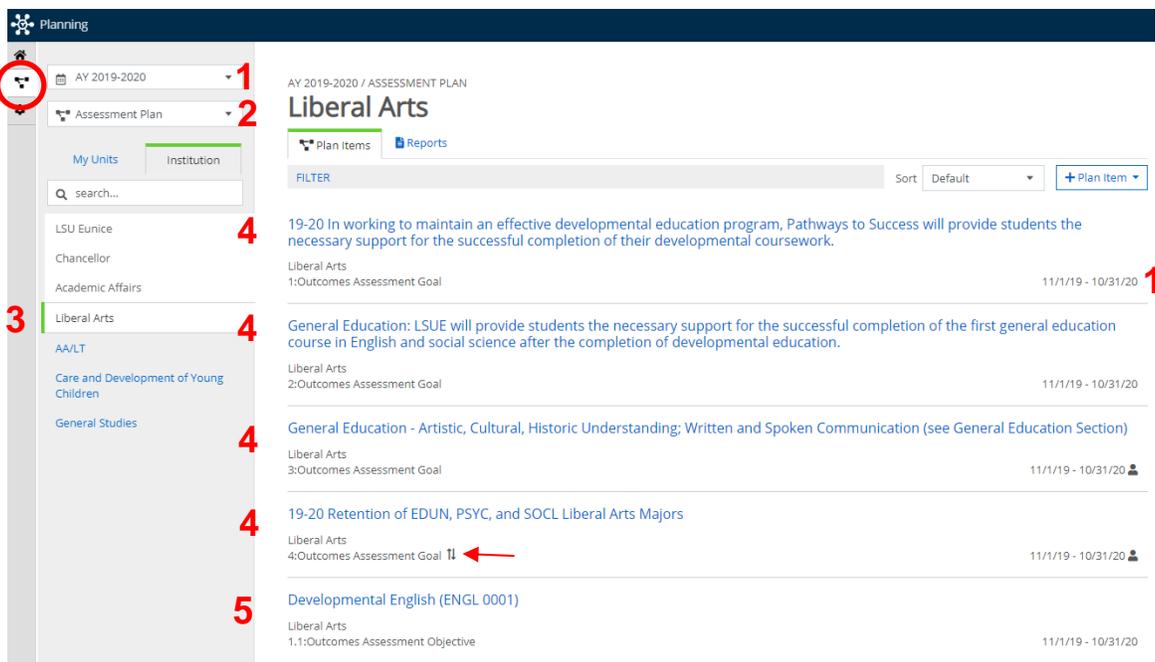
[Attaching Plan Item File to the Outcome Assessment Objective](#)

[Replacing or Renaming a PDF File in an Outcome Assessment Objective](#)

[Relating an Outcome Assessment Objective](#)

Editing an Existing Outcome Assessment Objective

As a reminder from the last section, clicking the Plans Tab (red circle) returns the user to the Assessment Plans providing that  is chosen. The page is then populated with the Outcome Assessment Goals and Outcome Assessment Objectives as shown in the next screen shot. The left side of the screen shows that the user is in the **1)** AY 2019-2020 planning year shown both in the upper left and at the right for each planning item. The user is currently working with **2)**  and is looking at the **3)** Liberal Arts goals and objectives in the organizational tree. Again, related to the organizational tree, the Institution Tab should default to the user's department. If not, and the user does not want to click through the organizational tree, then the user may click on the My Units Tab. There are four **4)** goals and one **5)** objective in the screen shot below. Note, by the way, that a relationship is now shown for goal 4 as shown by the red arrow.



The screenshot displays the 'Planning' interface for 'AY 2019-2020 / ASSESSMENT PLAN' under the 'Liberal Arts' category. The left sidebar shows the organizational tree with 'Liberal Arts' selected. The main content area lists several assessment goals and objectives:

- 19-20 In working to maintain an effective developmental education program, Pathways to Success will provide students the necessary support for the successful completion of their developmental coursework. (Liberal Arts 1:Outcomes Assessment Goal)
- General Education: LSUE will provide students the necessary support for the successful completion of the first general education course in English and social science after the completion of developmental education. (Liberal Arts 2:Outcomes Assessment Goal)
- General Education - Artistic, Cultural, Historic Understanding: Written and Spoken Communication (see General Education Section) (Liberal Arts 3:Outcomes Assessment Goal)
- 19-20 Retention of EDUN, PSYC, and SOCL Liberal Arts Majors (Liberal Arts 4:Outcomes Assessment Goal)
- Developmental English (ENGL 0001) (Liberal Arts 1.1:Outcomes Assessment Objective)

For this example, the user has clicked on the “Developmental English (ENGL 0001)” so it may be edited. Since it is an existing Outcome Assessment Objective, some text boxes populate with some information transferred from the previous year when it is opened. Note that the red identification letters in the list below will be used for throughout this section to refer to the plan items shown.

- A. Identifies that this is an Outcomes Assessment Objective Template that is set up in the system and is in edit mode.
- B. Identifies the academic year that is set in the planning system.
- C. Identifies the objective number. All objectives in a specific department should have a unique number.
- D. The objective title. Each objective should have a short title that will act as the link to open it.
- E. Date ranges set by the system. The user should not change the dates.
- F. The progress are blank initially and should not be changed by the user. The Director of IE changes the progress when items are complete at the end of the planning year.
- G. Liberal Arts is responsible for the completion of this objective.
- H. Objective with Intended Outcome Textbox is the actual objective and must be stated in measurable terms. Please use "The student will..."; not the student should be able to or the students will be able to. SACSCOC requires all students at all sites to be assessed in a similar manner regardless of the method of instruction. The objective section is generally completed prior to the academic year beginning and is stated in future tense. For existing objectives, it is "rolled over" from year to year.
- I. Assessment/Evaluation/Measures/Strategies Textbox provides a location for the user to identify the method by which the objective (student learning) will be assessed. Note that the assessment needs to be of sound statistical methodology. In this case, student learning outcomes (SLOs) are also stated. Non-academic areas typically do not have SLOs, but still must provide a statistically sound methodology for assessment. A benchmark or target must be stated in this section along with a justification for the benchmark. The strategy section is generally completed prior to the academic year beginning and is written in future tense. For existing objectives, it is "rolled over" from year to year. Note that LSU Eunice does not typically use sampling, especially in the academic areas. Also note that there is a file in the Plan Item Files area. This will be discussed in a later section.
- J. Progress Report Textbox is where data will be summarized for the existing year and is written in past tense. Note that all Progress Report Textboxes begin with: For AY ____ (last academic year), this outcome was ____ (met/or not met). If the objective was met, then the next paragraph begins. If the objective was not met, then the user must state whether or not the improvement plan was followed from last year and what the results were. If the improvement plan was not followed, then the user must state why.

The second paragraph begins with: For AY ____ (current academic year), begin a discussion of the current data including how many students were in a course on the 14th day for fall and spring (if applicable); how many were assessed (academic) or surveyed (nonacademic); percentage of those enrolled; short statement on methodology to reinforce the strategies section; the actual results by individual LSU Eunice site; how the results compare longitudinally; and whether or not the objective was met. For academic objectives not met, it is important to discuss the data and include an item analysis. For nonacademic objectives not met, it is important to discuss the data and include a frank discussion of why the writer thinks the objective was not met.

Note that tables may be cut and pasted from excel, but will require additional formatting in the planning system. Contact the Director of IE for assistance with tables. Cutting and pasting from word is not recommended.

All objectives should end with a statement similar to: Given that the observed value = ____ > (<) the established benchmark = ____, this objective is met (not met).

- K.** Improvement Plan Textbox is required by SACSCOC and the Department of Education and can be a combination of past and future tense. Regardless of whether the objective was met or not, the improvement asks how can the user used the results to improve. This allows the user to say how issues in the assessment instrument, methodology, or overall environment influenced the results and how the issues will be addressed. Note on the use of “Monitor Results”: The use of the words monitor results requires justification that must be explained in the improvement plan. As noted in a previous section, the use of “monitor results” will be rejected by the Director of IE if it is not explained in the improvement plan.
- L.** Plan Item Files are simply PDF files that include documentation such as meeting minutes, course syllabi, a survey, or other evidence that a task was accomplished.
- M.** Clicking  Delete will remove the item from the planning system. A dialogue box will open asking the user if the item should be removed. **Once deleted and confirmed, the item cannot be recovered.**
- N.** The  Read View button can be used to open the objective in a separate browser window so that it can be printed or examined for general formatting. As mentioned earlier, the user should be sure that the item has automatically saved by clicking in the same window, but outside the editing text box. A  will appear indicating that the item has been saved. After doing this, then click the  Read View button.
- O.** Clicking the  Done button when finished editing the item. The item will automatically save and will return the user to the Plans Tab for the given year and department.
- P.** The [Permissions Tab](#) indicate the person responsible for the objective. This area is generally controlled by the platform administrator. Contact the Director of IE for additional information.
- Q.** The  [Related Tab](#) will relate the department’s objective to the departmental goal. Relating the objective to its goal is competed at the goal level so there is no need to use the  [Related Tab](#) in the objective view. In this case, the relationship has already been established as indicated by the (1).
- R.** The [History Tab](#) will give a detailed view of past versions of the goal.
- S.** This item is related to **P) Permissions Tab** and indicates the assigned responsible user is the specific person responsible for completing the objective is the Dean of Liberal Arts. Clicking the  will remove the current assigned user.
- T.** This item is related to the **P) Permissions Tab** and shows available users who may be assigned to the planning item. Clicking the  sign next to an individual users’ name will result in the objective being assigned to that person. A user that has a  has been assigned to complete this objective. As mentioned above, this area is generally controlled by the Director of IE. Please do not change assignments without first contacting the Director of IE.
- U.** Visibility is whether the item may be viewed by other departments. Please set to public.

Remember, this is an example of an objective that existed in the system so most of the information was prepopulated. As opposed to goals discussed in the last section, objectives require substantially more work. While items **A – I** are prepopulated, some parts may need edited with a new syllabus or other documents uploaded. Items **J – K** require the most work. While every item needs attention to be complete, during a review, most SACSOC reviewers typically focus on items **E, F, G, H, I, J, K, L, S,** and **Q.** Please be sure to follow the formatting recommendations above for both the **J)** progress report and **K)** the improvement plan illustrated in [Text Defaults and General Formatting](#). In addition, please be sure to add **L)** PDF documents in the Plan Item Folders to provide as evidence that the user did what was reported.

When editing is completed, click  .

AY 2019-2020 / ASSESSMENT PLAN Edit Plan Item

Template: Outcomes Assessment Objective

Objective Number *
1.1

Objective *
Developmental English (ENGL 0001)

Start *
11/01/2019

End *
10/31/2020

Progress

Provided By *
 Liberal Arts

Objective With Intended Outcomes
Plan: Should be measurable, with a time limit, written as a student outcome or implied as a student outcome if possible.

File Edit View Insert Format Tools Table

Paragraph B I

Developmental education students will successfully complete their developmental course work gaining competencies in developmental English composition (ENGL 0001) mechanics, sentence structure, and paragraph structure necessary to successfully begin their first general education English composition course.

Plan Item Files
There are no attachments.

Assessment/Evaluation/Measures/Strategies
Do: Tell how assessment will be done: technique, instrument, task, percent

File Edit View Insert Format Tools Table

Paragraph B I

Direct Assessment
For AY 2017-2018, the outcomes will be directly assessed and analyzed through an internally developed multiple choice examination designed by the English faculty and given during the last two weeks of the semester. All students remaining in the course will be assessed (i.e. no sampling). **Assessment will include all students at all sites (LSUE, LSUA site students, dual credit, and online students).**

The faculty constructed a 25 question multiple choice examination paralleling the primary objectives for the course. The **SLOs for ENGL 0001 as stated in the syllabus** are:

Upon successful completion of this course, the student will

1. Write a clear topic sentence that includes the main idea of the paragraph.
2. Develop the body of the paragraph with substantial support: evidence, details, and facts
3. Use proper grammar and punctuation throughout their writing.

The benchmark for all **SLOs** is 70% based on historical University record and that the 70% is the lowest "average" for the grade of C given on a student's University record.

Plan Item Files + File + Folder

ENGL 0001 Syllabus Fall 2017 Replace Rename

Assessment/Evaluation Results (Progress Report)
Check: Record results after assessment is done analyzed. Did you meet your objective?

File Edit View Insert Format Tools Table

Paragraph B I

Plan Item Files + File + Folder

Improvement Plan/ Changes Made
Act: Tell what you did with assessment results and briefly list what changes and/or improvements will be made.

File Edit View Insert Format Tools Table

Paragraph B I

Plan Item Files + File + Folder

Delete

Read View Done

Permissions Related (1) History
Assign Responsible Users

Responsible Users
Mahoney, Sandra Administrator

Available Users
Select users from the list below or search for a specific user

- + Ardoin, Brian Administrator
- + Batiste, Barbara Administrator
- + Cilano, Joe Administrator
- + Cormier, Sondra Administrator
- + Fontenot, Billy Administrator
- + Fowler, Paul Administrator
- + Fowler, P Administrator
- + Fruge, Courtney Contributor
- + Greaud, Angela Administrator
- + Guillory, Keisa Renee Administrator

Show 10 Viewing 1-10 of 37
Previous 1 2 3 4 Next

Item Visibility
 Private
Item is not public
 Org Level Permissions
Viewable to users at a providing org level or lower
 All Users
Item is viewable to all users in the system

Dates are set by the system. Please do not change.

Progress should be left blank.

Objective section prepopulated in existing objectives and should include the words "The student will..."

Visibility: Please set to public.

Strategy section prepopulated in existing objectives.

The progress report section is completed upon the conclusion of the academic year. It begins with a statement about last year.

Note on LSU Eunice Sites:
Data from the various sites are usually included in tabular form in this section.

Ending Statement:
The improvement plan section must be completed whether or not the objective is met or not.
Note on the use of "Monitor Results"
The use of "monitor results" must be justified (why are results being monitored).

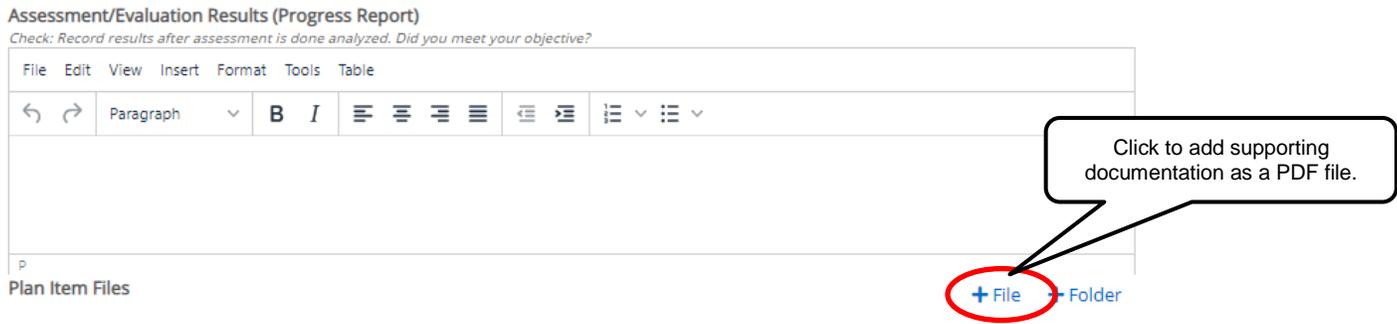
Assigned user. Clicking the x will remove the current assigned user.

Available users in the system. Clicking the + next to an individual's name will assign the goal to that user. Contact the Director of IE prior to making any such changes.

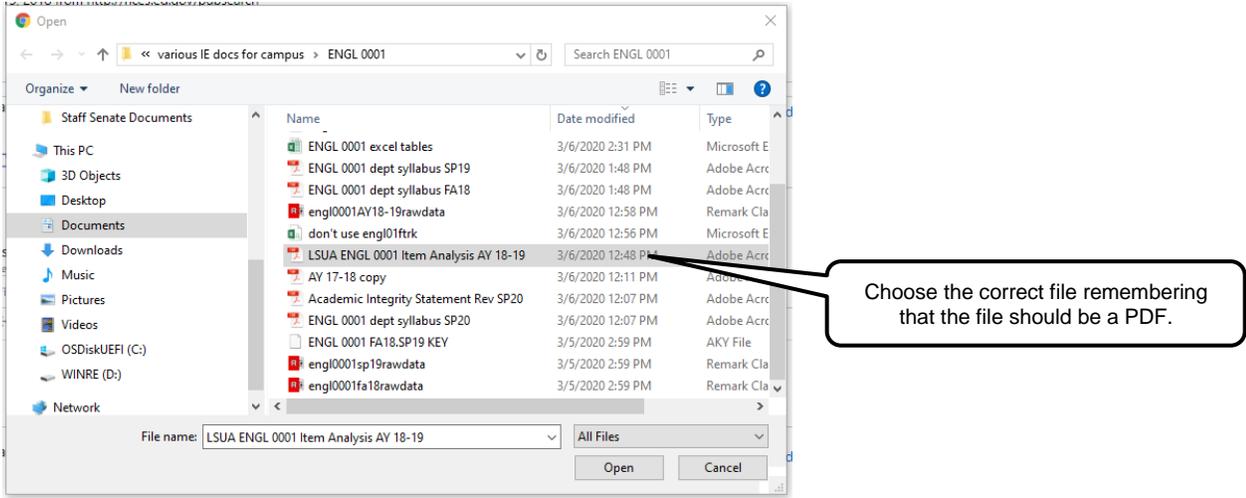
After clicking the **Done** button, the user will return to the Plans Tab with a listing of departmental goals and objectives.

Attaching Plan Item File to the Outcome Assessment Objective

In the screen shot of the ENGL 0001 objective above, item **L**) referred to Plan Item Files. Annually, files in the objective are updated to reflect the existing syllabi and efforts to improve. Users should place files below the applicable textbox. For example, syllabi should not be placed in the Progress Report section because the course has generally concluded when that section is written. The best place for a syllabus is generally in the Objective or Strategy Sections depending on how each are written. To insert a PDF Item Analysis file in the progress report section, click **+File** as noted in the screen shot below.⁶ Please be sure to clearly name files so they may be referenced in the text.

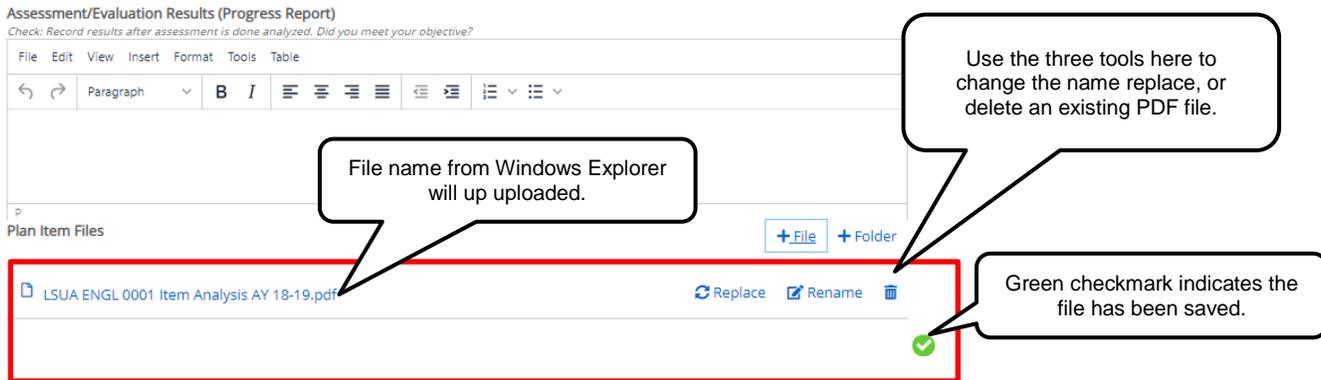


The dialog box from Windows Explorer below will open. Choose the correct file and click open.



⁶ IE documentation generally for the use of files in objectives so please do not use **+Folder** for any reason.

The file will upload and appear just below the textbox desired – the Progress Report section in this case – as shown in the next screen shot. The system will show a green upload bar for a moment as it is uploading (depending on internet speed and the size of the file). The user should make sure the correct file has been uploaded. Note also that the file saved automatically as indicated by the . In a change to the new version of the Planning System, PDF files are no longer hyperlinked to the text in the textbox so it is necessary for the user to be sure to refer to the document by name in the text and put “(see below)” behind the sentence when referring to the file for the first time.



Replacing or Renaming a PDF File in an Outcome Assessment Objective

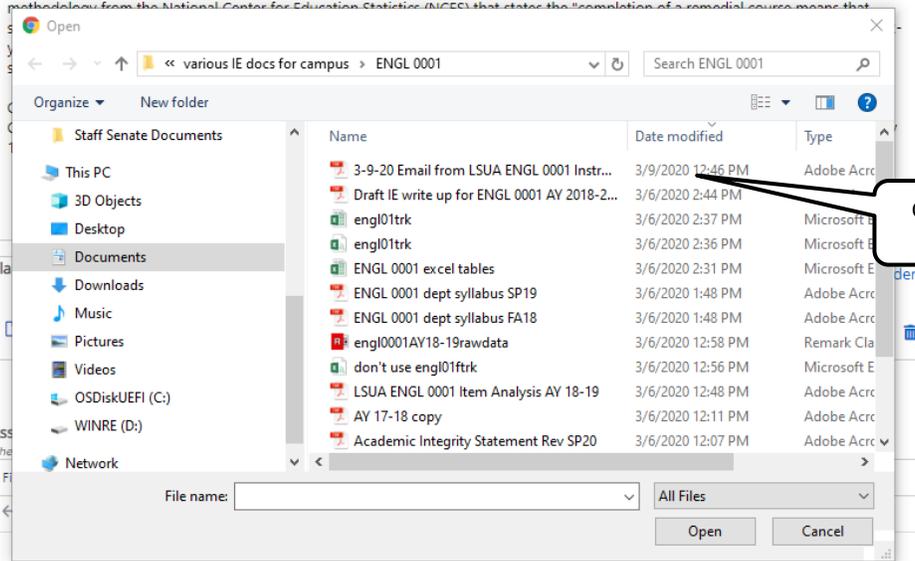
The Strategy Textbox actually had a syllabus from fall 2017 that would need to be updated for the current year. It is possible to replace, rename, or delete the PDF altogether using the controls illustrated in the next screen shot in the red circle. This was located just below the Strategy Section for the ENGL 0001 Objective at the beginning of this section. Clicking replace will prompt the system to ask if the user is sure the file is to be replaced.



Click confirm and a dialog box will open the Windows Explorer dialog box below so the user may select the file needed. Please keep in mind that only PDF files may be uploaded to the planning system. Choose the correct file and then click open. The system will show a green upload bar for a moment (depending on internet speed and the size of the file). The user should make sure the correct file is placed under the textbox that they desire.

Indirect Assessment

NOTE: This section of the benchmark was updated to reflect new research. The indirect measurement (course success rates) will be calculated using data from institutional research over the 2017-2018 academic year. The success rate will be calculated using the methodology from the National Center for Education Statistics (NCEES) that states the completion of a remedial course means that



Next, if the name of the file needs to be changed, the click Rename as shown in the screen shot below.



Clicking rename will change the file name to a text box that can be edited as shown below. Edit the name as desired **being sure to keep the .pdf** and then click save.



As mentioned previously, users should keep in mind that PDF files are no longer hyperlinked to the text in the textbox so it is necessary for the user to be sure to refer to the document by name in the text and put "(see below)" behind the sentence when referring to the file the first time.

Relating an Outcome Assessment Objective

As mentioned in the last section, Outcome Assessment Objectives like ENGL 0001 in the previous section are **Q**) related to their Outcome Assessment Goals using the **↑↓ Related Tab** when **editing the goals** and not the objective. As a result, there is no need to click on the **↑↓ Related Tab** unless it was not taken care of at the goal level. Again, the (1) next to the **↑↓ Related Tab** indicates a relationship to a goal (see the screen shot below).

AY 2019-2020 / ASSESSMENT PLAN

Edit Plan Item

Template: Outcomes Assessment Objective

Objective Number *

1.1

Objective *

Developmental English (ENGL 0001)

Start *

11/01/2019

End *

Permissions **↑↓ Related (1)** History

Q

Assign Responsible Users

Responsible Users

Mahoney, Sandra Administrator

Available Users

Select users from the list below or search for a specific user

The (1) indicates that this objective is already related to a goal.

It is recommended that objectives be related to their goals using the goal level.

If the user clicks on the **↑↓ Related Tab**, the goal will be shown as indicated in the next screen shot. If the goal is incorrect, then it may be removed by clicking the **⊖** and correcting the relationship using the existing screen. It is actually recommended that users return the Plans Tab and establish the relationship from the Outcome Assessment Goal using the procedure in the [Downward Relationships for an Existing Outcome Assessment Goal in the Plans Tab](#) section.

AY 2019-2020 / ASSESSMENT PLAN

Edit Plan Item

Template: Outcomes Assessment Objective

Objective Number *

1.1

Objective *

Developmental English (ENGL 0001)

Start *

11/01/2019

End *

10/31/2020

Progress

Permissions **↑↓ Related (1)** History

Q

Supports (Connected Up) **+ Supports**

19-20 In working to maintain an effective developmental education program, Pathways to Success will provide students the necessary support for the successful completion of their developmental coursework.
Liberal Arts Outcomes Assessment Goal

This Item

Supported By (Connected Down) **+ Supported By**

Note that a relationship from an Outcome Assessment Objective downward is not possible as the objective is the lowest planning item in the system.

Once all editing of the Outcome Assessment Objective is complete, click **Done** to return back to the Plans Tab. The next section deals with General Education Objectives.

Section X: Editing an Existing General Education Objective from the Plans Tab.

This section includes:

[Editing an Existing General Education Objective](#)

[Relating a General Education Objective](#)

[Summary of Relationships for the General Education Objective](#)

Editing an Existing General Education Objective

Again, the user returns to the Plans Tab to edit a General Education Objective. Ensuring that **1)** the academic year being edited is correct, use the **2)** plan items drop down box to select .⁷ The user is encouraged to verify that the **3)** Plan Items tab is selected and make sure their department is selected in the **4)** organizational tree.

The screenshot shows the 'Planning' interface for 'AY 2019-2020 / ASSESSMENT PLAN' under 'Liberal Arts'. The left sidebar shows the organizational tree with 'Liberal Arts' selected (4). The top navigation bar shows 'AY 2019-2020' (1) and 'Assessment Plan' (2) dropdowns. The main content area shows the 'Plan Items' tab (3) and a table of assessment goals. The table has columns for description, department, and dates. Blue text in the descriptions indicates clickable links for editing.

Description	Department	Dates
19-20 In working to maintain an effective developmental education program, Pathways to Success will provide students the necessary support for the successful completion of their developmental coursework.	Liberal Arts	11/1/19 - 10/31/20
General Education: LSUE will provide students the necessary support for the successful completion of the first general education course in English and social science after the completion of developmental education.	Liberal Arts	11/1/19 - 10/31/20
General Education - Artistic, Cultural, Historic Understanding; Written and Spoken Communication (see General Education Section)	Liberal Arts	11/1/19 - 10/31/20

Once is chosen in the Planning Items Dropdown, the list of General Education Objectives will populate as the screen shot below indicates. The user should pay attention to the same four items as illustrated above – **1)** the academic year is the year desired, **2)** the Plan Items says , **3)** the Plan Items tab is chosen, and **4)** the organizational tree landed on the appropriate department. Again, the user may choose the My Units Tab if the user does not desire to click through the organizational tree on the Institution Tab.

The user may now click on the [blue text](#) to choose the General Education Objective to be edited.

⁷ If the **1)** Academic Year is not correct, the drop down may be used to change it to the year desired.

Planning

AY 2019-2020 / GENERAL EDUCATION

Liberal Arts

Plan Items Reports

FILTER Sort Default + Plan Item

19-20 GE-Written Communication - ENGL 1001-1002	Liberal Arts 3.11:General Education Objective	11/1/19 - 10/31/20
19-20 General Education English after Developmental Education English (ENGL 1001 after ENGL 0001)	Liberal Arts 3.12:General Education Objective	11/1/19 - 10/31/20
19-20 GE-Library Research Tools (formerly Information Literacy)	Liberal Arts 3.13:General Education Objective	11/1/19 - 10/31/20
19-20 GE-Critical Thinking	Liberal Arts 3.21:General Education Objective	11/1/19 - 10/31/20

Given that the General Education Objective and the Outcome Assessment Objective a similar template, the layout and the editing processes are the same. As a result, please refer back to

- [Editing an Existing Outcome Assessment Objective](#) in [Section IX: Editing an Existing Outcome Assessment Objective in the Plans Tab](#)
- [Attaching Plan Item File to the Outcome Assessment Objective](#) in [Section IX: Editing an Existing Outcome Assessment Objective in the Plans Tab](#)
- [Replacing or Renaming a PDF File in an Outcome Assessment Objective](#) in [Section IX: Editing an Existing Outcome Assessment Objective in the Plans Tab](#)

Relating a General Education Objective

The only difference between the Outcome Assessment Objective and a General Education Objective is that the **General Education Objective is related to the General Education Goal from the objective itself**. From the Plans Tab shown above, click on a General Education Objective. The objective will open in edit mode as shown below. As mentioned previously, the two types of objectives use a similar template so only the top portion of the objective is shown in the screen shot below.

To relate the General Education Objective to its General Education Goal, click the [↑↓ Related Tab](#). Doing so will leave the [Permissions Tab](#) and open the [↑↓ Related Tab](#).

AY 2019-2020 / GENERAL EDUCATION

Edit Plan Item

Template: General Education Objective

Objective Number *

3.41

Objective *

19-20 GE-History

Start *

11/01/2019

End *

10/31/2020

Progress

Provided By *

 Liberal Arts

Objective With Intended Outcomes

Permissions **Related** History

Assign Responsible Users

Responsible Users

Mahoney, Sandra Administrator

Available Users

Select users from the list below or search for a specific user

Start typing a user's name

 Ardoin, Brian Administrator Batiste, Barbara Administrator Cilano, Joe Administrator Cormier, Sondra Administrator Frost, Billy Administrator

Click the **Related** Tab to relate the General Education Objective to its goal.

Click **+Supports**.

AY 2019-2020 / GENERAL EDUCATION

Edit Plan Item

Template: General Education Objective

Objective Number *

3.41

Objective *

19-20 GE-History

Start *

11/01/2019

End *

10/31/2020

Permissions **Related** HistorySupports
(Connected Up)**+ Supports**

No Connections have been added.

This Item

Supported By
(Connected Down)**+ Supported By**

No Connections have been added.

Click **+Supports**.

The Related UP screen will populate as shown in the screen shot below. The user should verify that the **1**) academic year is the year being edited, plan items drop down says **2**) **General Education**, and that the **3**) organizational chart is set at the Academic Affairs level. It is necessary to choose Academic Affairs since the General Education Goals are held at that level and apply to all academic divisions.

Next, choose the appropriate General Education Goal, in this case GE **4**. Humanities, by clicking the **+**. Please note that the choice of the General Education Goal is determined by the LSU Eunice Catalog. The choice here must match what is contained on the LSU Eunice Syllabus for the course being edited.

There are two issues concerning General Education Goals that faculty need to comply with. First, faculty should relate the General Education Objective being discussed to only one of the General Education Goals because general education courses generally support only one General Education Goal according to the LSU Eunice Catalog. Please keep in mind that assessment must take place if additional General Education Goals are related to the objective. For example, if GE 1. Communication is assigned to this objective; a SACSCOC Reviewer may ask how it is being assessed in the history course.

Second, faculty should not change the General Education Goal numbers in their syllabi. In this case, referring to Humanities is item 4, not item 1. Faculty should not let Microsoft Word determine the numbers when referring to General Education Goals.

Once a General Education Goal is assigned to the objective, a will appear by the goal and the goal title will appear under the **5**) connected UP section to the right. If an error has occurred then the goal can be removed by choosing the **✖**.

Users should note that there are no relationships down for General Education Objectives. When finished, click **6**) [Back to Plan Item](#).

19-20 GE-HISTORY

Select a Supports (Related UP) Item

AY 2019-2020 **1**

General Education **2**

search...

- LSU Eunice
- Chancellor
- Academic Affairs
- Continuing Education
- Dual enrollment and LSU Eunice Academy
- Federal/State Grants and Contracts
- Health Sciences & Business Technology
- Liberal Arts
- Library
- Science & Mathematics

FILTER

GE 1. Communication		+
Academic Affairs General Education Objectives	1	11/1/19 - 10/31/20
GE 2. Computation		+
Academic Affairs General Education Objectives		11/1/19 - 10/31/20
GE 3. Natural Science		+
Academic Affairs General Education Objectives		11/1/19 - 10/31/20
GE 4. Humanities 4		<input checked="" type="checkbox"/>
Academic Affairs General Education Objectives		11/1/19 - 10/31/20
GE 5. Social Sciences		+
Academic Affairs General Education Objectives		11/1/19 - 10/31/20
GE 6. Art		+
Academic Affairs General Education Objectives		11/1/19 - 10/31/20

Show 10 Viewing 1-6 of 6

Supports (Connected Up)

GE 4. Humanities **5**

Academic Affairs General Education Objectives

This Item

Supported By (Connected Down)

No Connections have been added.

[Back to Plan Item](#) **6**

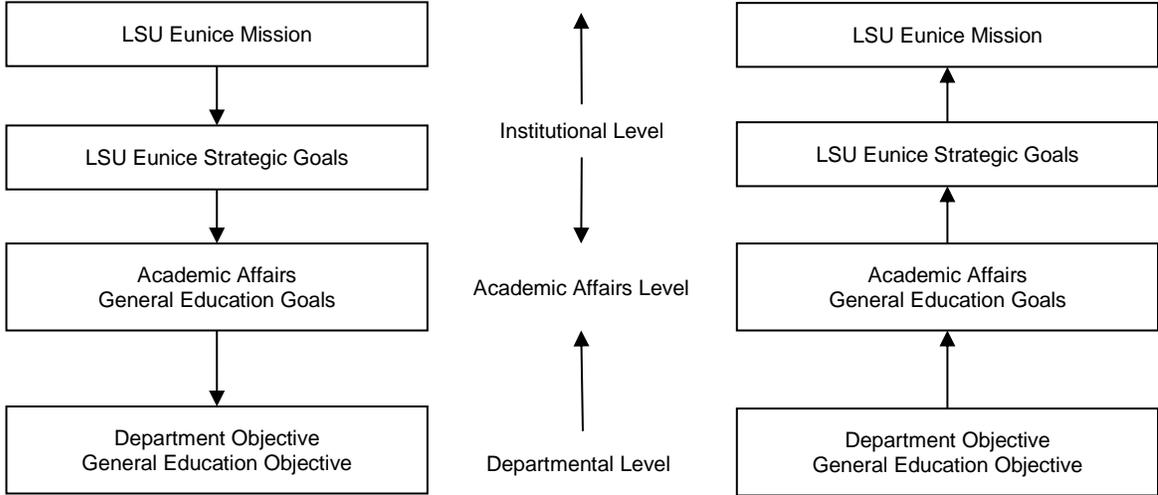
General Education Goals are set by the General Education Committee. Users should choose the one goal that applies to their course according to the LSU Eunice Catalog.

The actual goal number according to the LSU Eunice Catalog should be used when citing the General Education Goal in the course syllabus. General Education Goals should not be renumbered.

Clicking [Back to Plan Item](#) will result in the user being taken back to the General Education Objective. Scroll down and click the **Done** button for the objective to be saved.

Summary of Relationships for the General Education Objective

A summary of the relationships just created is shown in the figure below. Both circumstances are valid in that the department goals and objectives flow from the mission of the institution and both flow upward to support the mission. The user should note the only difference from Outcome Assessment Objectives is that General Education Goals have been inserted into the flow.



Section XI: Adding a New Planning Item

This section includes:

[Creating a New Vision or Mission](#)

[Creating a new Outcome Assessment Goal](#)

[Creating a new Assessment or General Education Objective](#)

A new Planning Item can be added at any level. Starting from the Plans Tab, the user must decide exactly what is to be added. For example, if a new vision or mission is to be added then the Plans Drop Down must be set to . Next, if the user decides to add an Outcome Assessment Goal or Objective, then the Plans Drop Down must be set to . Finally, if the user wishes to add a General Education Outcome, then the Plans Drop Down should be set to . Users should also keep in mind that new plan items are typically added prior to the academic year beginning.

Creating a New Vision or Mission

From the Plans Tab, the user to check to make sure that the **1)** academic year is set to the year being edited, **2)** the Plans Drop Down is set to , and that the **3)** proper department is chosen in the organizational tree (in this case Liberal Arts). To add a new vision to the planning system, the user should click **4)** drop down and choose **vision** in order to add a vision.

The screenshot shows the 'Planning' interface. On the left, a navigation tree is visible with 'Liberal Arts' selected, indicated by a red bracket and the number '3'. At the top, the academic year is set to 'AY 2019-2020' (labeled '1') and the plan type is 'Strategic Plan' (labeled '2'). In the main content area, the '+ Plan Item' button is highlighted with a red '4', and its dropdown menu is open, showing 'Vision' and 'Mission' options. The main content area also displays 'Liberal Arts Mission' and 'Liberal Arts Mission' with a date range of '11/1/19 - 10/31/20'.

Clicking and then clicking **vision** will create a blank vision template that can be filled in. The next screen shot shows a blank vision statement that may now be filled in by the user. **1)** Title for this purpose would be Liberal Arts Vision. The title becomes the hyperlink in the Plans Tab. The vision text would then be typed in the **2)** vision text box. The **3)** dates are defaulted to the current year. As mentioned previously, users should not change dates. **4)** Progress should be left blank. **5)** indicates that the vision is provided by Liberal Arts. Note that the Dean's name was typed into the **6)** Permissions search window and added. The responsible person can also be added by scrolling through the roster and clicking the **+**. If an error is made, then the person may be removed by clicking the **⊗** next to their name. Finally, **7)** visibility should be set to public (all users).

The controls at the bottom have been covered several times and are not numbered in this example. Clicking will prompt the system for verification. Once confirmed the vision is removed from the system and

cannot be recovered. Clicking [Read View](#) will provide a printable view of the document in a separate tab. Clicking [Done](#) will save and close the template sending the user back to the Plans Tab.

For additional editing of the vision, please see the [Editing an Existing Vision or Mission in the Plans Tab](#) section. The procedure for creating a new mission is the same.

The screenshot shows the 'Edit Plan Item' interface for a 'Vision' template. The form includes the following fields and options:

- 1** Title: A text input field containing 'New Vision Item'. Callout: 'Vision title.'
- 2** Vision: A rich text editor area. Callout: 'Vision of the unit.'
- 3** Start: A date input field with '11/01/2019'. Callout: 'Start and end dates are controlled by the planning system. Please do not change.'
- 4** End: A date input field with '10/31/2020'. Callout: 'Start and end dates are controlled by the planning system. Please do not change.'
- 5** Progress: A text input field. Callout: 'Progress for vision is usually left blank.'
- 6** Providing Department: A dropdown menu with 'Liberal Arts' selected. Callout: 'Used search feature instead of scrolling through 37 user names.'
- 7** Item Visibility: Radio buttons for 'Private', 'Org Level Permissions', and 'All Users' (selected). Callout: 'Visibility: Please set to public (all users).'

Additional interface elements include a 'Delete' button, 'Read View' and 'Done' buttons, and a user selection panel on the right titled 'Assign Responsible Users' showing a list of available users.

Creating a new Outcome Assessment Goal

From the Plans Tab, a new Outcome Assessment Goal is created in much the same way; however, the Plans Drop Down should be set to [Assessment Plan](#). The user should check to make sure that the **1**) academic year is set to the year being edited, **2**) the Plans Drop Down is set to [Assessment Plan](#), and that the **3**) proper department is chosen in the organizational tree (in this case Liberal Arts). The user should click **4**) [+ Plan Item](#) drop down and choose [Outcomes Assessment Goal](#) in order to add a new goal to the system.

The screenshot shows the 'Planning' interface for 'AY 2019-2020 / ASSESSMENT PLAN' under 'Liberal Arts'. The left sidebar (labeled 3) lists units like 'LSU Eunice', 'Chancellor', 'Academic Affairs', 'Liberal Arts', 'AA/LT', 'Care and Development of Young Children', and 'General Studies'. The top navigation (labeled 1 and 2) includes 'AY 2019-2020' and 'Assessment Plan'. The main content area shows a table of assessment goals with columns for 'FILTER', 'Sort', and '+ Plan Item' (labeled 4). A dropdown menu (labeled 5) is open, showing 'Outcomes Assessment Goal' and 'Outcomes Assessment Objective'. The table lists goals such as '19-20 In working to maintain an effective developmental education program...' and 'General Education: LSUE will provide students the necessary support...'. The dates for these goals are '11/1/19 - 10/31/20'.

Clicking on the [+ Plan Item](#) and then [Outcomes Assessment Goal](#) will open a blank goal similar to the screen shot below. Users should fill in the **1)** goal number and the **2)** goal. The **3)** dates are defaulted to the current year and should not be changed by the user. **4)** Progress should be left blank. The **5)** indicates that the goal is provided by Liberal Arts and **6)** indicates the budget if new money is needed. If funds already exist, then funds currently exist or something similar can be entered. The budget textbox may not be left blank.

Note that the Dean's name was typed into the **7)** Permissions search window and added. The responsible person can also be added by scrolling through the roster and clicking the [+](#). If an error is made, then the person may be removed by clicking the [✖](#) next to their name. Finally, **8)** visibility should be set to public.

The controls at the bottom have been covered several times and are not numbered in this example. Clicking [Delete](#) will prompt the system for verification. Once confirmed the vision is removed from the system and cannot be recovered. Clicking [Read View](#) will provide a printable view of the document in a separate tab. Clicking [Done](#) will save and close the template sending the user back to the Plans Tab.

For additional information on editing and relating the Outcome Assessment Goal, please see the [Section VIII: Editing an Existing Outcome Assessment Goal in the Plans Tab](#) section.

AY 2019-2020 / ASSESSMENT PLAN

Edit Plan Item

Template: Outcomes Assessment Goal

1 Goal Number *

2 Goal *

3 Start *

End *

4 Progress

5 Provided By *

Liberal Arts

6 Budget Information

Goal Number.

Goal (a general statement)

Start and end dates are controlled by the planning system. Please do not change.

Progress for goal is filled in when all objectives are complete.

Budget area must contain a dollar amount if new funds are request; otherwise, it should be marked existing.

Visibility: Please set to public.

Permissions Related History

Assign Responsible Users

Responsible Users

Mahoney, Sandra Administrator

Available Users

Select users from the list below or search for a specific user

Q mahoney

Ardoin, Brian Administrator

Batiste, Barbara Administrator

Cilano, Joe Administrator

Cormier, Sondra Administrator

Fontenot, Billy Administrator

Fowler, Paul Administrator

Fowler, P Administrator

Fruge, Courtney Contributor

Greaud, Angela Administrator

Guillory, Keisa Renee Administrator

Show 10 Viewing 1-10 of 37

Previous 1 2 3 4 Next

Item Visibility

Private
Item is not public

Org Level Permissions
Viewable to users at a providing org level or lower

All Users
Item is viewable to all users in the system

Used search feature instead of scrolling through 37 user names.

7

8

Creating a new Assessment or General Education Objective

The creation of an Outcome Assessment or General Education Objective differ in only one respect and that is in the Plans Tab. Choose in the Plans Drop Down if an Outcome Assessment Objective is desired. To create the General Education Objective, chose in the Plans Drop Down. For this example, a General Education Objective will be created so the Plans Drop Down box selected .

As before, the user should check to make sure that the 1) academic year is set to the year being edited, 2) the Plans Drop Down is set to , and that the 3) proper department is chosen in the organizational tree (in this case Liberal Arts). The user should click 4) drop down and choose [General Education Objective](#) in order to add the objective to the system.

The screenshot shows the 'Planning' interface for 'AY 2019-2020 / GENERAL EDUCATION'. The left sidebar (3) contains navigation options like 'My Units' and 'Institution'. The top header (1, 2) has dropdowns for 'AY 2019-2020' and 'General Education'. The main content area (4) is titled 'Liberal Arts' and lists three 'General Education Objective' items (5, 6, 7) with their respective dates and labels.

Clicking on the **+ Plan Item** and then General Education Outcome will open a blank objective similar to the screen shot below. Users should fill in the **1**) objective number and the **2**) objective title. The **3**) dates will default to the current year and should not be changed by the user. The **4**) Progress textbox should be left blank. The **5**) indicates that the objective is provided by Liberal Arts and **6**) is the text box for the objective itself. Please remember that all objectives must be stated in measurable terms and include “The student will...”. The **7**) strategies text box is next detailing how the assessment will take place at each LSU Eunice site along with a benchmark and the justification for the benchmark.

The user’s name responsible can be typed into the search window so that **8**) permissions may be added. The responsible person can also be added by scrolling through the roster and clicking the **+**. If an error is made, then the person may be removed by clicking the **✖** next to their name. Finally, **9**) visibility should be set to public (all users).

As mentioned previously, the controls at the bottom are not numbered in this example. Clicking **Delete** will prompt the system for verification. Once confirmed the General Education Objective is removed from the system and cannot be recovered. Clicking **Read View** will provide a printable view of the document in a separate tab. Clicking **Done** will save and close the template sending the user back to the Plans Tab.

For additional information on editing and relating an Outcome Assessment Objective, please see the [Editing an Existing Outcome Assessment Objective](#) section. For additional information on editing and relating a General Education Objective, please see the [Editing an Existing General Education Objective](#) section.

AY 2019-2020 / GENERAL EDUCATION

Edit Plan Item

Template: General Education Objective

Objective Number *

1

Objective *

2

Start *

3

End *

4

Progress

5

Provided By *

Liberal Arts

Objective With Intended Outcomes

Plan: Should be measurable, with a time limit, written as a student outcome or implied as a student outcome if possible.

6

Plan Item Files

There are no attachments.

7

Assessment/Evaluation/Measures/Strategies

Do: Tell how assessment will be done: technique, instrument, task, survey, count, percent

8

9

Objective number.

Title of the objective with year.

Start and end dates are controlled by the system and should not be changed.

Progress is left blank until the objective is completed.

Objective with intended outcomes typically completed a year in advance or before the academic year begins.

The objective must be measurable.

Assessment methodology typically completed a year in advance or before the academic year begins.

Methodology must conform with standard statistical practices.

Note on benchmarking:
A benchmark (target) is required by SACSCOC. The benchmark must be justified.

Note on LSU Eunice Sites:
The objective and methodology should apply to all students at all sites and online.

Note on sampling:
Sampling is typically not used because the technique must conform to standard statistical practices and SACSCOC guidelines. Consult with the Director of IE.

Permissions | Related | History

Assign Responsible Users

Responsible Users

No responsible users have been added.

Available Users

Select users from the list below or search for a specific user

Start typing a user's name

<input type="checkbox"/>	Ardoin, Brian	Administrator
<input type="checkbox"/>	Batiste, Barbara	Administrator
<input type="checkbox"/>	Cilano, Joe	Administrator
<input type="checkbox"/>	Cormier, Sondra	Administrator
<input type="checkbox"/>	Fontenot, Billy	Administrator
<input type="checkbox"/>	Fowler, Paul	Administrator
<input type="checkbox"/>	Fowler, P	Administrator
<input type="checkbox"/>	Fruge, Courtney	Contributor
<input type="checkbox"/>	Greaud, Angela	Administrator
<input type="checkbox"/>	Guillory, Kelsa Renee	Administrator

Show 10 Viewing 1-10 of 34

Previous 1 2 3 4 Next

Item Visibility

Private
Item is not public

Org Level Permissions
Viewable to users at a providing org level or lower

All Users
Item is viewable to all users in the system

User can be added by clicking the + button or using the search box.

Selected names responsible will be indicated with a .

Note that it is important to add the information shown when the objective is added to the system. The Progress Report and Improvement sections are completed after the academic year is complete.

Section XII: Permissions

As any user will probably agree, the major work is done in the **1)** Plans Tab as detailed in the sections above and shown below for convenience. The last tab to be covered in this manual is the **2)** Settings Tab.

The screenshot shows the Planning system interface. On the left, a sidebar contains navigation icons and a list of units. The main content area displays the 'Liberal Arts' assessment plan for AY 2019-2020. The plan includes several goals and their descriptions:

- 19-20** In working to maintain an effective developmental education program, Pathways to Success will provide students the necessary support for the successful completion of their developmental coursework.
- Liberal Arts 1: Outcomes Assessment Goal** (11/1/19 - 10/31/20)
- General Education:** LSUE will provide students the necessary support for the successful completion of the first general education course in English and social science after the completion of developmental education.
- Liberal Arts 2: Outcomes Assessment Goal** (11/1/19 - 10/31/20)
- General Education - Artistic, Cultural, Historic Understanding; Written and Spoken Communication (see General Education Section)**
- Liberal Arts 3: Outcomes Assessment Goal** (11/1/19 - 10/31/20)

Clicking on the Settings Tab will take the user to the settings page.

The screenshot shows the Planning system interface with the 'Settings' page selected. The page title is 'Settings' and the sub-section is 'Permissions'. The description reads: 'View and modify permissions to plans and templates for users at specific organizational units.'

Clicking on permissions will populate the general permissions page. Users may feel free to adjust permissions for users whose accounts fall within their departments; however, the permissions are set up by the planning system administrator as accounts are created. Users should contact the Director of IE prior to changing any settings.

Planning

SETTINGS

Permissions

SEARCH: First Name Search Users

search...

LSU Eunice

Chancellor

Academic Affairs

Liberal Arts

AA/LT

Care and Development of Young Children

General Studies

Name (user name) Manage at this Org Unit

Show 10 Viewing 0-0 of 0