

Louisiana State University at Eunice



**Campus Labs Planning Module
Training Manual**

**Section X: Editing an Existing General Education Objective
from the Plans Tab
including Editing,
Relationships, and
Summary of Relationships**

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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) with 'General Education' selected. The 'Plan Items' tab (3) is active. The main content area displays a list of assessment goals for Liberal Arts, with the first goal highlighted in blue text (1):

Assessment Goal	Period
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

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	1
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)** , 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.

