Louisiana State University at Eunice

Campus Labs Planning Module

Training Manual

Section XI: Adding a New Planning Item
including
A New Vision or Mission and
A New Assessment or General Education Objective

Paul Fowler

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Section XI: Adding a New Planning Item

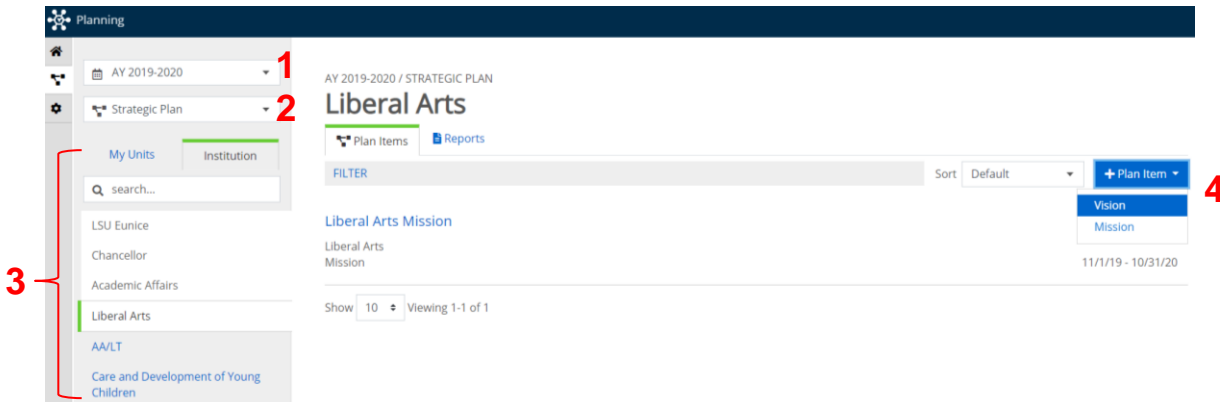This section includes:

[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 [Strategic Plan ▼]. Next, if the user decides to add an Outcome Assessment Goal or Objective, then the Plans Drop Down must be set to [Assessment Plan ▼]. Finally, if the user wishes to add a General Education Outcome, then the Plans Drop Down should be set to [General Education ▼]. Users should also keep in mind that new plan items are typically added prior to the academic year beginning.

<u>Creating a New Vision or Mission</u>

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 [Strategic Plan ▼], 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)** [+ Plan Item ▼] drop down and choose vision in order to add a vision.

Clicking [+ Plan Item ▼] 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 by typed in the **2)** vison 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 🗑 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 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.

AY 2019-2020 / STRATEGIC PLAN

Edit Plan Item

Template: Vision

Title *

1 New Vision Item

> Vision title.

Vision

File Edit View Insert Format Tools Table

↶ ↷ Paragraph ∨ **B** *I* ≡ ≡ ≡ ≡ ≡ ≡ ≔ ∨ ≔ ∨

2

> Vision of the unit.

p

Start *

11/01/2019

3

End *

10/31/2020

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

Progress

4

> Progress for vision is usually left blank.

Providing Department *

5 ✎ Liberal Arts

🗑 Delete   📄 Read View   `Done`

👥 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

🔍 mahoney

> Used search feature instead of scrolling through 37 user names.

➕ 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*

6

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

7

> Visibility: Please set to public (all 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.

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

Goal Number *

1

Goal Number.

Goal *

2 New Outcomes Assessment Goal Item

Goal (a general statement)

Start *

3 11/01/2019

End *

10/31/2020

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

Progress

4

Provided By *

5 Liberal Arts

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

Budget Information

6

Delete   Read View   Done

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

Used search feature instead of scrolling through 37 user names.

+	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*

7

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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

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 Assessment Plan in the Plans Drop Down if an Outcome Assessment Objective is desired. To create the General Education Objective, chose General Education in the Plans Drop Down. For this example, a General Education Objective will be created so the Plans Drop Down box selected General Education .

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 General Education , 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 General Education Objective in order to add the objective to the system.

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 number.

Objective *

2 New General Education Objective Item

> Title of the objective with year.

Start *

11/01/2019

3

End *

10/31/2020

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

Progress

4 [▼]

> Progress is left blank until the objective is completed.

Provided By *

5 ✎ 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* | ☰ ☰ ☰ ☰ | ☲ ☲ | ☷ ▼ ☷ ▼

6

> Objective with intended outcomes typically completed a year in advance or before the academic year begins.
>
> The objective must be measurable.

P

Plan Item Files
There are no attachments.

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

File   Edit   View   Insert   Format   Tools   Table

↶ ↷ | Paragraph ▼ | **B** *I* | ☰ ☰ ☰ ☰ | ☲ ☲ | ☷ ▼ ☷ ▼

7

P

Plan Item Files
There are no attachments.   **+** File   **+** Folder

> 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.

&o 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

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Previous **1** 2 3 4 Next

> User can be added by clicking the **+** button or using the search box.
>
> Selected names responsible will be indicated with a ✓.

8

Item Visibility

◉ **Private**
Item is not public

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

○ **All Users**
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9

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.