



ACE/SLO:

DIY for Compliance Assist



Visit the Institutional Research and Effectiveness website at:

<http://mcciep.mclennan.edu/>

Click the 'Compliance Assist' link under Login Screens on the right side of the home page.

ACADEMICS ADMISSIONS & AID STUDENTS ALUMNI & FRIENDS FACULTY & STAFF UNIVERSITY CENTER search website

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INSTITUTIONAL RESEARCH AND EFFECTIVENESS

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ACE/SLO

PLANNING, BUDGETING AND REVIEW SCHEDULE

PERKINS TIME AND EFFORT SHAREPOINT

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INSTITUTIONAL RESEARCH AND EFFECTIVENESS EMPLOYEES

Institutional Research and Effectiveness

The Office of Institutional Research & Effectiveness exists to collect, analyze, and interpret data to determine whether McLennan is fulfilling its mission, and to provide the framework for strategic planning. The Office utilizes research methodology to ensure data are collected and analyzed in an objective and reliable fashion. The staff are committed to providing McLennan administrators, faculty, and staff with prompt and reliable research services. The Office of Institutional Effectiveness and Planning performs the following specific functions:

- Conduct retrospective research activities regarding issues such as student performance and student retention rates
- Conduct proactive research to address specific questions regarding student performance issues
- Develop outcome measures of institutional effectiveness
- Assist with faculty and staff evaluations
- Assist with the delivery and analysis of local and outside surveys
- Develop and publish institutional effectiveness reports
- Publish results of specific research projects
- Develop and publish an Annual Report on campus progress in fulfilling its mission

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Quick Links

- 2014-19 Strategic Plan
- Institutional Fact Sheet
--Note: prints legal size
- Mid-Semester Feedback Form
- Data Guideline Request
- Data Request Priorities

Fall 2017 Profiles

- All Students: 8,880
- First Time: 1,467
- New Transfer: 468

Common Reports

- Section Reports
- Enrollment Profiles

Login Screens

- Compliance Assist Planning Login**
- Qualtrics Login
- EvaluationKIT Login
- SACSCOC Site Login

HOW TO LOGIN

Username and Password are your MCC login information.

McLennan Community College

Enter your institution information to sign in.

Username

Password

Sign in

[Need Help?](#)

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The Dashboard

After logging in, you will immediately be taken to the Dashboard. Consider this your Home Screen in the Planning Module.

Select the second 'Plan' tab.

Planning

MP Matt

2017-2018

Dashboard

FILTER Sort Default

My Items (1) Responsible Items (0) Contributor (1788)

Department of Music Continuity Plan

Music : Assessment Plan
Continuity Plan 9/1/17 - 8/31/18

Show 10 Viewing 1-1 of 1

Announcements

Are We Green Yet?

Check and see if you are "in the green" and up to date with your: Unit Level Plan; Program Review; and Assessment of College Effectiveness/Student Lea... [More](#)

Plans

[Assessment Plan](#)

[Strategic Plan](#)

Plan Tab: Panel 2 (Navigation)

The screenshot displays the 'Planning' system interface. The top navigation bar includes the 'Planning' logo and the user name 'Matt'. The left sidebar, highlighted with a red border, contains navigation elements: a home icon, a user icon, a gear icon, a dropdown menu for the year '2017-2018', a dropdown menu for 'Assessment Plan', tabs for 'My Units' and 'Institution', a search bar, and a list of units including 'McLennan Community College', 'Presidents Office', 'VP, Research, Effectiveness, & Information Technology', and 'Director, Institutional Research'. The main content area shows the '2017-2018 / ASSESSMENT PLAN' for the 'Director, Institutional Research'. It features tabs for 'Plan Items', 'Reports', and 'Documents', a 'FILTER' button, a 'Sort' dropdown set to 'Default', and a '+ Plan Item' button. The content lists several mission statements and goals with their respective dates (9/1/17 - 8/31/18):

- The mission of the Office of Institutional Research is to...**
Director, Institutional Research
Mission Statement 9/1/17 - 8/31/18
- Fulfill Requests**
Director, Institutional Research
1: Goal 9/1/17 - 8/31/18
- Continually Strive to Improve Effectiveness**
Director, Institutional Research
2: Goal 9/1/17 - 8/31/18
- Disseminate Data for Decision-Making**
Director, Institutional Research
3: Goal 9/1/17 - 8/31/18
- Produce Reports**

On the Plan Tab, Panel 2

1. Adjust the Academic Year

2. To view your plan items, make sure you have selected 'Assessment Plan.'

3. Use the Organizational Chart to navigate to your unit.

The screenshot displays the 'Planning' system interface for McLennan Community College. The top navigation bar includes a home icon, a user profile icon labeled 'MP Matt', and the text 'Planning'. The main content area is titled '2017-2018 / ASSESSMENT PLAN' and 'McLennan Community College'. A left sidebar contains a navigation menu with icons for home, users, and settings. The 'Assessment Plan' option is highlighted with an orange circle and labeled '2.'. Below this, the 'My Units' section is expanded to show an organizational chart with 'McLennan Community College' selected and highlighted with a purple box, labeled '3.'. The main content area shows a 'Plan Items' tab, a 'FILTER' input field, a 'Sort' dropdown set to 'Default', and a '+ Plan Item' button. A message states: 'There are no plan items associated with the current Time Period, Plan, and Organizational Unit.' At the bottom, it shows 'Show 10' and 'Viewing 0-0 of 0'.

Plan Tab: Panel 3 (Plan Items and Reports)

Planning MP Matt

2017-2018

Assessment Plan

My Units Institution

search...

McLennan Community College

Presidents Office

VP, Research, Effectiveness, & Information Technology

Director, Institutional Research

2017-2018 / ASSESSMENT PLAN

Director, Institutional Research

Plan Items Reports Documents

FILTER Sort Default + Plan Item

The mission of the Office of Institutional Research is to...

Director, Institutional Research
Mission Statement 9/1/17 - 8/31/18

Fulfill Requests

Director, Institutional Research
1: Goal 9/1/17 - 8/31/18

Continually Strive to Improve Effectiveness

Director, Institutional Research
2: Goal 9/1/17 - 8/31/18

Disseminate Data for Decision-Making

Director, Institutional Research
3: Goal 9/1/17 - 8/31/18

Produce Reports

Panel 3: Plan Items

In Panel 3, under 'Plan Items,' you will find all of the Plan Items you have created.

The screenshot displays the 'Planning' system interface. The top navigation bar includes a home icon, the word 'Planning', and a user profile for 'Matt'. The left sidebar contains navigation options: 'My Units' and 'Institution'. The 'Assessment Plan' dropdown is set to '2017-2018'. A search bar is present, and a list of units is shown, with 'Director, Institutional Research' selected. The main content area is titled '2017-2018 / ASSESSMENT PLAN' and 'Director, Institutional Research'. A red circle highlights the 'Plan Items' tab, which is active. Other tabs include 'Reports' and 'Documents'. Below the tabs, there is a 'FILTER' input field, a 'Sort' dropdown set to 'Default', and a '+ Plan Item' button. The main content area lists several plan items:

- The mission of the Office of Institutional Research is to...**
Director, Institutional Research
Mission Statement
9/1/17 - 8/31/18
- Fulfill Requests**
Director, Institutional Research
1: Goal ↑↓
9/1/17 - 8/31/18
- Continually Strive to Improve Effectiveness**
Director, Institutional Research
2: Goal ↑↓
9/1/17 - 8/31/18
- Disseminate Data for Decision-Making**
Director, Institutional Research
3: Goal ↑↓
9/1/17 - 8/31/18
- Produce Reports**

Panel 3: Create New Item

To create a New Item, click the '+Plan Item' drop down menu, and select the appropriate item.

Input the requested information.

The screenshot displays the 'Planning' system interface. The top navigation bar includes a home icon, the text 'Planning', and a user profile 'MP Matt'. The main content area is titled '2017-2018 / ASSESSMENT PLAN' and 'Director, Institutional Research'. A sidebar on the left contains navigation options: 'My Units' and 'Institution'. The 'Institution' dropdown is open, showing a search bar and a list of units: 'McLennan Community College', 'Presidents Office', 'VP, Research, Effectiveness, & Information Technology', and 'Director, Institutional Research'. The main content area features a 'FILTER' box, a 'Sort' dropdown set to 'Default', and a '+ Plan Item' dropdown menu. This menu is open, showing a list of options: 'Mission Statement', 'Goal', 'Strategy', 'I. Program Review', 'II. Annual ACE/SLO Report', 'Continuity Plan', and 'Drug Free Schools & Community'. The main content area also displays several sections: 'The mission of the Office of Institutional Research is', 'Fulfill Requests', 'Continually Strive to Improve Effectiveness', and 'Disseminate Data for Decision-Making'. A date range '9/1/17 - 8/31/18' is visible at the bottom right.

Panel 3: Edit Existing Item

To edit an existing item, click the Title of the item and input the requested information.

The screenshot displays the 'Planning' application interface. The top navigation bar includes a gear icon, the text 'Planning', and a user profile icon labeled 'MP Matt'. The left sidebar contains a navigation menu with icons for home, users, and settings. Below these are dropdown menus for '2017-2018' and 'Assessment Plan'. The sidebar is divided into 'My Units' and 'Institution' sections. Under 'My Units', there is a search bar and a list of units: 'McLennan Community College', 'Presidents Office', 'VP, Research, Effectiveness, & Information Technology', and 'Director, Institutional Research' (which is highlighted with a green bar). The main content area shows the details for the selected unit. It features a breadcrumb trail '2017-2018 / ASSESSMENT PLAN' and a title '< | Director, Institutional Research'. Below the title are tabs for 'Plan Items', 'Reports', and 'Documents'. A 'FILTER' button and a 'Sort' dropdown menu (set to 'Default') are visible, along with a '+ Plan Item' button. The main content area lists several items with their titles and dates: 'The mission of the Office of Institutional Research is to...' (Director, Institutional Research Mission Statement, 9/1/17 - 8/31/18), 'Fulfill Requests' (Director, Institutional Research 1: Goal, 9/1/17 - 8/31/18), 'Continually Strive to Improve Effectiveness' (Director, Institutional Research 2: Goal, 9/1/17 - 8/31/18), and 'Disseminate Data for Decision-Making' (Director, Institutional Research 3: Goal, 9/1/17 - 8/31/18). At the bottom, there is a 'Produce Reports' button.

ACE/SLO Data Items

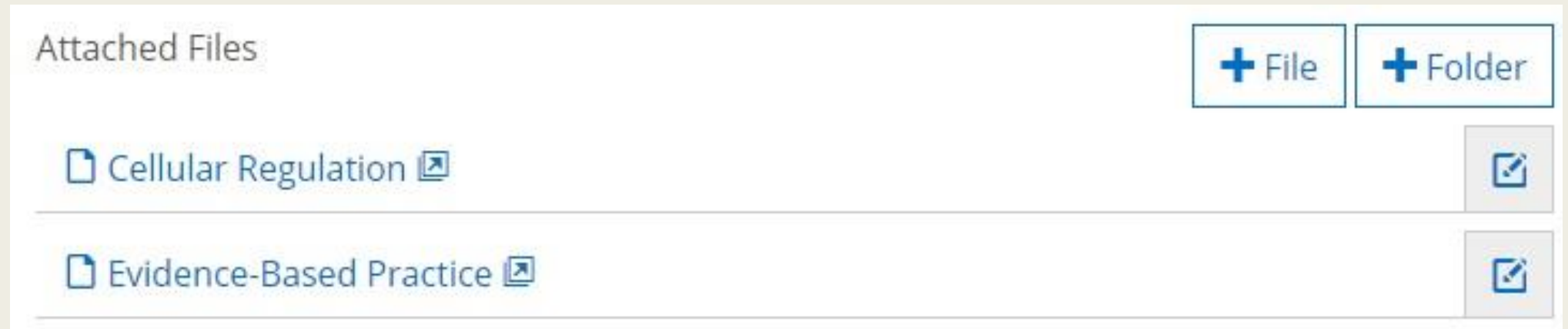
- Best Practices & External Trends in your program/department
- Analysis of ACE Data
- Next Steps
- Resources Needed for Next Steps

Input the requested information into the provided dialogue box.







Items will **automatically save!**
When finished, simply **click 'Done' and move on** to the next item.

Attaching a File

If you would like to attach a file to any part of your ACE/SLO, click '+File' under the related dialogue box. After attaching your file, a link to the file should appear in the 'Attached Files' section below the box.



The screenshot shows a user interface for managing attachments. At the top left, the text "Attached Files" is displayed. To the right of this text are two buttons: "+ File" and "+ Folder". Below these buttons is a list of two attached files. Each file entry consists of a document icon, the file name, and a small square icon with a checkmark and a right-pointing arrow. The first file is "Cellular Regulation" and the second is "Evidence-Based Practice".

Attached Files		+ File	+ Folder
	Cellular Regulation 		
	Evidence-Based Practice 		

Panel 3: Reports

In Panel 3, under 'Reports,' you are able to view, save, and print reports for the various Plan Items.

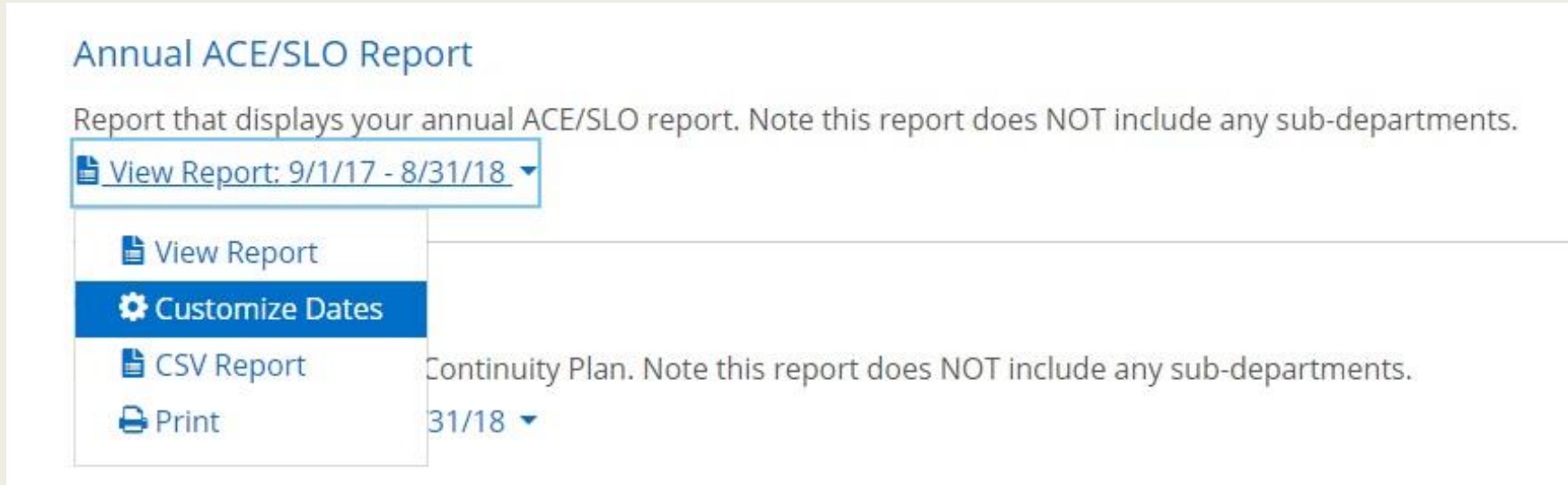
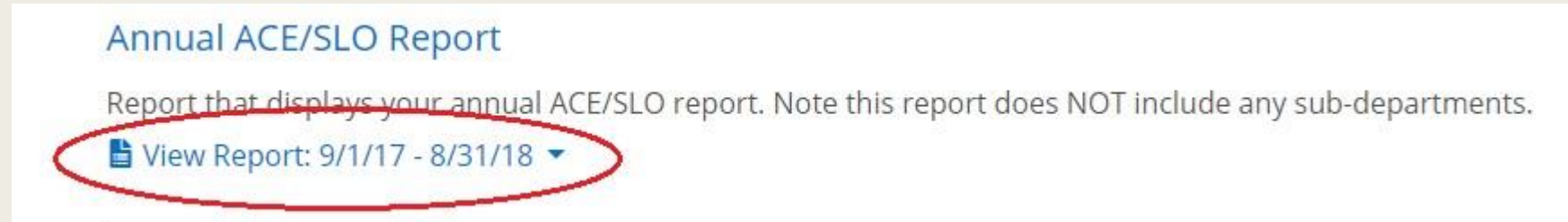
To **SAVE**, you will need to Print to PDF.

The screenshot displays the 'Planning' system interface. The top navigation bar includes a home icon, the word 'Planning', and a user profile for 'MP Matt'. The left sidebar contains navigation options: a home icon, a group of people icon, a gear icon, and a search bar. Below the search bar, a list of units is shown, with 'Director, Institutional Research' selected. The main content area is titled '2017-2018 / ASSESSMENT PLAN' and 'Director, Institutional Research'. It features three tabs: 'Plan Items', 'Reports' (highlighted with a red circle), and 'Documents'. Below the tabs, there is a 'Sort' dropdown menu set to 'Default' and a '+ Report' button. The main content area lists three report types: 'Annual ACE/SLO Report', 'Continuity Plan', and 'Departmental ULP'. Each report type includes a brief description and a 'View Report' button. The 'Annual ACE/SLO Report' is described as 'Report that displays your annual ACE/SLO report.' The 'Continuity Plan' is described as 'Report that displays your Continuity Plan. Note this report does NOT include any sub-departments.' The 'Departmental ULP' is described as 'Report that displays all Goals and related Strategies for the area selected. Note this report does NOT include any sub-departments.' The 'Institutional Strategies' report is described as 'Report that displays your goals in relation to MCC's Institutional Strategies.'

Panel 3: View Report

To run an ACE/SLO Report, click 'View Report' under 'Annual ACE/SLO Report.'

To change the date range, next click 'Customize Dates' in the dropdown menu.



Panel 3: View Report

Enter the appropriate date range in the dialogue boxes provided, and click 'View Report' when ready.

Start Date	End Date
<input type="text" value="09/01/2017"/>	<input type="text" value="08/31/2018"/>
Cancel	CSV Report View Report

CONTACT

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