



PROGRAM REVIEW:

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.

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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.

The screenshot shows the Planning Dashboard interface. At the top, there is a dark blue header with the word "Planning" on the left and a user profile icon labeled "MP Matt" on the right. Below the header is a sidebar with three icons: a home icon, a group of people icon (highlighted with a red box and a red arrow pointing to the "Dashboard" title), and a gear icon. The main content area is titled "2017-2018 Dashboard" and includes a "FILTER" button, a "Sort" dropdown menu set to "Default", and three tabs: "My Items (1)", "Responsible Items (0)", and "Contributor (1788)". The "My Items (1)" tab is active, showing a card for the "Department of Music Continuity Plan". The card details include "Music : Assessment Plan Continuity Plan" and the dates "9/1/17 - 8/31/18". At the bottom of the card, it says "Show 10 Viewing 1-1 of 1". On the right side of the dashboard, there are two sections: "Announcements" with a link "Are We Green Yet?" and a paragraph of text, and "Plans" with links for "Assessment Plan" and "Strategic Plan".

Plan Tab: Panel 2 (Navigation)

The screenshot displays the 'Planning' application interface. The top navigation bar includes a home icon, a user profile icon labeled 'MP Matt', and the text 'Planning'. The left sidebar contains navigation elements: a home icon, a group icon, a gear icon, a dropdown menu for '2017-2018', another dropdown for 'Assessment Plan', tabs for 'My Units' and 'Institution', a search bar, and a list of units. The 'Director, Institutional Research' unit is highlighted with a green bar. The main content area shows the '2017-2018 / ASSESSMENT PLAN' for the 'Director, Institutional Research'. It includes 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

The 'Produce Reports' section is partially visible at the bottom.

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' application interface. The top navigation bar includes a gear icon, the word 'Planning', and a user profile 'MP Matt'. 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 it, the 'Institution' tab is active, and a search bar is present. A purple box highlights the organizational chart, which lists 'McLennan Community College', 'Committees', and 'Presidents Office', with a '3.' next to it. The main content area shows tabs for 'Plan Items', 'Reports', and 'Documents'. A 'FILTER' button and a 'Sort' dropdown set to 'Default' are visible. A '+ Plan Item' button is on the right. The main content area displays the message: 'There are no plan items associated with the current Time Period, Plan, and Organizational Unit.' At the bottom, a 'Show' dropdown is set to '10' and it says '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 1 9/1/17 - 8/31/18

Continually Strive to Improve Effectiveness

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

Disseminate Data for Decision-Making

Director, Institutional Research
3: Goal 3 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' software 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 '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' (which is highlighted). The main content area is titled '2017-2018 / ASSESSMENT PLAN' and 'Director, Institutional Research'. A red circle highlights the 'Plan Items' tab, which is selected. 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 three plan items:

Plan Item	Start Date	End Date
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

At the bottom of the page, there is a 'Produce Reports' link.

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 word 'Planning', and a user profile for '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', 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 features tabs for 'Plan Items', 'Reports', and 'Documents'. A 'FILTER' box and a 'Sort' dropdown are visible. The '+ Plan Item' dropdown 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 page content includes sections for 'The mission of the Office of Institutional Research is', 'Fulfill Requests', and 'Continually Strive to Improve Effectiveness', each with associated goals and dates.

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' system interface. The top navigation bar includes a home icon, the text 'Planning', and a user profile for 'Matt'. The left sidebar 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' (highlighted). The main content area shows the '2017-2018 / ASSESSMENT PLAN' for 'Director, Institutional Research'. It features tabs for 'Plan Items', 'Reports', and 'Documents'. Below the tabs are filters, a 'Sort' dropdown set to 'Default', and a '+ Plan Item' button. The main content lists three mission statements, each with a goal and a date range (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 1 9/1/17 - 8/31/18
- Continually Strive to Improve Effectiveness**
Director, Institutional Research
2: Goal 1 9/1/17 - 8/31/18
- Disseminate Data for Decision-Making**
Director, Institutional Research
3: Goal 1 9/1/17 - 8/31/18

At the bottom, there is a 'Produce Reports' button.

Program Review Data Items

- Student Performance
- Course Data
- Next Major/Graduation Data
- Faculty Data
- Cost/Benefit
- Workforce Projections
- Division Chair Comments
- Dean Comments

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 Program Review, 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.



Panel 3: Reports

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

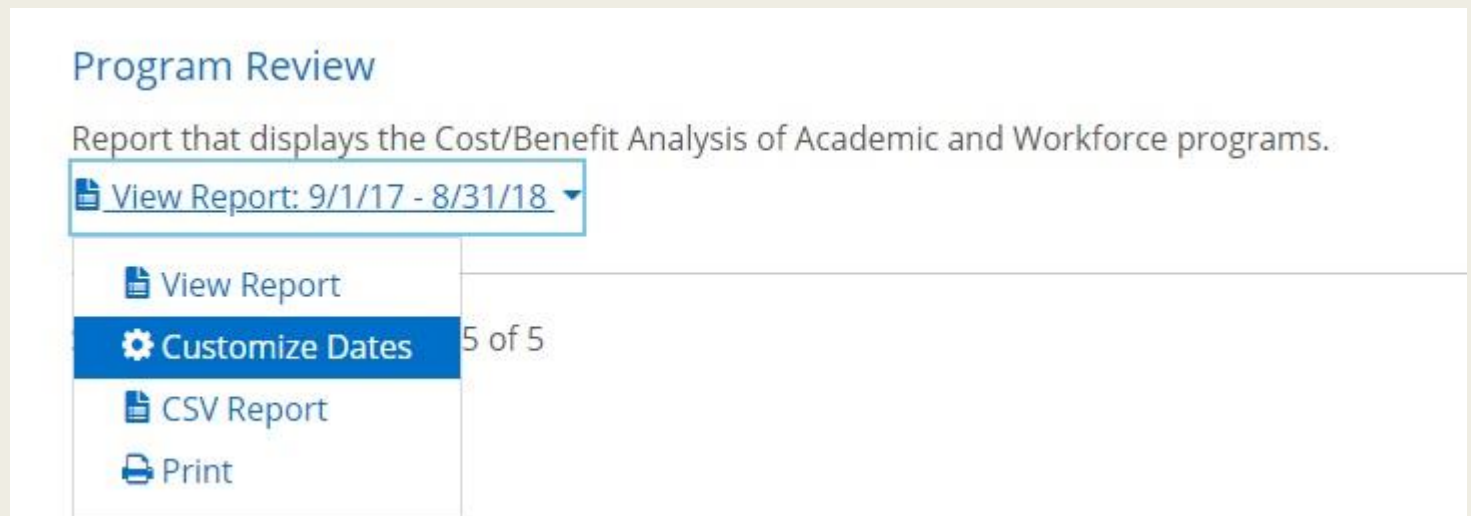
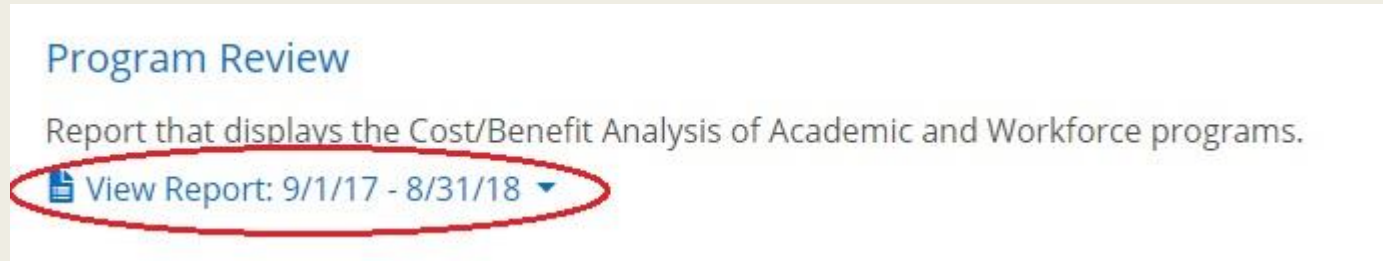
To **SAVE**, you will need to Print to PDF.

The screenshot displays the 'Planning' system interface. The top navigation bar includes a home icon, the word 'Planning', and a user profile 'MP Matt'. The left sidebar contains navigation options: a home icon, a group of people icon, a gear icon, and a search bar. The main content area is titled '2017-2018 / ASSESSMENT PLAN' and 'Director, Institutional Research'. Below the title, there are three tabs: 'Plan Items', 'Reports', and 'Documents'. The 'Reports' tab is selected and circled in red. To the right of the tabs, there is a 'Sort' dropdown menu set to 'Default' and a '+ Report' button. The main content area lists three reports: 'Annual ACE/SLO Report', 'Continuity Plan', and 'Departmental ULP'. Each report has a brief description and a 'View Report' button. The 'Institutional Strategies' report is partially visible at the bottom.

Panel 3: View Report

To run a Program Review Report, click 'View Report' under 'Program Review.'

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

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