UNIT LEVEL PLANS:

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.

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?

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.

Plan Tab: Panel 2 (Navigation)

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.

Plan Tab: Panel 3 (Plan Items and Reports)

Panel 3: Plan Items

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

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.

Panel 3: Edit Existing Item

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

Unit Level Plan Items

- **<u>Mission Statement</u>** – include Title, Description, and Start/End dates related to the current Academic Year

- **<u>Goals</u>** (3-5 goals/year) –
    - Include Goal Number, Title, Description, and Start/End dates
    - May also keep track of your Progress (for personal use)

- **<u>Strategies</u>** (2-3 strategies/goal) –
    - Include Strategy Number, Title, Description, Start/End dates, Measure (how will you track success), and Result (end of year)
    - You may attach documents to your Results to both **SHOW** & tell
    - You may also keep track of your Progress (for personal use)

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 your end-of-year Strategy Results, click '+File' under the Results box. After attaching your file, a link to the file should appear in the 'Attached Files' section below the box.

Attached Files
There are no attachments.   **+** File   **+** Folder

Panel 3: Reports

In Panel 3, under 'Reports,' you are able to view, save, and print reports for the various Plan Items.
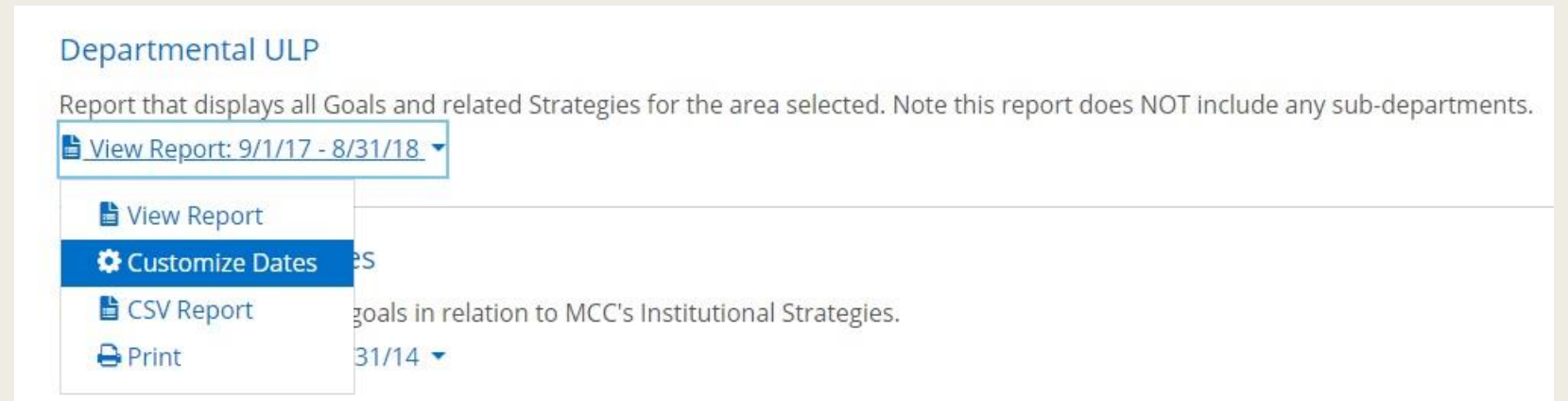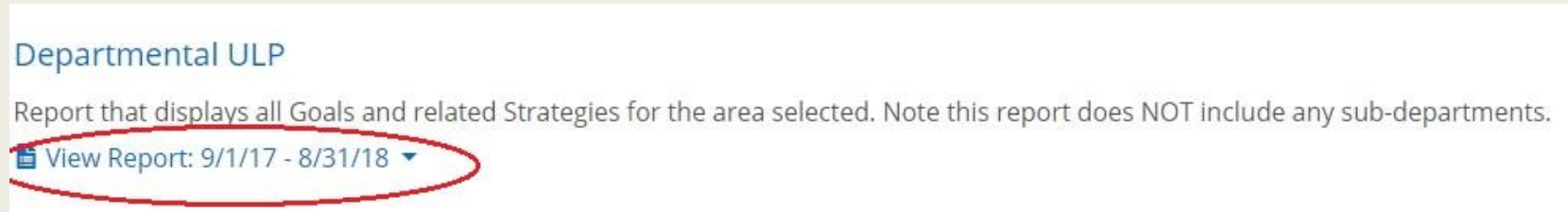
To <u>SAVE</u>, you will need to Print to PDF.

Panel 3: View Report

To run a ULP Report, click 'View Report' under 'Departmental ULP.'

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

Departmental ULP

Report that displays all Goals and related Strategies for the area selected. Note this report does NOT include any sub-departments.

📄 View Report: 9/1/17 - 8/31/18 ▾

Departmental ULP

Report that displays all Goals and related Strategies for the area selected. Note this report does NOT include any sub-departments.

📄 View Report: 9/1/17 - 8/31/18 ▾

- 📄 View Report
- ⚙ Customize Dates
- 📄 CSV Report
- 🖨 Print

goals in relation to MCC's Institutional Strategies.

31/14 ▾

Panel 3: View Report

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

CONTACT

If you have questions, please contact:

Tom Proctor, ext. 8619

tproctor@mclennan.edu

Matt Porter, ext. 8459

mporter@mclennan.edu