



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.

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

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INSTITUTIONAL RESEARCH AND EFFECTIVENESS

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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's name 'Matt'. The left sidebar contains navigation icons for home, users, and settings, along with dropdown menus for the academic year '2017-2018' and the plan type 'Assessment Plan'. Below these are 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 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, each with a date range of '9/1/17 - 8/31/18'.

Planning MP Matt

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

McLennan Community College
Presidents Office
VP, Research, Effectiveness, & Information Technology
Director, Institutional Research

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 a 'Plan Items' tab, a 'FILTER' input, 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)

The screenshot shows a web application interface for planning. The top navigation bar includes a 'Planning' logo and a user profile 'MP Matt'. The left sidebar contains navigation icons for home, users, and settings, along with dropdown menus for the year '2017-2018' and 'Assessment Plan'. Below these are 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' (which is highlighted).

The main content area, outlined in red, displays the '2017-2018 / ASSESSMENT PLAN' for the 'Director, Institutional Research'. It features tabs for 'Plan Items', 'Reports', and 'Documents'. Below the tabs are controls for 'FILTER', 'Sort' (set to 'Default'), and a '+ Plan Item' button. The content is organized into sections with a table of 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

The bottom of the main content area shows the start of a section titled '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'. Under 'My Units', a search bar and a list of units are 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. Below the tabs, there are options for 'FILTER', 'Sort' (set to 'Default'), and a '+ Plan Item' button. The main content 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 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
- 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 icon labeled 'MP Matt'. The main content area is titled '2017-2018 / ASSESSMENT PLAN' and 'Director, Institutional Research'. Below the title, there are tabs for 'Plan Items', 'Reports', and 'Documents'. A 'FILTER' box and a 'Sort Default' 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 left sidebar contains a search bar and a list of units, with 'Director, Institutional Research' selected. The main content area shows the mission statement and fulfillment requests for the Director, Institutional Research.

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 for 'Matt'. The left sidebar contains a navigation menu with a search bar and several unit names: 'McLennan Community College', 'Presidents Office', 'VP, Research, Effectiveness, & Information Technology', and 'Director, Institutional Research'. The 'Director, Institutional Research' unit is highlighted with a green bar. The main content area shows the details for this unit, including the title 'Director, Institutional Research' and a list of mission statements and goals. The content is framed by a red border.

Planning MP Matt

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...

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Mission Statement 9/1/17 - 8/31/18

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Director, Institutional Research
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Disseminate Data for Decision-Making

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

Produce Reports

Unit Level Plan Items

- **Mission Statement** – include Title, Description, and Start/End dates related to the current Academic Year
- **Goals** (3-5 goals/year) –
 - Include Goal Number, Title, Description, and Start/End dates
 - May also keep track of your Progress (for personal use)
- **Strategies** (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.

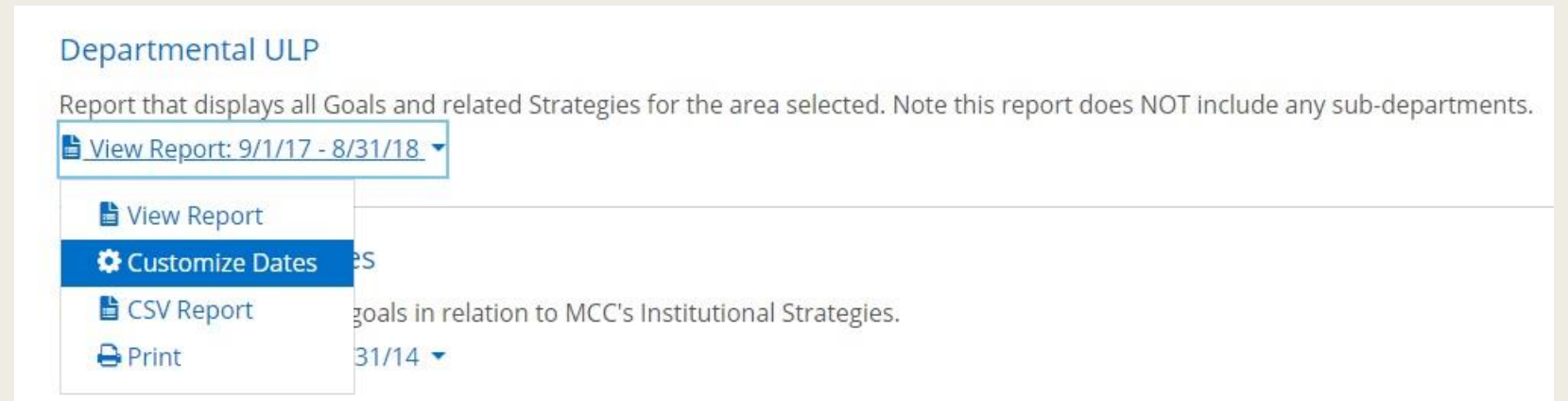
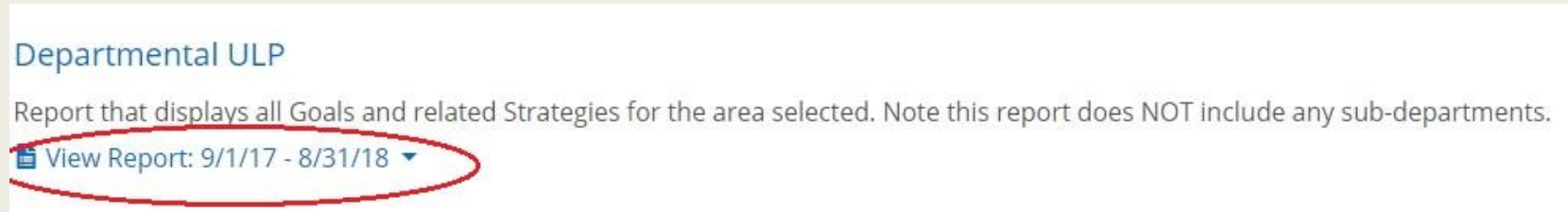
To **SAVE**, you will need to Print to PDF.

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 and highlighted in green. The main content area is titled '2017-2018 / ASSESSMENT PLAN' and 'Director, Institutional Research'. It features three tabs: 'Plan Items', 'Reports' (which is circled in red), 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 has a brief description and a 'View Report' button. The 'Annual ACE/SLO Report' description is 'Report that displays your annual ACE/SLO report.' The 'Continuity Plan' description is 'Report that displays your Continuity Plan. Note this report does NOT include any sub-departments.' The 'Departmental ULP' description is '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 type is partially visible at the bottom with the description 'Report that displays your goals in relation to MCC's Institutional Strategies.'

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.



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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