

Compliance Assist for Program Assessment Results

Logging in:

Click on the Mydelhi Faculty & Staff link at the top of the www.delhi.edu page. The link for COMPLIANCE ASSIST is found on the right. NOTE: Compliance Assist works best using Firefox as a browser.

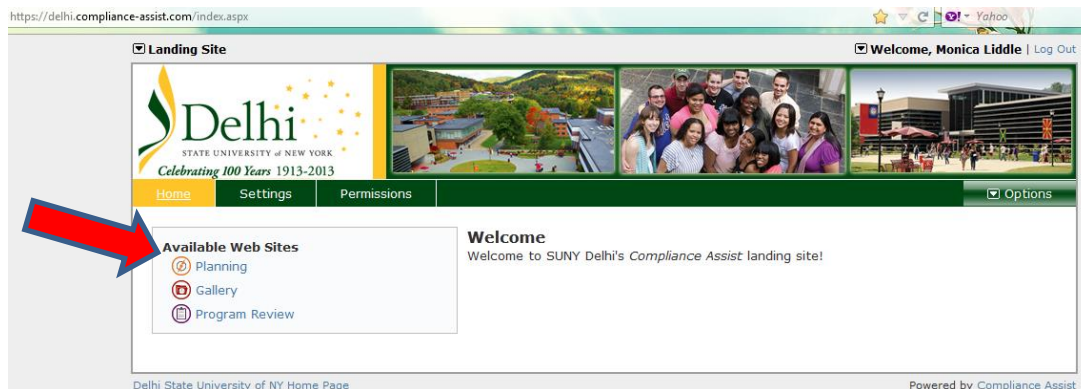
SUNY Delhi Single Sign On Gateway

Sign in with your network username and password

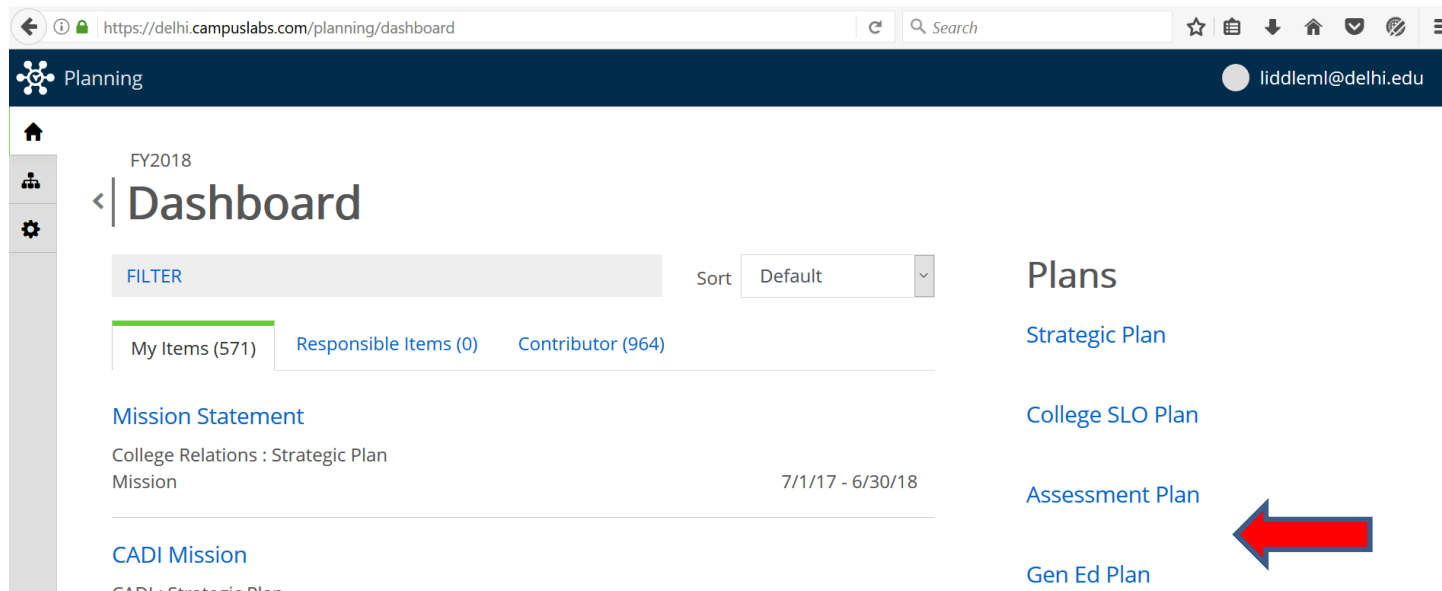
Sign in

Your username and password are the same ones you use to login to your computer.

Once in Compliance Assist, go to Planning.



The dashboard will look similar to this. If you are entering program level assessment results, click on “Assessment Plan” on the right. If you are entering General Education assessment, click on “Gen Ed Plan” on the right.



Entering data

In the organization chart on the left, click on your area. You should see your program learning outcomes. Then click on the “+ Plan Item” button, and a list of forms will drop down.

Note: If you are entering general education results, first go to the Gen Ed Plan, and then enter results under School of Liberal Arts and Sciences.

The screenshot shows the Planning interface with the following elements:

- Header:** Planning | liddleml@delhi.edu
- Left Sidebar:** Home, Users, Settings, My Units, Institution. A search bar and a list of units including Delhi, Academic Affairs, School of Liberal Arts and Sciences, and Teacher Education Transfer (highlighted with a red arrow).
- Main Content Area:** Teacher Education Transfer. Tabs for Plan Items, Reports, and Documents. A FILTER button, Sort dropdown (Default), and a + Plan Item button (highlighted with a red arrow).
- Table:**

Liberal Arts Knowledge	
Teacher Education Transfer 1: Program Learning Outcome	7/1/17 - 6/30/18
Written Communication	
Teacher Education Transfer 2: Program Learning Outcome	7/1/17 - 6/30/18
Oral Communication	
Teacher Education Transfer 3: Program Learning Outcome	7/1/17 - 6/30/18


If you are entering assessment results, choose “Assessment Result” from the list (or “GE Assessment Result if you are entering general education assessment results). For each Program SLO (or gen ed SLO), you should fill out one of these forms reporting the percentage of students who exceeded, met, approached and did not meet the standard.




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- Table:**

Liberal Arts Knowledge	
Teacher Education Transfer 1: Program Learning Outcome	
Written Communication	
Teacher Education Transfer 2: Program Learning Outcome	
- Dropdown Menu:** A dropdown menu is open from the + Plan Item button, showing the following options: Program Learning Outcome, Annual Assessment Reporting Form, Assessment Result (highlighted with a red arrow), Nursing Course Evaluation, Nursing Assessment Result, and Skill.

Here is an example of some of the data entered for the Teacher Education Transfer program with highlights of how to respond to certain sections.

 Planning



FY2018 / ASSESSMENT PLAN

< Edit Plan Item

Template: Assessment Result

Number *
2.1

Title *
Written Communication Results_Fall 2017_Liddle_EDUC 100

Start *
2017-07-01

End *
2018-06-30

Progress
Completed

Program Learning Outcome # *
2

Program Learning Outcome Description

File Edit View Insert Format Table
Undo Redo Bold Italic Text Color Background Color Bulleted List Numbered List Link Image
Students will demonstrate effective written communication by producing a college-level written document.
Powered by tinymce

Auto Saved: Dec 18, 2017, 8:49:53 PM

Course Number (ie MATH 128)

File Edit View Insert Format Table
Undo Redo Bold Italic Text Color Background Color Bulleted List Numbered List Link Image
EDUC 100

Data Sources

List assignments, exercises, exams, and/or questions, etc. that measure this outcome.

File Edit View Insert Format Table
Undo Redo Bold Italic Text Color Background Color Bulleted List Numbered List Link Image
Observation Reflection #5 - this assignment asks students to reflect upon their observation experience
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Assessment Measure

Describe how the data source(s) are measured, e.g., grading scales, rubrics, etc.

File Edit View Insert Format Table
Undo Redo Bold Italic Text Color Background Color Bulleted List Numbered List Link Image
Utilized the Writing Across the Curriculum rubric for thesis statement

Since this assessment result supports Program Learning Outcome 2, number this result 2.1.

Whatever is written in the title box is what will show up in the list on the previous screen. Enter something that will be easy to find. You might want to include the semester, the name of the course, and your name.

Write a brief description of the **program** learning outcome. (This is in case people forget to relate items.)

Above each section, there is a description of what should be entered.

Performance Criteria

Describe criteria for categorizing performances as Exceeding, Meeting, Approaching, and Not Meeting the Learning Outcome. You may want to attach a rubric.

File Edit View Insert Format Table

Formats B I [Text Alignment Icons]

Exceeding - clear thesis statement with supporting evidence, original thought
Meeting - clear thesis statement with supporting evidence
Approaching - clear thesis statement, not all evidence supports thesis
Not meeting - lack of clear thesis statement, ideas unorganized
(See attached Writing Across the Curriculum Rubric)

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In this section, you can add files like rubrics, the assignment, etc.

Attached Files

+ File + Folder

WAC with IL-1.docx

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Proposed Action(s)

File Edit View Insert Format Table

Formats B I [Text Alignment Icons]

The rubric used to assess other written assignments throughout the semester needs to be updated to tie more directly with the Writing Across the Curriculum rubric so that students have a clear understanding of where they need to improve. Include an outline for writing assignments. The outline will have students write the main idea (thesis statement) and organize their supporting ideas. These outlines will be turned in with the assignment.

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Under proposed actions, highlight the actions you will take to improve student learning. In the next assessment cycle assess if these changes were successful.

Results: % Exceeding the Standard

14

Results: % Meeting the Standard

14

Results: % Approaching the Standard

33

Results: % Not Meeting the Standard

40


Enter the **percentage** of students who exceeded, met, approached, and did not meet the standard.

Annual Assessment Report

At the June Assessment Day, you will meet with the other members of your program to discuss all assessment results for your program for the year. At that time, your program will fill out one "Annual Assessment Reporting Form"(or GE Annual Assessment Reporting Form if you are in the Gen Ed Plan) summarizing the results for your program and documenting any closing the loop activities or ideas.

Linking Results to the Assessment Plan

Once results have been entered, you will need to relate the result to the appropriate Program Learning Outcome in your program's assessment plan. Page up to the top of the page, and click on the related tab.



FY2018 / ASSESSMENT PLAN

< Edit Plan Item

Template: Assessment Result

Number *

Title *

Start *

End *

Progress

Permissions

Related

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

 Wachter, Allen

Administrator

Then click on the Supports button.



FY2018 / ASSESSMENT PLAN

< Edit Plan Item

Template: Assessment Result

Number *


Title *

Start *

End *

Permissions

Related

Supports
(Connected Up) + Supports

No Connections have been added.

This Item

Supported By
(Connected Down) + Supported By

No Connections have been added.

If you are linking to program learning outcomes, make sure this is Assessment Plan. If you are linking to general education outcomes, make sure this says Gen Ed Plan.

The screenshot shows a web interface for selecting supports. On the left is an organizational tree with 'Teacher Education Transfer' selected. The main area lists supports like 'Liberal Arts Knowledge', 'Written Communication', 'Oral Communication', and 'Observation Reflection'. A 'Written Communication' support is already connected, indicated by a checkmark. On the right, a 'Supported By' section shows 'Written Communication' as a connected item. Red arrows point from instructional text boxes to these specific UI elements.

Planning liddleml@delhi.edu

WRITTEN COMMUNICATION RESULTS_FALL 2017_LIDDLE_EDUC 100_THESIS

Select Supports (Related UP) Item

FY2018

Assessment Plan

search...

- Delhi
- Academic Affairs
- School of Liberal Arts and Sciences
- Teacher Education Transfer

Liberal Arts Knowledge +

Teacher Education Transfer
1: Program Learning Outcome 7/1/17 - 6/30/18

Written Communication ✓

Teacher Education Transfer
2: Program Learning Outcome 7/1/17 - 6/30/18

Oral Communication +

Teacher Education Transfer
3: Program Learning Outcome 7/1/17 - 6/30/18

Observation Reflection +

Supports (Connected Up)

Written Communication ✕
Teacher Education Transfer
Program Learning Outcome

This Item

Supported By (Connected Down)

No Connections have been added.

[Back to Plan Item](#)

First, locate your program in the organizational tree on the left.

Second, check the box next to the program learning outcome your assessment supports.

The program learning outcome should appear here.