

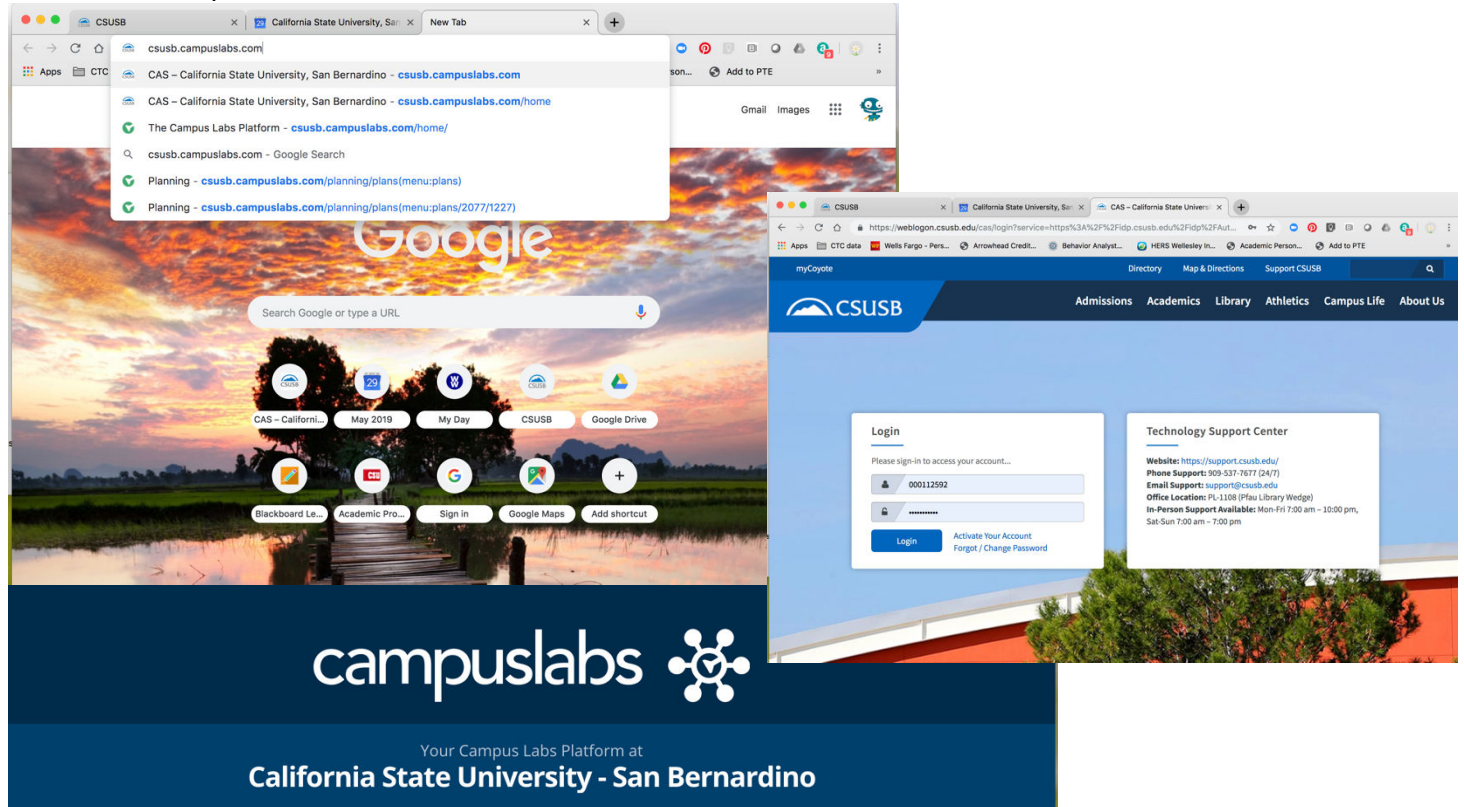
Academic Affairs Reporting 2019-2020

QUARTERLY REPORTING TEMPLATE

Campus Labs Cheat Sheet

Logging in

URL: csusb.campuslabs.edu



Baseline

Assess student learning and success through surveys, rubrics, and benchmarking

Compliance Assist

Connect and manage your program review and accreditation efforts

Engage

Promote meaningful engagement experiences across campus

Faculty

Manage course rosters, course evaluations, and more with a personalized dashboard

Insight

Decipher campus-wide data for informed decision-making

Outcomes

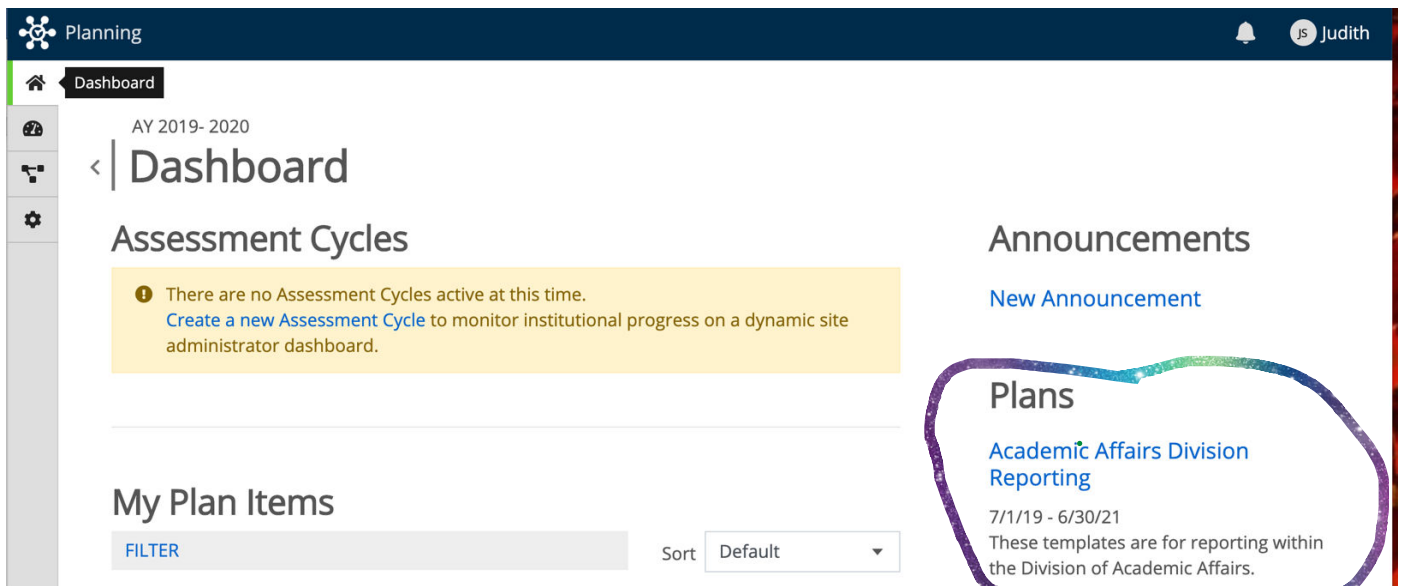
Assess academic and co-curricular alignment and performance

Planning

Connect and manage your strategic planning efforts

[Need Help?](#) Visit our Support Center for articles, webinars, and other resources!

Navigating in Planning



Planning

Dashboard

AY 2019- 2020

Dashboard

Assessment Cycles

There are no Assessment Cycles active at this time.
[Create a new Assessment Cycle](#) to monitor institutional progress on a dynamic site administrator dashboard.

Announcements

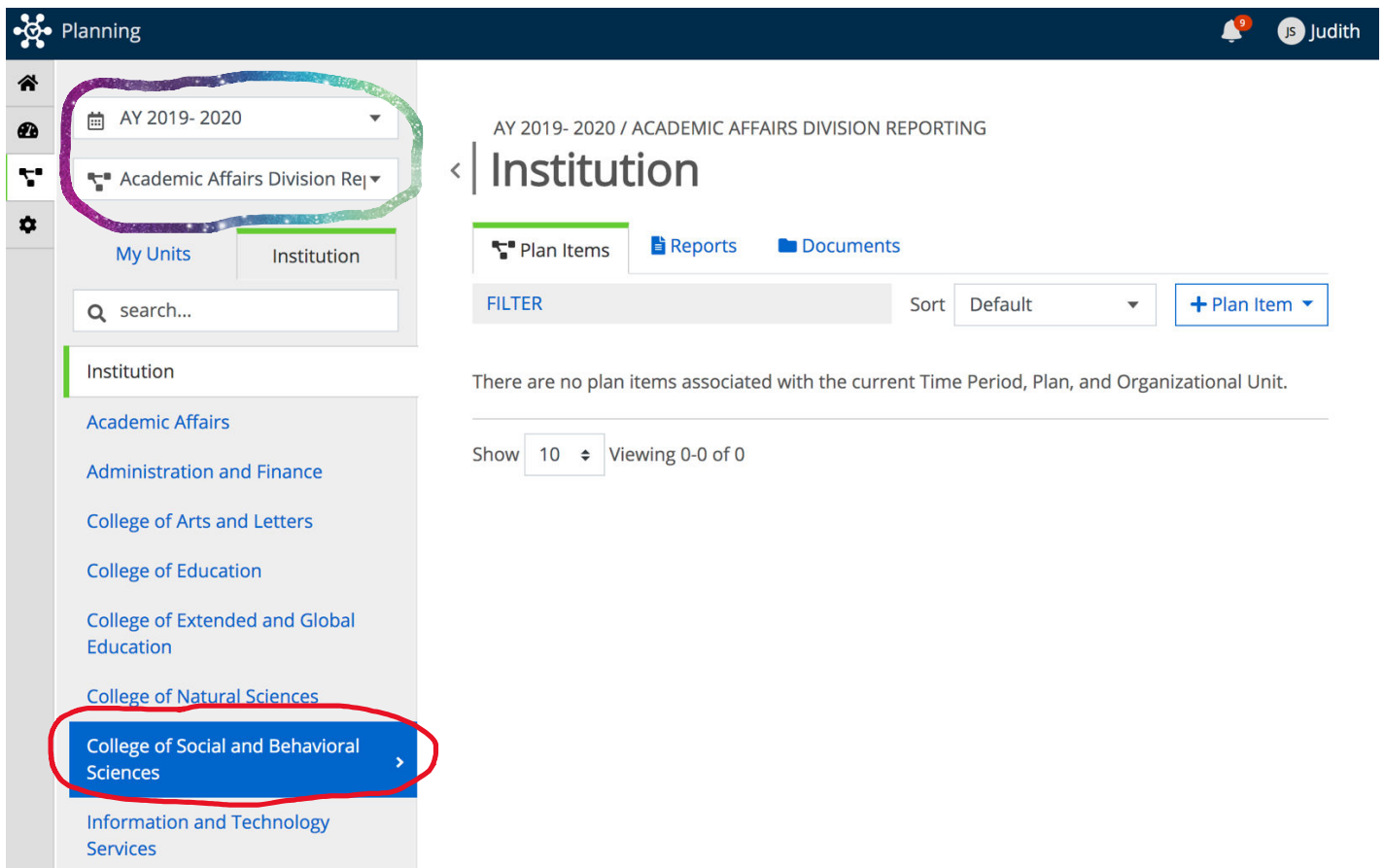
[New Announcement](#)

Plans

[Academic Affairs Division Reporting](#)
 7/1/19 - 6/30/21
 These templates are for reporting within the Division of Academic Affairs.

My Plan Items

[FILTER](#) Sort: [Default](#)



Planning

AY 2019- 2020

Academic Affairs Division Rej

[My Units](#) [Institution](#)

search...

Institution

AY 2019- 2020 / ACADEMIC AFFAIRS DIVISION REPORTING

[Plan Items](#) [Reports](#) [Documents](#)

[FILTER](#) Sort: [Default](#) [+ Plan Item](#)

There are no plan items associated with the current Time Period, Plan, and Organizational Unit.

Show [10](#) Viewing 0-0 of 0

Institution

- [Academic Affairs](#)
- [Administration and Finance](#)
- [College of Arts and Letters](#)
- [College of Education](#)
- [College of Extended and Global Education](#)
- [College of Natural Sciences](#)
- [College of Social and Behavioral Sciences](#)
- [Information and Technology Services](#)

Data Entry

Use the AA Division Quarterly Report template.

The screenshot shows the Planning interface for AY 2019-2020. The left sidebar contains navigation links: Home, Academic Affairs Division Reporting, My Units, and Institution. The main content area displays the title "College of Social and Behavioral Sciences" and a list of plan items. A red circle highlights the "+ Plan Item" button and the dropdown menu, which includes "AA Division Quarterly Report" and "Monthly Highlight Reporting".

You will need to add a plan item for reporting on each AA Division Objective. When you finish with your edits each time, click on DONE at the bottom of the page.

The screenshot shows the "Edit Plan Item" form for the AA Division Quarterly Report template. The form includes fields for "Quarter, Year" and "New AA Division Quarterly Report Item". Below these are checkboxes for various AA Division Objectives, such as "SP objective 1.3 - student belonging", "SP objective 1.4 - DFWI rate", "SP objective 1.5 - time to degree", "AA div. objective A - PDC experience", "AA div. objective B - student advisement", "AA div. objective C - enrollment planning", "AA div. objective D - internationalization", "SP objective 2.6 - faculty & staff inclusion & support", "AA div. objective E - coordinated faculty support", "SP objective 3.3 - increase non-resident revenue", and "SP objective 5.2 - student engagement".

The right sidebar contains sections for "Summary of Evidence", "Linked Documents", "Plan Item Files", "Reflections on Outcomes/Results", "Start", "End", "Progress", "Providing Department", and "Delete". A red circle highlights the "Done" button at the bottom right of the page.

Relating Items

You will need to relate each quarterly report item to the Academic Affairs objective(s).

Planning JS Judith

AY 2019- 2020 / ACADEMIC AFFAIRS DIVISION REPORTING

Edit Plan Item

Template: AA Division Quarterly Report

Quarter, Year
 Please enter the quarter and year for this quarterly report entry.
 Fall 2019

AA Division Objective
 Please indicate which AA Division Objective(s) addressed by this entry.
☐ SP objective 1.3 - student belonging
☐ SP objective 1.4 - DFWI rate
☐ SP objective 1.5 - time to degree
☐ AA div. objective A - PDC experience
☒ AA div. objective B - student advisement
☐ AA div. objective C - enrollment planning

Permissions Related History
 + Supports

Supports (Connected Up)
 No Connections have been added.
 This Item

Supported By (Connected Down)
 + Supported By
 No Connections have been added.

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NEW AA DIVISION QUARTERLY REPORT ITEM

Select a Supports (Related UP) Item

AY 2019- 2020
 Academic Affairs Div
 search...
 Institution
 Academic Affairs
 Academic Budget and Planning
 Academic Programs
 Academic Research
 Enrollment Management
 Faculty Affairs and Development

FILTER

Academic Affairs Division Objective 1A
 Academic Affairs Objective 7/1/19 - 6/30/21

Academic Affairs Division Objective 1B
 Academic Affairs Objective 7/1/19 - 6/30/21

Academic Affairs Division Objective 1C
 Academic Affairs Objective 7/1/19 - 6/30/21

Academic Affairs Division Objective 1D
 Academic Affairs Objective 7/1/19 - 6/30/21

Supports (Connected Up)
 Academic Affairs Division Objective 1B
 Academic Affairs Objective

Supported By (Connected Down)
 No Connections have been added.

[Back to Plan Item](#)

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AY 2019- 2020 / ACADEMIC AFFAIRS DIVISION REPORTING

Edit Plan Item

Template: AA Division Quarterly Report

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☐ SP objective 1.4 - DFWI rate
☐ SP objective 1.5 - time to degree
☐ AA div. objective A - PDC experience
☒ AA div. objective B - student advisement

Permissions Related History
 + Supports

Supports (Connected Up)
 Academic Affairs Division Objective 1B
 Academic Affairs Objective

This Item