

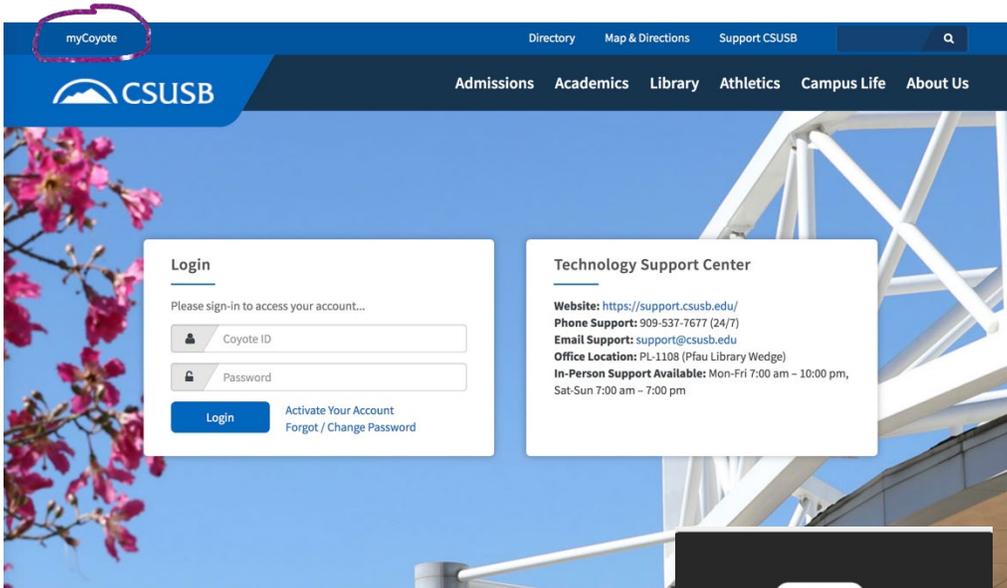
ACADEMIC PROGRAM REVIEW 2021/22

Self-Study Report in Planning

Please contact the Assessment Office if you need support or have questions: AssessmentOffice@csusb.edu

Logging In

Log into **My Coyote**



Once in My Coyote, click on the **Collaborate** tile;
then click on the **Campus Labs** tile



Collaborate

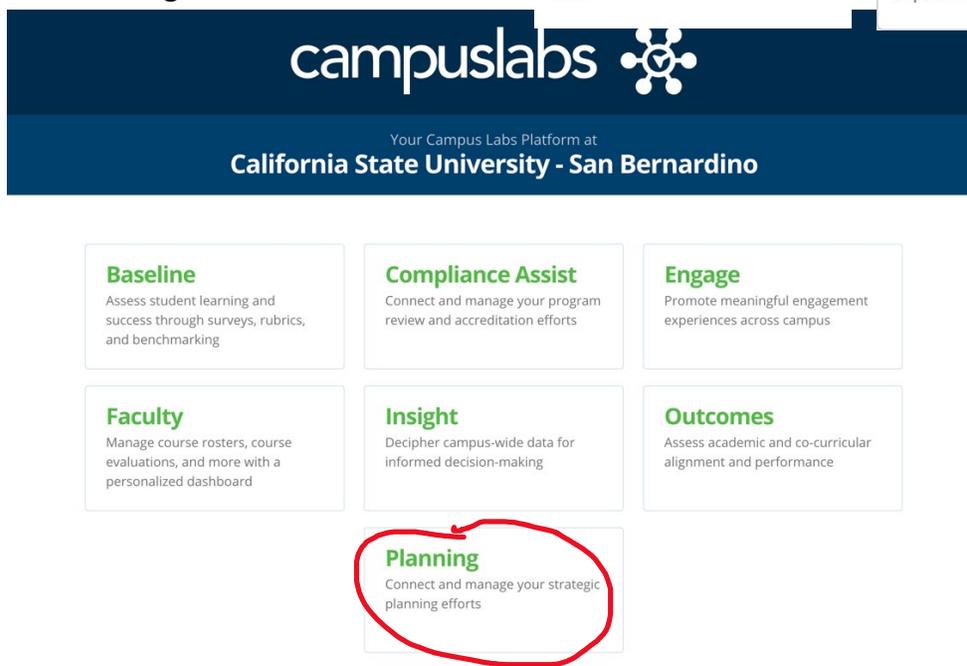
Zoom Video Conferencing, Google Drive, Qualtrics Surveys, Yammer and more



Campus Labs

Tools for reporting, assessment, and accreditation for courses, programs, departments, and admin units.

Finally, click on **Planning**



Navigating in Planning

Your Dashboard probably looks somewhat different from the screenshot. Please take note of the highlighted areas that should be the same! Click on **Academic Program Review** under the Plans heading.

The screenshot shows the 'Planning' dashboard. At the top, there is a navigation bar with a home icon, a calendar icon, and a user profile for 'Judith'. The main heading is 'Dashboard Assessment Cycles'. A dropdown menu is set to 'DLO 2.2: Diversity & Global Learning'. Below this, a timeline shows the start date '09/25/20' and the end date '09/25/21'. A progress bar is visible with stages 'Plan', 'Do', 'Check', and 'Act'. On the left, there is a section for 'Org Units Status' with a bar chart showing 'No Data' (37), 'Partial' (0), and 'Fulfilled' (0). In the center, 'Days Remaining' is shown as 12 for the PLAN phase from 09/25/20 to 09/25/21. On the right, 'Org Units' are listed as 37, including selected child Org Units. A 'View Status Details' link is at the bottom. To the right of the dashboard, there are sections for 'Announcements' (with a 'New Announcement' link) and 'Plans'. Under 'Plans', 'Academic Program Review' is highlighted with a green circle. Below it, a description states: 'This plan contains templates that will be used in the processes of academic program review.' Another plan, 'Institutional Strategic Plan with Expansion Objectives 2022', is listed with dates '7/1/18 - 6/30/22' and a description of its goals.

From here, you should land on your degree program in your college and department. Please contact the Assessment Office if you cannot locate your unit: AssessmentOffice@csusb.edu

This screenshot shows the 'Academic Program Review' page within the Planning system. The top navigation bar is the same as in the previous screenshot. The main heading is 'AY 2021-2022 / ACADEMIC PROGRAM REVIEW Assessment and Continuous Improvement'. Below the heading, there are tabs for 'Plan Items', 'Reports', and 'Documents'. A 'FILTER' button and a 'Sort' dropdown set to 'Default' are visible, along with a '+ Plan Item' button. The main content area displays a list of plan items. The first item, '2021-22 Self-Study Report', is highlighted with a green circle. Its details include 'Assessment and Continuous Improvement Self-Study Report' and the dates '7/1/21 - 6/30/22'. At the bottom, there is a 'Show' dropdown set to '10' and the text 'Viewing 1-1 of 1'. On the left side, there is a sidebar with a search bar and a list of institutions. 'Academic Program Review' is selected in the sidebar, and a list of institutions is shown below it, including 'Academic Affairs', 'Academic Programs', and 'Assessment and Continuous Improvement'. The 'AY 2021-2022' and 'Academic Program Review' dropdowns in the sidebar are also highlighted with green circles.

Data Entry

The template has already been added for your self-study report. Click on **2021-22 Self-Study Report** to enter information into the fields of the template. You and others designated by the faculty program leadership

and/or department chair or school director may edit as often as needed. When you finish with your edits each time, click on DONE at the bottom of the page.

Planning

Linked Documents
There are no attachments. [+ Linked Document](#)

Plan Item Files
There are no attachments. [+ File](#) [+ Folder](#)

Summary & Recommendations
Please refer to Appendix B of FAM 856.6 for more detailed instructions. Summary of program strengths and identified areas for improvement and recommendations for the program over the next cycle of review.

File Edit View Insert Format Tools Table

Paragraph B I [Text Alignment] [List] [Table]

Linked Documents
There are no attachments. [+ Linked Document](#)

Plan Item Files
There are no attachments. [+ File](#) [+ Folder](#)

Start *
07/01/2021

End *
06/30/2022

Progress

Providing Department *
 Assessment and Continuous Improvement

[Delete](#) [Read View](#) [Done](#)

Once you have completed template for the Self-Study Report, you have completed your reporting responsibility for this first phase of the Academic Program Review process! This report has been linked to Program Review in the Compliance Assist module of Anthology/Campus Labs for the internal and external reviewers.

The most important bits of troubleshooting are: (1) ensure that you are completing the template in the correct reporting period, **AY 2021-2022**, as highlighted in the upper left corner (as you face the screen) in each of the screenshots; and (2) ensure that you are in the correct Plan, **Academic Program Review**, as highlighted just below the reporting period in the upper left corner (as you face the screen) in each of the screenshots.

Should you require any assistance in navigating Planning in Anthology, please contact the Assessment Office at AssessmentOffice@csusb.edu

Should you require any guidance on the information that needs to be entered for the Self-Study Report, please refer to Appendix B of [FAM 856.6](#).