

Transcript for the Division of Academic Affairs Strategic Objectives Outcomes Reporting 2020-2021

Hi! I am Judy Sylva, Faculty Director of Assessment for Academic Affairs. In this video I will provide the orientation and navigation for unit reporting on the Division of Academic Affairs Strategic Objectives.

Before we begin, please keep in mind that what you will see on my screen most likely looks different from the options you have available from your view. I will attempt to point out any differences when I share my view.

If you are unable to access the reporting templates for your unit it may be a permissions issue but there are a few troubleshooting steps that should be taken before contacting the Assessment Office for assistance. I will review those steps as I demonstrate the log-in process and navigation in Planning. If none of these steps resolve your specific issue, please contact me at the Assessment office by using the e-mail, assessment office (all one word) assessmentoffice@csusb.edu In the subject line please put "AA reporting help".

This is year 2 of the identified strategic objectives for the Division of Academic Affairs. The full text of each objective, the alignment of the objectives to the CSUSB Strategic Plan 2015-2022, the outcomes that have been identified for each objective, and the outcome measures that have been identified for each outcome can be found on the Academic Affairs homepage under the *Home* tab.

There are five strategic objectives and each of these has one to three outcomes with multiple measures identified for each outcome. Each unit in the division is required to report outcome measures for any objectives and outcomes that their unit addresses. For the academic colleges, most of the objectives and outcomes are addressed. The units in the Provost's Cabinet generally address fewer objectives and outcomes. In 2020-2021 there are two reporting periods, the mid-year report and the year-end report. The due dates are communicated from the Provost's office.

Let's log in to Planning. Use your MyCoyote portal to log into Planning. Use the Collaborate tile and then click on the tile for Campus Labs. If you do not get to the Campus Labs landing page, please make sure that your unit leader has provided the Assessment Office with your information as a designee for this report.

On the landing page, click on Planning. Most likely you will land in your Dashboard. My dashboard has more on it than yours will, but look on the right side as you are facing your screen and you will see a heading called **Plans**. Under this heading find **Academic Affairs Division Reporting** and click on the link. That will take you into the Plan where reporting will be entered.

You should be taken directly to your unit for reporting or you should at least see your unit in the gray ribbon on the left side of the page as you are facing the screen. This is where the troubleshooting steps come into play.

First, look at the top of the page on the left side as you face the screen. The first drop-down menu has an icon for a calendar and should read, AY 2020-2021. If it does not, click on the dropdown arrow and choose AY 2020-2021.

Second, the second dropdown menu immediately below the first has an icon of connected dots. This signifies the plan and should read, Academic Affairs Division Reporting. If it does not, click on the arrow and choose this plan.

Finally, just below the second dropdown box, there are two tabs, the first reads, My Units and the second reads, Institution. Click on the tab for My Units. If it shows the Institution below it in blue font, click on it to open up the menu. At this point you should see your unit. The following units can be seen by clicking on Academic Affairs: Academic Budget and Planning, Academic Programs, Academic Research, Enrollment Management, Faculty Affairs and Development, Graduate Studies, and Undergraduate Studies.

The reporting on the Division of Academic Affairs Strategic Objectives is only completed at the Dean/AVP level so only the Deans, AVPs and their designees have access to this level of reporting.

Once you have located your unit in Planning, you will see the templates that will be used for reporting. They will be named and do not allow you to change the name. There is one template for each strategic objective. You do not have permission to pull down additional templates for any objective. All reporting for a reporting period is done in one template. Let's look at one example.

Let's be wild and crazy and look at the template for AA Objective 1A. This is one that pretty much every unit will be reporting on. Click on the name of the template. Now my view may look different than yours so I will try to point out any differences. First, you cannot edit the Reporting Period or the name of the item.

Each of the fields that you can edit have explicit instructions above the textbox. The first two field labeled, Inputs Update and Outputs/Strategy Update may be left blank if there are no changes required. Please consult with your unit leader for more information.

The real reporting will be entered in the fields labeled Summary of Outcome Measures. The outcome measures identified for each outcome associated with the objective are clearly identified above the textbox. Please review this carefully as only evidence that reflects these specific outcome measures should be reported in these fields. If you have an info-graphic representing evidence or a chart or spreadsheet, it can be attached using the + Linked Document link if your documents have been uploaded to the Documents tab at the level of

your unit or use + File or + Folder next to Plan Item Files. This process is exactly like attaching a document to an e-mail. It will allow you to browse your drives to locate the document or folder. Please do not attach any raw data that has not been analyzed to reflect the specific outcome measure.

Only enter evidence that your unit actually collects. You may not have evidence to report for every outcome in an objective and that is OK. You do not get extra credit for filling in every field and attaching a lot of documents.

The last two fields provide information to give some meaning and context to the evidence included in the report. This assists the Provost and the Dean's Council in interpreting the evidence and monitoring progress on each objective to inform decision-making.

In your view, you probably do not see the fields for Start, End, and Progress. When you are finished, you have two options. One is that you can see what the reporting looks like by clicking on Read View. The second is to click on Done. If you do not click on Done, there is no guarantee that your entries have been saved, so please do not forget that step.

You can always go in and edit your entry on any objective at any time up to the due date. You can also see who worked on an item last by entering the template and clicking on the tab on the far-right side of the page as you face the screen labeled, History. This will be useful when you have multiple people contributing to the report.

I hope this quick overview of reporting for the Division of Academic Affairs has been helpful! As always, the Assessment Office would love your feedback on this video. Please drop us a line at assessmentoffice@csusb.edu . See you next time!