

DIY Compliance Assist!

How to complete your
Program Review

Last Modified: 2/5/2016

Finding Compliance Assist

McLennan COMMUNITY COLLEGE

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ACADEMICS ADMISSIONS & AID STUDENTS ALUMNI & FRIENDS **FACULTY & STAFF** UNIVERSITY CENTER

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Human Resources
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Professional Development
Disclosure of Information
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more ...

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MCCOPA
Wellness
Faculty Council
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Technology Resources
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Faculty / Staff Email
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Policies and Procedures
Policies and Procedures
Faculty & Staff Resources
Institutional Effectiveness and Planning
more ...

#1

#2

INSTITUTIONAL RESEARCH AND EFFECTIVENESS

REPORTS

COURSE EVALUATIONS

STRATEGIC PLANNING

UNIT LEVEL PLANNING

PROGRAM REVIEW

PLANNING, BUDGETING AND REVIEW SCHEDULE

PERKINS TIME AND EFFORT SHAREPOINT

FEDERAL STANDARDS

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

Quick Links ▾

- 🔗 2014-19 Strategic Plan
- 🔗 Institutional Dashboard
- 🔗 Mid-Semester Feedback Form
- 🔗 Data Guideline Request
- 🔗 Data Request Form

Common Reports ▾

- 🔗 Enrollment Reports
- 🔗 Section Reports
- 🔗 Enrollment Profiles

Login Screens ▾

- 🔗 Compliance Assist Login

#3

Accessing Compliance Assist

User Name = MCC Network User Name

Password = MCC Network Password

McLennan Community College

Enter your institution information to sign in.

Username

Password

[Sign in](#) [Need Help?](#)

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If you need your password reset please contact Laura Wichman (8476) or Tom Proctor (8619).

Available Sites

- Once logged in, users will see a standard Welcome message and to the left, a list of your available sites. Click “Planning”

McLennan Community College

Welcome, Laura Wichman | Log Out

Home Settings Permissions Options

Available Web Sites

- Accreditation
- Credentials
- Planning**
- Gallery
- Program Review

Welcome to Compliance Assist

Welcome to McLennan Community College's *Compliance Assist!* landing site.

To the left you will see a list of sites that are available to you, click the site you wish to visit!

Please contact Laura Wichman at lwichman@mclennan.edu or 254.299.8093 or Tom Proctor at tproctor@mclennan.edu or 254.299.8619 if you have any questions.

McLennan Home Page

Powered by Compliance Assist



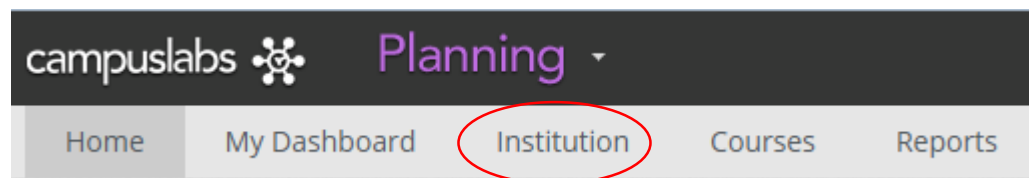
Navigating the Program Review

Detailed description on how to navigate the
Compliance Assist Program Review site

[Back to Table of Contents](#)

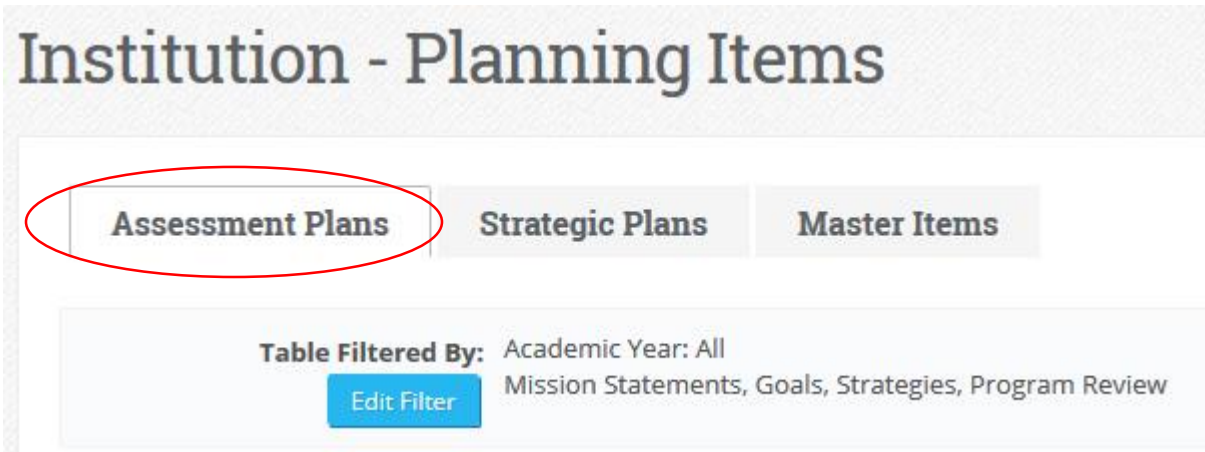
Navigating the Planning Site

- Home
 - Takes users back to Announcements
- My Dashboard
 - Shows the Departments, Goals and Strategies users are responsible for.
- Institution
 - Displays the full organizational chart
- Reports
 - Allows users to run preloaded and custom reports



Institution – Planning Items

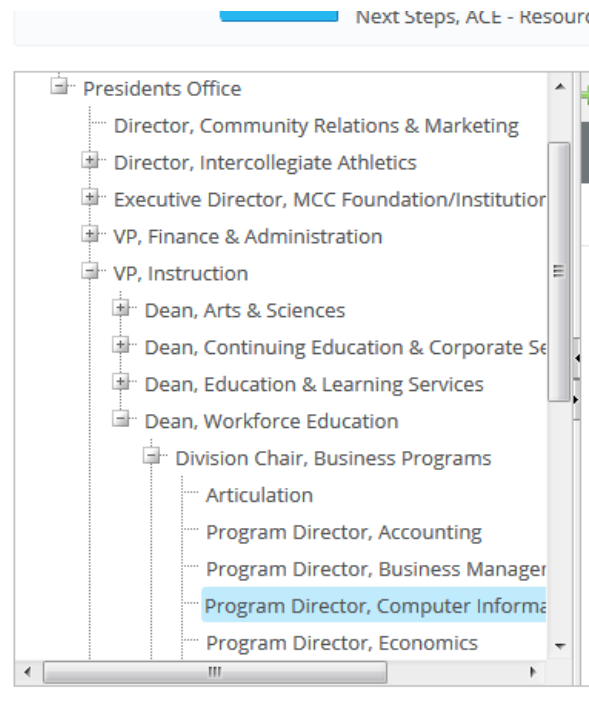
- Click “Assessment Plans” to open the program review portion of the planning site.



The screenshot displays the 'Institution - Planning Items' interface. At the top, the title 'Institution - Planning Items' is shown in a grey header. Below the title, there are three tabs: 'Assessment Plans', 'Strategic Plans', and 'Master Items'. The 'Assessment Plans' tab is highlighted with a red oval, indicating it is the selected option. Below the tabs, there is a filter section that reads 'Table Filtered By: Academic Year: All' and 'Mission Statements, Goals, Strategies, Program Review'. A blue button labeled 'Edit Filter' is positioned below the filter text.

Navigating

- Once in Assessment Plans, you will navigate to your department through the organizational chart on the left.



Navigating

- To change the academic year you are viewing or editing, click the “Edit Filter” option.
- Select the academic year you wish to view and click OK.

Table Filtered By: Academic Year: 2014-2015
Course Data, Student Performance
Next Steps, ACE - Resources ne

Edit Filter

Presidents Office
+ New
Director, Community Relations & Marketing
Director, Intercollegiate Athletics
Executive Director, MCC Foundation/Institution

Select Items

Academic Year 2014-2015

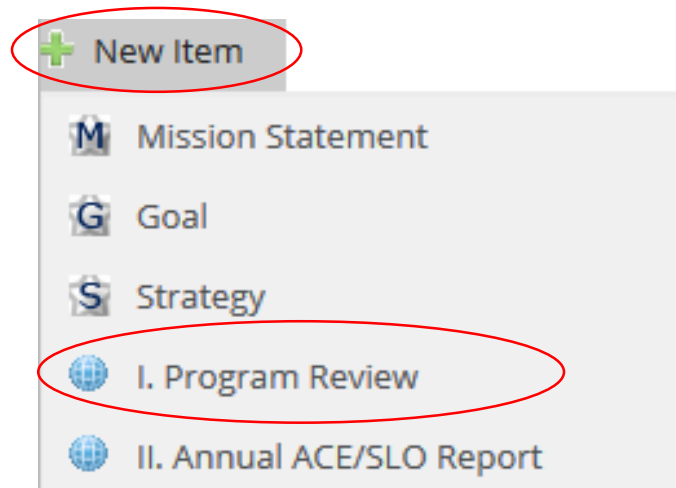
[Select All](#) | [Select None](#)

Mission Statements
 Goals
 Strategies
 Program Review

OK Cancel

Inputting Data

- To input new data items you will place your cursor over “+ New Item” and select Program Review.



Inputting Data – 8 Data Items

- Student Performance
- Course Data
- Next Major/Graduation Data
- Faculty Data
- Cost/Benefit
- Workforce Projections
- Division Chair Comments
- Dean Comments

Inputting Information - Adding New Items

1. Give your item a "Title" such as "2015-16 Program Review"
2. Click "+" next to the item you wish to input a narrative.
3. Click "Edit" and input the narrative for your ACE/SLO report item.
4. Once you have input your narrative click "Update"
5. Repeat steps 2-4 above and enter narratives for all applicable areas available.
6. Click "Save"
 1. Not "Save & Close"

[Images on next page to illustrate above items](#)

Inputting Information - Adding New Items

Add New II. Annual ACE/SLO Report - Compliance Assist

Add New II. Annual ACE/SLO Report

1 Title:

2 A. Best Practices & External Trends in your Program/Department

3

You must click the Save button below in order to add files to this item.

Inputting Data - Adding New Items

A. Best Practices & External Trends in your Program/Department

Words: 0 Characters: 0

Update Cancel

4

Start: 9/1/2015

End: 8/31/2016

Progress:

Providing Department: Coordinator, Center for Academic Success

Responsible Roles:

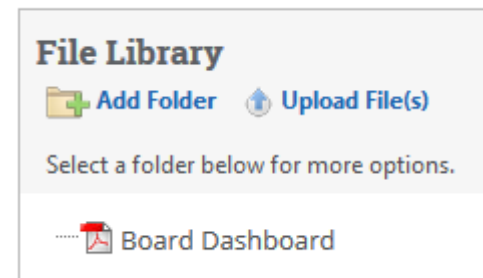
Role	Permission
No Roles Selected	

Save Save & Close Cancel

6

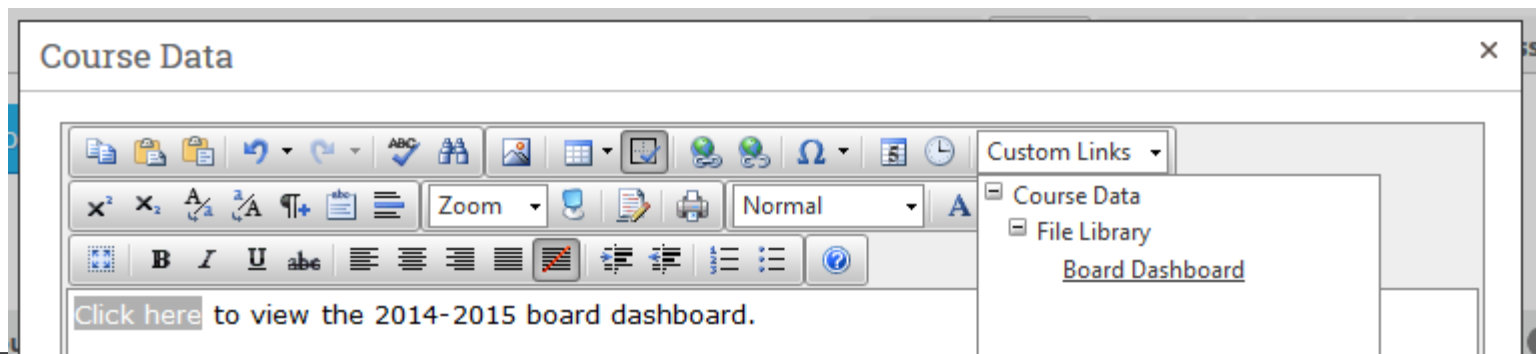
Uploading Documents

- Click “Upload Files”
- Upload a Single File
 - Give the file a name
 - Browse & select the file
 - Click “Upload Files”
- Upload Multiple Files
 - Click “Upload Multiple Files”
 - Click “Select”, browse & select the file
 - Click “Upload Files”



Linking Documents

- Once you have uploaded documents, you can link those to text within your narrative.
- Click “Edit”
- Highlight the text you wish to link your document to.
- Click Custom Links
- Find the document in the list and select the document title
 - A link will then appear
- Click “Update”



Links to ULP

- Click “Related” at the top of the window
- Click “Add” under “Items This Supports”
- Click the checkbox next to the strategy and/or goal this item is related to
- Click “Add”
- Click “Close”

	<input type="checkbox"/>	G	2	Increase Student Enrollment and Retention	09/01/2014	08/31/2015	➔
	<input type="checkbox"/>	G	3	Stewardship in the Community	09/01/2014	08/31/2015	➔
	<input type="checkbox"/>	G	4	Learning environment	09/01/2014	08/31/2015	➔
	<input type="checkbox"/>	S	1.1	Classroom Technology	09/01/2014	08/31/2015	➔
	<input checked="" type="checkbox"/>	S	1.2	Encourage professional membership	09/01/2014	08/31/2015	➔
	<input type="checkbox"/>	S		Ensure a safe instructional environment	09/01/2014	08/31/2015	➔

Items This Course Data Supports

Add **Remove Selected**

Type	Number	Name	S
This item does not support any other items.			

Example - Program Review - Compliance Assist

Example

Export

Title: Example

View Edit **Related** Activity Permissions

- You will now see your added item to your Program Review!

+ New Item		Academic Year: 2014-2015			
	Number	Name	Start	End	Progress
		Example	9/1/2014	8/31/2015	

Program Review - Contact

- Questions about the Program Review process
 - Tom Proctor
 - tproctor@mclennan.edu
 - 299.8642
 - Data questions
 - Laura Wichman
 - lwichman@mclennan.edu
 - 299.8476
 - Technical questions
 - Jeff Martin-Moreno
 - jmartin-moreno@mclennan.edu
 - 299.8466