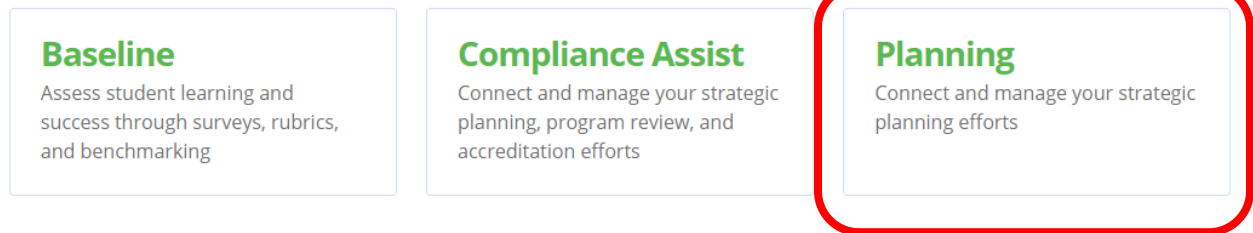


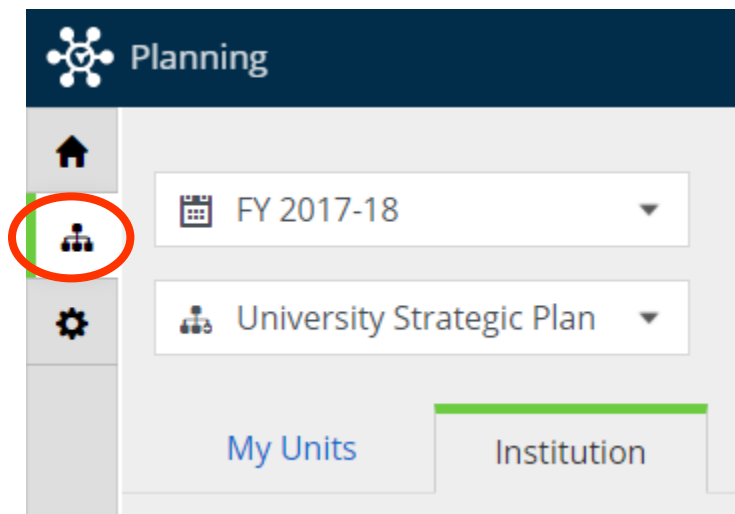
Updating Institutional Effectiveness Plans in Planning

Three Components:

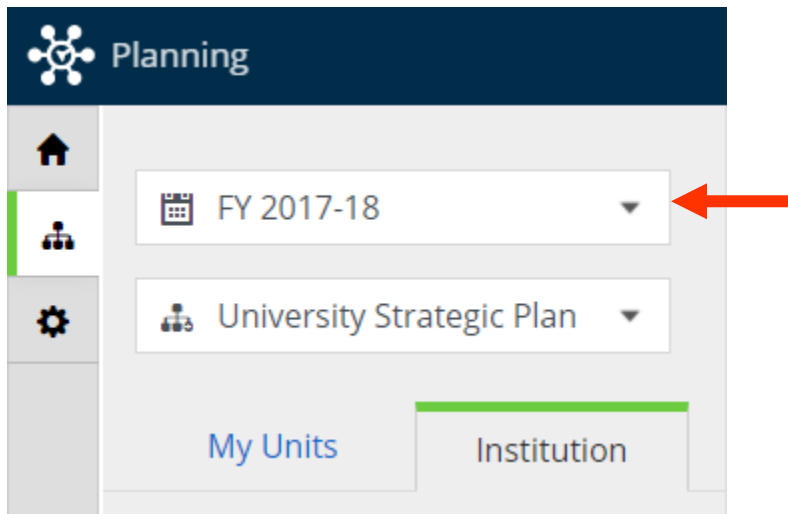
1. Mission
 2. Unit/College Goals
 3. Institutional Effectiveness (IE) Detail
- Log into Campus Labs Planning using your GatorLink credentials at <https://ufl.campuslabs.com>, then click “Planning”.



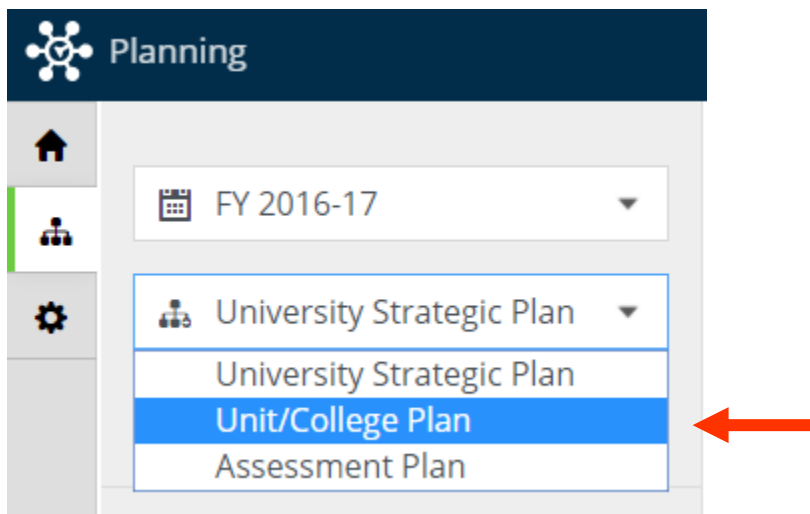
- Click the icon for “Plans”



- Select the year for which you would like to update from the drop-down menu.



- Click “Unit/College Plan” from the drop-down menu.



- Select your unit/college from the listing underneath the drop-down menus. Each time you click, the category will automatically expand.

The screenshot displays the 'Planning' application interface. At the top, there is a dark blue header with a network icon and the word 'Planning'. Below this is a vertical sidebar with three icons: a home icon, a group of people icon, and a gear icon. The main content area features two dropdown menus: the first is labeled 'FY 2016-17' and the second is labeled 'Unit/College Plan'. Below these are two tabs: 'My Units' and 'Institution', with 'Institution' currently selected. A search bar with a magnifying glass icon and the text 'search...' is positioned below the tabs. The search results list includes 'University of Florida', 'Academic Affairs' (highlighted with a green bar), 'Academic Colleges', 'Chief Financial Officer', and 'Enrollment Management'.

Mission

Mission Items to check for accuracy or update:

- Mission
- Progress
- Responsible Role

FY 2017-18 / UNIT/COLLEGE PLAN

< | Edit Plan Item

Template: Unit/College Mission

Title *

SVP Academic Affairs Mission

Mission Statement

The mission of the Office of Academic Affairs is to coordinate and lead the University of Florida's academic mission (including teaching and research) and assist the President in achieving the

Start *

07/01/2017

End *

06/30/2018

Progress

Ongoing

Unit/College *

Academic Affairs

 Delete

Done

 Permissions

 Related

Assign Responsible Users

Responsible Users

Glover, Joseph

Reviewer



- Update/Review the mission by clicking on the hyperlinked name:

[SVP Academic Affairs Mission](#) 



Academic Affairs

Unit/College Mission

- To update the Progress field, select the appropriate option from the Progress field drop down menu, if uncertain “Ongoing” is fine, or verify the option selected is accurate.

Progress

- To update the Progress field, select the appropriate option from the drop down window.

- To update the Responsible Roles field, click the  to the right of the user's name to remove that user. To search for a person to add using the search feature, click the  to add a new user.



Assign Responsible Users

Responsible Users

Gator, Albert	<i>Administrator</i>	
Gator, Alberta	<i>Administrator</i>	

Available Users

Select users from the list below or search for a specific user

  Gator, Cheryl *Administrator*

If a user does not appear in the search or the name is incorrect, please email Lily Lewis at lilyrlewis@ufl.edu to have the user added or name corrected.

- Once all other edits and changes have been made or the information in the system is verified, click “Done” to save all of your work.

Done

Unit/College Goals

Unit/College Goal items to check for accuracy or update:

- Goal
- Update Number field
- Responsible Role
- Progress
- Action Items
- Measures of Action Items
- Time Period of Action Items
- Resources of Action Items

- To update each Unit/College Goal, click the hyperlinked name.

[Top 10 status](#) ←

Academic Affairs

Goal 1: Unit/College Goal

- Update the “Number” field.
 - You may either update the number to Goal 1, Goal 2, etc. or continue using the fiscal year and update it to reflect the future fiscal year and goal number, for example, 2015-16 Goal 1, 2015-16 Goal 2, etc.

Number *

First list the fiscal year of the goal, followed by "Goal", ending with sequential numbering. For example: 2014-15 Goal 1 or 2014-15 Goal 2

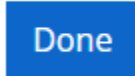
→

- Review/Update a Responsible Role (directions are the same as for the Mission section).
- Select the appropriate option from the Progress field drop down menu, if uncertain “Ongoing” is fine, or verify the option selected is accurate.

Progress

- Verify there are no changes to the Action Items or make necessary edits in the text box.
- Verify there are no changes to the Measures of Action Items or make necessary edits in the text box.

- Verify there are no changes to the Time Period of Action Items or make necessary edits in the text box.
- Verify there are no changes to the Resources of Action Items or make necessary edits in the text box.
- Once all other edits and changes have been made or the information in the system is verified, click “Done” to save all of your work.



Institutional Effectiveness (IE) Detail

IE Detail items to check for accuracy or update:

- Progress
 - Responsible Roles
 - Administrative Support Services
 - Academic and Student Support Services
 - Research
 - Community and Public Service
 - Institutional Effectiveness Report Complete
- To open the IE Detail item, click on the hyperlinked name.

[SVP Academic Affairs IE Detail](#) ←

Academic Affairs


Institutional Effectiveness Detail

- Select the appropriate option from the Progress field drop down menu, if uncertain, “Ongoing” is fine, or verify the option selected is accurate.

Progress


- Review/Update a Responsible Role (directions are the same as for the Mission section).
- For the *Administrative Support Services* section, verify the information in the system is accurate or make revisions in the text box.
- For the *Academic and Student Support Services* section, verify the information in the system is accurate or make revisions in the text box.
- For the *Research* section, verify the information in the system is accurate or make revisions in the text box.
- For the *Community and Public Service* section, verify the information in the system is accurate or make revisions in the text box.
- For the *Assessment Oversight*, verify the information in the system is accurate or make revisions in the text box.

****Very Important!** Once all the sections of the Mission, Unit/College Goals, and IE detail have been verified or edited, be sure to check the box in the IE detail to the left of “Institutional Effectiveness Report Complete”. Then click “Done”.

 Institutional Effectiveness Report Complete

Please check this box if you have reviewed all the components of the Institutional Effectiveness Report (Mission, Goals, Detail) and the report is complete.

 Delete

Done 

- This will indicate the IE Planning is done and ready for review. If you make all the changes and fail to check that box, the unit/college will come up on a report generated by Institutional Assessment indicating the IE Plan is not completed.

Checklist

- Be sure appropriate Progress option is selected for Mission, Unit/College Goals, and IE Detail.
- Ensure the Responsible Role is completed for all items: Mission, Unit/College Goals, and IE Detail.
- Update the Number field in Goals.
- Check the box to indicate Academic Assessment Plan Entry Complete.

Resources

- <http://assessment.aa.ufl.edu/academic-assessment>
- Institutional Assessment 273-1090 or assessment@aa.ufl.edu