Compliance Assist- Planning
Field Definitions

Area Information (Support of King Mission) – This plan type's field should provide the reader with an overview of how the program or department helps support the King University Mission statement.

Outcome – This plan's fields should provide the reader with an overview of the aim of an area. This might be a Department Outcome, a Program Outcome, or a Student Learning Outcome. See the "Planning and Assessment Definitions" for more clarification and specific examples.

(Measure) Assessment Title – This plan type's field should provide the reader and the user with a quick reference on the tool to be used to support the outcome.

(Measure) Assessment Description – This plan type's field should provide the reader and the user with a detailed overview on the toll to be used to support the outcome.

(Measure) Criteria for Success – A threshold that will allow an area outcome to be measurable. The threshold should be based on historical data, as well as what level is acceptable to demonstrate success. Areas then seek to sustain or enhance that performance. All Criteria for Success should be quantitative.

(Measure) Summary of Assessment Data Collected – A listing of the results for each Measure used, disaggregated by modality/location of service. This summary should consist of more than "outcome met." If you did not meet your set criteria for success, *(perhaps only 60% of students, rather than your target of 75%, passed the final exam)* don't panic. This feedback provides data for you to decide what you might do differently to make improvements. Remember, the purpose of assessment is to help us determine whether we are being effective, and to allow us to document continuous improvement. We may not always achieve the established outcome, but we must demonstrate continuous improvement.

(Measure) Improvement Actions Identified – What improvements will be made to the effectiveness of the activity or the effectiveness of the assessment process? Ideas for improvement to the activity could be changing delivery methods, focusing on specific services, etc. These improvements should influence the plan for the next cycle. Ideas for improvement to the assessment process could be a different collection type (electronic verses paper) of survey results, adjusting timelines for feedback, etc. These improvements should influence the method of collecting data for the next cycle.

(Measure) Follow-up on the Previous Year's Improvement Actions Identified – If an improvement plan was developed during the previous year, this field will be populated with the "plan" from that cycle. There will also be a space provided to explain how the changes made affected the current cycle. (The user should replace "*Type Here"* with this explanation.)

Compliance Assist- Planning
Progress Indicators

Progress Indicators

1. The following Indicators can be used by an area as they are in the Plan/Do phase of Annual Planning and Assessment:
    a. **Revised** – to be used by an area to indicate an item's progress DURING the planning process (at any point in the academic year before the reporting cycle) for any item that has been revised from the previous academic year
    b. **Reviewed** – to be used by an area to indicate an item's progress DURING the planning process (at any point in the academic year before the reporting cycle) for any item that has been reviewed but not revised from the previous academic year; indicating "Review" implies action is on-going and data is being collected

2. The following Indicators can be used by an area as they are in the Check/Act phase of Annual Planning and Assessment:
    a. **In-Progress** – to be used by an area to indicate an item's progress DURING the reporting cycle (beyond May of each academic year) if data will not be available soon (beyond July); ensure this item is addressed once data is available
    b. **Completed** – to be used by an area to indicate an item's progress AFTER the reporting cycle (beyond May of each academic year) once an item has all necessary data, action plans, and follow-ups

3. The following Indicators will be used by the Institutional Research and Assessment office as they review items:
    a. **Overdue** – indicates an item's progress AFTER the reporting cycle (beyond May of each academic year) if an item does not have an Indicator listed and is also incomplete
    b. **Action Required** – indicates an item's progress DURING the reporting cycle (beyond May of each academic year) if an item has been "Completed" but is lacking an element, relation, etc., the Institutional Research and Assessment office will contact, directly, to explain what actions need to take place
    c. **Finalized –** indicates an item's progress AFTER the reporting cycle (beyond May of each academic year) if the item is complete for the academic year