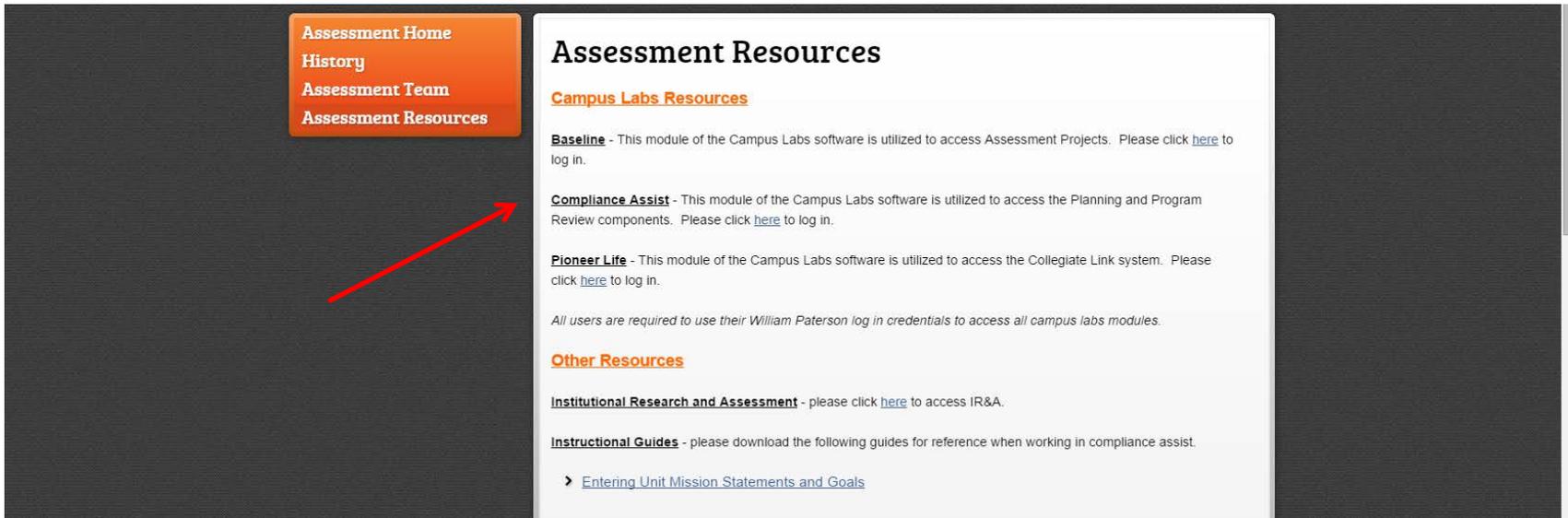
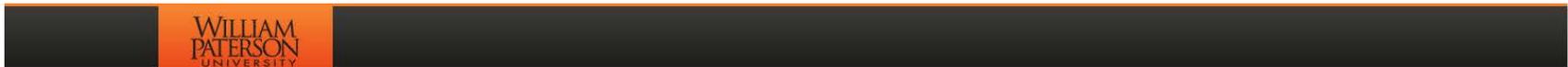


Instructions for Entering Unit Mission Statements & Strategic Planning Worksheets

1. **Sign in** to Compliance Assist (use the link on the Student Development Assessment website)



The screenshot shows a web interface with a dark grey background. On the left, there is a vertical navigation menu with four orange buttons: 'Assessment Home', 'History', 'Assessment Team', and 'Assessment Resources'. A red arrow points from the 'Assessment Resources' button towards the main content area. The main content area is titled 'Assessment Resources' and contains several sections: 'Campus Labs Resources' with links for 'Baseline', 'Compliance Assist', and 'Pioneer Life'; 'Other Resources' with links for 'Institutional Research and Assessment' and 'Instructional Guides'; and a specific link for 'Entering Unit Mission Statements and Goals'.



Authentication Required

You have chosen William Paterson University as your home institution. Please enter your WPU username and password below, then click the Login button.

Username

Password

[Forgot Your Password? >>](#)

[Need Help? >>](#)

[Login](#)

2. Click on **Planning**

☑ Landing Site ☑ Welcome, Theresa Cruz Paul | [Log Out](#)



[Home](#)[Settings](#)[Permissions](#)[Options](#)

Available Web Sites

- [📅 Planning](#)
- [🌐 Credentials](#)
- [🖼️ Gallery](#)
- [📄 Program Review](#)

Welcome

Welcome to the William Paterson University *Compliance Assist!* landing site!

William Paterson Home PagePowered by Compliance Assist

3. Go to My Dashboard

The screenshot shows the 'My Dashboard - My Roles' page in the Campus Labs Planning system. The top navigation bar includes 'Home', 'My Dashboard', 'Institution', 'Courses', 'Reports', and 'Administration'. The 'My Dashboard' menu item is highlighted with a red arrow. The main content area features a 'My Roles' section with tabs for 'Strategic Plans', 'CAS Standards', 'Assessment Plans', 'Learning Outcomes Assessments', 'Budget', and 'Roles'. Below these tabs, there is a 'Table Filtered By' section with a list of filters and an 'Edit Filter' button. A 'Roles to View' dropdown menu is set to 'Responsible Only'. The main table is titled 'Assistant Director' and 'Career Development & Advisement Center'. The table has columns for 'Type', 'Number', 'Name', 'Start', 'End', and 'Progress', but it currently displays 'No items to display'.

campuslabs  Planning WILLIAM PATERSON UNIVERSITY OF NEW JERSEY | THERESA CRUZ PAUL | HELP

Home My Dashboard Institution Courses Reports Administration

My Dashboard - My Roles

My Roles Strategic Plans CAS Standards Assessment Plans

Learning Outcomes Assessments Budget Roles

Table Filtered By: Fiscal Year: All ↑
[Edit Filter](#) Mission Statements, Core Values, University Strategic Goals, Strategic Objectives, Activity Statements, Student Success Plan, Student Success Plan - Student Achievement (SA) Goal, Student Success Plan - Campus Climate (CC) Goal, Student Development Goals, Enrollment Management, Strategic Planning Worksheets, CAS General Standards. ↓

Roles to View: Responsible Only ↓

Assistant Director Career Development & Advisement Center

Type	Number	Name	Start	End	Progress
No items to display					

William Paterson Home Page Powered by Compliance Assist | © 2013 Campus Labs, LLC | Legal

4. Click on the **Strategic Plans** tab

The screenshot shows the 'campuslabs Planning' interface. At the top, there is a navigation bar with 'Home', 'My Dashboard', 'Institution', 'Courses', 'Reports', and 'Administration'. The 'My Dashboard' tab is active, displaying 'My Dashboard - Planning Items'. Below this, there are several tabs: 'My Roles', 'Strategic Plans' (highlighted with a red arrow), 'CAS Standards', 'Assessment Plans', 'Learning Outcomes Assessments', 'Budget', and 'Roles'. A 'Table Filtered By:' section shows 'Fiscal Year: FY 2013' and a list of filterable items, with an 'Edit Filter' button. The main content area features a tree view on the left for 'William Paterson University' with sub-items for 'Academic Affairs', 'Division of Enrollment Management', and 'Division of Student Development'. The main table, titled 'Fiscal Year: FY 2013', has columns for 'Number', 'Name', 'Start', and 'End'. It lists several strategic items, including 'University Mission and Vision', 'Academic Excellence', 'Creating Knowledge', 'Diversity', 'Student Success', and three numbered items under 'Offer Academic Programs of the Highest Quality'.

Number	Name	Start	End
	University Mission and Vision	7/1/2012	6/30/2013
	Academic Excellence	7/1/2012	6/30/2013
	Creating Knowledge	7/1/2012	6/30/2013
	Diversity	7/1/2012	6/30/2013
	Student Success	7/1/2012	6/30/2013
1	Offer Academic Programs of the Highest Quality	7/1/2012	6/30/2013
2	Achieve Student Success by Increasing Matriculation, Retention and Graduation	7/1/2012	6/30/2013
3	Provide Students with Exceptional Opportunities Beyond the Classroom	7/1/2012	6/30/2013

5. Select your **department/functional area** from the drop down menu on the left side of page.
Click on the + to expand the menu(s)

The screenshot shows the CampusLabs Planning interface. At the top, there is a navigation bar with the CampusLabs logo and the word "Planning". Below this is a secondary navigation bar with links for Home, My Dashboard, Institution, Courses, Reports, and Administration. The main content area is titled "My Dashboard - Planning Items".

Below the title, there are several tabs: My Roles, Strategic Plans, CAS Standards, Assessment Plans, Learning Outcomes Assessments, Budget, and Roles. The "Assessment Plans" tab is currently selected.

Below the tabs, there is a filter section: "Table Filtered By: Fiscal Year: FY 2013" and "Assessment Projects, Departmental Mission & Goals". There is an "Edit Filter" button.

The main content area is divided into two columns. The left column is a navigation tree for William Paterson University, with a "+" icon next to each level. The tree includes: William Paterson University, Academic Affairs, Division of Enrollment Management, Division of Student Development, Athletics, Campus Life, Student Development, Alcohol, Tobacco & Other, Assessment Services, Career Development & Academic Advising, Career Services (highlighted with a red arrow), Counseling, Health and Disability Student Support, and Residence Life/Housing.

The right column is a table for "Fiscal Year: FY 2013". It has a "New Item" button and a table header with columns: Number, Name, Start, and End. The table content is empty, displaying "No items found for Career Services".

6. Select New Item

The screenshot displays the Campus Labs Planning interface. At the top, the header includes the Campus Labs logo, the word "Planning", and user information for William Paterson University of New Jersey, Theresa Cruz Paul. A navigation bar contains links for Home, My Dashboard, Institution, Courses, Reports, and Administration.

My Dashboard - Planning Items

Navigation tabs include: My Roles, Strategic Plans, CAS Standards, **Assessment Plans**, Learning Outcomes Assessments, Budget, and Roles.

Table Filtered By: Fiscal Year: FY 2013
Assessment Projects, Departmental Mission & Goals
[Edit Filter](#)

William Paterson University | Fiscal Year: FY 2013

+ New Item

Number	Name	Start	End
No items found for Career Services			

The left sidebar shows a tree view of the university's organizational structure, with "Career Services" highlighted under "Student Development". A red arrow points to the "+ New Item" button in the top right of the table area.

William Paterson Home Page | Powered by Compliance Assist LLC © 2013 Campus Labs, LLC | Legal

7. Select Departmental Mission Statement

campuslabs  Planning ▼ WILLIAM PATERSON UNIVERSITY OF NEW JERSEY | REBECCA FEGELEY ▼ | HELP

Home My Dashboard Institution Courses Reports Administration

My Dashboard - Planning Items

My Roles Strategic Plans NSSE CAS Standards Assessment Plans Learning Outcom... Program Level As... Administrative A... Budget

Roles

Table Filtered By: Fiscal Year: FY 2015
[Edit Filter](#) Mission Statements, Core Values, University Strategic Goals, Strategic Objectives, Activity Statements, Student Development Goals, Enrollment Management, Departmental Goal, Departmental Mission Statement, Goals, Student Development Learning Domains

- William Paterson University
 - Academic Affairs
 - Division of Enrollment Management
 - Division of Student Development
 - Athletics
 - Campus Life
 - Student Development
 - Assessment Services
 - Career Development
 - Counseling, Health and Wellness
 - Disability Student Support
 - Residence Life/Housing
 - Housing and Residential Life Programs

New Item

- Mission Statement
- Core Value
- University Strategic Goal
- Strategic Objective
- Activity Statement
- Student Development Goal
- Enrollment Management
- Departmental Goal
- Departmental Mission Statement
- Academic Affairs Goal
- Student Development Learning Domain

Fiscal Year: FY 2015			
	Start	End	Progress
idential Facilities strategic plan efforts to continue to improve goods/services	7/1/2014	6/30/2015	
	7/1/2012	6/30/2016	
	7/1/2012	6/30/2016	
	7/1/2012	6/30/2016	
velop	7/1/2012	6/30/2016	
	7/1/2012	6/30/2016	

Note: A red arrow points to the 'Departmental Mission Statement' option in the 'New Item' dropdown menu.

8. Complete the form by entering a **title** and **one sentence** from your departmental mission statement then click **save**
Repeat this step until each part of your mission statement has been entered into the system

The screenshot shows the 'Add New Unit Mission Statement' form in the CampusLabs Planning system. The form is titled 'Add New Unit Mission Statement - Compliance Assist' and is part of the 'My Dashboard - Planning Items' section. The form includes the following fields and sections:

- Title:** A text input field with a red arrow pointing to it.
- Start:** A date input field with the value '7/1/2012' and a 'Choose Fiscal Year Dates' button.
- End:** A date input field with the value '6/30/2013'.
- Progress:** A dropdown menu.
- Providing Department:** A text field with the value 'Residence Life/Housing'.
- Responsible Roles:** A section with 'Manage' and 'Delete Selected' buttons, and a table with columns 'Role' and 'Permission'. The table currently shows 'No Roles Selected'.
- Mission Statement:** A section with a rich text editor. A red arrow points to the text area.
- Buttons:** 'Save', 'Save & Close', and 'Cancel' buttons at the bottom right. A red arrow points to the 'Save' button.

The footer of the page includes 'William Paterson Home Page' and 'Powered by Compliance Assist | © 2013 Campus Labs, LLC | Legal'.

9. Once you select **Save** the tabs on the top right will appear. Select the **Related** tab.

The screenshot shows the Campus Labs Planning interface. At the top, there is a navigation bar with 'campuslabs' and 'Planning' on the left, and 'WILLIAM PATERSON UNIVERSITY OF NEW JERSEY', 'CHRISTINE SMITH', and 'HELP' on the right. Below this is a secondary navigation bar with 'Home', 'My Dashboard', 'Institution', 'Courses', 'Reports', and 'Administration'. The main content area is titled 'My Dashboard - Planning Items'. A window titled 'Service Learning Research - Strategic Planning Worksheet - Compliance Assist' is open. Inside this window, the title is 'Service Learning Research' and there are tabs for 'View', 'Edit', 'Related', 'Activity', and 'Permissions'. A red arrow points to the 'Related' tab. Below the tabs is a section titled 'Items This Strategic Planning Worksheet Supports' with '+ Add' and 'Remove Selected' options. A table lists three items:

Type	Number	Name	Start Date	End Date	Provider
Mission Statement		Mission and Vision	07/01/2012	06/30/2013	Division of Student Development
Activity Statement	3.D2	Ensure students are able to participate in community service projects with surrounding towns and cities	07/01/2012	06/30/2013	William Paterson University
Activity Statement	3.D1	Provide opportunities for students to be civically engaged	07/01/2012	06/30/2013	William Paterson University

Below the table are two sections: 'Items Supporting This Strategic Planning Worksheet' (with the note 'This item can not be supported by any other items.') and 'This Strategic Planning Worksheet Relates to the Following Sections' (with the note 'This item cannot be related to sections.'). A 'Close' button is at the bottom right of the window. At the bottom of the page, there is a footer with 'William Paterson Home Page' and 'Powered by Compliance Assist | © 2013 Campus Labs, LLC | Legal'.

10. Select Add

campuslabs  Planning WILLIAM PATERSON UNIVERSITY OF NEW JERSEY | CHRISTINE SMITH | HELP

Home My Dashboard Institution Courses Reports Administration

My Dashboard - Planning Items

Service Learning Research - Strategic Planning Worksheet - Compliance Assist

 Service Learning Research

View Edit Related Activity Permissions

Items This Strategic Planning Worksheet Supports

 Add  Remove Selected

Type	Number	Name	Start Date	End Date	Provider
Mission Statement		Mission and Vision	07/01/2012	06/30/2013	Division of Student Development
Activity Statement	3.D2	Ensure students are able to participate in community service projects with surrounding towns and cities	07/01/2012	06/30/2013	William Paterson University
Activity Statement	3.D1	Provide opportunities for students to be civically engaged	07/01/2012	06/30/2013	William Paterson University

Items Supporting This Strategic Planning Worksheet
This item can not be supported by any other items.

This Strategic Planning Worksheet Relates to the Following Sections
This item cannot be related to sections.

Close

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11. Click on **William Paterson University** to display the University documents (Mission Statement, Core Values, & Strategic Plan). **Check the boxes** next to each statement that your selected Departmental Mission Statement supports.

The screenshot shows the 'Add Related Item Compliance Assist' dialog box. The title is 'Related Item Chooser'. The filter is set to 'Fiscal Year: FY 2013' and includes 'Mission Statements, Core Values, University Strategic Goals, Activity Statements, Student Development Goals, Unit Mission Statement, CAS General Standards'. The 'My Roles' radio button is selected. The tree view on the left shows the following structure:

- William Paterson University
 - Academic Affairs
 - Division of Enrollment Management
 - Division of Student Development
 - Athletics
 - Campus Life
 - Student Development
 - Alcohol, Tobacco & C...
 - Assessment Services
 - Career Development &...
 - Counseling, Health an...
 - Disability Student Su...
 - Residence Life/Housi...

The table on the right has the following data:

	Number	Name	Start Date	End Date
<input type="checkbox"/>		University Mission and Vision	07/01/2012	06/30/2013
<input type="checkbox"/>		Academic Excellence	07/01/2012	06/30/2013
<input type="checkbox"/>		Creating Knowledge	07/01/2012	06/30/2013
<input type="checkbox"/>		Diversity	07/01/2012	06/30/2013
<input type="checkbox"/>		Student Success	07/01/2012	06/30/2013
<input type="checkbox"/>	1	Offer Academic Programs of the Highest Quality	07/01/2012	06/30/2013
<input type="checkbox"/>	2	Achieve Student Success by Increasing Matriculation, Retention and Graduation	07/01/2012	06/30/2013
<input type="checkbox"/>	3	Provide Students with Exceptional Opportunities Beyond the Classroom	07/01/2012	06/30/2013
<input type="checkbox"/>	4	Enhance the Sense of Community	07/01/2012	06/30/2013

At the bottom of the dialog are 'Add' and 'Cancel' buttons. The footer of the page includes 'William Paterson Home Page' and 'Powered by Compliance Assist | © 2013 Campus Labs, LLC | Legal'.

12. Click on Division of Student Development to display Divisional Documents (Mission, Vision, Values)
Check the boxes next to each statement that your selected Departmental Mission Statement supports.

The screenshot shows the 'Add Related Item' dialog box in the Campus Labs Planning system. The dialog is titled 'Add Related Item Compliance Assist' and contains a 'Related Item Chooser' section. The filter text reads: 'Mission Statements, Core Values, University Strategic Goals, Activity Statements, Student Development Goals, Unit Mission Statement, CAS General Standards'. Below the filter, there are radio buttons for 'My Roles' (selected) and 'All Roles'. The main content is a table with columns for 'Number', 'Name', 'Start Date', and 'End Date'. The table lists 10 mission statements, each with a checkbox in the first column. Two red arrows point to the checkboxes for 'Recruitment and Retention' (Number 1) and 'Personal Relationships' (Number 8). At the bottom right of the dialog are 'Add' and 'Cancel' buttons.

	Number	Name	Start Date	End Date
<input type="checkbox"/>		Mission and Vision	07/01/2012	06/30/2013
<input type="checkbox"/>	1	Recruitment and Retention	07/01/2011	06/30/2014
<input type="checkbox"/>	2	Student Services	07/01/2011	06/30/2014
<input type="checkbox"/>	3	Learning Beyond the Classroom	07/01/2011	06/30/2014
<input type="checkbox"/>	4	Facilitate Students' Educational Growth	07/01/2011	06/30/2014
<input type="checkbox"/>	5	Facilitate Students' Personal Development (Empowerment)	07/01/2011	06/30/2014
<input type="checkbox"/>	6	Student Experience	07/01/2011	06/30/2014
<input type="checkbox"/>	7	Responsible Decision Making	07/01/2011	06/30/2014
<input type="checkbox"/>	8	Personal Relationships	07/01/2011	06/30/2014
<input type="checkbox"/>	9	Personal and Professional Success	07/01/2011	06/30/2014
<input type="checkbox"/>	10	Effecting Change	07/01/2011	06/30/2014

13. After selecting all applicable statements at the University and the Divisional level click **Add**.

The screenshot shows the 'Add Related Item Compliance Assist' dialog box in the CampusLabs Planning system. The dialog is titled 'Related Item Chooser' and contains an 'Edit Filter' button and a list of filter categories: 'Mission Statements, Core Values, University Strategic Goals, Activity Statements, Student Development Goals, Unit Mission Statement, CAS General Standards'. Below this, there are radio buttons for 'My Roles' (selected) and 'All Roles'. The main content area is divided into two panes. The left pane shows a tree view of the organization structure, with 'William Paterson University' expanded to show 'Academic Affairs', 'Division of Enrollment Management', 'Division of Student Development', 'Athletics', 'Campus Life', 'Student Development', 'Alcohol, Tobacco & Other', 'Assessment Services', 'Career Development & Assessment', 'Counseling, Health and Wellness', 'Disability Student Support', and 'Residence Life/Housing'. The right pane is a table with columns for 'Number', 'Name', 'Start Date', and 'End Date'. The table contains 10 rows of data, each with a checkbox, a small icon, and a number in the 'Number' column. A red arrow points to the 'Add' button at the bottom right of the dialog.

	Number	Name	Start Date	End Date
<input type="checkbox"/>		Mission and Vision	07/01/2012	06/30/2013
<input type="checkbox"/>	1	Recruitment and Retention	07/01/2011	06/30/2014
<input type="checkbox"/>	2	Student Services	07/01/2011	06/30/2014
<input type="checkbox"/>	3	Learning Beyond the Classroom	07/01/2011	06/30/2014
<input type="checkbox"/>	4	Facilitate Students' Educational Growth	07/01/2011	06/30/2014
<input type="checkbox"/>	5	Facilitate Students' Personal Development (Empowerment)	07/01/2011	06/30/2014
<input type="checkbox"/>	6	Student Experience	07/01/2011	06/30/2014
<input type="checkbox"/>	7	Responsible Decision Making	07/01/2011	06/30/2014
<input type="checkbox"/>	8	Personal Relationships	07/01/2011	06/30/2014
<input type="checkbox"/>	9	Personal and Professional Success	07/01/2011	06/30/2014
<input type="checkbox"/>	10	Effecting Change	07/01/2011	06/30/2014

14. Review the related items that you have selected.

The screenshot shows the 'campuslabs Planning' interface. The main navigation bar includes 'Home', 'My Dashboard', 'Institution', 'Courses', 'Reports', and 'Administration'. The user is logged in as 'CHRISTINE SMITH' at 'WILLIAM PATERSON UNIVERSITY OF NEW JERSEY'. The current view is 'My Dashboard - Planning Items'. A modal window titled 'Service Learning Research - Strategic Planning Worksheet - Compliance Assist' is open, displaying 'Service Learning Research' with a 'View' button. Below this, a table titled 'Items This Strategic Planning Worksheet Supports' contains three rows of data. The table has columns for Type, Number, Name, Start Date, End Date, and Provider. The first row is a Mission Statement 'Mission and Vision' from the Division of Student Development. The second and third rows are Activity Statements '3.D2' and '3.D1' from William Paterson University, with descriptions of community service projects and civic engagement opportunities.

Type	Number	Name	Start Date	End Date	Provider
Mission Statement		Mission and Vision	07/01/2012	06/30/2013	Division of Student Development
Activity Statement	3.D2	Ensure students are able to participate in community service projects with surrounding towns and cities	07/01/2012	06/30/2013	William Paterson University
Activity Statement	3.D1	Provide opportunities for students to be civically engaged	07/01/2012	06/30/2013	William Paterson University

Below the table, there are sections for 'Items Supporting This Strategic Planning Worksheet' (stating it cannot be supported by other items) and 'This Strategic Planning Worksheet Relates to the Following Sections' (stating it cannot be related to sections). A 'Close' button is located at the bottom right of the modal window.

15. Repeat steps 7-14, this time selecting **Departmental Goal** instead of Departmental Mission Statement. Enter each departmental goal as a separate item and relate back to the University and Divisional documents in the same manner described above.

The screenshot shows the 'My Dashboard - Planning Items' page in the Campus Labs Planning application. The page is filtered by 'Fiscal Year: FY 2015'. A table lists various planning items, including 'Departmental Goal', which is highlighted with a red arrow in the 'New Item' dropdown menu.

Table Filtered By: Fiscal Year: FY 2015
[Edit Filter](#) Mission Statements, Core Values, University Strategic Goals, Strategic Objectives, Activity Statements, Student Development Goals, Enrollment Management, Departmental Goal, Departmental Mission Statement, Goals, Student Development Learning Domains

	Start	End	Progress
Residential Facilities strategic plan efforts to continue to improve goods/services	7/1/2014	6/30/2015	
	7/1/2012	6/30/2016	
	7/1/2012	6/30/2016	
	7/1/2012	6/30/2016	
	7/1/2012	6/30/2016	
	7/1/2012	6/30/2016	

New Item dropdown menu options:

- Mission Statement
- Core Value
- University Strategic Goal
- Strategic Objective
- Activity Statement
- Student Development Goal
- Enrollment Management
- Departmental Goal (highlighted with red arrow)
- Departmental Mission Statement
- Academic Affairs Goal
- Student Development Learning Domain

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