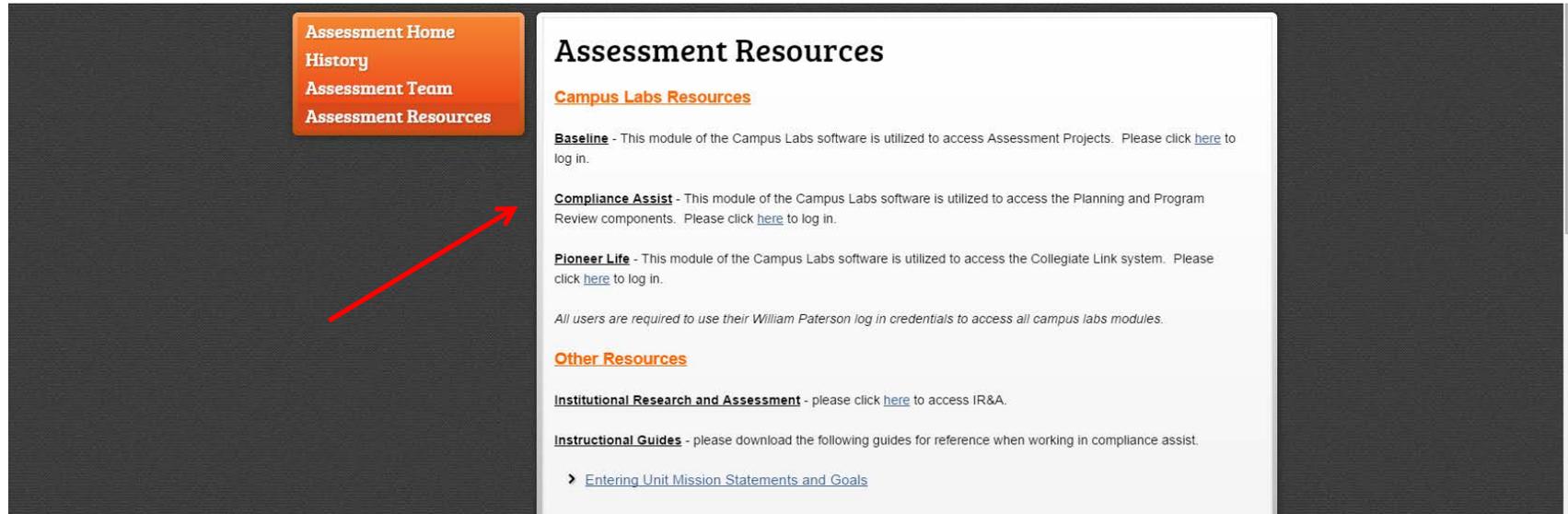


# Instructions for Using Program Review

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



The screenshot shows a web interface with a dark sidebar on the left and a main content area on the right. The sidebar contains a vertical list of links: 'Assessment Home', 'History', 'Assessment Team', and 'Assessment Resources'. A red arrow points from the 'Assessment Resources' link to the main content area. The main content area is titled 'Assessment Resources' and contains several sections: 'Campus Labs Resources', 'Baseline', 'Compliance Assist', 'Pioneer Life', 'Other Resources', 'Institutional Research and Assessment', and 'Instructional Guides'. Each section provides a brief description and a link to log in or access resources.

**Assessment Resources**

**Campus Labs Resources**

**Baseline** - This module of the Campus Labs software is utilized to access Assessment Projects. Please click [here](#) to log in.

**Compliance Assist** - This module of the Campus Labs software is utilized to access the Planning and Program Review components. Please click [here](#) to log in.

**Pioneer Life** - This module of the Campus Labs software is utilized to access the Collegiate Link system. Please click [here](#) to log in.

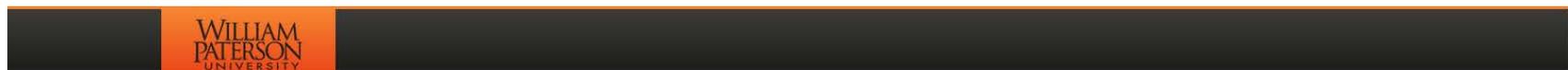
*All users are required to use their William Paterson log in credentials to access all campus labs modules.*

**Other Resources**

**Institutional Research and Assessment** - please click [here](#) to access IR&A.

**Instructional Guides** - please download the following guides for reference when working in compliance assist.

› [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 **Program Review**

☑ 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. Click on Your **Functional Area**

Program Review Welcome, Christine Smith | Search | Help | Log Out



Home CAS > Campus Activities

- Career Development
- Recreational Sports

**Program Review Information**

- University Overview
- Assessment Team
- CAS Suggested Process
- CAS Self-Study Timeline
- CAS Self-Study Guide Tutorial
- CAS Form A, B, and C

**Site Information**

- Technical Requirements
- Technical Support

The Division of Student Development at William Paterson University has always sought to determine the effectiveness of its programs as well as student satisfaction. Sparked in 2006 by an assessment symposium sponsored by the Council for the Advancement of Standards in Higher Education (CAS) and Student Affairs Administrators in Higher Education (NASPA), we began to focus on assessment of student learning outcomes.

At the fifth annual Student Development Retreat, in January 2007, the entire Division came together to develop a common understanding of how student learning outcomes relate to student development work. Utilizing key university documents as our guide (University Mission Statement, Division Mission Statement, Student Success Plan), we identified the relevant goals and values from these documents, and assisted Directors in understanding how to construct learning objectives for their departments, as well as how to identify appropriate means of assessing the actual learning outcomes of students who engage in their programs and activities. Over the course of the spring 2007, Directors wrote and revised their first Assessment Plans with the guidance and assistance of a Division-wide Assessment Team, comprised of interested and dedicated staff members from across our Division. During the fall, 2007, departments got to work on carrying out these assessment plans. Each year since has seen the evolution of our assessment efforts. Currently we are in the process of evaluating our individual departments through the CAS self-study guidelines.



**Glen Sherman, Ph.D.**  
Associate Vice President and  
Dean of Student  
Development

Site Map | William Paterson University of New Jersey Home Page Powered by Compliance Assist

#### 4. Click on Document Directory

Program Review

Welcome, Christine Smith | Search | Help | Log Out

WILLIAM PATERSON UNIVERSITY

Home CAS > Career Development Options

Self-Study Document Directory

### Executive Summary

**Part I: Mission**

- 1.1 - Primary Mission
- 1.2 - Mission
- 1.3 - Mission Review
- 1.4 - Mission Statement

**Part II: Program**

- 2.1 - Programs and Services Design
- 2.2 - Informed
- 2.3 - Outcomes
- 2.4 - Collaboration
- 2.5 - Learning and Development
- 2.6 - Design
- 2.7 - Distance Education
- 2.8 - Delivery
- 2.9 - Components
- 2.10 - Delivery
- 2.11 - Collaboration with Academic Divisions
- 2.12 - Marketing and Outreach
- 2.13 - Services
- 2.14 - Institutional Services
- 2.15 - Counseling and Resources
- 2.16 - Accessible Information
- 2.17 - Experiential Education
- 2.18 - Experiential Education
- 2.19 - Job Search Services
- 2.20 - Strategies
- 2.21 - Student Assistance
- 2.22 - Services to Employers
- 2.23 - Employer Relations
- 2.24 - Policies
- 2.25 - Faculty and Staff

**Part III: Organization and Leadership**

- 3.1 - Leadership Team
- 3.2 - Components of Career Services
- 3.3 - Planning
- 3.4 - Strategic Planning
- 3.5 - Supervision
- 3.6 - Management

### Judgments

- — ND - Does Not Apply
- 0 - Insufficient Evidence/Unable to Rate
- ✘ 1 - Does Not Meet
- ✓ 2 - Partly Meets
- ✓ 3 - Meets
- ✓ 4 - Exceeds
- ☆ 5 - Exemplary

5. Click on **Manage Files**

Program Review Welcome, Christine Smith Search Help Log Out



Home CAS > Career Development Options

Self-Study Document Directory Manage Files

Document Directory

Site Map | William Paterson University of New Jersey Home Page Powered by Compliance Assist

## 6. Click on **Upload File**

Program Review Welcome, Christine Smith | Search | Help | Log Out

**WILLIAM PATERSON UNIVERSITY**

Home CAS > Career Development

Self-Study Document Directory

### Manage Document Directory

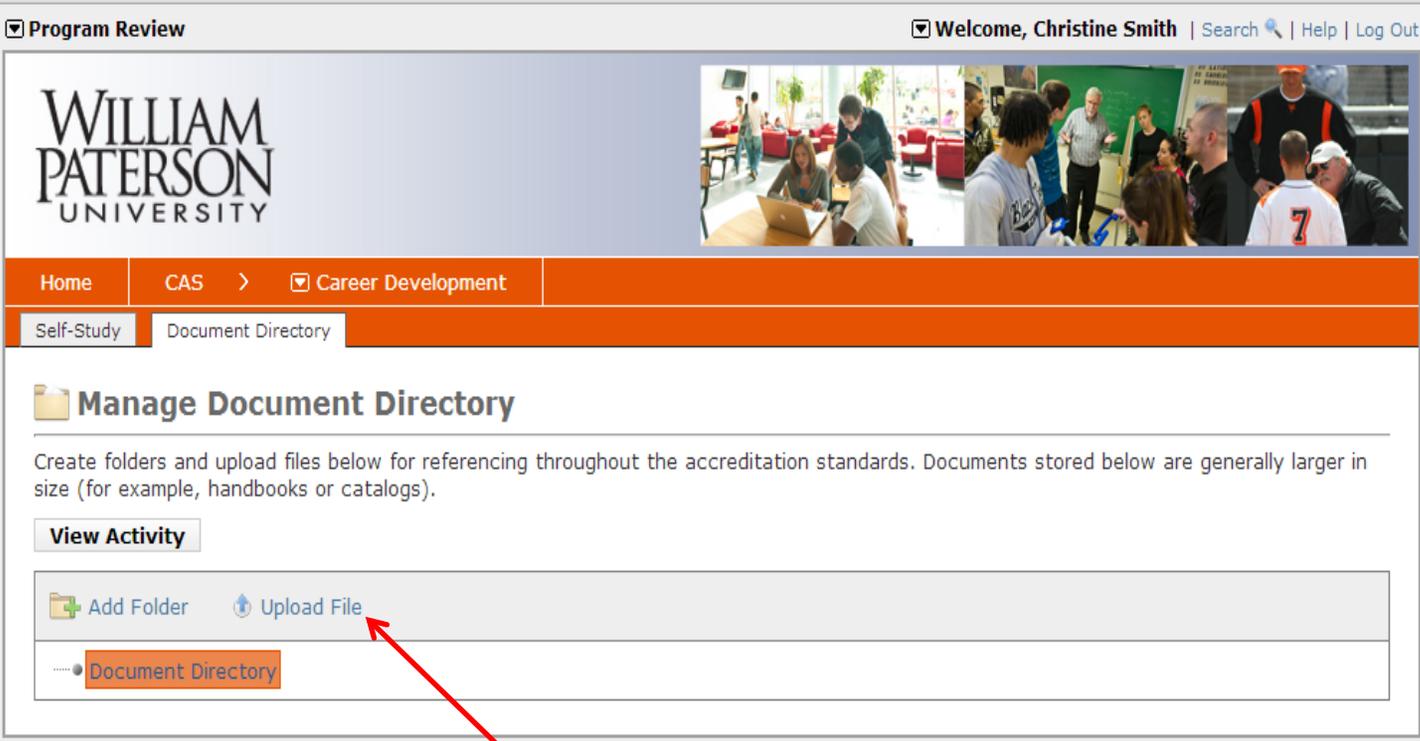
Create folders and upload files below for referencing throughout the accreditation standards. Documents stored below are generally larger in size (for example, handbooks or catalogs).

**View Activity**

[+ Add Folder](#) [Upload File](#)

Document Directory

Site Map | William Paterson University of New Jersey Home Page Powered by Compliance Assist

The screenshot shows the 'Manage Document Directory' page on the William Paterson University website. At the top, there is a navigation bar with 'Program Review' on the left and 'Welcome, Christine Smith | Search | Help | Log Out' on the right. Below this is a banner with the university logo and a photo of students. A secondary navigation bar contains 'Home', 'CAS', and 'Career Development'. Below that, there are tabs for 'Self-Study' and 'Document Directory'. The main content area is titled 'Manage Document Directory' and includes a brief instruction about uploading files. A 'View Activity' button is present. Below this, there are two buttons: 'Add Folder' and 'Upload File'. A red arrow points to the 'Upload File' button. At the bottom, there is a footer with 'Site Map | William Paterson University of New Jersey Home Page' and 'Powered by Compliance Assist'.

7. Click **Select** to upload 1 file OR click **Upload Multiple Files** to upload more than 1 file at a time

The screenshot shows the William Paterson University 'Manage Document' interface. At the top, there is a navigation bar with 'Program Review', 'Welcome, Christine Smith', 'Search', 'Help', and 'Log Out'. Below this is a banner for William Paterson University. The main content area is titled 'Manage Document' and includes options like 'View Activity', 'Add Folder', and 'Upload File'. An 'Upload' dialog box is open in the center, containing a 'Name' field, a 'File' field with a 'Select' button, and 'Upload File' and 'Close' buttons. Two red arrows point to the 'Select' button and the text 'upload multiple files' in the dialog box's instructions.

8. Select the **file(s)** that you wish to upload and click **Open**

The screenshot displays a web application interface for William Paterson University. The top navigation bar includes "Home", "CAS", and "Career Development". The main content area is titled "Manage Document" and features an "Upload" dialog box. The dialog box contains the following text: "Use the form below to upload a single file. You can specify a different name for the file if you would like to rename it. If you have many files to upload, you can also upload multiple files." Below this text are input fields for "Name:" and "File:", and a "Select" button.

In the foreground, a Windows "Open" file explorer window is open, showing the path "wpu-folders (\\unv.campus.wpunj.edu) (K:) > Groups > Student Development Assessment". The file list is as follows:

Name	Date modified	Type	Size
2012 - Complete Self Assessment Guides	5/30/2013 3:56 PM	File folder	
Counseling CAS Self Study	3/13/2013 12:40 PM	File folder	
Residence Life (HRPL) CAS Self Study	5/30/2013 3:56 PM	File folder	
Strategic Plan Drafts from Departments 9-10-12	5/8/2013 11:57 AM	File folder	
CAS General Standards	2/21/2013 4:01 PM	Adobe Acrobat D...	369 KB
Divisional Organizational Chart	2/20/2013 4:15 PM	Microsoft PowerP...	75 KB
Functional Area Strategic Planning Worksheet	7/10/2012 9:54 AM	Microsoft Word D...	25 KB
Instructions for Accessing Reports in Compliance Assist	5/28/2013 4:26 PM	Microsoft Word D...	2,123 KB
Instructions for Entering Assessment Projects	6/5/2013 9:30 AM	Microsoft Word D...	6,011 KB
Instructions for Entering Unit Mission Statements & Strategic Planning ...	6/5/2013 9:33 AM	Microsoft Word D...	4,566 KB
INSTRUCTIONS FOR USING COMPLIANCE ASSIST	4/5/2013 9:52 AM	Microsoft Word 9...	2,784 KB
Instructions for Using Program Review	7/1/2013 10:14 AM	Microsoft Word D...	4,566 KB
Schedule for CAS Self-Studies	3/12/2013 3:21 PM	Microsoft Word 9...	27 KB
Strategic Plan CAS Crosswalk	7/10/2012 9:53 AM	Microsoft Word D...	35 KB
Student Development Assessment Team Consultant List 4-19-13	4/25/2013 1:03 PM	Microsoft Word D...	17 KB

Red arrows point to the "Functional Area Strategic Planning Worksheet" file in the file list and the "Open" button at the bottom of the dialog box.

9. Click **Upload File** then click **Close**

The screenshot displays a web application interface for William Paterson University. At the top, there is a navigation bar with 'Program Review' and 'Welcome, Christine Smith'. Below this is a breadcrumb trail: 'Home > CAS > Career Development'. The main content area is titled 'Manage Document' and includes options like 'View Activity', 'Add Folder', and 'Upload File'. A modal dialog box titled 'Upload' is open in the center, containing a 'Name' input field, a 'File' field with a 'Select' button, and two buttons: 'Upload File' and 'Close'. Two red arrows point to the 'Upload File' and 'Close' buttons respectively. The background shows a 'Document Directory' section with a 'Document Directory' button highlighted.

10. Any file(s) that you uploaded will now be available in the Document Directory.

Program Review

Welcome, Christine Smith | Search | Help | Log Out

WILLIAM PATERSON UNIVERSITY

Home CAS > Career Development

Self-Study Document Directory

### Manage Document Directory

Create folders and upload files below for referencing throughout the accreditation standards. Documents stored below are generally larger in size (for example, handbooks or catalogs).

[View Activity](#)

[Add Folder](#) [Upload File](#)

- Document Directory
- Functional Area Strategic Planning Worksheet

Site Map | William Paterson University of New Jersey Home Page

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**Repeat steps 6 through 10 until ALL files have been uploaded into the Document Directory**

## 11. Click on the **Self Study** tab

The screenshot shows the William Paterson University website interface. At the top, there is a navigation bar with the university logo on the left and a welcome message "Welcome, Christine Smith" on the right, along with links for Search, Help, and Log Out. Below the navigation bar is a secondary menu with tabs for "Home", "CAS", and "Career Development". The "Self-Study" tab is highlighted in orange and has a red arrow pointing to it. Below the tabs, the "Manage Document Directory" section is visible, which includes instructions on creating folders and uploading files, a "View Activity" button, and options to "Add Folder" or "Upload File". A folder named "Document Directory" is shown, containing a file named "Functional Area Strategic Planning Worksheet".

Program Review

Welcome, Christine Smith | Search | Help | Log Out

WILLIAM PATERSON UNIVERSITY

Home CAS > Career Development

Self-Study Document Directory

### Manage Document Directory

Create folders and upload files below for referencing throughout the accreditation standards. Documents stored below are generally larger in size (for example, handbooks or catalogs).

[View Activity](#)

[Add Folder](#) [Upload File](#)

Document Directory

Functional Area Strategic Planning Worksheet

Site Map | William Paterson University of New Jersey Home Page

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## 12. Click on 1.1 – Primary Mission

Program Review

Welcome, Christine Smith | Search | Help | Log Out

**WILLIAM PATERSON UNIVERSITY**

Home CAS > Career Development Options

Self-Study Document Directory

### Executive Summary

#### Part I: Mission

- 1.1 - Primary Mission
- 1.2 - Mission
- 1.3 - Mission Review
- 1.4 - Mission Statement

#### Part II: Program

- 2.1 - Programs and Services Design
- 2.2 - Informed
- 2.3 - Outcomes
- 2.4 - Collaboration
- 2.5 - Learning and Development
- 2.6 - Design
- 2.7 - Distance Education
- 2.8 - Delivery
- 2.9 - Components
- 2.10 - Delivery
- 2.11 - Collaboration with Academic Divisions
- 2.12 - Marketing and Outreach
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- 2.17 - Experiential Education
- 2.18 - Experiential Education
- 2.19 - Job Search Services
- 2.20 - Strategies
- 2.21 - Student Assistance
- 2.22 - Services to Employers
- 2.23 - Employer Relations
- 2.24 - Policies
- 2.25 - Faculty and Staff

#### Part III: Organization and Leadership

- 3.1 - Leadership Team
- 3.2 - Components of Career Services
- 3.3 - Planning
- 3.4 - Strategic Planning
- 3.5 - Supervision

### Judgments

- ND - Does Not Apply
- 0 - Insufficient Evidence/Unable to Rate
- ✘ 1 - Does Not Meet
- ✓ 2 - Partly Meets
- ✓ 3 - Meets
- ✓ 4 - Exceeds
- ☆ 5 - Exemplary

sw/report.aspx?id=af66ea54-9e14-e211-bb86-d639cd757391

## 13. Click on **Edit Item**

Program Review Welcome, Christine Smith | Search | Help | Log Out



Home CAS > Career Development Options

Self-Study Document Directory

### 1.1

**Primary Mission**  
The primary mission of the Career Service (CS) is to assist students and other designated clients in developing, evaluating, and career, education, and employment plans

**Judgment**  
 ND - Does Not Apply    0 - Insufficient Evidence/Unable to Rate    1 - Does Not Meet    2 - Partly Meets    3 - Meets    4 - Exceeds    5 - Exemplary

**Narrative**

-  Edit Item
-  Copy Item
-  Check-In
-  Printable File

Site Map | William Paterson University of New Jersey Home Page Powered by Compliance Assist

14. Write a brief explanation of how the Functional Area meets the standard in the **Narrative** section

Program Review

Welcome, Christine Smith | Search | Help | Log Out

WILLIAM PATERSON UNIVERSITY

Home CAS > Career Development

Self-Study Document Directory

### Edit Item 1.1

Edit Preview Activity Log Permissions

Save Save & Close Cancel

Number:

Title:

Status:

Judgment:

Due Date:

Assigned User:

#### Description

The primary mission of the Career Service (CS) is to assist students and other designated clients in developing, evaluating, and implementing career, education, and employment plans

Design HTML

#### Narrative

Rich text editor toolbar with options for Bold, Italic, Underline, Paragraph Style, Font Color, and Background Color.

15. Once the Narrative is complete, scroll down and click **Add New Source**

The screenshot displays a web editor interface. At the top, there are two tabs: "Design" (active) and "HTML". Below this is a "Narrative" section with a rich text editor toolbar containing various icons for text formatting, alignment, and insertion. The narrative content area is currently empty. Below the narrative section, there are two sections for managing sources: "Document Directory Sources" and "URL Sources". Each section has a header with a question mark icon, a green plus icon followed by "Add New Source", and a table with columns for "Name", "View", "Edit", and "Delete". Below each table is a message: "No sources have been added. Click the 'Add New Source' button above to begin adding sources." At the bottom right of the editor, there are three buttons: "Save", "Save & Close", and "Cancel". A red arrow points to the "Add New Source" button in the "Document Directory Sources" section.

Design HTML

**Narrative**

Design HTML Words: 0 Characters: 0

**Document Directory Sources** ?

+ Add New Source

Name	View	Edit	Delete
No sources have been added. Click the "Add New Source" button above to begin adding sources.			

**URL Sources** ?

+ Add New Source

Name	URL	View	Edit	Delete
No sources have been added. Click the "Add New Source" button above to begin adding sources.				

Save Save & Close Cancel

Site Map | William Paterson University of New Jersey Home Page Powered by Compliance Assist

ew/edit-requirement.aspx?id=eee3f081-9e14-e211-bb86-d639cd757391&source-url=%2fprogram-review%2frequirement.aspx%3fid%3dee3f081-9e14-e211-bb86-d639cd757391

16. Select all documents from the Document Directory that support the Narrative and click **Add Source**

The screenshot shows a web application interface for adding sources to a narrative. The main window is titled "Narrative" and contains a toolbar with various icons. Below the toolbar is a section titled "Add New Source" with a list of sources. The first source is "Functional Area Strategic Planning Worksheet". Below this list is a section for adding another page, with a "Page Number (optional)" input field. At the bottom of the "Add New Source" section are "Add Source" and "Cancel" buttons. Below this is a section titled "URL Sources" with a table that has columns for "Name", "URL", "View", "Edit", and "Delete". The table is currently empty, with a message stating "No sources have been added. Click the 'Add New Source' button above to begin adding sources." At the bottom of the interface are "Save", "Save & Close", and "Cancel" buttons. The footer of the page includes "Site Map | William Paterson University of New Jersey Home Page" and "Powered by Compliance Assist".

*Please note that specific page number can be referenced if you are working with exceptionally lengthy documents*

17. If you are interested in adding Web Sources click on **Add New Source** under URL Sources

The screenshot displays a web editor interface with the following components:

- Design/HTML Switcher:** Located at the top and bottom of the Narrative editor, showing 'Design' and 'HTML' options.
- Narrative Editor:** A central text area with a rich text toolbar. The toolbar includes icons for undo, redo, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, source links, zoom, and print. The current paragraph style is 'Paragraph St...'. The status bar at the bottom right of the editor shows 'Words: 0 Characters: 0'.
- Document Directory Sources:** A table with a header row containing 'Name', 'View', 'Edit', and 'Delete'. One entry is listed: 'Functional Area Strategic Planning Worksheet' with corresponding icons for each action.
- URL Sources:** A table with a header row containing 'Name', 'URL', 'View', 'Edit', and 'Delete'. The table is currently empty, with a message below it stating: 'No sources have been added. Click the "Add New Source" button above to begin adding sources.' A red arrow points to the '+ Add New Source' button above this table.
- Buttons:** 'Save', 'Save & Close', and 'Cancel' buttons are located at the bottom right of the editor area.

Site Map | William Paterson University of New Jersey Home Page Powered by Compliance Assist

18. Enter the name and the URL Address then click **Add Source**

The screenshot displays a web editor interface. At the top, there are tabs for 'Design' and 'HTML'. Below this is a 'Narrative' section with a rich text editor toolbar. A modal dialog titled 'Add New Source' is centered on the screen, featuring two input fields: 'Name:' and 'URL:'. Below these fields are two buttons: 'Add Source' and 'Cancel'. A red arrow points from the 'Add Source' button in the modal to the 'Add New Source' button in the 'Document Directory Sources' list below. The 'Document Directory Sources' list contains one entry: 'Functional Area Strategic Planning Worksheet'. Below this is the 'URL Sources' list, which is currently empty and contains the text: 'No sources have been added. Click the "Add New Source" button above to begin adding sources.' At the bottom of the page, there are three buttons: 'Save', 'Save & Close', and 'Cancel'. The footer of the page includes 'Site Map | William Paterson University of New Jersey Home Page' and 'Powered by Compliance Assist'.

19. Once all sources have been added click **Save & Close**

The screenshot displays a web editor interface with the following components:

- Design/HTML Toggle:** Located at the top left of the editor area.
- Narrative Editor:** A rich text editor with a toolbar containing various formatting options (bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, source links, zoom, undo, redo, print). The text area contains the word "Sample." Below the text area, a status bar shows "Words: 0 Characters: 0".
- Document Directory Sources:** A table with a header row: Name, View, Edit, Delete. One source is listed: "Functional Area Strategic Planning Worksheet".
- URL Sources:** A table with a header row: Name, URL, View, Edit, Delete. One source is listed: "Departmental Webpage" with the URL "http://www.wpunj.edu/career-advisement/career-development/".
- Buttons:** "Save", "Save & Close", and "Cancel" buttons are located at the bottom right of the editor area.

A red arrow points to the "Save & Close" button.

Site Map | William Paterson University of New Jersey Home Page Powered by Compliance Assist

20. All items must be checked back in when you are finished working with them. Click **Check-In**

The screenshot displays a web editor interface with a 'Narrative' section at the top. Below the narrative, a 'Checked Out' dialog box is open, displaying the warning: 'Warning: Do you want to check-in this item?'. The dialog box contains two buttons: 'Check-In' and 'Leave Checked-Out'. A red arrow points to the 'Check-In' button. Below the dialog box, there are two sections: 'Document Directory Sources' and 'URL Sources'. The 'Document Directory Sources' section contains a table with one row: 'Functional Area Strategic Planning Worksheet'. The 'URL Sources' section contains a table with one row: 'Departmental Webpage' with the URL 'http://www.wpunj.edu/career-advisement/career-development/'. At the bottom of the interface, there are three buttons: 'Save', 'Save & Close', and 'Cancel'. The footer of the page reads 'Site Map | William Paterson University of New Jersey Home Page' and 'Powered by Compliance Assist'.

Design HTML

### Narrative

Sample.

Design HTML

P > RemoveElement

Words: 0 Characters: 0

**Checked Out**

Warning: Do you want to check-in this item?

**Check-In** **Leave Checked-Out**

### Document Directory Sources

+ Add New Source

Name	View	Edit	Delete
Functional Area Strategic Planning Worksheet			

### URL Sources

+ Add New Source

Name	URL	View	Edit	Delete
Departmental Webpage	http://www.wpunj.edu/career-advisement/career-development/			

**Save** **Save & Close** **Cancel**

Site Map | William Paterson University of New Jersey Home Page

Powered by Compliance Assist

21. Click on your **Functional Area** to return to the main self-study page

Program Review Welcome, Christine Smith | Search | Help | Log Out





Home CAS > Campus Activities

- Career Development
- Recreational Sports

**Program Review Information**

- University Overview
- Assessment Team
- CAS Suggested Process
- CAS Self-Study Timeline
- CAS Self-Study Guide Tutorial
- CAS Form A, B, and C

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- Technical Requirements
- Technical Support

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**Glen Sherman, Ph.D.**  
Associate Vice President and  
Dean of Student  
Development

Site Map | William Paterson University of New Jersey Home Page Powered by Compliance Assist

Repeat steps 12 through 20 until a Narrative has been entered and documents have been linked to each and every standard.