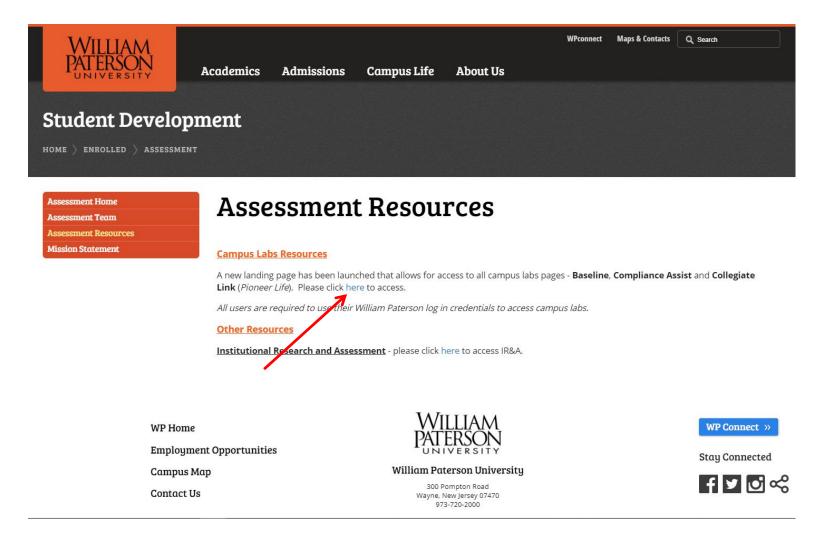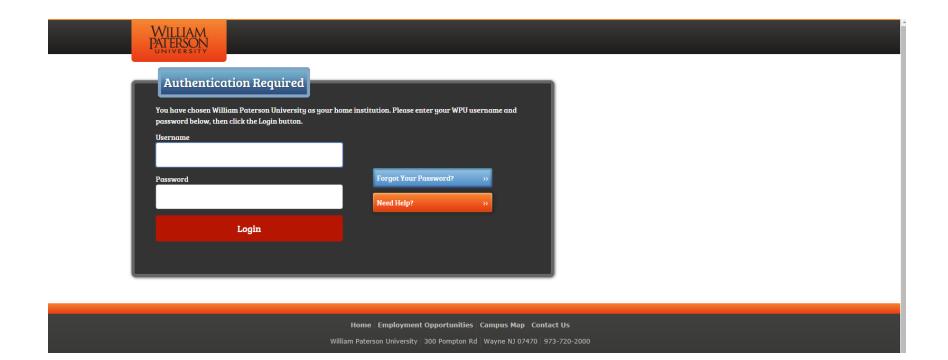# Instructions for Entering Departmental Mission Statements & Departmental Strategic Goals

1. **Sign in** to Compliance Assist (you can use the link on the Student Development Assessment website:
   https://www.wpunj.edu/enrolled/assessment/)

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

Login

Forgot Your Password? ››

Need Help? ››

2. Click on **Planning**

3. Go to **My Dashboard area.** Navigate to the Plans area of the site: to navigate to the Plans area, click on the Plans icon in the left corner of the window (see below).

4. Next, you will want to be sure that you have the correct Time Period and Plan selected. For example, if you needed to add your FY 2020 Departmental Mission to the site, you make sure that FY 2020 is selected and also your Division (see below).

5. Select the appropriate unit (your department), under "My Units"

6. Next click on the + Plan Item button to see all the types of plan items you can create. In the example below, I have the ability to create a Strategic Goal, Assessment Project, Departmental Mission, etc.

SB Silvia

FY 2020

Student Development

My Units | Institution

search...

William Paterson University

Division of Student Development

Student Development

Assessment Services

Assessment Services

Plan Items

FILTER | Sort Default ▾ | **+ Plan Item** ▾

Student Development Strategic Goal
SD Departmental Strategic Goal
SD Assessment Project
SD Departmental Mission Statement
SD Additional Departmental Accomplishment
SD Departmental Concluding Reflections
Student Development Division Mission Statement
Student Development Learning Domain
Student Development Strategic Objective

Complete CAS Review cycle for division

Assessment Services
1:SD Departmental Strategic Goal

Create Assessment Team member job descriptions

Assessment Services
2:SD Departmental Strategic Goal

Assessment team website pages update

7. Once you click on the Plan Item you would like to create, in this case SD Departmental Mission Statement, you have added that Plan Item and will be automatically taken to the edit interface where you can begin adding content. The name or title field will be automatically populated. Simply click into this field to type your own custom content Also, the start and end period will be automatically populated with text. In progress, select Completed.

8. Type the Mission Statement on the box and when finished, click "Done"

Planning

New SD Departmental Mission Statement Item

Start *

10/01/2019

End *

09/30/2020

Progress

Select COMPLETED

Department *

Assessment Services

Mission Statement

←

Upload Supporting Documents

Linked Documents   + Linked Document
There are no attachments.

Plan Item Files   + File   + Folder
There are no attachments.

Delete   Read View   Done   ←

9. To enter a **Department Strategic Goal** follow steps 1 to 6 and choose the plan item SD Departmental Strategic Goal:

10. Complete the form by entering the number 1 for your first SD Departmental Strategic Goal, 2 for the second, etc., followed by a title that describes the specific aspect of your goal into the Title field. The start and end period will be automatically populated with text. In progress, select Ongoing. You can change it to Completed at the end of the cycle.

FY 2020 / STUDENT DEVELOPMENT

< Edit Plan Item

Template: SD Departmental Strategic Goal

Number *

1

Title *

Please provide 2 or 3 words to describe the title for this goal.

New SD Departmental Strategic Goal Item

Start *

10/01/2019

End *

09/30/2020

Progress

Ongoing ▼

Functional Area *

11. Fill out the form following the instructions.

Detailed Goal Statement
Please enter a detailed description of the goal that provides a clear statement of what you are looking to accomplish

File ▾   Edit ▾   View ▾   Insert ▾   Format ▾   Tools ▾   Table ▾

↶   ↷   Formats ▾   **B**   *I*   ≣ ≣ ≣ ≣   ⋮≣ ⋮≣ ≣ ≣   🔗   🖼

Objectives
Please enter any objectives that you have related to this goal... An objective is a concrete strategy over a shorter period of time, frequently as a way or means of achieving a goal

File ▾   Edit ▾   View ▾   Insert ▾   Format ▾   Tools ▾   Table ▾

↶   ↷   Formats ▾   **B**   *I*   ≣ ≣ ≣ ≣   ⋮≣ ⋮≣ ≣ ≣   🔗   🖼

Assessment Plan
Please describe all assessment efforts that will be used to measure the attainment of stated goals and objectives

File ▾   Edit ▾   View ▾   Insert ▾   Format ▾   Tools ▾   Table ▾

↶   ↷   Formats ▾   **B**   *I*   ≣ ≣ ≣ ≣   ⋮≣ ⋮≣ ≣ ≣   🔗   🖼

Baseline Sources

File ▾   Edit ▾   View ▾   Insert ▾   Format ▾   Tools ▾   Table ▾

↶   ↷   Formats ▾   **B**   *I*   ≣ ≣ ≣ ≣   ⋮≣ ⋮≣ ≣ ≣   🔗   🖼

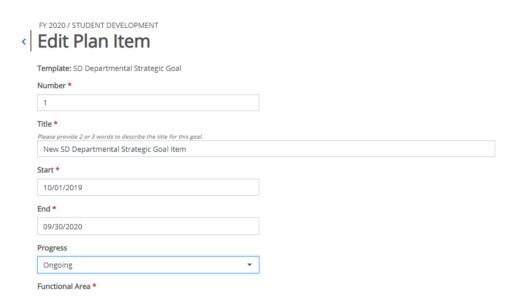**+ Baseline**

12. Mid-year and end of the year updates will be submitted at respective deadlines of the FY cycle. You can download supporting documents at **+File** (bottom right of the form) at any time of the cycle (usually at mid-year or end of the year). To save your SD Departmental Strategic Goal click "Done" and it will appear in your dashboard.

Mid Year Update

File ▾   Edit ▾   View ▾   Insert ▾   Format ▾   Tools ▾   Table ▾

↶ ↷   Formats ▾   **B**   *I*   ≡ ≡ ≡ ≡   ≔ ≔ ≕ ≕   🔗 🖾

End of Year Update

File ▾   Edit ▾   View ▾   Insert ▾   Format ▾   Tools ▾   Table ▾

↶ ↷   Formats ▾   **B**   *I*   ≡ ≡ ≡ ≡   ≔ ≔ ≕ ≕   🔗 🖾

Upload Supporting Documents

Plan Item Files   **+ File**   **+ Folder**
There are no attachments.

🗑 Delete   📄 Read View | Done |
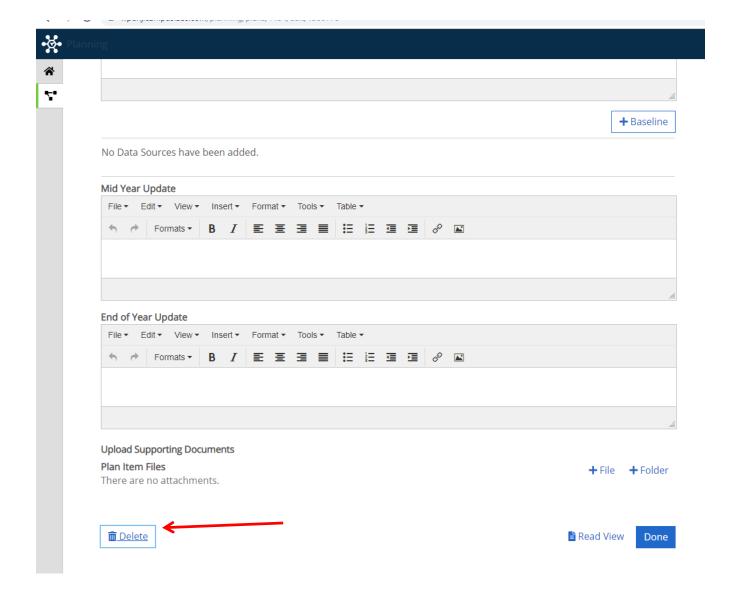
13. Repeat process to add additional Strategic Goals

To edit an existing item:

1. Once in your department's dashboard>plans, simply click on the name of the item you would like to edit.
2. The form of your item will appear in edit mode.
3. When finish making changes, click "Done" button

FY 2020 / STUDENT DEVELOPMENT

‹ **Edit Plan Item**

Template: SD Departmental Strategic Goal

Number *

| 1 |

Title *

Please provide 2 or 3 words to describe the title for this goal.

| New SD Departmental Strategic Goal Item |

Start *

| 10/01/2019 |

End *

| 09/30/2020 |

Progress

| Ongoing ▾ |

Functional Area *

To delete items:

*Disclaimer: Once an item is deleted, <u>the information is lost permanently.</u> Please delete items with extreme caution!

1. Once in your department's dashboard>plans, click on the name of the item you would like to delete.
2. Your form will appear. Click on the "Delete" button in the bottom-left area of the window.

3. A warning box will appear confirming your request to delete the item. Once you confirm, the item will disappear from your dashboard.