

# 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/>)

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## Student Development

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- Assessment Team
- Assessment Resources
- Mission Statement

## Assessment Resources

### Campus Labs Resources

A new landing page has been launched that allows for access to all campus labs pages - **Baseline, Compliance Assist** and **Collegiate Link (Pioneer Life)**. Please click [here](#) to access.

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

### Other Resources

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

WP Home  
Employment Opportunities  
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WILLIAM PATERSON UNIVERSITY  
William Paterson University  
300 Pompton Road  
Wayne, New Jersey 07470  
973-720-2000

WP Connect >>

Stay Connected

f t i s

### 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**



Your Campus Labs Platform at  
**William Paterson University of New Jersey**

**Baseline**

Assess student learning and success through surveys, rubrics, and benchmarking

**Compliance Assist**

Connect and manage your program review and accreditation efforts

**Course Evaluations**

Elevate teaching and learning with meaningful data

**Engage**

Promote meaningful engagement experiences across campus

**Faculty**

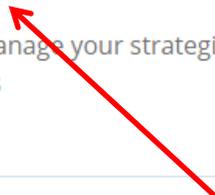
Manage course rosters, course evaluations, and more with a personalized dashboard

**Outcomes**

Assess academic and co-curricular alignment and performance

**Planning**

Connect and manage your strategic planning efforts



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).

Planning

Plans FY 2019

Dashboard

My Plan Items

FILTER

Sort Default

My Items (13) Responsible Items (0) Contributor (0)

Plans

University Mission and Strategic Plan  
7/1/12 - 6/30/22

Unit-Level Key Performance Indicators

- 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).

The screenshot shows the 'Planning' application interface. The top navigation bar includes a home icon, a 'Planning' title, and a user profile icon labeled 'SB'. The left sidebar contains a home icon, a 'FY 2020' dropdown menu, a 'Student Development' dropdown menu (highlighted with a red arrow), and buttons for 'My Units' and 'Institution'. Below these is a search bar and the text 'Division of Student Development'. The main content area displays 'FY 2020 / STUDENT DEVELOPMENT' and 'William Paterson University'. A 'Plan Items' section is visible, along with a 'FILTER' button, a 'Sort' dropdown set to 'Default', and a '+ Plan Item' button. A message states: 'There are no plan items associated with the current Time Period, Plan, and Organizational Unit.'

- Select the appropriate unit (your department), under “My Units”

The screenshot shows the 'Planning' application interface with the 'My Units' section expanded. The left sidebar shows the 'FY 2020' dropdown, 'Student Development' dropdown, and the 'My Units' and 'Institution' buttons. The 'My Units' section is expanded, showing a search bar and a list of units: 'William Paterson University', 'Division of Student Development', 'Student Development', and 'Assessment Services' (highlighted with a red arrow). The main content area displays 'FY 2020 / STUDENT DEVELOPMENT' and 'Student Development'. A 'Plan Items' section is visible, along with a 'FILTER' button. A message states: 'There are no plan items associated with the current Time Period, Plan, and Organizational Unit.' At the bottom, there is a 'Show' dropdown set to '10' and the text 'Viewing 0-0 of 0'.

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.

The screenshot displays the 'Planning' system interface. The top navigation bar includes a home icon, the word 'Planning', and user initials 'SB Sil'. The left sidebar contains navigation options: 'FY 2020', 'Student Development', 'My Units', and 'Institution'. The main content area is titled 'FY 2020 / STUDENT DEVELOPMENT' and 'Assessment Services'. A 'Plan Items' tab is active, showing a list of items with a 'FILTER' button and a 'Sort Default' dropdown. A '+ Plan Item' button is highlighted with a red arrow, and its dropdown menu is open, listing various plan item types: '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', and 'Student Development Strategic Objective'. The list of items includes 'Complete CAS Review cycle for division', 'Create Assessment Team member job descriptions', and 'Assessment team website pages update', each with a '1:SD Departmental Strategic Goal' or '2:SD Departmental Strategic Goal' or '3:SD Departmental Strategic Goal' label. The status 'Ongoing' and dates '10/1/19 - 9/30/20' are visible at the bottom right.

Home icon

FY 2020

Student Development

My Units Institution

search...

William Paterson University

Division of Student Development

Student Development

Assessment Services

FY 2020 / STUDENT DEVELOPMENT

# Assessment Services

Plan Items

FILTER

Sort Default

+ Plan Item

[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](#)

- 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



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.

Planning

FY 2020 / STUDENT DEVELOPMENT

## Edit Plan Item

Template: SD Departmental Mission Statement

**Title \***

**Start \***

**End \***

**Progress**

Select *COMPLETED*

**Department \***

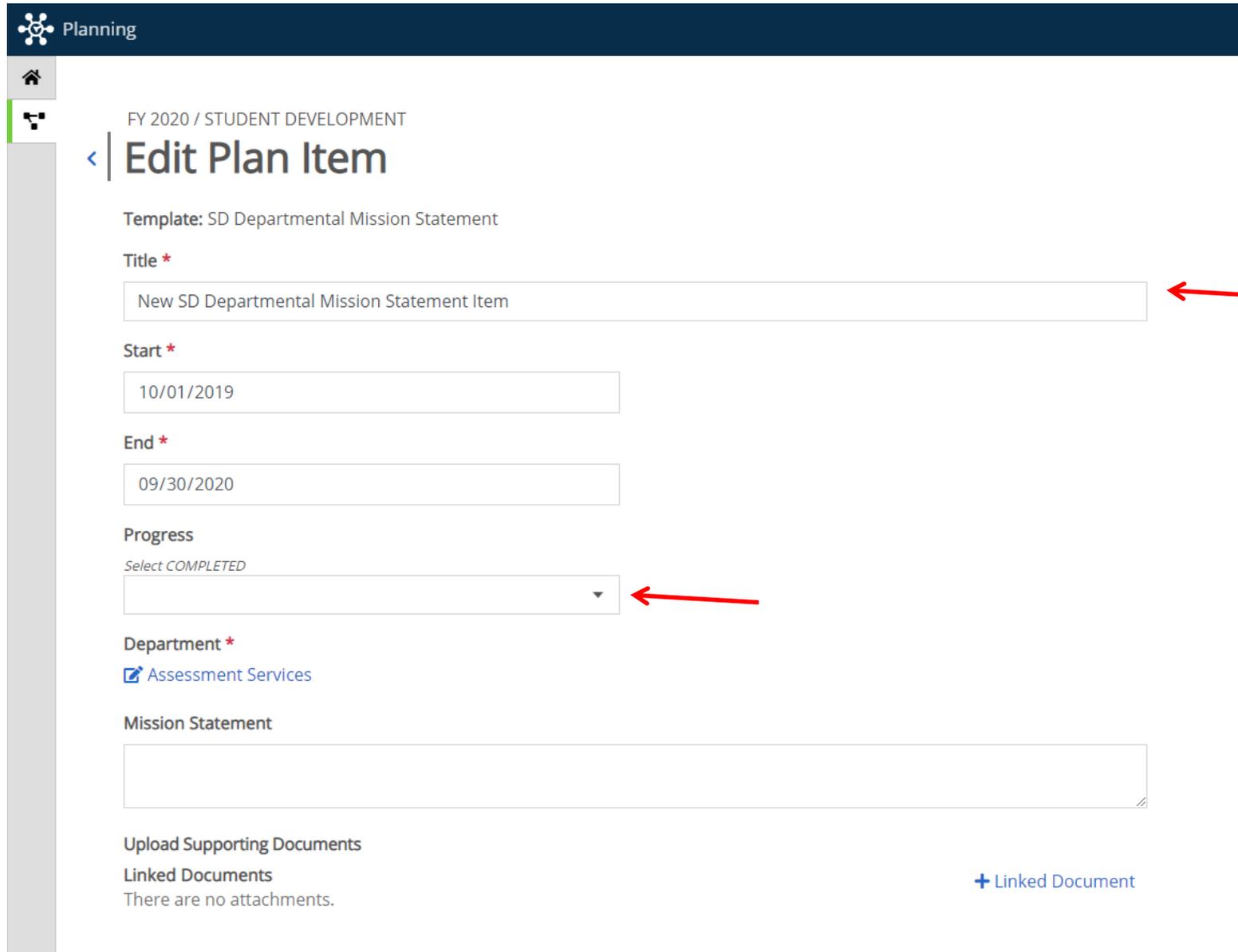
Assessment Services

**Mission Statement**

**Upload Supporting Documents**

**Linked Documents**  
There are no attachments.

[+ Linked Document](#)



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  
There are no attachments. [+ Linked Document](#)

Plan Item Files  
There are no attachments. [+ File](#) [+ Folder](#)

[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:

The screenshot displays the 'Planning' system interface. The top navigation bar includes a home icon, the text 'Planning', and user profile icons for 'SB' and 'SIL'. The left sidebar contains navigation options: 'FY 2020', 'Student Development', 'My Units', and 'Institution'. Below these is a search bar and a list of units: 'William Paterson University', 'Division of Student Development', 'Student Development', and 'Assessment Services' (which is highlighted). The main content area is titled 'FY 2020 / STUDENT DEVELOPMENT' and 'Assessment Services'. It features a 'Plan Items' tab, a 'FILTER' input field, a 'Sort' dropdown set to 'Default', and a '+ Plan Item' button. A dropdown menu is open from the '+ Plan Item' button, listing several options: 'Student Development Strategic Goal', 'SD Departmental Strategic Goal' (highlighted with a red arrow), 'SD Assessment Project', 'SD Departmental Mission Statement', 'SD Additional Departmental Accomplishment', 'SD Departmental Concluding Reflections', 'Student Development Division Mission Statement', 'Student Development Learning Domain', and 'Student Development Strategic Objective'. The main list of plan items includes: '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), and 'Assessment team website pages update' (Assessment Services, 3:SD Departmental Strategic Goal). The status 'Ongoing' and dates '10/1/19 - 9/30/20' are shown at the bottom right of the list.

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 \*

Title \*

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

Start \*

End \*

Progress

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* [List Icons] [Link Icon] [Image Icon]

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### 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* [List Icons] [Link Icon] [Image Icon]

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### 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* [List Icons] [Link Icon] [Image Icon]

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### Baseline Sources

File Edit View Insert Format Tools Table

← → Formats **B** *I* [List Icons] [Link Icon] [Image Icon]

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[+ 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* [List icons] [Link icon] [Image icon]

[Empty text area]

### End of Year Update

File Edit View Insert Format Tools Table

← → Formats **B** *I* [List icons] [Link icon] [Image icon]

[Empty text area]

### Upload Supporting Documents

Plan Item Files

There are no attachments.

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

[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 \*

Title \*

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

Start \*

End \*

Progress

Functional Area \*

## To delete items:

\*Disclaimer: Once an item is deleted, the information is lost permanently. 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.

Planning

Home Dashboard

+ Baseline

No Data Sources have been added.

### Mid Year Update

File Edit View Insert Format Tools Table

Formats **B** *I* [List Icons] [Link Icon] [Image Icon]

### End of Year Update

File Edit View Insert Format Tools Table

Formats **B** *I* [List Icons] [Link Icon] [Image Icon]

### Upload Supporting Documents

Plan Item Files

There are no attachments.

+ File + Folder

Delete Read View Done

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

The screenshot displays the Microsoft Planning application interface. At the top left, the word "Planning" is visible next to a gear icon. Below this, there are navigation icons for home and a list. The main content area is dimmed and contains several sections: "No Data Sources have been added.", "Mid Year Update" (with a menu bar: File, Edit, View, Insert, Format, Tools, Table and a toolbar with icons for undo, redo, bold, italic, bulleted list, numbered list, link, and image), "End of Year Update" (with a similar menu bar and toolbar), and "Upload Supporting Documents" (with a sub-section "Plan Item Files" and buttons for "+ File" and "+ Folder"). At the bottom left, there is a "Delete" button with a trash icon. At the bottom right, there are "Read View" and "Done" buttons. A white dialog box with a blue border is overlaid on the center of the screen. The dialog box has a title bar that says "Removing Plan Item" with a warning triangle icon. The main text of the dialog box reads: "Please confirm that you want to remove test." followed by "This will delete the item and the relationships it has with other plan items." At the bottom of the dialog box, there are two buttons: "Cancel" and "Confirm".