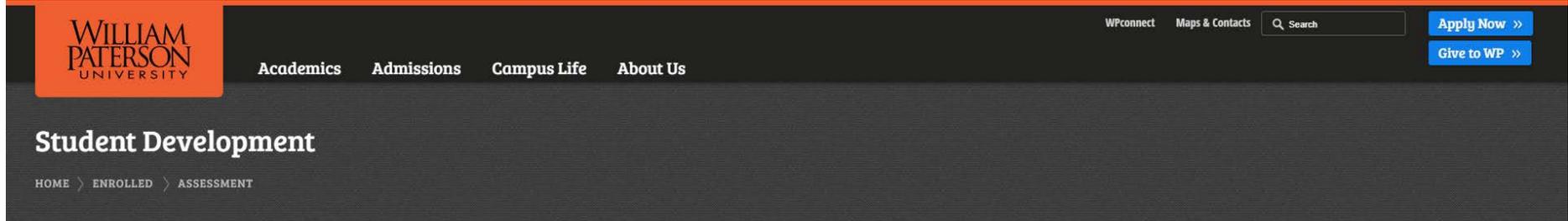


Instructions for Using Program Review

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



- Assessment Home
- 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
- Campus Map
- Contact Us



William Paterson University

300 Pompton Road
Wayne, New Jersey 07470
973-720-2000

WP Connect >>

Stay Connected



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? >>](#)

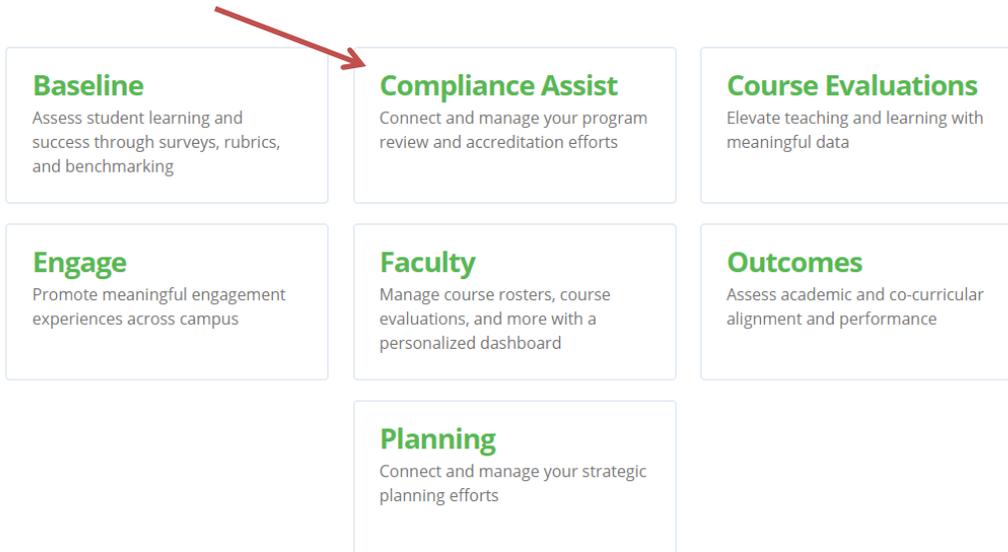
[Need Help? >>](#)

Login

2. Click on **Compliance Assist**.



Your Campus Labs Platform at
William Paterson University of New Jersey



[? Need Help?](#) Visit our Support Center for articles, webinars, and other resources!

3. Click on **Program Review**.

☑ Landing Site Welcome, Kristen Pena | Log Out



**WILLIAM
PATERSON
UNIVERSITY**



Available Web Sites

-  [Program Review](#)

Welcome

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

William Paterson Home Page Powered by Campus Labs

4. Click on Your **Functional Area**.

Program Review

Welcome, Kristen Pena | Search | Help | Log Out



Home | Student Development > Assessment Services

Program Review Information

- [University Overview](#)
- [Assessment Consultants](#)
- [CAS Suggested Process](#)
- [About Academic Program Review](#)

Site Information

- [Technical Support](#)

Welcome

Program Review is a systematic, purposeful process William Paterson University's academic programs and administrative offices undergo to assess the quality and effectiveness of each unit. Its purpose is to ensure that each unit systematically takes time to review its strengths, weaknesses, and progress in meeting the University's and the programs' or offices' mission, strategic goals and objectives. Program review is viewed as a way to facilitate continuous improvement.

Site Map | [William Paterson University of New Jersey Home Page](#) Powered by Campus Labs

5. Click on **Self-Study**.

Home Student Development > Assessment Services Options

Introduction **Self-Study** Assessment, Ratings, and Significant Items Document Directory

Introduction



Council for the
Advancement of
Standards in Higher Education

CAS Self-Assessment Guide for
ASSESSMENT SERVICES

Background Materials

- CAS Standards Contextual Statement
- Introduction and Instructions
- Self-Assessment Process
- Rating Examples
- Formulating an Action Plan, Preparing a Report, and Closing the Loop

Part Descriptions

- Part 1. Mission
- Part 2. Program
- Part 3. Organization and Leadership
- Part 4. Human Resources
- Part 5. Ethics
- Part 6. Law, Policy, and Governance
- Part 7. Diversity, Equity, and Access
- Part 8. Institutional and External Relations
- Part 9. Financial Resources
- Part 10. Technology
- Part 11. Facilities and Equipment
- Part 12. Assessment and Evaluation

Work Form Instructions

- Work Form A – Rating Discrepancies
- Work Form B – Strengths and Areas for Improvement
- Work Form C – Recommendations for Unit Action
- Work Form D – Beginning the Action Plan
- Work Form E – Action Plan

Other CAS Resources

6. Click on **1.1 – Primary Mission**.

Program Review Welcome, Kristen Pena | Search | Help | Log Out

WILLIAM PATERSON UNIVERSITY 

Home | Student Development > Assessment Services | Options

Introduction | Self-Study | Assessment, Ratings, and Significant Items | Document Directory

Report Overview

Part 1: Mission

- ✓ 1.1 - Program Mission and Goals
- ✓ 1.2 - Mission Implementation and Review
- ✓ 1.3 - Mission Statement

[Part 1: Mission Overview](#)

Part 2: Program

- ✓ 2.1 - Program Information and Services
- ✓ 2.2 - Program Contribution to Student Learning and Development
- ✓ 2.3 - Assessment of Learning and Development
- ✓ 2.4 - Program Design
- ✓ 2.5 - Collaboration

[Part 2: Program Overview](#)

Part 3: Organization and Leadership

- ✓ 3.1 - Organization Documents
- ✓ 3.2 - Actions of Leaders
- ✓ 3.3 - Strategic Planning
- ✓ 3.4 - Management
- ✓ 3.5 - Supervision
- ✓ 3.6 - Program Advancement

[Part 3: Organization and Leadership Overview](#)

Part 4: Human Resources

- ✗ 4.1 - Adequate Staffing and Support
- ✓ 4.2 - Recruitment, Supervision, and Professional Development
- 4.3 - Employment Practices
- ✓ 4.4 - Personnel Training
- 4.5 - Professional Personnel
- 4.6 - Interns and Graduate Assistants
- ✓ 4.7 - Student Employees and Volunteers

Judgments

- ✓ Exceeds
- ✓ Meets
- ✓ Partly Meets
- ✗ Does Not Meet
- ✗ Insufficient Evidence/Unable to Rate
- Does Not Apply

7. Click on **Edit Item**.

Program Review Welcome, Kristen Pena | Search | Help | Log Out



Home | Student Development > Assessment Services | Options

Introduction | Self-Study | Assessment, Ratings, and Significant Items | Document Directory

Item 1.1

1.1

Program Mission and Goals

- The mission of Assessment Services (AS) is to develop and implement a comprehensive assessment program that increases knowledge about students and the educational environment and leads efforts in continuous improvement and data-driven decision making.
- Central to this mission, AS collaborates and consults with institutional leadership, individuals, and departments essential to the success of students.
- The primary goals of AS are to improve student programs and services; enhance student learning, growth, and development; contribute to efforts toward student success, retention, and persistence; and support institutional effectiveness and accreditation.
- Whether organized as a central office or facilitated across departments, AS works in close collaboration with others with expertise and resources to collect evidence of mission effectiveness.

Judgment

Exceeds Meets Partly Meets Does Not Meet Insufficient Evidence/Unable to Rate Does Not Apply

Narrative

The Student Development Assessment Team was started in 2006, after representatives from divisional leadership attended a CAS symposium in Washington D.C. focused on the role of assessment in student affairs work. From that point, we began to create a leadership structure, through the establishment of the Assessment Team and to build assessment skills and capacity across the division, so that assessment work was built into the work occurring across our division. Though the years, the division has focused on measuring student satisfaction with services, learning outcomes achieved through their participation in various activities and student leadership roles, key performance indicators, and other forms of assessment that became pertinent to work occurring at the time. The Team, like the assessment work occurring during any given academic year, has evolved depending on the focus and priorities of the institution at that particular time. Through this evolution and these changes, the division has remained committed to high quality, meaningful assessment work, the results of which are built into the evolution of subsequent and future goals. The attached mission statement reflects this set of values that has remained consistent over time.

Campus Review Team Comments

Add website link for assessment resources, student development mission statement and assessment home (link).

Sources

 Mission Statement for Assessment Services, adapted April, 2018

Options

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

Site Map | William Paterson University of New Jersey Home Page Powered by Campus Labs

8. Write a brief explanation of how the Functional Area meets the standard in the **Narrative** section. Click **Save & Close** once completed.

Introduction | Self-Study | Assessment, Ratings, and Significant Items | Document Directory

Edit Item 1.1

Edit | Preview | Activity Log | Permissions

Save | **Save & Close** | Cancel

Number: 1.1
Title: Program Mission and Goals
Status: Under Development
Judgment: Meets
Due Date: MM/DD/YYYY
Assigned User:

Description

- The mission of Assessment Services (AS) is to develop and implement a comprehensive assessment program that increases knowledge about students and the educational environment and leads efforts in continuous improvement and data-driven decision making.
- Central to this mission, AS collaborates and consults with institutional leadership, individuals, and departments essential to the success of students.
- The primary goals of AS are to improve student programs and services; enhance student learning, growth, and development; contribute to efforts toward student success, retention, and persistence; and support institutional effectiveness and accreditation.
- Whether organized as a central office or facilitated across departments, AS works in close collaboration with others with expertise and resources to collect evidence of mission effectiveness.

Design | HTML | Words: 114 | Characters: 852

Narrative

The Student Development Assessment Team was started in 2006, after representatives from divisional leadership attended a CAS symposium in Washington D.C. focused on the role of assessment in student affairs work. From that point, we began to create a leadership structure, through the establishment of the Assessment Team and to build assessment skills and capacity across the division.

9. All items must be checked-in when you are finished editing them. Click **Check-In**.

The screenshot displays the William Paterson University Assessment Services web application. At the top left is the university logo. A navigation bar includes links for Home, Student Development, Assessment Services, Introduction, Self-Study, Assessment, Ratings, and Significant Items, and Document Directory. The main content area is titled 'Edit Item 1.1' and contains form fields for Number (1.1), Title (Program Mission and Goals), Status (Under Development), Judgment (Meets), Due Date, and Assigned User. A 'Checked Out' warning dialog box is overlaid on the form, asking 'Warning: Do you want to check-in this item?' and providing 'Check-In' and 'Leave Checked-Out' buttons. A red arrow points to the 'Check-In' button. Below the dialog is a rich text editor with a toolbar and a description of the Assessment Services mission. The status bar at the bottom shows 'Design' and 'HTML' modes, and a word/character count of 'Words: 114 Characters: 852'.

William PATERSON UNIVERSITY

Home Student Development > Assessment Services

Introduction Self-Study Assessment, Ratings, and Significant Items Document Directory

Edit Item 1.1 Edit Preview Activity Log Permissions

Save Save & Close Cancel

Number: 1.1

Title: Program Mission and Goals

Status: Under Development

Judgment: Meets

Due Date: MM/DD/YYYY

Assigned User:

Checked Out [X]

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

Check-In Leave Checked-Out

Description

- The mission of Assessment Services (AS) is to develop and implement a comprehensive assessment program that increases knowledge about students and the educational environment and leads efforts in continuous improvement and data-driven decision making.
- Central to this mission, AS collaborates and consults with institutional leadership, individuals, and departments essential to the success of students.
- The primary goals of AS are to improve student programs and services; enhance student learning, growth, and development; contribute to efforts toward student success, retention, and persistence; and support institutional effectiveness and accreditation.
- Whether organized as a central office or facilitated across departments, AS works in close collaboration with others with expertise and resources to collect evidence of mission effectiveness.

Design HTML Words: 114 Characters: 852

10. Documents can be uploaded into the “Document Directory” and will then be available to add to your review to support your narratives. To begin uploading supporting documents, click “**Document Directory.**”

Program Review Welcome, Kristen Pena | Search | Help | Log Out

WILLIAM PATERSON UNIVERSITY 

Home | Student Development > Assessment Services | Options

Introduction | Self-Study | Assessment, Ratings, and Significant Items | **Document Directory**

 **Item 1.1** ➔

1.1

Program Mission and Goals

- The mission of Assessment Services (AS) is to develop and implement a comprehensive assessment program that increases knowledge about students and the educational environment and leads efforts in continuous improvement and data-driven decision making.
- Central to this mission, AS collaborates and consults with institutional leadership, individuals, and departments essential to the success of students.
- The primary goals of AS are to improve student programs and services; enhance student learning, growth, and development; contribute to efforts toward student success, retention, and persistence; and support institutional effectiveness and accreditation.
- Whether organized as a central office or facilitated across departments, AS works in close collaboration with others with expertise and resources to collect evidence of mission effectiveness.

Judgment

Exceeds Meets Partly Meets Does Not Meet Insufficient Evidence/Unable to Rate Does Not Apply

Narrative

The Student Development Assessment Team was started in 2006, after representatives from divisional leadership attended a CAS symposium in Washington D.C. focused on the role of assessment in student affairs work. From that point, we began to create a leadership structure, through the establishment of the Assessment Team and to build assessment skills and capacity across the division, so that assessment work was built into the work occurring across our division. Though the years, the division has focused on measuring student satisfaction with services, learning outcomes achieved through their participation in various activities and student leadership roles, key performance indicators, and other forms of assessment that became pertinent to work occurring at the time. The Team, like the assessment work occurring during any given academic year, has evolved depending on the focus and priorities of the institution at that particular time. Through this evolution and these changes, the division has remained committed to high quality, meaningful assessment work, the results of which are built into the evolution of subsequent and future goals. The attached mission statement reflects this set of values that has remained consistent over time.

Campus Review Team Comments

Add website link for assessment resources, student development mission statement and assessment home (link).

Sources

 Mission Statement for Assessment Services, adapted April, 2018

11. Click on **Options** and select **Manage Files**.

Program Review Welcome, Kristen Pena | Search | Help | Log Out

WILLIAM PATERSON UNIVERSITY 

Home | Student Development > Assessment Services | **Options**

Introduction | Self-Study | Assessment, Ratings, and Significant Items | Document Directory | **Manage Files**

Document Directory

Search

- CAS Documents
- Supporting Documents



12. Click on **Upload File**.

Program Review Welcome, Kristen Pena | Search  | Help | Log Out



[Home](#) [Student Development](#) > [Assessment Services](#)

[Introduction](#) [Self-Study](#) [Assessment, Ratings, and Significant Items](#) [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).

-  **Document Directory**
-  CAS Documents
-  Supporting Documents



Site Map | William Paterson University of New Jersey Home Page Powered by Campus Labs

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

Program Review Welcome, Kristen Pena | Search | Help | Log Out

WILLIAM PATERSON UNIVERSITY

Home | Student Development > Assessment Services

Introduction | Self-Study | Assessment, Ratings, and Significant Items | Document Directory

Manage Document Directory

Create folders and upload files below. Files larger than 10 MB (for example, handbooks or case studies) stored below are generally larger in size.

Search

- Document Directory
 - CAS Documents
 - Supporting Documents

Site Map | William Paterson University of New Jersey

Powered by Campus Labs

Upload a Single File

Uploaded files will automatically be named based on their filenames, but you may specify a different name for the file.

If you have many files to upload, you may also [upload multiple files](#).

File

Accepted file types: *.pdf, *.doc, *.docx, *.htm, *.html, *.pdf, *.ppt, *.pptx, *.xls, *.xlsx.

Rename File (optional)

Important: Do not upload any sensitive or personal identifying information.

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

The screenshot shows a web application interface for document management. At the top, there is a navigation bar with the William Paterson University logo and a welcome message for Kristen Pena. Below the navigation bar, there are several tabs: Home, Student Development, Assessment Services, Introduction, Self-Study, Assessment, Ratings, and Significant Items, and Document Directory. The main content area is titled "Manage Document Directory" and includes a search bar and a list of folders: Document Directory, CAS Documents, and Supporting Documents. A "View Activity" button is also visible.

An "Upload a Single File" dialog box is open, displaying the following text:

Uploaded files will automatically be named based on their filenames, but you may specify a different name for the file.

If you have many files to upload, you may also [upload multiple files](#).

File

A Windows "Open" file explorer window is also open, showing the path: << Groups > Student Development Assessment > End of Year Reports. The file list contains one entry:

Name	Date modified	Type	Size
2017-2018 End of Year Report	12/20/2018 9:38 AM	Microsoft Word D...	100 KB

The "File name" field contains "2017-2018 End of Year Report" and the file type is set to "All Files". The "Open" button is highlighted with a red arrow.

15. Click **Upload Files** then click **Close**. Repeat steps 11-15 until all desired files have been uploaded.

The screenshot shows the William Paterson University website interface. At the top, there is a navigation bar with 'Program Review' on the left and 'Welcome, Kristen Pena | 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', 'Student Development', and 'Assessment Services'. A third bar has 'Introduction', 'Self-Study', 'Assessment, Ratings, and Significant Items', and 'Document Directory'. The main content area is titled 'Manage Document Directory' and includes a search box and a tree view of folders like 'CAS Documents' and 'Supporting Documents'. A modal dialog box titled 'Upload a Single File' is centered on the screen. It contains instructions about file naming and accepted file types, a list of files including '2017-2018 End of Year Report.docx', a 'Rename File' input field, and a warning not to upload sensitive information. At the bottom of the dialog are 'Upload Files' and 'Close' buttons. A red arrow points to the 'Upload Files' button. The footer of the page includes 'Site Map | William Paterson University of New Jersey Home Page' and 'Powered by Campus Labs'.

Program Review

Welcome, Kristen Pena | Search | Help | Log Out

WILLIAM PATERSON UNIVERSITY

Home Student Development > Assessment Services

Introduction Self-Study Assessment, Ratings, and Significant Items Document Directory

Manage Document Directory

Create folders and upload files below (for example, handbooks or calendars)

Search

- Document Directory
 - CAS Documents
 - Supporting Documents
 - 2017-2018 Assessment Services
 - 2017-2018 End of Year Report
 - Assessment Services Evaluation
 - Assessment_Services_Evaluation
 - Assessment-Training-and-Development
 - Campus Labs Student Assessment
 - CAS Self-Studies Schedule
 - e-mail documenting college
 - Mission Statement for Assessment
 - Sample Assessment Services
 - Sample follow-up e-mail
 - SD Assessment Overview
 - Student Development Assessment
 - Student Development Key Dates and Deadlines 2016-2017
 - WPUNJ Assessment Workshop 10.17.2017

Upload a Single File

Uploaded files will automatically be named based on their filenames, but you may specify a different name for the file.

If you have many files to upload, you may also [upload multiple files](#).

File 2017-2018 End of Year Report.docx

Remove

Accepted file types: *.pdf, *.doc, *.docx, *.htm, *.html, *.pdf, *.ppt, *.pptx, *.xls, *.xlsx.

Rename File (optional)

Important: Do not upload any sensitive or personal identifying information.

Upload Files **Close**

stored below are generally larger in

View Activity

wide assessment committee

n of Student Development

garding an assessmet practice

Site Map | William Paterson University of New Jersey Home Page

Powered by Campus Labs

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

Program Review Welcome, Kristen Pena | Search | Help | Log Out

WILLIAM PATERSON UNIVERSITY 

Home Student Development > Assessment Services

Introduction Self-Study Assessment, Ratings, and Significant Items **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).

Search

- Document Directory
 - CAS Documents
 - Supporting Documents
 - 2017-2018 Assessment Services End of Year Report
 -  2017-2018 End of Year Report
 - Assessment Services End of Year Report 2016-2017
 - Assessment_Services_End_of_Year_Report_2015_2016
 - Assessment-Training-and-Resources-Survey May 2016
 - Campus Labs Student Affairs Assessment Certificate e-mail to Student Development staff
 - CAS Self-Studies Schedule- updated 5-16-18
 - e-mail documenting collaborative work with other divisions and recommendation for university-wide assessment committee
 - Mission Statement for Assessment Services, adapted April, 2018
 - Sample Assessment Services Performance Appraisal Goal of Associate Vice President and Dean of Student Development
 - Sample follow-up e-mail from Associate VP to to Directors in Student Development Division regarding an assessmet practice
 - SD Assessment Overview Presentation
 - Student Development Assessment Team Consultant List
 - Student Development Key Dates and Deadlines 2016-2017
 - WPUNJ Assessment Workshop 10.17.2017

Site Map | William Paterson University of New Jersey Home Page Powered by Campus Labs

17. Click on **Self-Study** to continue editing each standard.

Program Review Welcome, Kristen Pena | Search | Help | Log Out

WILLIAM PATERSON UNIVERSITY 

Home Student Development > Assessment Services Options

Introduction **Self-Study** Assessment, Ratings, and Significant Items Document Directory

Document Directory

Search

- CAS Documents
- Supporting Documents
 - 2017-2018 Assessment Services End of Year Report
 - 2017-2018 End of Year Report
 - Assessment Services End of Year Report 2016-2017
 - Assessment_Services_End_of_Year_Report_2015_2016
 - Assessment-Training-and-Resources-Survey May 2016
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 - Student Development Key Dates and Deadlines 2016-2017
 - WPUNJ Assessment Workshop 10.17.2017

Site Map | William Paterson University of New Jersey Home Page Powered by Campus Labs

18. Click on **1.1 Program Mission and Goals**.

Program Review Welcome, Kristen Pena | Search | Help | Log Out

WILLIAM PATERSON UNIVERSITY

Home | Student Development > Assessment Services | Options

Introduction | Self-Study | Assessment, Ratings, and Significant Items | Document Directory

Report Overview

Part 1: Mission

- ✓ 1.1 - Program Mission and Goals
- ✓ 1.2 - Mission Implementation and Review
- ✓ 1.3 - Mission Statement

[Part 1: Mission Overview](#)

Part 2: Program

- ✓ 2.1 - Program Information and Services
- ✓ 2.2 - Program Contribution to Student Learning and Development
- ✓ 2.3 - Assessment of Learning and Development
- ✓ 2.4 - Program Design
- ✓ 2.5 - Collaboration

[Part 2: Program Overview](#)

Part 3: Organization and Leadership

- ✓ 3.1 - Organization Documents
- ✓ 3.2 - Actions of Leaders
- ✓ 3.3 - Strategic Planning
- ✓ 3.4 - Management
- ✓ 3.5 - Supervision
- ✓ 3.6 - Program Advancement

[Part 3: Organization and Leadership Overview](#)

Part 4: Human Resources

- ✗ 4.1 - Adequate Staffing and Support
- ✓ 4.2 - Recruitment, Supervision, and Professional Development
- 4.3 - Employment Practices
- ✓ 4.4 - Personnel Training
- 4.5 - Professional Personnel
- 4.6 - Interns and Graduate Assistants
- ✓ 4.7 - Student Employees and Volunteers

Judgments

- ✓ Exceeds
- ✓ Meets
- ✓ Partly Meets
- ✗ Does Not Meet
- ✗ Insufficient Evidence/Unable to Rate
- Does Not Apply

19. Click **Edit Item**.

Program Review Welcome, Kristen Pena | Search | Help | Log Out



Home | Student Development > Assessment Services | Options

Introduction | Self-Study | Assessment, Ratings, and Significant Items | Document Directory

 **Item 1.1**

1.1

Program Mission and Goals

- The mission of Assessment Services (AS) is to develop and implement a comprehensive assessment program that increases knowledge about students and the educational environment and leads efforts in continuous improvement and data-driven decision making.
- Central to this mission, AS collaborates and consults with institutional leadership, individuals, and departments essential to the success of students.
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- Whether organized as a central office or facilitated across departments, AS works in close collaboration with others with expertise and resources to collect evidence of mission effectiveness.

Judgment

Exceeds Meets Partly Meets Does Not Meet Insufficient Evidence/Unable to Rate Does Not Apply

Narrative

The Student Development Assessment Team was started in 2006, after representatives from divisional leadership attended a CAS symposium in Washington D.C. focused on the role of assessment in student affairs work. From that point, we began to create a leadership structure, through the establishment of the Assessment Team and to build assessment skills and capacity across the division, so that assessment work was built into the work occurring across our division. Though the years, the division has focused on measuring student satisfaction with services, learning outcomes achieved through their participation in various activities and student leadership roles, key performance indicators, and other forms of assessment that became pertinent to work occurring at the time. The Team, like the assessment work occurring during any given academic year, has evolved depending on the focus and priorities of the institution at that particular time. Through this evolution and these changes, the division has remained committed to high quality, meaningful assessment work, the results of which are built into the evolution of subsequent and future goals. The attached mission statement reflects this set of values that has remained consistent over time.

Campus Review Team Comments

Add website link for assessment resources, student development mission statement and assessment home (link).

Sources

 Mission Statement for Assessment Services, adapted April, 2018

Edit Item 

Copy Item

Check-In

Printable File

Site Map | William Paterson University of New Jersey Home Page Powered by Campus Labs

20. Click on **Add New Document Source** to add the uploaded documents that support the completed narrative.

Design HTML Words: 0 Characters: 0

Requirement Sources

[Add Folder](#) [Upload File](#)
Select a folder below for more options.

Getting Started

Use the "Add Folder" & "Upload File" buttons above to start adding sources to this item.

Select an existing folder to create subdirectories within or to upload files into the folder.

Right-click on any item to rename or delete it.

Right-click on an existing document and choose "Replace" to upload another document in its place.

Document Directory Sources

[+ New Document Source](#)

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

URL Sources

[+ New URL Source](#)

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

Planning Sources

[+ New Planning Source](#) [X Delete Selected Source](#)

Source
No sources have been added. Click the "New Planning Source" link above to begin adding sources.

21. Choose the desired document from the list of **Supporting Documents** and **Add Source**.

The screenshot shows a software interface with a top toolbar containing 'Design' and 'HTML' buttons, and a status bar showing 'Words: 0 Characters: 0'. Below this is the 'Requirement Sources' section, which is currently displaying the 'New Document Source' dialog box. This dialog box has a tree view on the left showing a folder structure: 'CAS Documents' and 'Supporting Documents'. Under 'Supporting Documents', there is a list of documents. One document, 'Mission Statement for Assessment Services, adapted April, 2018', is highlighted with a red arrow. Below the list, there is a section for 'Add another page' with a 'Page Number (optional):' input field. At the bottom left of the dialog, there are 'Add Source' and 'Cancel' buttons, with a red arrow pointing to the 'Add Source' button. Below the dialog box, there is a 'Planning Sources' section with 'New Planning Source' and 'Delete Selected Source' buttons, and a 'Source' table with a message: 'No sources have been added. Click the "New Planning Source" link above to begin adding sources.'

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

22. To add Web Sources click on **Add New URL Source**.

Requirement Sources

[Add Folder](#) [Upload File](#)
Select a folder below for more options.

Getting Started

Use the "Add Folder" & "Upload File" buttons above to start adding sources to this item.

Select an existing folder to create subdirectories within or to upload files into the folder.

Right-click on any item to rename or delete it.

Right-click on an existing document and choose "Replace" to upload another document in its place.

Document Directory Sources

[+ New Document Source](#)

Name	View	Edit	Delete
Mission Statement for Assessment Services, adapted April, 2018			

URL Sources

[+ New URL Source](#)

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

Planning Sources

[+ New Planning Source](#) [Delete Selected Source](#)

Source
No sources have been added. Click the "New Planning Source" link above to begin adding sources.

[Save](#) [Save & Close](#) [Cancel](#)

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

The screenshot displays a web application interface with four main sections: Requirement Sources, Document Directory Sources, URL Sources, and Planning Sources. A modal dialog box titled "New URL Source" is open, allowing the user to add a new source. The dialog contains two input fields: "Name" with the value "Assessment Resources Homepage" and "URL" with the value "https://www.wpunj.edu/enrolled/assessme". Below the input fields are two buttons: "Add Source" and "Cancel". Two red arrows point from the "Add Source" button in the dialog to the "Name" and "URL" input fields. The background interface includes a "Getting Started" help section, a table for "Document Directory Sources" with one entry "Mission Statement for Assessment Ser", and empty tables for "URL Sources" and "Planning Sources". At the bottom of the page, there are "Save", "Save & Close", and "Cancel" buttons.

Requirement Sources

+ Add Folder + Upload File

Select a folder below for more options.

Getting Started

Use the "Add Folder" & "Upload File" buttons above to start adding sources to this item.

Select an existing folder to create subdirectories within or to upload files into the folder.

Right-click on any item to rename or delete it.

Right-click on an existing document and choose "Replace" to upload another document in its place.

Document Directory Sources

+ New Document Source

Name	View	Edit	Delete
Mission Statement for Assessment Ser			

URL Sources

+ New URL Source

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

Planning Sources

+ New Planning Source ✖ Delete Selected Source

Source
No sources have been added. Click the "New Planning Source" link above to begin adding sources.

Save Save & Close Cancel

Site Map | William Paterson University of New Jersey Home Page Powered by Campus Labs

24 .Once all sources have been added to support the narrative for this standard click **Save & Close**.

Requirement Sources

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

Select a folder below for more options.

Getting Started

Use the "Add Folder" & "Upload File" buttons above to start adding sources to this item.

Select an existing folder to create subdirectories within or to upload files into the folder.

Right-click on any item to rename or delete it.

Right-click on an existing document and choose "Replace" to upload another document in its place.

Document Directory Sources

[+ New Document Source](#)

Name	View	Edit	Delete
 Mission Statement for Assessment Services, adapted April, 2018			

URL Sources

[+ New URL Source](#)

Name	URL	View	Edit	Delete
 Assessment Resources Homepage	https://www.wpunj.edu/enrolled/assessment/assessment-resources.html			

Planning Sources

[+ New Planning Source](#) [Delete Selected Source](#)

Source

No sources have been added. Click the "New Planning Source" link above to begin adding sources.

[Save](#) [Save & Close](#) [Cancel](#)



25. Click **Check-In**.

Requirement Sources ?

[+ Add Folder](#) [+ Upload File](#)
Select a folder below for more options.

Getting Started

Use the "Add Folder" & "Upload File" buttons above to start adding sources to this item.

Select an existing folder to create subdirectories within or to upload files into the folder.

Right-click on any item to rename or delete it.

Right-click on an existing document and choose "Replace" to upload another document in its place.

Document Directory Sources ?

[+ New Document Source](#)

Name	View	Edit	Delete
Mission Statement for Assess			

Checked Out ×

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

[Check-In](#) [Leave Checked-Out](#)

URL Sources ?

[+ New URL Source](#)

Name	URL	View	Edit	Delete
Assessment Resources Homepage	https://www.wpunj.edu/enrolled/assessment/assessment-resources.html			

Planning Sources ?

[+ New Planning Source](#) [✗ Delete Selected Source](#)

Source

No sources have been added. Click the "New Planning Source" link above to begin adding sources.

[Save](#) [Save & Close](#) [Cancel](#)

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Repeat steps 17 through 25 until a Narrative has been entered and documents have been linked to each and every standard.