

Navigating the CampusLabs Planning Site

The Division of Student Affairs continues to use an online submission process to support annual goal setting and reporting through Planning, a platform supported by CampusLabs. This document walks you through the steps needed to enter your information into the Planning tool. This guide has instructions for adding annual goals and outcomes, stated outcomes statements, and end of the year summaries and reflections.

Consistent with last year, there will be two due dates—June 17 and July 1. The following are due for each date:

June 17:

1. End of the year updates for each FY24 annual goal
2. Overall end of the year update and reflection for FY24
3. Stated learning, operational, and program outcomes
4. Outcomes assessment

July 1:

1. FY25 annual goals and outcomes

Further explanation of each item, as well as instructions for how to add them are detailed below.

Please familiarize yourself with the tool in preparation for upcoming planning and reporting deadlines. Questions can be directed to Daniel Wilson, Assessment Specialist, at dwilson7@uic.edu.

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Description of Items

Descriptions for each item we are asking for in Planning are provided below.

Annual Goals

End of the year updates for each FY24 annual goal

You previously entered annual goals and outcomes for FY24. For each goal, there is a space to provide end of the year updates and reflections. The end of the year update should be specific to the goal and its associated outcomes and action items. Please discuss assessment data, implementation of action items, outcomes, and what this indicates about the overall success of this goal. Please also share a brief reflection about the goal. In your reflection, consider discussing three key takeaways from the goal. Finally, there is a space where your supervisor will need to indicate their approval of the end of the year update and reflection for each annual goal.

FY25 annual goals and outcomes

You will need to enter 3 to 6 annual goal statements for FY25. These goals are what you intend to work on over the next year. For those that have completed the program review process, you might consider using your self-study, external review report and implementation matrix to inform goal development. Each goal requires an annual goal statement, outcomes statements, and action items. The annual goal statement should be written in the SMART framework (Specific, Measurable, Attainable, Relevant, and Time-Bound). Each goal will likely have 3 to 6 outcomes statements associated with it, and these might be learning, operational, and/or program outcomes. Action items are the steps that your unit will perform or implement when working to accomplish the goal. New this year is a space to indicate whether your goal relates to an item from your external review implementation matrix. Finally, there is a space where your supervisor will need to indicate their approval of the annual goal statement, outcomes, and action items for each annual goal.

Connections to strategic priorities should also be added to each goal. While previously you were able to write which strategic priority each annual goal relates to, you can add a "Connection" to indicate which strategic priority this relates to. Similarly, you may do this to indicate a connection with a divisional learning goal or with one of your unit's stated learning, operational, or program outcome. More information on adding connections is found in the instructions below when discussing annual goals and outcomes.

Outcomes

Stated Outcomes

Your unit's stated learning, operational, and program outcomes statements should be included. For your reference, stated outcomes that were entered last year are still there. We anticipate that many of you might be changing your outcomes due to program review, curricular approach work, and the ongoing advancing racial equity initiative. Definitions for each are provided below:

- Student learning outcomes are the desired learning and development effects of a program, a service, or an intervention. All units that have gone through the program review process should include the student learning outcomes that they have affirmed and developed with Daniel in this space. Units that have not gone through the program review process should still provide their stated student learning outcomes. Look at the divisional outcomes to help guide this.

- Operational outcomes are metrics that document how well the operational aspects of a program are functioning, also considered process or performance indicators. This also includes engagement or participation of students. Operational outcomes were developed at the retreat in spring 2023, sometimes referred to as “metrics”, and should be included in this space.
- Program outcomes are the desired total impact of a program, service, or intervention. While these may not have been specifically developed, they should still be included.

The difference between a **stated** outcome versus an **annual** outcome is that a stated outcome is what you expect and plan for your unit to achieve each year, while an annual outcome is an outcome related to a specific goal for that current year and does not stay the same each year. However, stated and annual outcomes can and should be informed by each other. Similar to adding connections to annual goals as discussed above, connections can be made in CampusLabs that shows that an annual goal and outcome statement supports one or more of your unit’s stated outcomes.

Outcomes assessment

The outcomes assessment template should be used each year when discussing the assessment of your stated outcomes. This template includes the description of the assessment process, data and findings, and implementing evidence, as well as a place to upload your data. For the description of the assessment process, a narrative description of the assessment process that your unit performed for the outcome must be provided. Similarly, the data and findings section should include a narrative of the data and findings that you gained from the assessment process. Data should also be uploaded to support your narrative; data can be quantitative or qualitative. Finally, based off your data and findings, please describe how your unit is going to implement and use evidence gained from this assessment cycle; this action step should also inform the annual goal process.

Overall end of the year update and reflection for FY24

Introduced last year, an overall end of the year update and reflection should be added. We recognize that all of the work that your unit accomplished over the past year is not always captured in the annual goal process, and this is a space to provide that. Further, we ask you to provide a summary of your annual goals and other work accomplished not covered by your annual goals. Finally, a reflection of lessons learned from your assessment work, including any affirmations of your work, areas of growth, and a plan of action should be provided. The plan of action should be used to develop annual goals and outcomes for FY25.

Logging onto Planning

1. To access *Planning* and other Campus Labs products, log in at <https://uic.campuslabs.com>. (Note: Google Chrome seems to work more smoothly than Microsoft Explorer).
2. Use your UIC username and password to log into Campus Labs. Only staff with approved access can log on. If you need access, please contact Daniel.



Please log in

Application requesting login: UIC Shibboleth

3. After you log in, you will be taken to the Campus Labs landing page. Click on **Planning**.



<p>Baseline</p> <p>Assess student learning and success through surveys, rubrics, and benchmarking</p>	<p>Compliance Assist</p> <p>Connect and manage your program review and accreditation efforts</p>	<p>Engage</p> <p>Promote meaningful engagement experiences across campus</p>
<p>Faculty</p> <p>Manage course rosters, course evaluations, and more with a personalized dashboard</p>	<p>Planning</p> <p>Connect and manage your strategic planning efforts</p>	<p>Rubrics</p> <p>Conduct direct assessment using customized and best practice rubric templates</p>

4. After clicking on **Planning**, you will be taken to your Dashboard. On the right, you will see the different plans listed. Click on **Goals and Outcomes Reporting and Tracking**.

FY 2023

Dashboard

Assessment Cycles

FY24

Start 05/31/23 End 06/30/24

Plan Do Check Act

Fields Status
No Requirements are set for this assessment cycle phase.

Days to Start
30
for PLAN phase
07/01/23 - 03/21/24

[View Status Details](#)

Plans

- [Goals and Outcomes Reporting and Tracking](#)
5/1/23
- [Annual Report and Assessment Planning](#)
- 5/31/23
- [Assessment Working Group](#)
This plan is for units participating in the assessment working group.
- [Long-term planning](#)
- 12/31/22

Adding Annual Goals and Outcomes

1. Under the My Units tab on the left-hand side of the screen, select the unit for which you have access to planning and reporting. (Note: Staff who have oversight of multiple units will see multiple units listed).
 - a. Choose the create fiscal year. This upcoming cycle will be FY 2025, and the cycle currently being completed is FY 2024.
 - b. The Plan Type drop-down menu on the right allows you to choose different plans to use. For FY 2025, include your annual goals, outcomes statements, and action items using the **Annual Goal and Outcomes** item.

Choose the correct FY

Choose the correct unit

Drop down menu to add Plan item

2. You will need to add a new **Annual Goal and Outcomes** item for each goal that you have. As a reminder, each unit typically has 3 to 6 annual goals. Each goal will likely have at least 3 to 6 outcomes, which can include student learning, program, and operational outcomes.
 - a. Images of the Annual Goal and Outcomes item can be found on the next pages, and a description of what the item asks for is below:
 - i. Annual Goal Number
 1. Please assign a sequential number to each goal.
 - ii. Annual Goal Statement
 1. Please provide the statement for your annual goal. Remember that goals must be written in the SMART framework (Specific, Measurable, Attainable, Relevant, Time-bound).

- iii. Start
 - 1. Please provide the date that your department will start working toward the goal.
 - iv. End
 - 1. Please provide the date that you expect your department to accomplish the goal.
 - v. Progress
 - 1. Please use this field to update your progress throughout the implementation of the goal. This information will be used as a part of a six-month check-in for the assessment cycle.
 - vi. Providing Department
 - 1. Please provide the name of your department.
 - vii. Outcomes Statements
 - 1. Please provide the student learning, operational, and program outcomes associated with your goal.
 - viii. Action Items
 - 1. Please provide the action item(s) that your department will perform or implement in attempting to accomplish the goal. Action items are specific tasks associated with a goal. These should be included with each goal. The GROW model can serve as a useful way to identify action items. GROW stands for
 - a. Goal: what you want to achieve or accomplish
 - b. Reality: the circumstances you are dealing with (or how you perceive them)
 - c. Options: how you might move from your reality to your goal
 - d. Way forward: what action you will take
 - ix. Supervisor Approval for Annual Goal and Outcomes Statement
 - 1. This is a space for unit supervisors. Please use this space to provide any feedback on goals and outcomes. Also, please indicate whether or not you approve this written annual goal and outcomes with an "Approved" or "Not Approved."
 - x. End of year update
 - 1. Please share a brief update on the progress of your goal. Consider discussing the implementation of action items, outcomes, and what this indicates about the overall success of this goal.
 - xi. Reflection
 - 1. Please share a brief reflection about this goal. Consider discussing three key takeaways from the goal.
 - xii. Supervisor Approval for End of the Year Update and Reflection
 - 1. This is a space for unit supervisors. Please use this space to indicate approval of the end of the year update and reflection.
- b. As of this year, you will be able to add connections to your annual goals and outcomes. Connections available include Student Affairs Strategic Priorities, Divisional Learning Outcomes, Stated Learning Outcomes, Stated Program Outcomes, and Stated

Operational Outcomes. **Each goal must have a connection added to one or more Student Affairs Strategic Priorities.** The steps to add a connection are outlined below:

- i. In your goal item, on the right-hand side are three tabs: “Permissions,” “Related,” and “History.” **Select “Related.”**
- ii. Options to add “Supported (Connected Up)” and “Supported By (Connected Down)” will become available. To add which Strategic Priority this goal supports, click on the “Supports” link.

Edit Plan Item

Template: Annual Goal and Outcomes

Report View

Annual Goal Number *

Please assign a sequential number to each goal.

Annual Goal Statement

Please provide the statement for your annual goal. Remember that goals must be written in the SMART framework (Specific, Measurable, Attainable, Relevant, Time-bound). As a reminder, the Office of Assessment and Planning asks that each department sets 3 to 6 annual goals each year.

File Edit View Insert Format Tools Table

Paragraph B I

P

Select “Related”

Permissions Related History

Supports (Connected Up) + Supports

No Connections have been added.

This Item

Supported By (Connected Down) + Supported By

No Connections have been added.

Select “Supports”

- iii. On the left-hand side, select “Student Affairs” as the unit.
- iv. The five Student Affairs Strategic Priorities and five Learning Goals will appear. Click on the blue plus-sign button to add the strategic priority to your goal. If your goal and outcomes statements also align with one of the five learning goals, please add that as well. Repeat these steps for each goal.

FY 2023

Goals and Outcomes

search...

UIC

Student Affairs

Campus Auxiliary Services

Dean of Students

FILTER

Strategic Priority 1: Student-Centered Culture

Student Affairs

Student Affairs Strategic Priorities 7/1/22 - 5/31/23

Strategic Priority 2: Welcoming and Modern Environments

Student Affairs

Student Affairs Strategic Priorities 7/1/22 - 5/31/23

Select the connection by clicking the blue plus-sign

Select “Student Affairs”

- c. To fill out your goals, action items, please refer to the [Goal Setting Planning Guide](#) and the [Writing Outcomes Guide](#). As a reminder, outcomes are defined as:
- i. Student learning outcomes: desired learning and development effects of a program, a service, or an intervention; more specific than goals and are result-focused and participant-centered
 - ii. Operational outcomes: metrics that document how well the operational aspects of a program are functioning; process or performance indicators
 - iii. Program outcomes: desired total impact of a program, service, or intervention; more specific than goals

Stated Outcomes Statements

- Under the “Annual Goal and Outcomes” option are options for “Stated Learning Outcomes,” “Stated Program Outcomes,” and “Stated Operational Outcomes.” Select the outcomes statements that you would like to add. For your reference, stated outcomes that were entered last year are still there. We anticipate that many of you might be changing your outcomes due to program review, curricular approach work, and the ongoing advancing racial equity initiative.

- Stated Learning Outcomes
 - The stated learning outcomes template asks you to provide the outcome statement, the activity, program, or learning touchpoints that will be used to achieve the outcome, the method(s) of assessment, and whether you need to make updates to your stated student learning outcome.
 - If you select that you need to update your outcome statement, please do so in the above statement. This will help us to be able to keep track of any changes.
 - Stated Program Outcomes
 - The stated program outcomes template asks you to provide the outcome statement and whether the outcome statement needs to be updated.
 - If you select that you need to update your outcome statement, please do so in the above statement. This will help us to be able to keep track of any changes.
 - Stated Operational Outcomes
 - The stated operational outcomes template asks you to provide the outcome statement and whether the outcome statement needs to be updated.
 - If you select that you need to update your outcome statement, please do so in the above statement. This will help us to be able to keep track of any changes.
- At the end of the year, you will need to provide a description and summary of your outcomes assessment. To do this, select the “**Outcomes Assessment**” template.

- a. You are able to add which outcomes are being assessed in this template. In order to do this, on the right-hand side, select “Supports” and then select your unit. You will be able to add all of the stated outcomes statements that you have available as well as your annual goal and outcomes.
- b. After adding these connections, you will be able to fill out the template. Please provide the following:
 - i. Description of assessment process
 1. This should include a narrative description of the assessment process that your unit performed for this outcome this year. Describe the process in which you collected and analyzed your data.
 - ii. Data and Findings
 1. Include a narrative of your data and findings that you gained from the assessment process. Describe the meaning(s) of your data in relation to your analysis.
 2. Please also upload your data in the appropriate field. Data can be quantitative or qualitative.
 - iii. Implementing Evidence
 1. Based off your data and findings, describe how your unit is going to implement and use evidence gained from this assessment cycle. This action step should also inform the annual goal process.
- c. This process should be repeated for each of your stated outcomes statements that you assessed during the fiscal year.

End of the Year Summary and Reflection

1. In addition to providing end of the year updates for goals and a description and summary of your outcomes assessment, also provide an end of the year summary and reflection. To do this, select the “**End of the Year Summary/Reflections**” template.

FY 2023 / GOALS AND OUTCOMES REPORTING AND TRACKING

Student Affairs

Plan Items Reports Documents

FILTER Sort Default + Plan Item

Strategic Priority 1: Student-Centered Culture

Student Affairs
Student Affairs Strategic Priorities

Strategic Priority 2: Welcoming and Modern Environment

Student Affairs
Student Affairs Strategic Priorities

Student Affairs Strategic Priorities
Divisional Learning Outcomes
Annual Goal and Outcomes
Stated Learning Outcome
Stated Program Outcome
Stated Operational Outcome
Outcomes Assessment
End of Year Summary/Reflections

Select “End of Year Summary/Reflections”

2. Using this template, please share the following:
 - a. Additional accomplishments and updates
 - i. While we ask for updates on annual goals, we recognize that not all accomplishments are captured in that process. Please use this space to share additional accomplishments and updates from this past year.
 - b. End of the Year Summary and Reflection
 - i. Use this space to provide an end of the year summary and reflection. You should provide a summary of your annual goals and other work accomplished not covered by your annual goals. Further, provide a reflection of lessons learned from your assessment work, including any affirmations of your work, areas of growth, and a plan of action.