Wilkes Community College – Compliance Assist Strategic Assessment Guide

There are many resources available to help WCC Faculty and Staff with the assessment process. The purpose of this guide is to provide step by step instructions on how to create an assessment report within Compliance Assist.

The categories within the assessment report in Compliance Assist correspond to the questions on the assessment report forms in Microsoft Word that academic program faculty and program administrators have completed in recent years. The MS Word report form can still be completed if desired but now, all information needs to be entered into Compliance Assist for ease of reporting and organization.

The following are suggestions to try if you are having any problems.

- Remember when using the Compliance Assist site it isn't necessary to double click, all functions work with a single mouse click.
- If you think you entered something but can't find it, click on the "Edit Filters" button and under fiscal years select "All" this will make everything listed under that tab for all years show up.
- If you still can't find something you think you entered, for make sure you are working under the correct tab, the "Assessment" tab and "College Strategic Planning" tabs look very similar.
- Also make sure you have your department or the department you are entering data for correctly selected in the organizational tree on the left.

Step by Step Instructions for Entering Outcome Assessment Reports in Compliance Assist

Step 1 – Login to Compliance Assist at: https://wilkescc.compliance-assist.com/index.aspx

Step 2 – Click on the "Planning" link in available websites box

Step 3 – Click on the "My Dashboard" link

Step 4 – Click on the "Assessment" tab

Step 5 – In the organizational tree on the left-hand side of the screen find your department and click on it.

Step 6 – Mouse over "New Item"

Step 7 - This step will depend on which type of department you are in. If you are working on an academic program click "Academic Program Student Learning Outcome Report." If you are working on an administrative program click on "Administrative Program Outcome Assessment Report." If you are working on a program in Student Services or Student Support Services click on "Service and Support Program Outcome Assessment Report."

Step 8 – In the text box next to "Outcome Title" put the title of your outcome for example: "Competence in Clinical Skills"

Step 9 – In the text box to the right of "Outcome Description" put the full description of the outcome you are assessing. For example, "Demonstrate competence and quality reasoning in the performance of clinical skills as outlined in the AAMA's DACUM for entry-level medical assistants."

Step 10 - Click "Choose Fiscal Year Dates"

Step 11 – Click on the fiscal year or years in which you will be working on this outcome. The 2012-13 fiscal year is "FY 2013. Most outcomes involve at least two fiscal years, one in which it is initially assessed and an improvement plan is implemented, and then another fiscal year in which it is reassessed to see the results of the improvement plan.

Step 12 – Click "Select"

Step 13 – Click "Save"

Step 14 – Next to "Progress Complete" select the appropriate percentage of completing for this outcome, if any.

Step 15 – Next to "Progress" select the appropriate description for the progress to date on this outcome. Most outcomes should be either on schedule or achieved.

Step 16 - Under "Providing Department" your department should be selected by default, but if not select the icon to the right of the box and select the appropriate department.

Step 17 – In each of the remaining boxes on the page eg; "Information Used in the Assessment," "Method of Analysis," " Results of Analysis," and "Improvement Plan" click "Edit" fill in the appropriate information and then click "Update."

Step 18 – If you have any documentation you want to attach to include with this item, under attachments click "Upload File", next to name type in the name of the file you uploading and then click select to navigate to the file. Once the file is selected, click "Upload File."

Step 19 – In the box next to "Date of Reassessment" fill in the date in which is outcome will be reassessed.

Step 20 – Click "Save"

Note – This will complete the first part of the assessment cycle. Once the outcome has been reassessed and you are ready to enter the results of your improvement plan (usually the following year) repeat steps 1 -5 and then click on the outcome. Select the "Edit" tab at the top of the screen. Scroll down to the "Results of the Improvement Plan." box and click on "Edit." Enter the appropriate information and click "Upload." Then click "Save and Close" and you are done with this outcome until the next assessment cycle.

If you have any questions about Compliance Assist or assessment of administrative programs contact Kelly Pipes at ext. 6424 or kelly.pipes@wilkescc.edu.

If you have questions about academic program or instructional support and student services program assessment contact Jan Huggins at ext. 6510 or jan.huggins@wilkescc.edu