Reporting Program Development Updates in Compliance Assist
For Use During Academic Year 2017-18

Closing the Loop (CTL) fields at the bottom of each program learning outcome report are not completed when the program assessment report is submitted in the fall semester.

For our purposes at this time (Spring 2018), we ask for all program learning outcome reports filed for academic years 2015-16 and 2016-17 include completed Closing the Loop fields.

**Step 1: Access the program assessment reports.**
1) Go to umnd.compliance-assist.com.
2) Log in using your UMD internet ID and password.
3) Select “Planning” from the list of Available Web Sites.

4) Select the “My Dashboard” tab at the top of the Planning page.

5) Choose the “Undergraduate Learning” tab on the page.

6) Open the Organization Tree using the “+” buttons under University of Minnesota Duluth to drill down to the department’s programs. Programs for assessment of student learning will be under Academic Affairs, Chancellor’s Office, and Student Life.
Step 2: Choose the year for the program assessment report(s) needed.
1) Click the “Edit Filter” button above the Organization Tree.
2) Specify the Fiscal Year of the report. Optional: select Program Learning Outcomes to display only the annual program assessment reports for that year. For our purposes this year, choose all reports for FY 2016 and for FY 2017 (select one year at a time, or select “All” to see all reports filed in the system).

Step 3: Complete the CTL fields in each Program Learning Outcome report for the year(s).
1) Click the “Name” of the program report you want to access (e.g., Natural Sciences (UMD SLO 2)).
2) Select the “Edit” tab at the top of the box that opens.
3) Scroll down to the bottom of the report to see “CLOSING THE ASSESSMENT LOOP” (see screenshot below). The three items to answer below this line of text are:
   a. Recommendations made to address the above outcome(s)? Paste content from the Program Development section of this report.
   b. How were recommendations implemented?
   c. Which recommendations were not implemented and why?

   CLOSING THE ASSESSMENT LOOP:
   Recommendations made to address the above outcome(s)? (Paste content from the Program Development section of this report.)

4) In each field to complete, select the “Edit” button (viewable in the screenshot above).
   a. Enter the response in the box that opens, including the date for which the response is provided. Note: make sure the response is entered into the text box using the formatting tools available in the box; the format of text copied and pasted from other software does not convert well for reports generated by the system (this is true of all fields).
   b. Click “Update” to save the response.

   You may upload a file using the File Library option, but these documents do not replace the information provided in the text box for the field. When the campus report is run, only the information in the text boxes can be downloaded. Therefore, in order for the program’s information to be included in campus reports, the text boxes must be completed. Files uploaded to the system are most beneficial to the programs and units as a record of assessment work completed.
5) After answering all three CTL questions, click “Save & Close” at the bottom of the page.

Repeat Steps 2 and 3 to Complete the Program’s Annual Assessment Reports filed 2015-16 and 2016-17:
The current academic year is 2017-18. Therefore, program assessment reports filed in Fall 2017 are for FY17 (2016-17). CTL information within the program’s reports from the previous two years will include:

1. **FY15 (2015-16):** CTL fields on each program report completed Fall 2016 – fields should include an update made for FY17 and FY18 using the instructions provided above.

2. **FY16 (2016-17):** CTL fields on each program report completed Fall 2017 – fields should include an update made for FY18 using the instructions provided above.