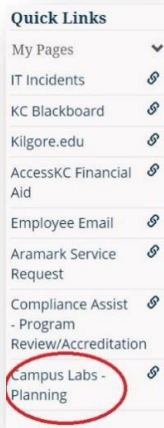
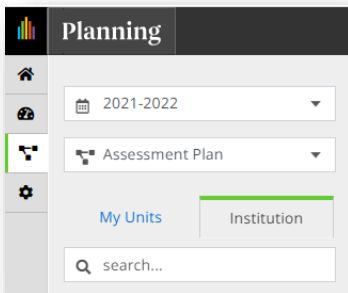


Instructions for Reporting AIP Results (due by Sept 15th)

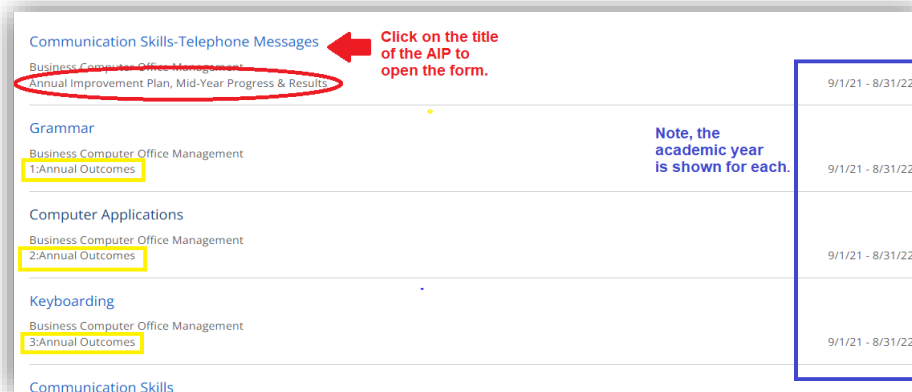
After logging in to Access KC, click on “Campus Labs- Planning”. It is in the “Quick Links” menu on the left side of the page.



You will be prompted to login to Campus Labs. Enter the same credentials that you use to login to Access KC. After logging in, you should see the current year and “Assessment Plan” in the upper left corner. These are the default selections. If you are entering results near the September 15th deadline, the default academic year may have changed. In this case, the academic year displayed will need to be changed using the drop-down menu.



Scroll down the page to locate the AIP form for your department/program for the academic year you are reporting. It may be located near the top or bottom of the page (above or below your Annual Outcomes). As shown in the example below, the one form encompasses the plan, mid-year progress and results.

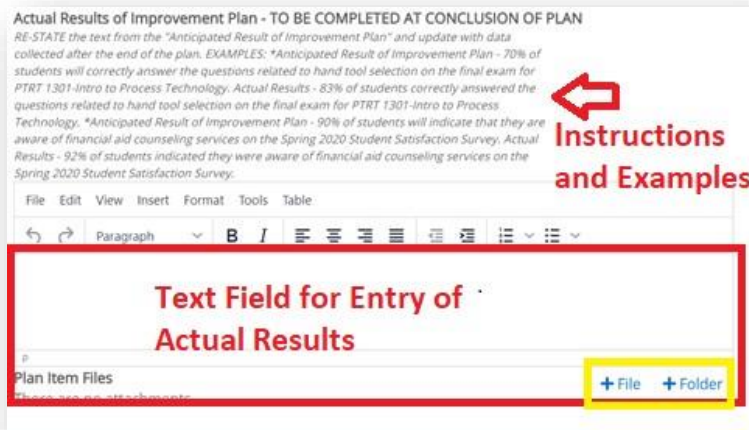


Click on the form (title of the AIP). Then, scroll down to "Actual Results of Improvement Plan-TO BE COMPLETED AT CONCLUSION OF PLAN". For reporting results, the **5 fields described below** will need to be completed.

1- The first field is a text field where the actual results are stated. To report actual results, go to the "Anticipated Result of Improvement Plan" field located above within the form and copy the statement of the anticipated result. Then, past the statement into the "Actual Results.." field. In most cases, only two changes to the statement are needed: 1) the percentage should be changed to the actual result, and 2) the verb in the statement should be changed to past tense.

Note: To copy and paste, highlight the text to be copied using the mouse (or touchpad of a laptop), then, hold down the "Ctrl" button while pressing the "C" key. To paste the copied text, engage the cursor in the actual results field and hold down the "Ctrl" button while pressing the "V" key.

Additional information and examples are located above the actual results text field (see below). Note, there is an option to upload a file or folder if you choose to do so. The file or folder may contain data or other information that supports the results. Uploading additional information is optional.



2- The second field consists of a drop-down menu to be used to indicate if the anticipated results were achieved. Select the option that best describes achievement of anticipated results as follows:

Yes	Actual result is equal to or exceeds the target set in the anticipated result.
No	Actual result did not meet level of the target set in the anticipated result.
Partially Achieved	More than one target was included in the anticipated result. For at least one of the targets, but not all, the actual result is equal to or exceeds the target set in the anticipated result.

Were Anticipated Results of Improvement Plan Achieved?

Only use the "Partially Achieved" option if you have two or more anticipated results of the plan.
 EXAMPLE: Anticipated Result of Improvement Plan - 1. 70% of students will correctly answer the questions related to hand tool selection on the final exam for PTRT 1301-Intro to Process Technology. 2. 90% of students will successfully complete the lab practical titled "Appropriate Selection of Hand Tools" in PTRT 2301-Advanced Process Technology. If you meet one goal but not the other, then choose "Partially Achieved." If there is only one goal, select "Yes" or "No."

Yes
 No
 Partially Achieved (use only when multiple anticipated results)

3- The third field also consists of a drop-down menu. This one is used to indicate if improvement was made. If any improvement was made, even if the target(s) was/were not met, “Yes” should be selected. Otherwise, “No” should be selected.

Was Any Improvement Made?

Indicate "Yes" if you did not meet your anticipated outcome but improvement was made based on analysis of the data you collected.

Yes
No

4- The fourth field is “Use of Results for Improvement/Future Actions” which consists of a text field. This is where information should be typed in the text field to indicate how the results of the AIP will be utilized in the future.

Use of Results for Improvement/Future Actions

Describe how you will use the results of your plan in the future. If the plan worked, will you incorporate it into your normal operations? If the plan did not work, what will you do to seek improvement in the future?

File Edit View Insert Format Tools Table

Paragraph B I [Text Alignment Icons] [List Icons]

Use of Results Text Field

P

Prompts to assist with information to include in this text field.

5- The last field is a drop-down box that allows you to indicate that your AIP process and entries have been completed. Once concluded, select “Complete”. Prior to exiting the screen, click on “Done” in the lower right corner.

Progress

Complete

Ongoing

Complete

Read View Done

Aug 2022