How to complete the Academic and Student Support Services Goals Assessment or the Administrative Support Services Goals Assessment:

1. Log into My Union and select the Employees Tab.

2. Select the Assessment Management System by clicking on one of the two areas shown below.
3. Select *Academic and Student Support Services Goals Assessment* if you are reporting for the following areas: Advising, Athletics, Campus Life, Safety, Common Partners, Library, Residence Life, Safety, Spiritual Life, Student Development, Counseling/Health Services, Student Support Services, Teaching and Learning, or the Writing Center.

4. Select *Administrative Support Services Goals Assessment* if you are reporting for these areas: Academic Affairs, Advancement, Business Office, Physical Plant, Enrollment Management, Events Management, External Relations, Institutional Effectiveness, Office of College Communication, President's Office, Registrar, or Technology.
5. Select you’re Department Name (#2), the Annual Year of the report (#3) and the goal being reported (#4) from the drop-down menus. Next, paste using the word paste feature or type the goal description in the box provided (#5). You must also identify the length of the goal in the goal description. A goal can be one-year or multiple years. **Remember, a separate form must be completed for each goal.** For example, if your department has four goals, you would complete and submit four forms. This allows IE to compile reports that show progress on all goals or each goal separately. **Also, if you cannot complete the entire submission at once, your submission will automatically save so you can log in and complete your submission as time allows.**

6. Next, paste using the word paste feature or type in the instrument used to collect goal data. This could be a satisfaction survey, a sign-in sheet, a report that shows increased enrollment or some other way of documenting that you are meeting the goal you have established for your department or area.

**Instrument used to collect goal data:** Required

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**Note:**
- For detailed instructions, refer to the Assessment Management System (AMS) manual available on the college’s website.
- Ensure all submitted forms are accurate and submitted within the deadline.
- IE recommends regularly reviewing the goals to maintain progress.
- Any questions or concerns should be directed to the assessment coordinator.
7. Select the Link to Union 2020, the College’s Strategic Plan. The drop-down menu has the numbered and lettered goals. Please look in My Union under Union 2020 to see a description of these goals and subsets.

8. Select your benchmark. The benchmark setting depends on the length or your goal. For example, if a goal is to be completed in one year, set the benchmark at 100% because you would be completing the entire goal during one annual year. If you goal spanned four years, and you expect to complete it evenly over that timeframe, you would set the benchmark to 25%. Remember, you are the expert in your area and know the time it will take to complete your goals.

9. This area is where you analyze your data and report your findings. You should enter what your assessment instruments are saying about how successful you were at meeting your goal. For example you set a goal to increase enrollment by 50 students this year and you only recruited 40 you did not meet your goal. Don’t explain what you are going to change to help meet the goal here, just the results of the assessment. You will enter the changes you will make to improve in the next section. Again, you can type or paste in your response the word paste feature.
10. This section is where you explain what improvements or changes you will make to meet your stated goal based on the assessment of the data from the section 9. For example, you may want to change your recruiting materials or send recruiters to different areas or hire another recruiter in order to meet your state goal.

11. This section is where you state what you want to accomplish over the next five years. This would be your department strategic plan. It should take into consideration and support the college’s strategic plan, Union 2020 and the College Mission. If you already have a department strategic plan, you would list those goals here regardless of the time remaining. For example, you may be in the third year of a five-year plan. You would still list those goals here.
12. After you have completed all sections you click “Next Page-- >” at the bottom of the page on the right hand side. Your will be taken to the completed form and be able to review and submit the form if you are satisfied with your entries.

**Click on the Next Page--->**
link on the bottom of this page to review your form. Then click on the Submit Form button to submit your completed assessment.

13. If all required sections are complete and you are satisfied with your answers, you now press submit. If some required sections were not completed you will see a page similar to the one below that highlights the incomplete sections with red font. **Remember if you cannot complete the entire submission at once, your submission will automatically save so you can log in and complete your submission as time allows.**
14. Select the < -- Pervious Page at the bottom left hand side to return to the previous screen to correct the errors.

15. The sections with the errors will show up in red font

16. Once the errors, if any were encountered, are corrected, you select the “Next Page-- >” button again at the right hand bottom of the page and if there are no more errors, you can select the ‘Submit Form’ button at the bottom cent of the page.
17. If you have successfully submitted the report, you will be taken back the Assessment Management System (AMS) page with a note that states, “Your form has been successfully submitted.” Also, you will be able to view and print your submissions for future reference.
If you have any questions, please contact Dr. Barry Pelphrey at bpelphrey@unionky.edu (606) 564-1299 or technical support at support@unionky.edu (606) 546-1626.