

Student Learning Assessment Management System – Assessment Committee Member Directions

<https://prd-stem.temple.edu/slam>

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Section 3: Specialized Accreditations

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Submitting Reports

Part 4: Reviewing and Commenting on Reports Submitted by Faculty

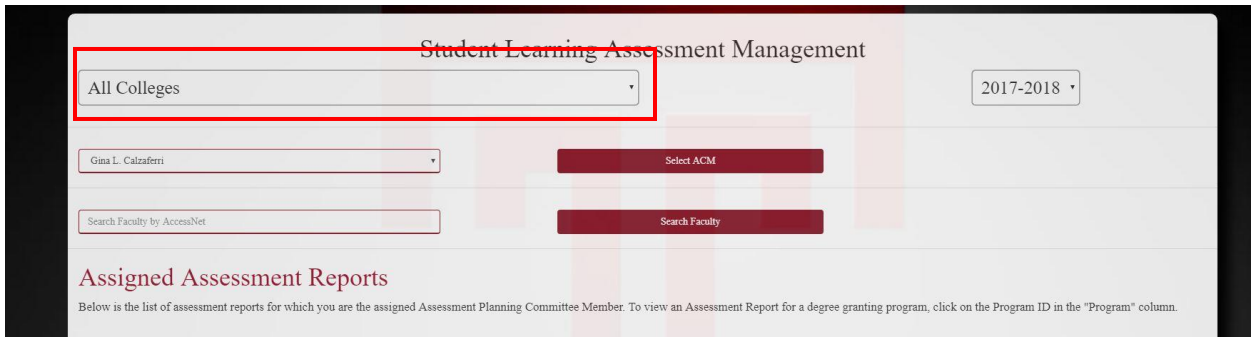
Student Learning Assessment Management System

<https://prd-stem.temple.edu/slam>

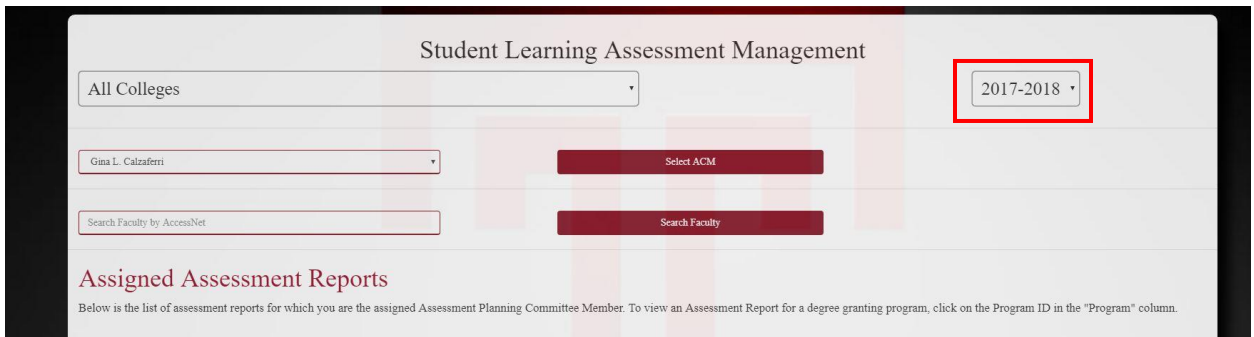
Assessment Committee Member (ACM) Directions

Familiarizing yourself with the ACM homepage:

1. Enter your AccessNet login information and press “Login,” to access your ACM homepage.
2. Select the school or college for which you are an ACM from the dropdown menu on the left.
**Note: if you are an ACM for multiple colleges, all colleges to which you are assigned should appear in the dropdown menu*



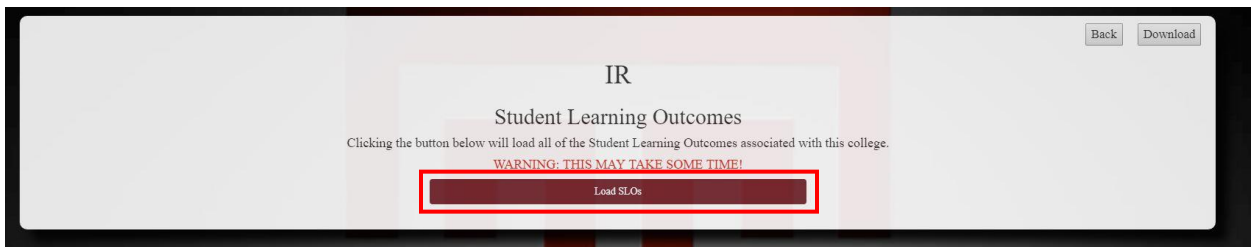
3. Select the current academic year from the dropdown on the right. In the future, you will also be able to view assessment reports from previous years by selecting that academic year from this dropdown menu.



4. The center button can be used to View College SLOs (Student Learning Outcomes).



- a. A pop-up window will appear. Click the “Load SLOs” button to view the SLOs for your school or college.



- b. In this screen, you can see all Student Learning outcomes for the entire college. They are organized by program name. Use the eye icon on the right to view the full text of each individual SLO.

The screenshot shows the IR Student Learning Outcomes page with a table of SLOs. The table has columns for Program ID, Program Description, SLO Name, Last Assessed, Modified By, Modified Date, and View SLO. A red box highlights the 'View SLO' column, which contains eye icons for each row. The table data is as follows:

Program ID	Program Description	SLO Name	Last Assessed	Modified By	Modified Date	View SLO
IR-ASMT-BA	IRA Assessment BA	Critical Thinking	2017-2018	No Data	No Data	👁️
IR-ASMT-BA	IRA Assessment BA	Presentation Skills	No Data	No Data	No Data	👁️
IR-ASMT-BA	IRA Assessment BA	Creativity	No Data	No Data	No Data	👁️
IR-ASMT-BA	IRA Assessment BA	Communication	2017-2018	No Data	No Data	👁️
IR-ASMT-BA	IRA Assessment BA	SLO5	No Data	No Data	No Data	👁️
IR-ASMT-BA	IRA Assessment BA	Team Building	No Data	No Data	No Data	👁️
IR-ASMT-MED	IRA-Assessment-MED	Critical Thinking	No Data	No Data	No Data	👁️
IR-ASMT-MED	IRA-Assessment-MED	Creativity	2017-2018	No Data	No Data	👁️
IR-ASMT-MED	IRA-Assessment-MED	SLO3	No Data	No Data	No Data	👁️
IR-ASMT-MED	IRA-Assessment-MED	SLO4	No Data	No Data	No Data	👁️
IR-ASMT-MED	IRA-Assessment-MED	SLO5	No Data	No Data	No Data	👁️
IR-ASMT-PHD	IRA Assessment PhD	Critical Thinking	2017-2018	No Data	No Data	👁️

- c. If the SLOs have been modified, you can see who modified them and when.
- d. Select the “Download” button to download an excel file with the college’s SLOs.
- e. Select the “Back” button to return to the previous page.

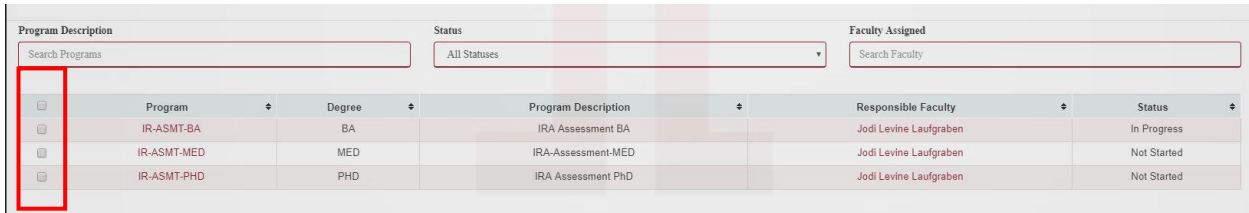
The screenshot shows the IR Student Learning Outcomes page with the 'Back' and 'Download' buttons highlighted with a red box. The table of SLOs is visible below the buttons. The table data is as follows:

Program ID	Program Description	SLO Name	Last Assessed	Modified By	Modified Date	View SLO
IR-ASMT-BA	IRA Assessment BA	Critical Thinking	2017-2018	No Data	No Data	👁️
IR-ASMT-BA	IRA Assessment BA	Presentation Skills	No Data	No Data	No Data	👁️
IR-ASMT-BA	IRA Assessment BA	Creativity	No Data	No Data	No Data	👁️
IR-ASMT-BA	IRA Assessment BA	Communication	2017-2018	No Data	No Data	👁️
IR-ASMT-BA	IRA Assessment BA	SLO5	No Data	No Data	No Data	👁️
IR-ASMT-BA	IRA Assessment BA	Team Building	No Data	No Data	No Data	👁️
IR-ASMT-MED	IRA-Assessment-MED	Critical Thinking	No Data	No Data	No Data	👁️
IR-ASMT-MED	IRA-Assessment-MED	Creativity	2017-2018	No Data	No Data	👁️
IR-ASMT-MED	IRA-Assessment-MED	SLO3	No Data	No Data	No Data	👁️
IR-ASMT-MED	IRA-Assessment-MED	SLO4	No Data	No Data	No Data	👁️
IR-ASMT-MED	IRA-Assessment-MED	SLO5	No Data	No Data	No Data	👁️
IR-ASMT-PHD	IRA Assessment PhD	Critical Thinking	2017-2018	No Data	No Data	👁️

Assigning Responsible Faculty Members to Programs to Complete Reports:

**Note: have your list of faculty AccessNet usernames available.*

1. Scroll down the homepage to view all programs. Select the click box to the left of the program name to which you would like to assign faculty.
 - a. If a faculty member will be assigned to multiple programs, click the box next to each program to assign the faculty to all programs at once.



Program Description		Status	Faculty Assigned		
<input type="text" value="Search Programs"/>		All Statuses	<input type="text" value="Search Faculty"/>		
<input type="checkbox"/>	Program	Degree	Program Description	Responsible Faculty	Status
<input type="checkbox"/>	IR-ASMT-BA	BA	IRA Assessment BA	Jodi Levine Laufgraben	In Progress
<input type="checkbox"/>	IR-ASMT-MED	MED	IRA-Assessment-MED	Jodi Levine Laufgraben	Not Started
<input type="checkbox"/>	IR-ASMT-PHD	PHD	IRA Assessment PHD	Jodi Levine Laufgraben	Not Started

2. Return to the top of the page and find the search box labeled “Search Faculty by AccessNet.”



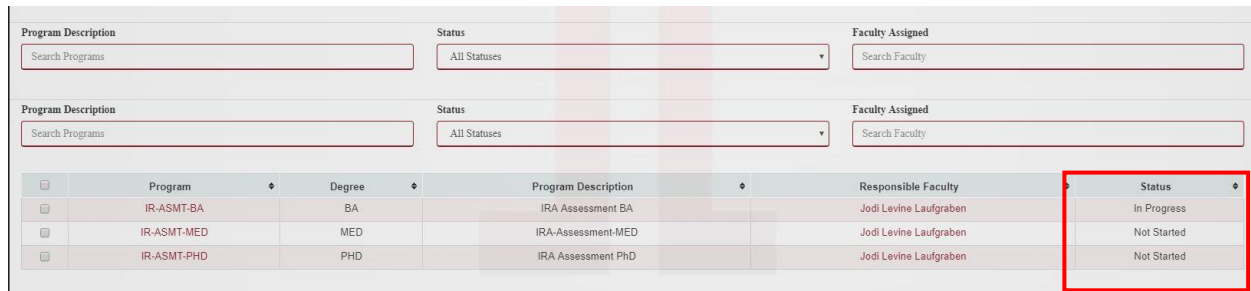
Student Learning Assessment Management

All Colleges 2017-2018

Kelly E. Butts Select ACM

Search Faculty

3. In this box, type in the desired faculty member’s AccessNet username. Press “Search Faculty.”
4. The faculty member’s name, email and AccessNet username should appear in the dialogue box. Press “Confirm.”
5. You will then see that the “Responsible Faculty” column has been updated with the faculty name to the right of the Program Description.



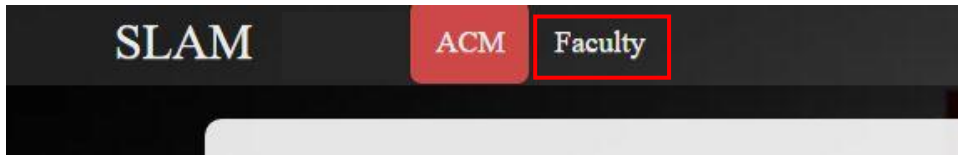
Program Description		Status	Faculty Assigned		
<input type="text" value="Search Programs"/>		All Statuses	<input type="text" value="Search Faculty"/>		
Program Description		Status	Faculty Assigned		
<input type="text" value="Search Programs"/>		All Statuses	<input type="text" value="Search Faculty"/>		
<input type="checkbox"/>	Program	Degree	Program Description	Responsible Faculty	Status
<input type="checkbox"/>	IR-ASMT-BA	BA	IRA Assessment BA	Jodi Levine Laufgraben	In Progress
<input type="checkbox"/>	IR-ASMT-MED	MED	IRA-Assessment-MED	Jodi Levine Laufgraben	Not Started
<input type="checkbox"/>	IR-ASMT-PHD	PHD	IRA Assessment PHD	Jodi Levine Laufgraben	Not Started

6. You will also notice that the status for that program has been updated to “Not Started,” indicating that the responsible faculty is now able to login to complete the report.
7. If at any time you wish to change the Responsible Faculty Member, simply follow steps 1-6 again.

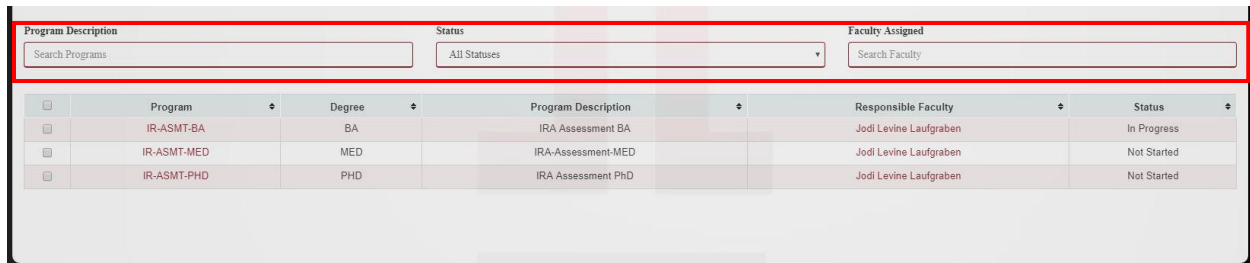
Completing Reports as a Faculty Member

**Note: as an ACM, you have access to the “Faculty” tab. This ensures that you can see the same pages as faculty. You may be a Responsible Faculty Member in addition to being an ACM, or you may wish to use this tab to assist your faculty with logistical issues or to support faculty with accessibility needs. Faculty members can only see the programs to which they are assigned to review. As an ACM, you can see all programs for which you are an ACM.*

1. Click on the “Faculty” tab at the top of the page.

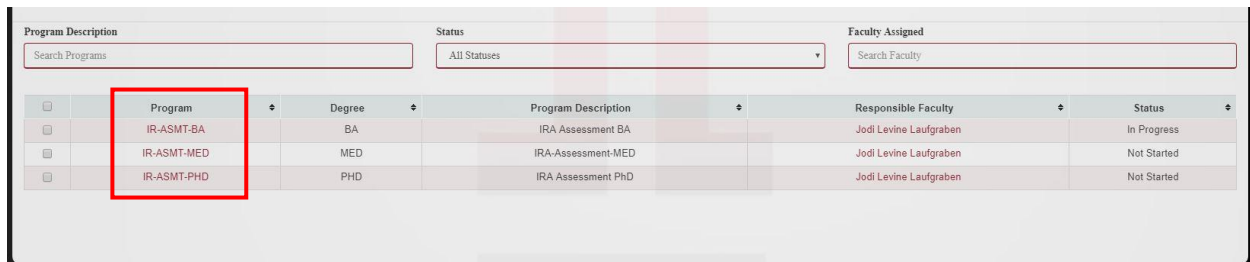


2. Select the appropriate school or college from the dropdown menu on the left.
3. Check to ensure you are in the correct academic year, as shown in the dropdown menu on the right.
4. You can search for programs using the search boxes and dropdown menus above the list of programs. You may choose to search by Program name, Status of the report or faculty member.

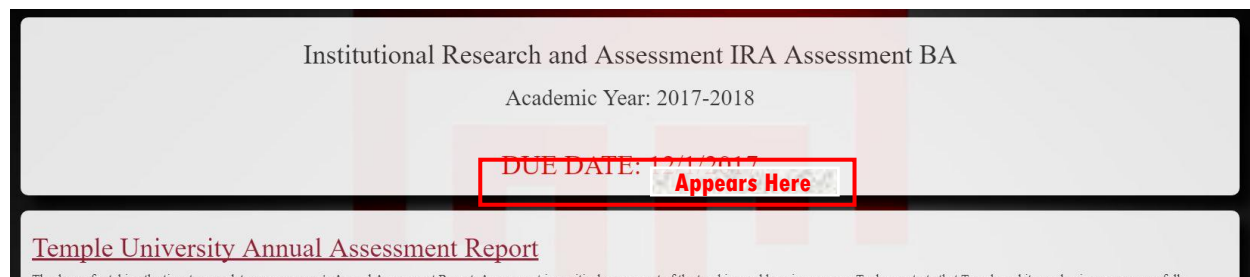
The screenshot shows the program list interface. At the top, there are three search filters: 'Program Description' (with a search box), 'Status' (with a dropdown menu set to 'All Statuses'), and 'Faculty Assigned' (with a search box). Below these filters is a table with the following columns: Program, Degree, Program Description, Responsible Faculty, and Status. The table contains three rows of data:

Program	Degree	Program Description	Responsible Faculty	Status
IR-ASMT-BA	BA	IRA Assessment BA	Jodi Levine Laufgraben	In Progress
IR-ASMT-MED	MED	IRA-Assessment-MED	Jodi Levine Laufgraben	Not Started
IR-ASMT-PHD	PHD	IRA Assessment PhD	Jodi Levine Laufgraben	Not Started

5. Click the Program name on the left.

The screenshot shows the program list interface, similar to the previous one. The 'IR-ASMT-BA' program name in the first row of the table is highlighted with a red box, indicating it has been selected.

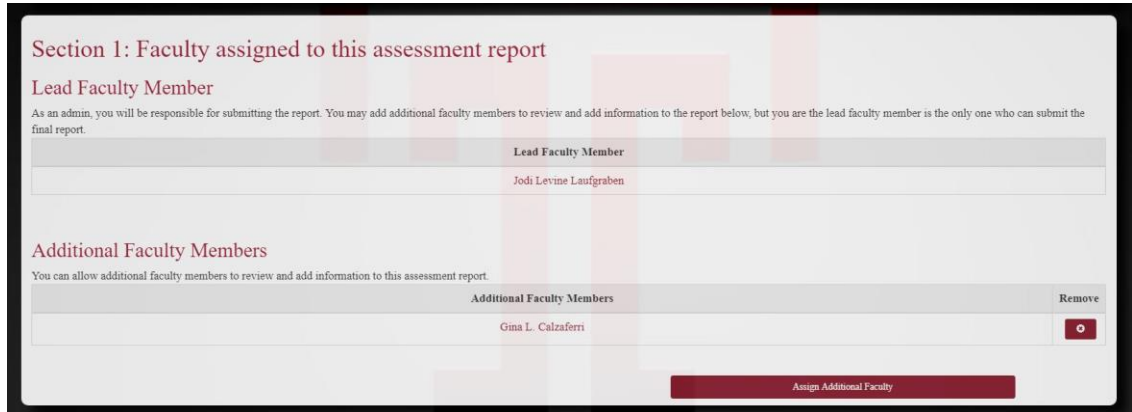
6. To complete a report:
 - a. Note the due date in red capital letters at the top of the screen.

The screenshot shows the report completion page. At the top, it displays 'Institutional Research and Assessment IRA Assessment BA' and 'Academic Year: 2017-2018'. Below this, the due date is shown in red capital letters: 'DUE DATE: 12/1/2017'. A red box highlights the due date, with the text 'Appears Here' written below it. At the bottom of the page, there is a link to the 'Temple University Annual Assessment Report' and a thank you message.

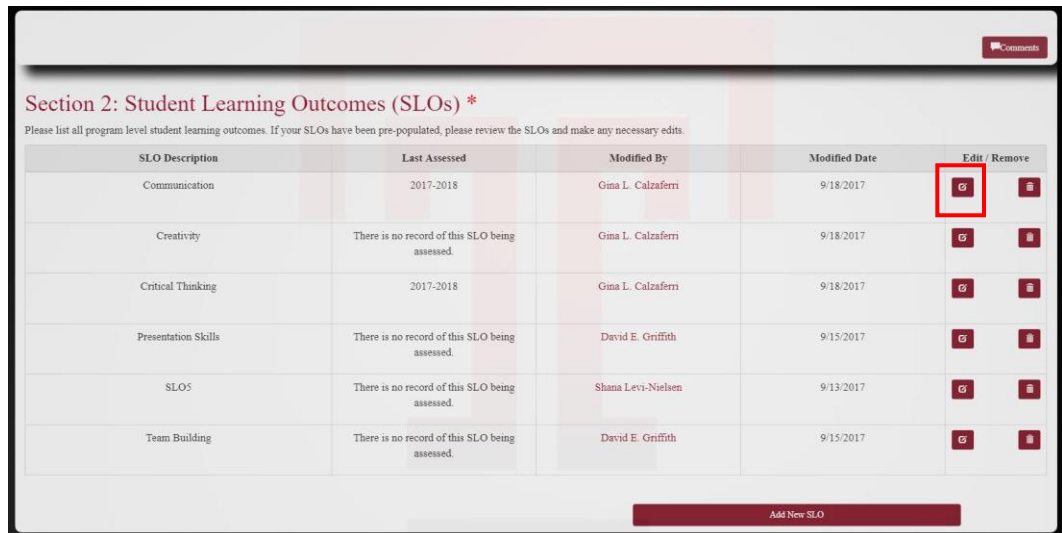
Temple University Annual Assessment Report

Thank you for taking the time to complete your program's Annual Assessment Report. Assessment is a critical component of the teaching and learning process. To demonstrate that Temple and its academic programs are fully

- b. Read the directions that appear in the box under Due Date.
- c. Complete Section 1: Adding Additional Faculty Members
 - i. In this section, a Responsible Faculty Member can assign additional faculty to help complete the report. While additional faculty are welcome to contribute to the report, only the Responsible Faculty Member is able to submit the report.



- d. Complete Section 2: Student Learning Outcomes
 - *Note: If your program has completed Assessment Reports in the past, we have attempted to pre-load your program-level SLOs into this system. Please ensure that the pre-loaded SLOs are complete and updated. For new programs, you will need to add SLOs individually.*
 - i. To **edit** an SLO, click the red “Edit” button on the right.



1. Change the abbreviated name for the SLO in the top text box. Pre-loaded SLOs have been given the names “SLO1, SLO2, etc.” You will want to rename them with an abbreviated name that describes that individual SLO (i.e. “Presentation Skills” or “Critical Thinking”). You will need to refer to the SLOs using just the abbreviated name later in the report.

- Describe the SLO in the large text box on the bottom. This should be the full text of the SLO, as it is written in program materials.

Institutional Research and Assessment IRA Assessment BA

Academic Year: 2017-2018

DUE DATE: Appears Here

New Student Learning Outcome

Please give an abbreviated name (two or three words) for this. (Examples include: critical thinking; written competency; research) *

Please describe the content of this SLO. *

Discard Changes and Close
Save Changes and Close

- Click "Save Changes and Close" to return to the report page.
- You will notice that the "Modified by" and "Modified Date" have been updated.

Section 2: Student Learning Outcomes (SLOs) *

Please list all program level student learning outcomes. If your SLOs have been pre-populated, please review the SLOs and make any necessary edits.

SLO Description	Last Assessed	Modified By	Modified Date	Edit / Remove
Communication	2017-2018	Gina L. Calzaferri	9/18/2017	
Creativity	There is no record of this SLO being assessed.	Gina L. Calzaferri	9/18/2017	
Critical Thinking	2017-2018	Gina L. Calzaferri	9/18/2017	
Presentation Skills	There is no record of this SLO being assessed.	David E. Griffith	9/15/2017	
SLO5	There is no record of this SLO being assessed.	Shana Levi-Nielsen	9/13/2017	
Team Building	There is no record of this SLO being assessed.	David E. Griffith	9/15/2017	

[Add New SLO](#)

- ii. To add new SLOs, click the "Add New SLO" button at the bottom of the section.

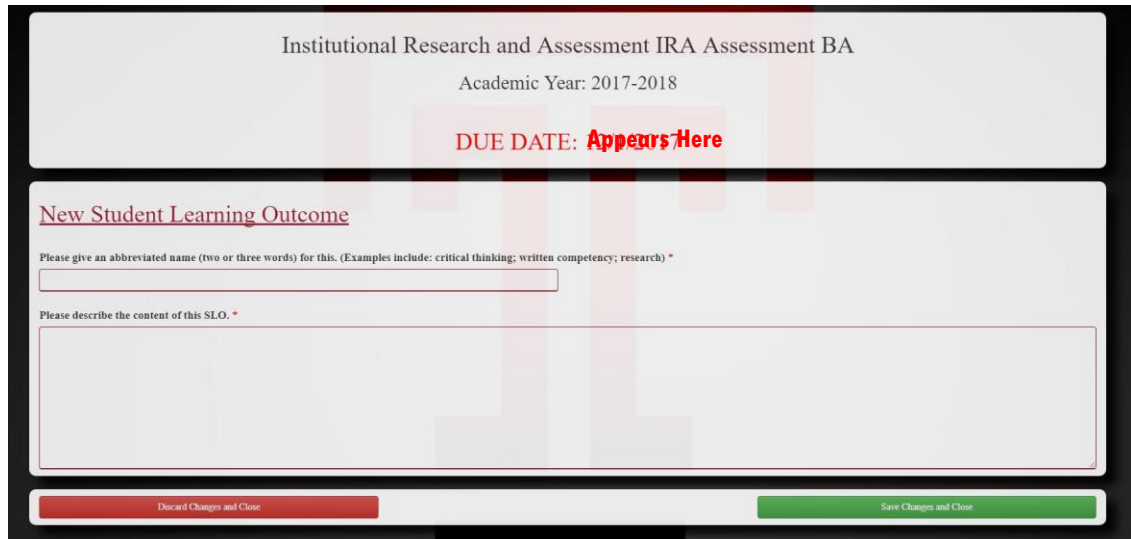
Section 2: Student Learning Outcomes (SLOs) *

Please list all program level student learning outcomes. If your SLOs have been pre-populated, please review the SLOs and make any necessary edits.

SLO Description	Last Assessed	Modified By	Modified Date	Edit / Remove
Communication	2017-2018	Gina L. Calzaferri	9/18/2017	
Creativity	There is no record of this SLO being assessed.	Gina L. Calzaferri	9/18/2017	
Critical Thinking	2017-2018	Gina L. Calzaferri	9/18/2017	
Presentation Skills	There is no record of this SLO being assessed.	David E. Griffith	9/15/2017	
SLO5	There is no record of this SLO being assessed.	Shana Levi-Nielsen	9/13/2017	
Team Building	There is no record of this SLO being assessed.	David E. Griffith	9/15/2017	

[Add New SLO](#)

1. Give an abbreviated name for the SLO in the top text box. You will want to name them with an abbreviated name that describes that individual SLO (i.e. "Presentation Skills" or "Critical Thinking"). You will need to refer to the SLOs using just the abbreviated name later in the report.
2. Describe the SLO in the large text box on the bottom. This should be the full text of the SLO, as it is written in program materials.
3. Click "Save Changes and Close" to return to the report page.



Institutional Research and Assessment IRA Assessment BA
Academic Year: 2017-2018

DUE DATE: **Appears Here**

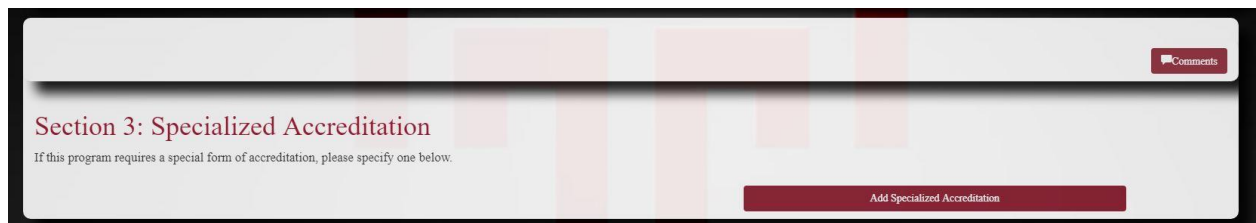
New Student Learning Outcome

Please give an abbreviated name (two or three words) for this. (Examples include: critical thinking; written competency; research) *

Please describe the content of this SLO. *

Discard Changes and Close
Save Changes and Close

4. You will notice that the SLO now appears in the list within the section and that the "Modified by" and "Modified Date" have been updated.
- e. Complete Section 3: Specialized Accreditation



Comments

Section 3: Specialized Accreditation

If this program requires a special form of accreditation, please specify one below.

Add Specialized Accreditation

**Note: this section only applies if your program has special accreditation. This does not include periodic program review. Skip this section if your program is not accredited.*

- i. Click the "Add Specialized Accreditation" button. A dialogue box will appear.
- ii. Choose the applicable accreditation activity (check all that apply).
- iii. As you click, a text box will appear. Type the academic year of the activity in the box.
- iv. Click "Save Changes and Close."

f. Complete Section 4: Completed Assessment Activities

Section 4: Completed Assessment Activities *

In this section you will provide details about the completed program level assessments from the prior academic year. We ask you to describe assessments(s), findings from the assessment(s), how you shared the findings and how you plan to use or have used the findings for program improvement. In this section, you will also have the opportunity to tell us about assessments that are ongoing.

An "assessment activity" is the use of a direct (ex. portfolio review, review of student work with a rubric, national or local exam scores, juried show, etc.) or indirect(ex. surveys, student feedback forms) measure to assess program level student learning outcomes.

An "ongoing assessment activity" is an assessment that spans more than one academic year or in which data are collected continuously and analyzed over more than one year. For example, a program with only a small number of students may collect data for several years before analyzing and using data.

Information from this section tells us if there is ongoing assessment of student learning taking place within your program and how assessment is used. We use information from this section for Middle States and other reporting on assessment of student learning. This section provides evidence that assessment is used for improvement of programs, teaching, and learning.

- Please be clear and complete. For example, if using a common acronym in your field, please spell it out.
- Attach supporting documents at the end of the report (ex. assessment reports, reports of findings, curriculum map, rubric, surveys, etc.). Reference the attachment(s) within the body of the report so we know to look for it.
- If you attach addition reports, please synthesize the most important findings within the body of this report. Please do not write "see attached."

Activity Name	Modified By	Modified Date	Edit / Remove
Capstone project	Gina L. Calzaferri	9/18/2017	

[Add Assessment Activity](#)

- Click "Add Assessment Activity"
- Select the SLOs assessed by this activity
- In the first text box, give a brief name to the assessment activity
- In the second box, fully describe the assessment method
- In the third box, explain the findings from the assessment
- In the fourth box, explain how you are using the findings
- Select all applicable parties that the assessment findings have been shared with by clicking the boxes, and then describe how the findings were shared.
- Click "Save Changes and Close"
- When you return to the main report screen, you will notice that your Completed Assessment Activity now appears under section 4. Anything that is incomplete will appear in red.
- Repeat steps i-ix to add each completed or assessment completed (or started) the prior academic year.

Section 4: Completed Assessment Activities *

In this section you will provide details about the completed program level assessments from the prior academic year. We ask you to describe assessments(s), findings from the assessment(s), how you shared the findings and how you plan to use or have used the findings for program improvement. In this section, you will also have the opportunity to tell us about assessments that are ongoing.

An "assessment activity" is the use of a direct (ex. portfolio review, review of student work with a rubric, national or local exam scores, juried show, etc.) or indirect(ex. surveys, student feedback forms) measure to assess program level student learning outcomes.

An "ongoing assessment activity" is an assessment that spans more than one academic year or in which data are collected continuously and analyzed over more than one year. For example, a program with only a small number of students may collect data for several years before analyzing and using data.

Information from this section tells us if there is ongoing assessment of student learning taking place within your program and how assessment is used. We use information from this section for Middle States and other reporting on assessment of student learning. This section provides evidence that assessment is used for improvement of programs, teaching, and learning.

- Please be clear and complete. For example, if using a common acronym in your field, please spell it out.
- Attach supporting documents at the end of the report (ex. assessment reports, reports of findings, curriculum map, rubric, surveys, etc.). Reference the attachment(s) within the body of the report so we know to look for it.
- If you attach addition reports, please synthesize the most important findings within the body of this report. Please do not write "see attached."

Activity Name	Modified By	Modified Date	Edit / Remove
Student Survey	Shana Levi-Nielsen	9/27/2017	

Any activity, highlighted in red is incomplete, please complete before submitting.

[Add Assessment Activity](#)

g. Complete Section 5: Planned Assessment Activities

Section 5: Planned Assessment Activities *

There are no planned assessment activities specified. Please add one.

Modified By	Modified Date	Edit / Remove
There is no Planned Assessment Activity specified for this degree granting program.		

Add Planned Assessment Activity

- i. Click “Add Assessment Activity”
 - ii. At the top of the page, the SLOs appear for your reference. View the complete SLO by clicking the “View SLO” box on the right.
 - iii. Use the check boxes to select the types of **direct** assessment activities you are planning for the upcoming year.
 - iv. In the next portion, use the check boxes to select the types of **indirect** assessment activities you are planning to use for specific SLOs during the upcoming year.
 - v. If you would like more information about the differences between direct and indirect assessment methods, please refer to the resources on the IRA website.
 - vi. Select all applicable outcomes/achievement measures you are planning to monitor by clicking the boxes.
 - vii. Use the text box at the bottom to describe any other assessment activities, or anything else you would like to share about plans for the upcoming year.
 - viii. Click “Save Changes and Close”
 - ix. When you return to the main report screen, you will notice that your Planned Assessment Activities now appear under section 4. Anything that is incomplete will appear in red.
- h. Complete Section 6, if necessary
- *Note: Any supporting documents uploaded here should be explained in detail elsewhere in the report. These documents are meant to support other information provided in the report, rather than to stand alone.*

Section 6: Upload Supporting Documents

Please attach copies of any assessment documents you would like to share, such as other assessment reports, survey instruments, rubrics, etc. You can upload up to three documents.

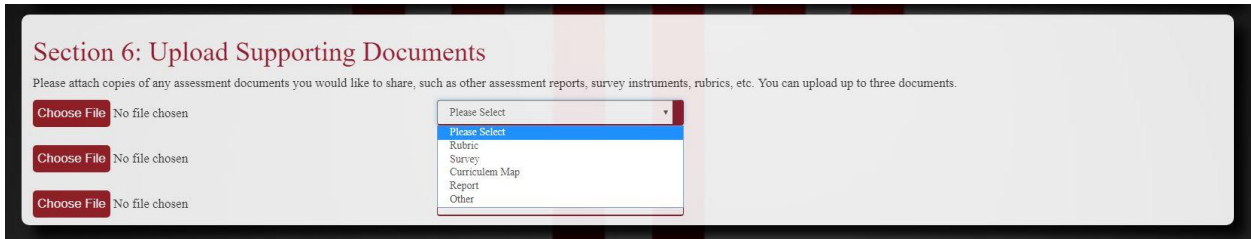
Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

- i. Click the “Choose File” button to upload any supporting documents

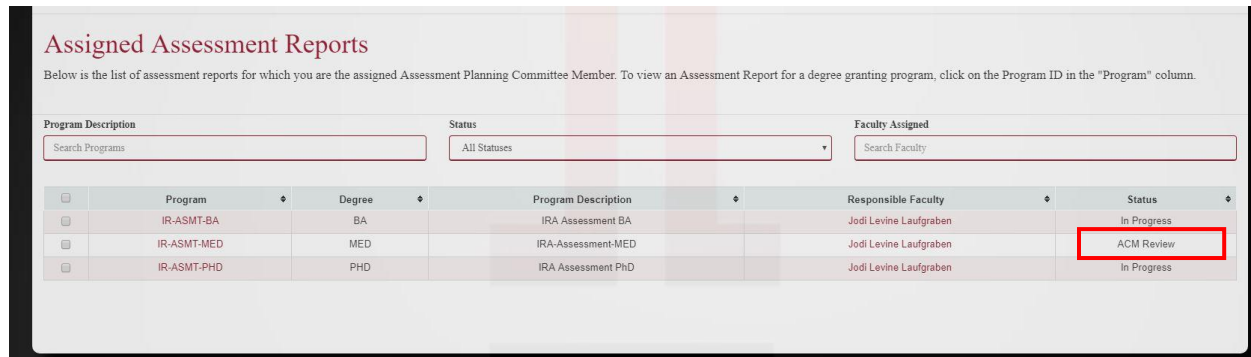
- ii. Use the dropdown menu on the right to select the appropriate category for the document.



- i. When you are ready, complete the assessment report by clicking the “Submit Report” button

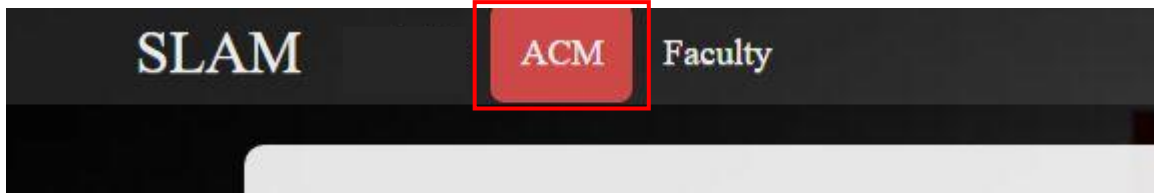


- i. If you are returned to the same page, review the report to ensure it is complete. You are unable to submit partially completed reports.
 - ii. Your submitted report will be sent to your ACM for review and comments.
7. Upon returning to the homepage, you will notice that the status of the report has been updated to “ACM Review”



8. If the ACM suggests revisions, the report will be sent back to you for edits. The status will then appear as “In Progress” again.
- i. Once the ACM accepts the report, it will be sent to university leadership for further review and approval.

Reviewing and Commenting on Reports Submitted by Faculty



1. Return to the ACM home page by clicking the “ACM” button in the top left corner of the screen.
2. Below the “Assigned Assessment Reports” header, you will see three boxes. These boxes give you three ways to look up reports:
 - a. By program (type in the box and press enter)
 - b. By report status (use the drop down menu)
 - c. By the responsible faculty member (type in the box and press enter)

The screenshot shows the search filters and the first three rows of the results table. The filters are: Program Description (Search Programs), Status (All Statuses), and Faculty Assigned (Search Faculty). The table has columns for Program, Degree, Program Description, Responsible Faculty, and Status.

Program	Degree	Program Description	Responsible Faculty	Status
IR-ASMT-BA	BA	IRA Assessment BA	Jodi Levine Laufgraben	In Progress
IR-ASMT-MED	MED	IRA-Assessment-MED	Jodi Levine Laufgraben	Not Started
IR-ASMT-PHD	PHD	IRA Assessment PhD	Jodi Levine Laufgraben	Not Started

3. To find reports that have been sent to you for review, select “ACM Review” from the status drop down menu.
4. Reports with the status “ACM Review” will then appear. Click the red text of the program you’d like to review on the left side.

The screenshot shows the 'Assigned Assessment Reports' page. The filters are: Program Description (Search Programs), Status (ACM Review), and Faculty Assigned (Search Faculty). The table shows one result for the program IR-ASMT-MED, which is highlighted with a red box.

Program	Degree	Program Description	Responsible Faculty	Status
IR-ASMT-MED	MED	IRA-Assessment-MED	Jodi Levine Laufgraben	ACM Review

5. You will see the SLOs for the program and then the Supporting Documents for the report. To view the report, click the button at the bottom of the page labeled “View Degree Program Assessment Report”

Student Learning Outcomes:

SLO Name	Last Assessed	Modified Date	View
Creativity	2017-2018	9/15/2017 3:31:23 PM	
Critical Thinking	There is no record of this SLO being assessed.	9/15/2017 3:31:07 PM	
SLO3	There is no record of this SLO being assessed.	9/15/2017 3:18:36 PM	
SLO4	There is no record of this SLO being assessed.	9/15/2017 3:19:21 PM	
SLO5	There is no record of this SLO being assessed.	9/15/2017 3:19:30 PM	

supporting docs here

Document Name	Document Type	Download
There are no supporting documents for this Assessment		

[View Degree Program Assessment Report](#)

- Once you open the report, you will notice that each section has a “Comments” button in the upper-right-hand corner. To make comments on a section, click this button.

Student Learning Outcomes

SLO Description	Last Assessed	Modified By	Modified Date
Creativity	2017-2018	Kelly E. Butts	9/15/2017
Critical Thinking	There is no record of this SLO being assessed.	Kelly E. Butts	9/15/2017
SLO3	There is no record of this SLO being assessed.	Shana Levi-Nielsen	9/15/2017
SLO4	There is no record of this SLO being assessed.	Shana Levi-Nielsen	9/15/2017
SLO5	There is no record of this SLO being assessed.	Shana Levi-Nielsen	9/15/2017

Note: You can make multiple comments on a section, but be sure to be clear about which part of the section you are referring to. The comments are connected to the section, not directly to the text. You can also use the comments feature to leave notes for future years.

- Once you have reviewed all of the sections in the report, scroll down to the bottom of the page. You will see two large buttons.

None Planned

Describe below any other assessment activity you have planned for the upcoming year and/or an assessment activity you would like to explain in more detail.

Not Approved

Approved

- If you would like to approve the report and send it to university leadership for further review, click the green “Approved” button.
- If you would like to send the report back to the Responsible Faculty Member for revisions, press the red “Not Approved” button.

8. Upon returning to the homepage, you will notice that the status of the report has changed.
- If you approved the report, the status will appear as “Complete.” You can still view the completed report, and make comments, but you cannot submit it again.

Program Description		College Description			ACM Assigned	Status
<input type="text" value="Program Description"/>	<input type="text" value="College Description"/>	<input type="text" value="Search ACM"/>	<input type="text" value="All Statuses"/>			

<input type="checkbox"/>	Program	Program Description	College	College Description	Degree	Assessment Committee Member	Responsible Faculty	Status	Inactivate Program
<input type="checkbox"/>	IR-ASMT-BA	IRA Assessment BA	IR	Institutional Research and Assessment	BA	Kelly E. Butts	Jodi Levine Laufgraben	In Progress	
<input type="checkbox"/>	IR-ASMT-MED	IRA-Assessment-MED	IR	Institutional Research and Assessment	MED	Kelly E. Butts	Jodi Levine Laufgraben	Complete	
<input type="checkbox"/>	IR-ASMT-PHD	IRA Assessment PHD	IR	Institutional Research and Assessment	PHD	Kelly E. Butts	Jodi Levine Laufgraben	In Progress	

- If you did not approve the report, it has been sent back to the Responsible Faculty Member and will appear as “In Progress” in the status column.