How to Edit College/Unit Strategic Plans in Compliance Assist

*Note: Any program, department, college, or office within the institution is referenced as a “unit” in the following instructions.


1. Click on “Plans Icon” to get started. See example below.

2. If the correct year is not appearing, click the drop down tab and change to the desired year. All data is organized by calendar/fiscal year for reporting purposes. If your area operates on CALENDAR year, “CY” indicates the year in which to enter data. If your area operates on FISCAL year, “FY” indicates the year in which data is entered. The example below indicates CY2017/FY2017-2018.
3. Select the College/Unit Strategic Plan tab from the drop down tab.

![Screenshot of the College/Unit Strategic Plan tab](image1)

4. From the Organization Tree on the left, click the unit for which you are entering the Annual Report. You will need to click on the College or Division to expand the tree to access your unit. In this example, Assessment and Accreditation is selected.

![Screenshot of the Organization Tree](image2)
5. **To edit existing items:** Scroll down to select the item you would like to edit. Click the text in blue letters to edit the plan. In this example, the objective for Assessment and Accreditation is selected.

To add a new item click the **Plan Item** button to add a new item.
6. **If you are adding a new item:** Complete all of the text boxes below. A brief description is provided for each text box. In this example, the items rolled over from 2016-2017 so you will need to **update items** to reflect 2017-2018.

**To edit an existing item:** select the progress and complete the text boxes indicated by the **red arrows** below.
D. Use of Last Year's Results - Recommendations from Last Year's Assessment

Recommendations to this year’s plan informed by last year’s assessment results. To complete this field copy and paste last year’s Use of Results and Changes - Discussion from the field indicated by the letter (O) and paste in the text box below.
D. Actions/Tactics

Describe the steps the unit will take to achieve the objective.

Present assessment academy workshops, one on one training, and audiovisual resources

E. Effectiveness Measures

Identify the method/instrument for gathering the data to determine whether or not the objective was achieved. Describe the process the unit will use to administer and evaluate the assessment; collect, analyze, and share assessment data with stakeholders; and decide the changes to make on the basis of the assessment data.

# of wkshops conducted and of individuals trained
Methodology

*How measurement tool will be used to determine whether or not objective was met (or to what degree it was met)*

Type of Evidence

*OPTIONAL: Choose all which apply: DIRECT: Sample of actual work products/results, including reports, exams, demonstrations, performances, and completed works, so reviewers can analyze and determine how well expectations were met. INDIRECT: Perception of progress as reported by the actual participants or third party beneficiary (community stakeholders, preceptors at internship sites, etc) ADMINISTRATIVE: Evidence supporting administrative/operational goals.*

- Direct
- Indirect
- Administrative
F. Expected Performance Outcomes

Identify the desired or expected level of performance for successful attainment of the objective, including who will demonstrate attainment of the objective, when, under what conditions, and to what degree of completion. Example: 80% of the funds will be raised by department X in 2016.

average of 8-10 attendees per wkshop

G. Budget and Resources

Clearly state budget and resources with clear rationale and justification. Estimates should be realistic and practical.

Funding for new Director, new Analyst, additional admin hours, supplies, materials, snacks, and graduate assistants (GAs) - funding received
H. Assessment Findings and Results

Present findings in connection to the objective and specific performance outcomes.

Presented 10 workshops in fall semester and 6 in spring semester. Two new directors and GA hired, administrative assistant hours increased, and discretionary funding available.

Changes to Operation

Operational changes planned in the next year. Select all which apply.
- Revamp Services or Modify Processes
- Make Technology Related Improvements
- Continued Monitoring
- Make Personnel Related Changes
- Implement Additional Training
- Add new service(s) or program(s)
- Delete service(s) or program(s)
- Other implemented or planned change(s)
- No operational changes planned
Changes to Assessment Plan

Changes to the actual assessment plan to be initiated next year. Select all which apply.

- Restructure Objective Statement
- Revise Measurement Approach(es)
- Collect and Analyze Additional Data and Information
- Change Method(s) of Data Collection
- Other planned change(s)
- Plan has been reviewed and no changes

I. Use of Results and Changes

Please select a category or categories which best describes your use of data to make improvements using the assessment findings: Revised Service: Modified way service is offered, modified frequency of service, modified some other aspect of service Revised Process: Changed reporting forms, changed reporting process, changed other process New Policy: Developed and implemented new policy New Process: Developed and implemented new process Informed Budget: Requested fiscal or human resources Changed Assessment: Developed and implemented new assessment method or modified current assessment method Changed Criteria: Modified the criteria for success in assessment process Consultant: Engaged a consultant or contract labor for a job Revised Instruction: Changed workshop or training session or revised training materials Staff Development: Provided staff development or training Other: Any other use of results not described above

- Revised Service
- Revised Process
- New Policy
- New Process
- Continue to Monitor Progress
- Informed Budget
- Changed Assessment
- Changed Criteria
- Consultant
- Revised Instruction
- Staff Development
- Other Implemented or Planned Changes
- Plan has been reviewed and no changes made.
Use of Results and Changes - Discussion

Based upon the assessment findings, describe the changes that the unit will implement during the next year in order to continue satisfactory progress toward achieving this objective. If the objective has been achieved but it will be assessed in next year's plan, describe the changes that the unit will implement to maintain or improve performance.

Impact of Last Year's Changes on Objective

Describe how changes informed from last year's assessment had an impact on this year's objective.
7. You may attach supporting documentation in the “Notes” section of your plan (e.g. press releases, data files, dashboards, etc.). Click button to attach the files from your computer (Word, PDF, Excel are all acceptable formats). You may separate your documents into folders, by clicking button to add a folder (see below).
You have completed editing your report. Select **Done** and your report will save automatically.

**Please note:** If you delete a plan it will permanently be removed from the system.

To relate Objectives to College or Division Goals proceed to pgs. 14 -16 for instructions.
Relating College/Unit Objectives to Goals

If you wish to relate your objectives to the College or Division Goals there should be documented actions/tactics, and effectiveness measures in the annual report that aligns with the College and/or Division Goals. If Colleges/Units do not have a clear alignment in the actions/tactics and effectiveness measures that explicitly align with the goal, then Colleges and Units should not relate objectives to goals. Instructions on how to relate objectives to goals are provided on pages 15-16.

Below is an example of a related College Objective related to a Division Goal.

**Division Goal AAFR01:** Educate a diverse student body through an integrated academic experience that positions graduates for personal success and civic responsibility in the global environment of the 21st century.

**College Goal COB01:** Expand our graduate and executive programs.

**College Objective COB01.01:** Implement the proposed Doctor of Business Administration (DBA) program.

**Actions/Tactics:** Pending program approval from the UNC General Administration, hire staff to market the program, recruit students, and begin classes.

**Effectiveness Measures:** Data collected for analysis will include: number and type of recruitment events, DBA program student enrollment, and SBTI funding received.
How to Relate Objectives to Goals

1. Go to your plans page. Select the objective by clicking on the blue text.

Implement the proposed DBA program.
College of Business
OBJ: COB01.01: B. Unit/College Objective
Ongoing or Future Activity
7/1/16 - 6/30/17

2. When the objective screen appears click the “Related” tab on the right.

3. Click “Supports” (Connected Up) to relate the objective to the appropriate goal.
4. When the “Select Supports (Related Up) Item Screen” appears, click the appropriate organization unit and select the appropriate goal by clicking the plus sign. For this example, the Academic Affairs goal was selected. Note: You will have to select Division Strategic Plan from the drop-down menu to relate to Division Goals.

5. The green check mark indicates that you have now related an objective to a goal.