

How to Report Strategic Plan Progress or Updates in Anthology Planning

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

Logging In: Enter <https://uncc.campuslabs.com/planning/>. Enter your NinerNET Credentials. After authentication, “Dashboard” should appear on the page. If it does not appear, click on Planning.

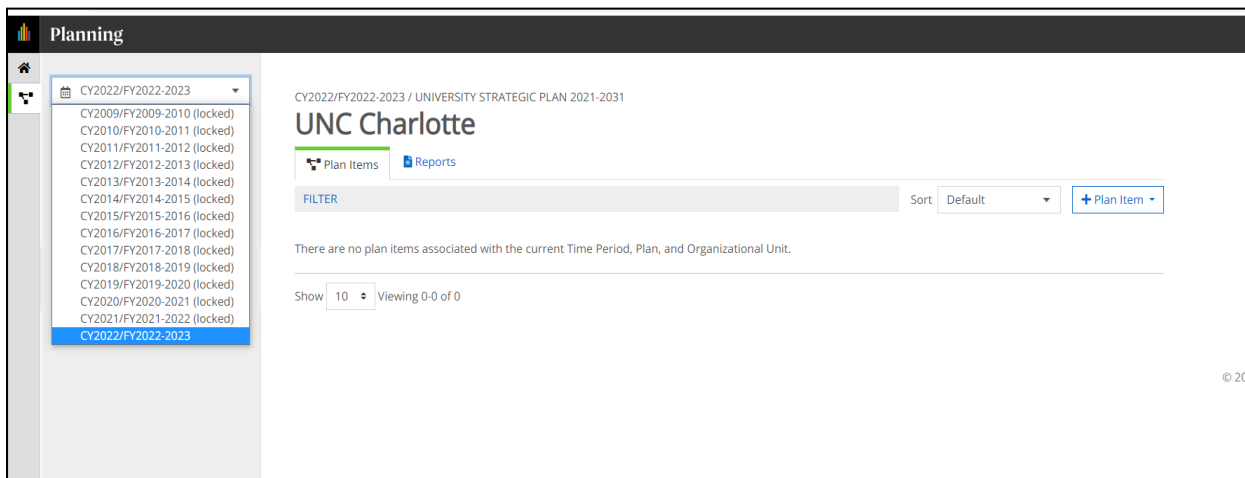
1. Click on  “Plans Icon” to get started.

See example below.

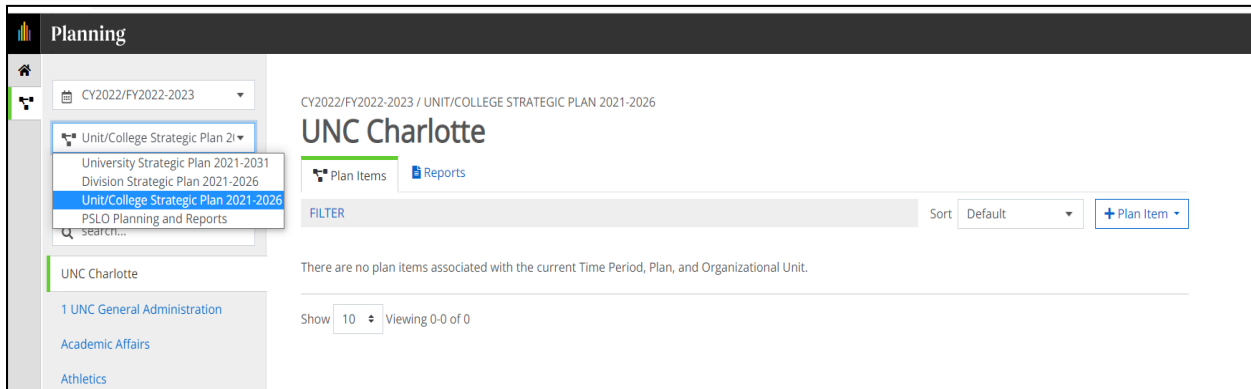


2. If the correct year is not appearing, click the drop down tab and change to the appropriate year.

All data is organized by calendar/fiscal year for reporting purposes. If your area operates on a calendar year, “CY” indicates the year in which to enter data. If your area operates on a fiscal year, “FY” indicates the year in which data is entered. The example below indicates CY2022/FY2022-2023.

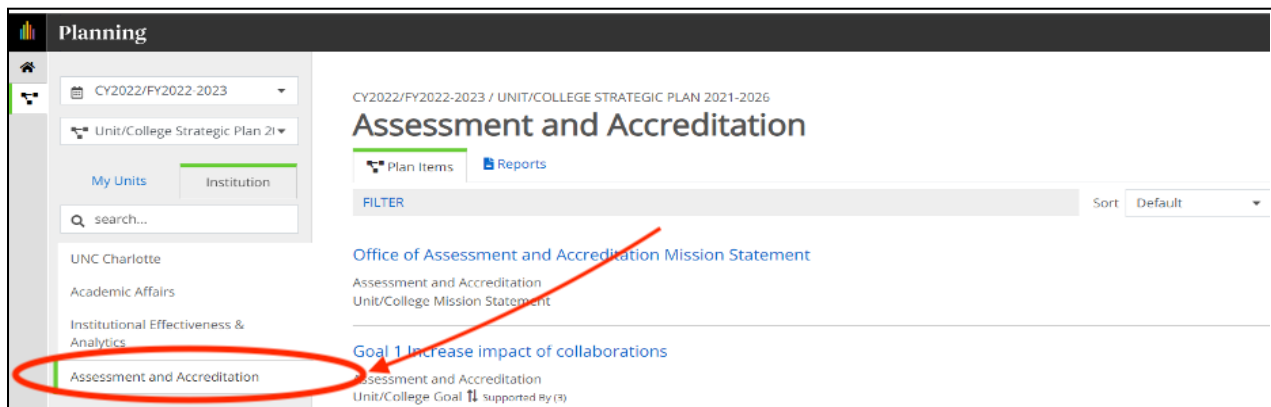


3. Select the “College/Unit Strategic Plan” tab from the drop-down options. If you are updating a division plan, select “Division Strategic Plan.”



4. From the organization tree on the left, click on the College or Division to expand the tree and then select your unit.

In this example, Assessment and Accreditation is selected.



5. Scroll down to select the item (objective) you would like to update. Then, click the text in blue letters to select that item. A new window will open.

You are required to update progress on every objective. If an objective has been discontinued or completed, add words to indicate the change in status (Ex: Retired, Discontinued, Achieved). Note that you may need to scroll through more than one page to see all objectives. In the example below, the first objective for Assessment and Accreditation is shown.

Objective 1.1 Increase projects with College Assessment Directors (CADs)

Assessment and Accreditation
Unit/College Objective ↕

Objective 1.2 Increase institutional collaborations

Assessment and Accreditation
Unit/College Objective ↕

6. In the Edit Plan Item window, confirm the Actions, Metric, and Target for each objective.

These areas should be pre-populated with information entered in previous years. However, if any sections are empty or have changed, make those updates.

Actions/Tactics
Describe the actions or tactics you will take to achieve the objective during each year of the plan. This section will roll over each year. Feel free to edit this section yearly to optimize progress towards your objective.

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1. Provide workshops that provide student success.

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Metric
Describe the source of the data that will be collected each year to determine the extent to which the objective was achieved. This section will roll over each year.

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Invited talks, leadership roles in organizations, publications

Target
Enter the 2025-2026 target for the objective. This section will roll over each year.

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OAA staff will engage in national collaborations through the publication of one article, a presentation at an invited talk, and serve in a leadership role in one organization each year.

Budget Request Approved for Current Fiscal Year
Include budget requests that were approved to implement the previous years planned changes. Include the amount requested, amount received, and a description of how the planned changes were implemented.

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← → Paragraph **B** *I* [List Icons] [List Icons]

Linked Documents
There are no attachments. + Linked Document

7. In the “Results” section, type in the table to enter the current year's results.

Note that some fields may already be populated, based on a previous year’s reporting.

Results
Provide the metric value for current year in the table provided. This section will roll over each year. If you make a change to a previous year, provide an explanation for the change below the table.

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Paragraph B I

Action or Tactics	Baseline	Results					2025-26 Target
		21-22	22-23	23-24	24-25	25-26	

Linked Documents
There are no attachments. [+ Linked Document](#)

8. Complete the "Changes Planned for Next Year" section, if appropriate.

Also, describe any relevant budget requests for the upcoming year, if appropriate.

Changes Planned for Next Year Based on Results
Describe what you learned from this years results. Are you on track? If not, what changes will you make to regain momentum next year?

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Linked Documents
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9. Finally, use the pull-down menu to choose an option which describes your progress towards the objective.

Progress

Report your measure(s) of progress.

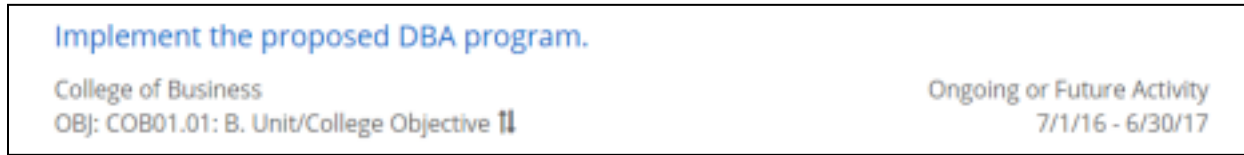
10. Select the blue “Done” button to save your updates. When you do so, your changes will be saved, and you will be returned to the main page of your plan.

Be careful not to click the “Delete” button. If you delete an objective or plan, it will be permanently removed from the system.

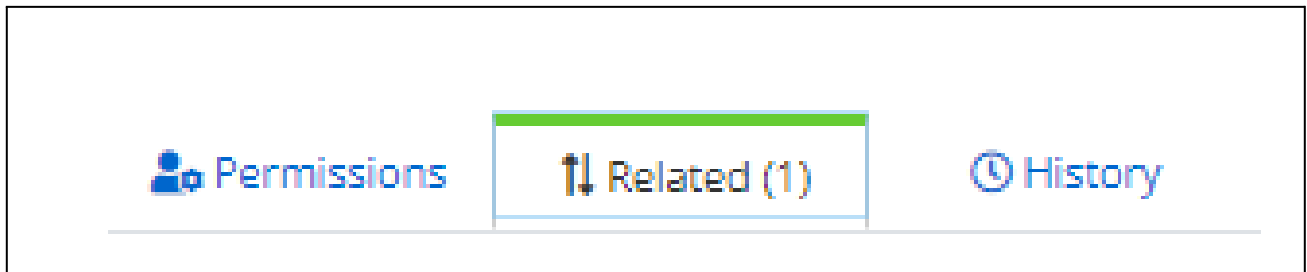
11. Repeat Steps 5 - 10 for each objective in your plan.

How to Relate Objectives to Goals

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



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.

Select a Supports (Related UP) Item

CY2022/FY2022-2023

Unit/College Strategic Plan 2021-2022

search...


UNC Charlotte

Academic Affairs


Institutional Effectiveness & Analytics

Assessment and Accreditation


FILTER

Office of Assessment and Accreditation Mission Statement 

Assessment and Accreditation
Unit/College Mission Statement 7/1/22 - 6/30/23

Goal 1 Increase impact of collaborations 


Assessment and Accreditation
Unit/College Goal 7/1/22 - 6/30/23

Goal 2 Improve quality of practice 

Assessment and Accreditation
Unit/College Goal 7/1/22 - 6/30/23

Show 10 Viewing 1-3 of 3

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

Goal 1 Increase impact of collaborations 

Assessment and Accreditation
Unit/College Goal 7/1/22 - 6/30/23
