


## How to Submit College/Unit Strategic Plan Annual Reports (2025)

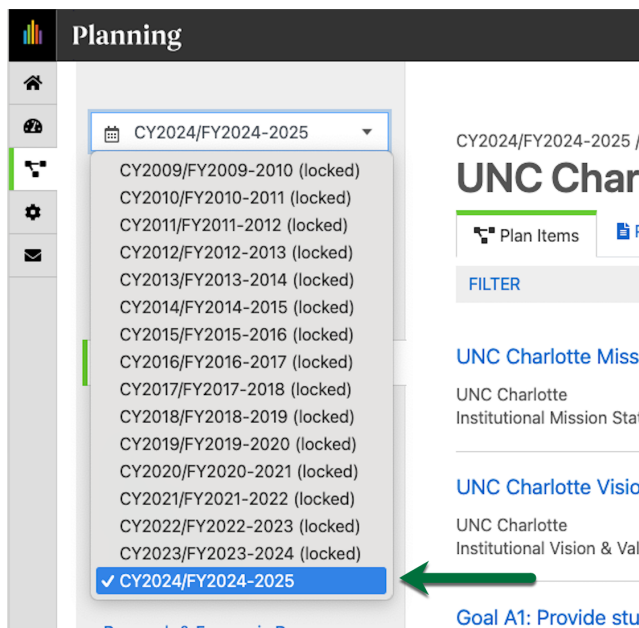
\***Note:** Any program, department, college, or office within the institution is referenced as a “unit” in the following instructions.

Go to <https://charlotte.campuslabs.com> and click Planning. Enter your NinerNET Credentials. After authentication, “Dashboard” should appear on the page. If it does not appear, click on Planning.

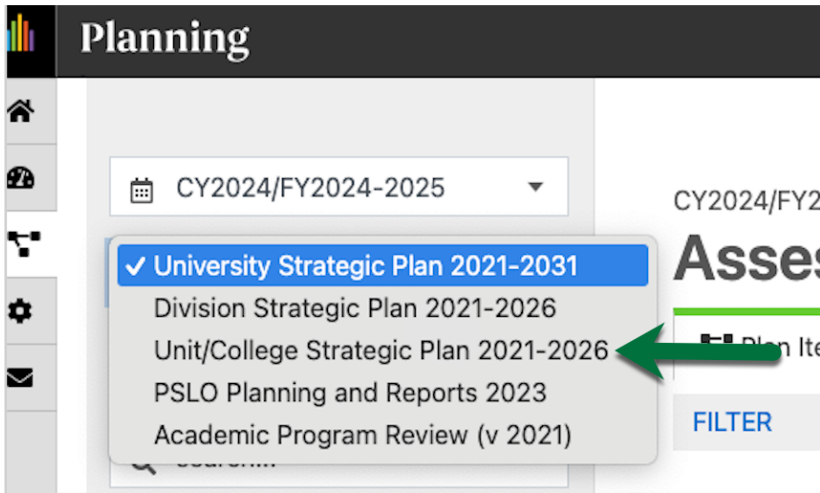
1. Click on  “Plans Icon” to get started. See example below.



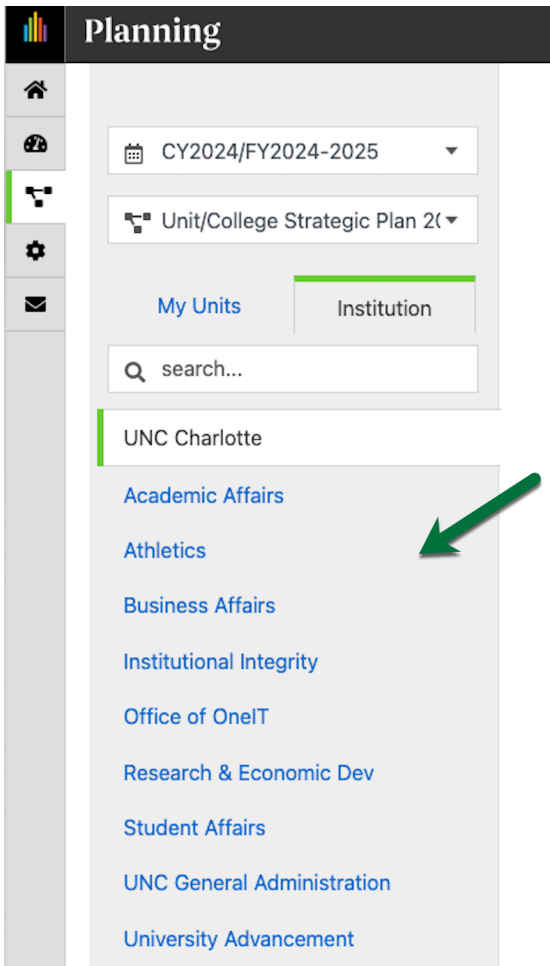
2. If the correct year is not appearing, click the drop-down tab and change to the desired year. All data is organized by calendar/fiscal year for reporting purposes. If your area operates on CALENDAR year, “CY” indicates the year in which to enter data. If your area operates on FISCAL year, “FY” means the year in which the data is entered. The example below indicates CY2024/FY2024-2025.



3. Select Unit/College Strategic Plan 2021-2026 from the drop-down box.



4. Select the appropriate Division from the list under UNC Charlotte.



5. From the alphabetical list within the Division, select your College or unit.

The screenshot shows the 'Planning' application interface. On the left is a vertical navigation sidebar with icons for Home, Dashboard, Tools, Settings, and Mail. The main content area has a dark header with a bar chart icon and the word 'Planning'. Below the header, there are several filters: a date dropdown set to 'CY2024/FY2024-2025', a dropdown for 'Unit/College Strategic Plan 2024-2025', and two tabs labeled 'My Units' and 'Institution'. A search bar with the placeholder 'search...' is also present. Below the search bar, a list of units is displayed under the heading 'UNC Charlotte'. The units listed are: Student Affairs (highlighted with a green bar), Dean of Students Office, Health & Wellbeing, Housing & Residence Life, Marketing, Student Affairs Research & Assessment, Student Engagement, and Student Venues & Engagement. A green arrow points to the 'Health & Wellbeing' unit.

6. You should see Strategic Plan Annual Report, 2023-2024 at the top of your list. We copied this over from the previous year. Click on this link.

Planning

CY2024/FY2024-2025 / UNIT/COLLEGE STRATEGIC PLAN 2021-2026

## Assessment and Accreditation

Plan Items Reports Documents

FILTER Sort Default + Plan Item

[Strategic Plan Annual Report, 2023-2024](#)

Assessment and Accreditation  
Strategic Plan Annual Report 7/1/24 - 6/30/25

[Office of Assessment and Accreditation Mission Statement](#)

Assessment and Accreditation

7. You will need to change the highlighted years to 2024-2025. Please do not change the Start and End dates.

Planning

CY2024/FY2024-2025 / UNIT/COLLEGE STRATEGIC PLAN 2021-2026

## Edit Plan Item

Template: Strategic Plan Annual Report [Report View](#)

Strategic Plan Annual Report \*

Strategic Plan Annual Report, 2023-2024

Start \*

07/01/2024

End \*

06/30/2025

Providing Department \*

8. The table in the results section was rolled over from the previous year and should contain all of the results from 2021-2022 through 2023-2024. **Please do not change past results or alter the other contents of the table.** Provide your numerical results/metric values for each performance indicator in the appropriate cells within the “2024-2025 RESULTS” column.

**Planning**

CY2024/FY2024-2025 / UNIT/COLLEGE STRATEGIC PLAN 2021-2026

## Edit Plan Item

Template: Strategic Plan Annual Report [Report View](#)

**Strategic Plan Annual Report \***

Strategic Plan Annual Report, 2023-2024

**Start \***

07/01/2024

**End \***

06/30/2025

**Providing Department \***

[Assessment and Accreditation](#)

**RESULTS**

*In the table below, please report your progress on each objective in your strategic plan. For this section, provide only the metric values for the current reporting period. Do not alter the table. This information will roll over each year. Leave the cell blank if you have no results to report.*

OBJECTIVES	SELECTIVE LIST OF PERFORMANCE INDICATORS	2021-22 RESULTS	2022-23 RESULTS	2023-24 RESULTS	2024-25 RESULTS	2025-26 RESULTS	2026 TARGET

9. Following the completion of entering your results, the next section to complete is the “Comments and Context.” In the textbox, provide additional information about your results. If you were unable to report on a performance indicator, explain why. If you had a positive result for one of your indicators, describe what contributed to that success. Please link any documents that provide support for your narrative but are not an acceptable replacement for the narrative.

**Planning**

sponsored by the Office of Assessment and Accreditation

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**COMMENTS AND CONTEXT**

*Provide any additional information which might add context for your results (accomplishments, slow progress towards goals, etc). Be sure to indicate the specific objective number for each comment.*

OBJECTIVES	SELECTIVE LIST OF PERFORMANCE INDICATORS	2021-22 RESULTS	2022-23 RESULTS	2023-24 RESULTS	2024-25 RESULTS	2025-26 RESULTS	2026 TARGET

Linked Documents

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

10. The next section is “Approved Budget for Current Fiscal Year.” If you received or allocated funds to support a strategic initiative, describe that in the text box for this section. If you did not receive funding for the plan, write NA in the text box.

**Planning**

There are no attachments.

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**APPROVED BUDGET FOR CURRENT FISCAL YEAR**  
*What budget requests or resources were approved and awarded to implement activities or planned changes for this reporting year? Include the amount requested, a brief description of the changes implemented, and the specific objective that was supported.*

File Edit View Insert Format Tools Table

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**CHANGES PLANNED FOR NEXT YEAR**  
*Reflecting upon this year's results, and in consultation with your colleagues, describe the specific*

11. The next section is “Changes Planned for Next Year.” **This is a required field.** In the text box, provide *at least one* change you plan to implement. Ideally, this should be an action item related to the achievement of your strategic goals.

**Planning**

**CHANGES PLANNED FOR NEXT YEAR**  
*Reflecting upon this year's results, and in consultation with your colleagues, describe the specific actions you will take to achieve your strategic goals for the upcoming year. (Examples include changing tactics, developing or revising processes, providing training, collecting additional information, revising measurement, restructuring the objective statement, modifying the target, etc.) Refer to specific objective numbers or processes. If no changes will be made, please explain why changes are unnecessary.*

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12. The next section is “Budget/Resource Requests for Next Year.” If you plan to request funding for a strategic initiative, indicate the details in the text box for this section. Note that this is not an official request; follow University, Division, and department guidelines to make official requests. *If you do not plan to request funding, type NA.*

13. The final section is “Updates from Last Year’s Planned Changes.” Use the text box to provide a progress report on the planned changes that you reported last year. If you did not identify an action plan last year, you may leave this blank. When you have finished, you can click on the blue “Done” box on the bottom right side of the screen.