

## **How to Access and Edit Your Academic Unit Strategic Plan Report**

### **Files on Google Drive\***

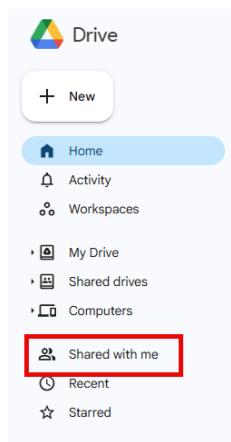
This guide provides simple, step-by-step instructions to access and edit your Academic Unit Strategic Plan Report Files.

#### **Step 1: Go to Google Drive**

Open your web browser and navigate to **Google Drive** at **drive.google.com**. Make sure you are signed in with your @charlotte Google account.

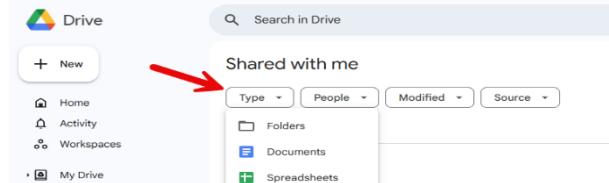
#### **Step 2: Select "Shared with me"**

Look at the **left-hand navigation menu**. You'll see several options like "My Drive," "Shared with me," and "Shared drives." Click on **Shared with me**.



#### **Step 3: Open the College/Department/Unit Folder**

Locate your College/Department/Unit Folder and **Double-click** on it. If you need to search for the Department folder, you can use the **Type** dropdown to search for only Folder, Documents, and Spreadsheets.



#### **Step 4: Locate and Open College or Academic Unit Folders**

Once inside the Shared Drive, you can browse through the **folders for your College or Academic Service Unit** just as you would in your "My Drive."

**Note Access Level:** There are three levels of access that you may be assigned. Each level has specific permissions which can be changed but will require a request to be sent to Mitchel Cottenoir ([mcotteno@charlotte.edu](mailto:mcotteno@charlotte.edu)).

**Contributor:** Can add/edit files (cannot delete/move).

**Commenter:** View and comment only.

**Viewer:** View only.

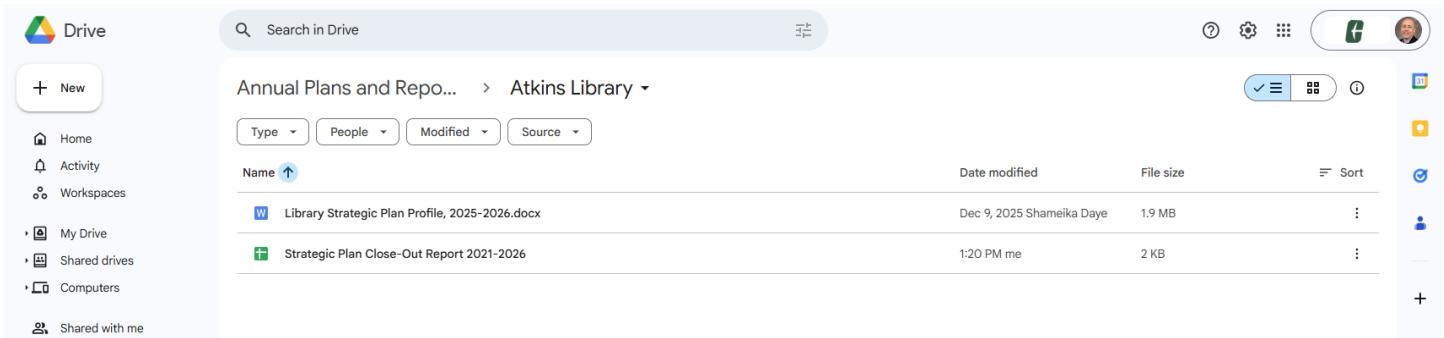
## Step 5: Accessing Strategic Plan Files

There are three different paths to access the strategic plan files based on your academic unit identifier: Academic Support Unit, College, Academic Department.

### Path 1: Academic Support Unit:

Academic Support Unit Folders will contain the two files:

- 1) Unit Strategic Plan Profile, 2025-2026
- 2) Strategic Plan Close Out Report



A screenshot of a Google Drive interface. The left sidebar shows navigation options: Home, Activity, Workspaces, My Drive, Shared drives, Computers, and Shared with me. The main area shows a folder structure: 'Annual Plans and Repo...' > 'Atkins Library'. Inside 'Atkins Library', there are two files listed:

Name	Date modified	File size
Library Strategic Plan Profile, 2025-2026.docx	Dec 9, 2025 Shameika Daye	1.9 MB
Strategic Plan Close-Out Report 2021-2026	1:20 PM me	2 KB

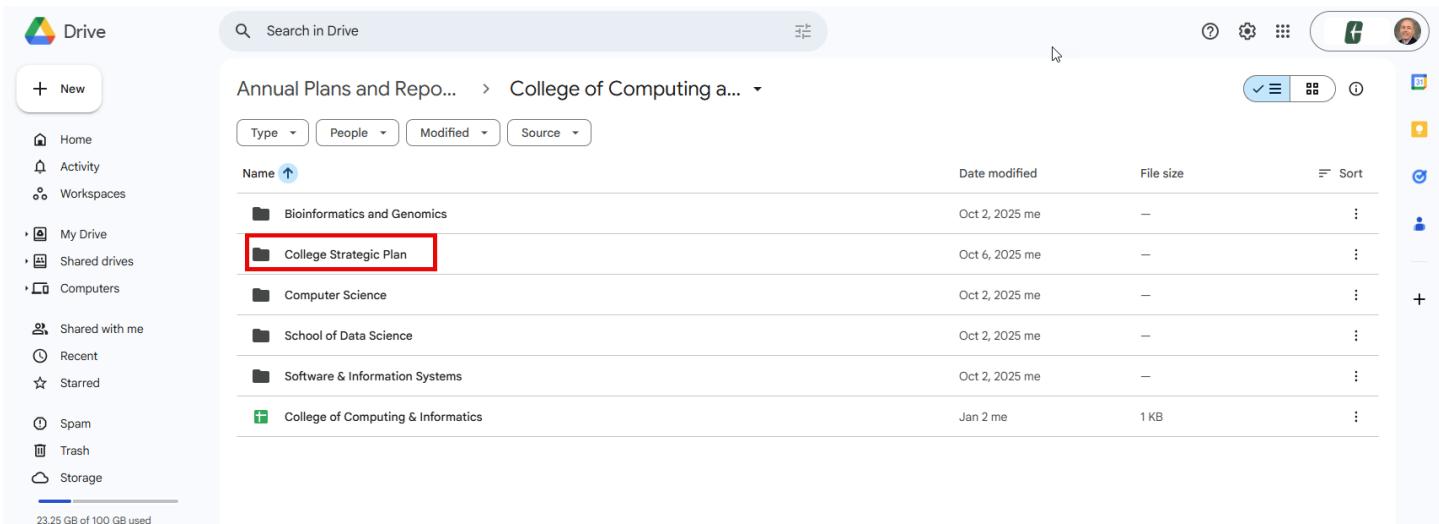
### Path 2: College

College Folders (Pic 1) will contain a College Strategic Plan Folder (Pic 2).

The College Strategic Plan folder will contain the two strategic plan files:

- 1) Unit Strategic Plan Profile, 2025-2026
- 2) Strategic Plan Close Out Report

Pic. 1



Google Drive

Annual Plans and Repo... > College of Computing a... > College Strategic Plan

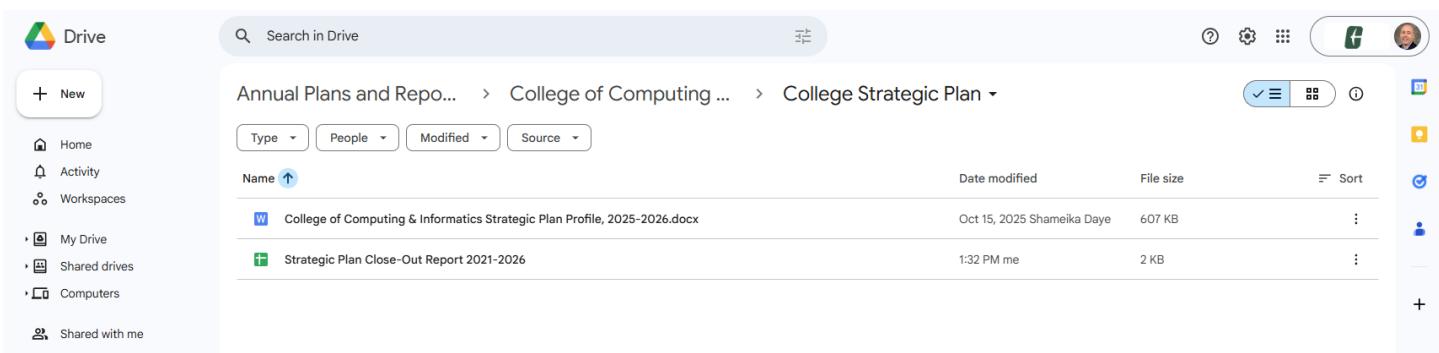
Type People Modified Source

Name	Date modified	File size	Sort
Bioinformatics and Genomics	Oct 2, 2025 me	—	⋮
College Strategic Plan	Oct 6, 2025 me	—	⋮
Computer Science	Oct 2, 2025 me	—	⋮
School of Data Science	Oct 2, 2025 me	—	⋮
Software & Information Systems	Oct 2, 2025 me	—	⋮
College of Computing & Informatics	Jan 2 me	1 KB	⋮

Home Activity Workspaces My Drive Shared drives Computers Shared with me Recent Starred Spam Trash Storage

23.25 GB of 100 GB used

Pic. 2



Google Drive

Annual Plans and Repo... > College of Computing ... > College Strategic Plan

Type People Modified Source

Name	Date modified	File size	Sort
College of Computing & Informatics Strategic Plan Profile, 2025-2026.docx	Oct 15, 2025 Shameika Daye	607 KB	⋮
Strategic Plan Close-Out Report 2021-2026	1:32 PM me	2 KB	⋮

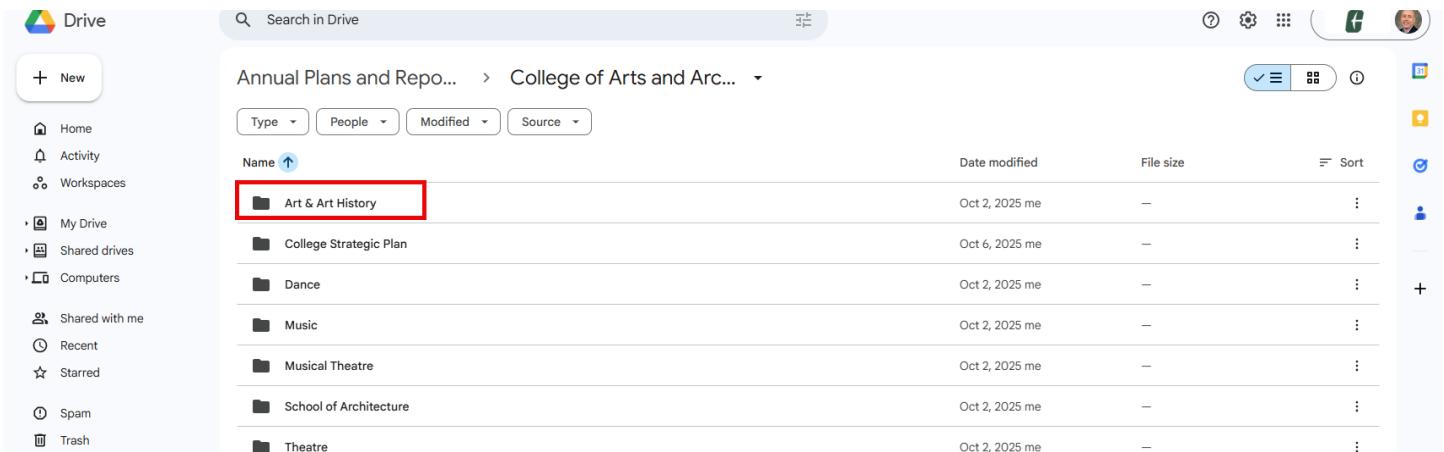
Home Activity Workspaces My Drive Shared drives Computers Shared with me

### Path 3: Academic Department (if applicable):

Academic Department Folders are within the College Folder (Pic 1). The Strategic Plan Folder is within the Academic Department Folder (Pic 2). The Strategic Plan folder will contain the two strategic plan files:

- 1) Unit Strategic Plan Profile, 2025-2026
- 2) Strategic Plan Close Out Report.

Pic 1.



Google Drive

Search in Drive

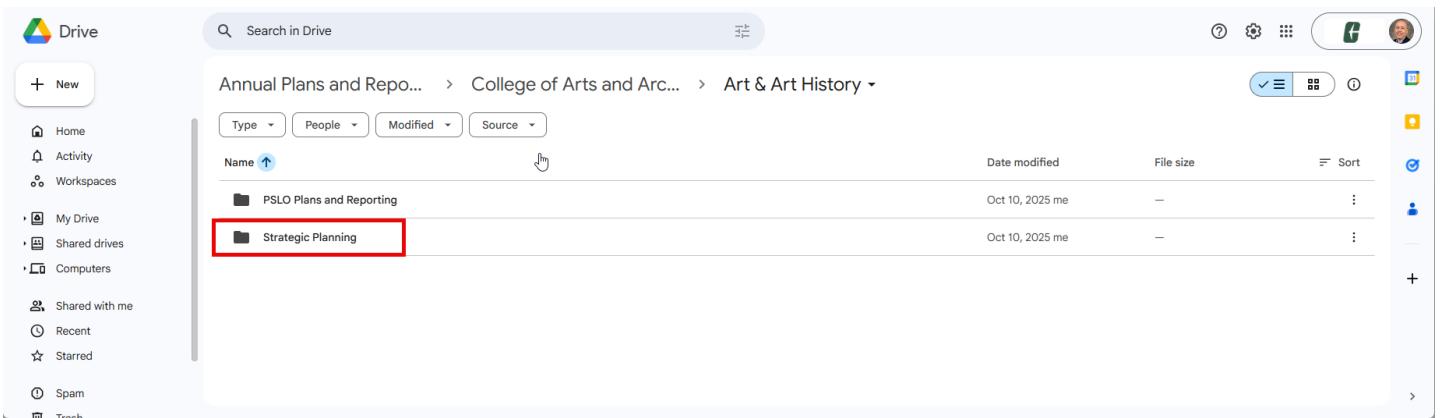
Annual Plans and Repo... > College of Arts and Arc... ▾

Type People Modified Source

Name	Date modified	File size	⋮
Art & Art History	Oct 2, 2025 me	—	⋮
College Strategic Plan	Oct 6, 2025 me	—	⋮
Dance	Oct 2, 2025 me	—	⋮
Music	Oct 2, 2025 me	—	⋮
Musical Theatre	Oct 2, 2025 me	—	⋮
School of Architecture	Oct 2, 2025 me	—	⋮
Theatre	Oct 2, 2025 me	—	⋮

Home Activity Workspaces My Drive Shared drives Computers Shared with me Recent Starred Spam Trash

Pic 2



Google Drive

Search in Drive

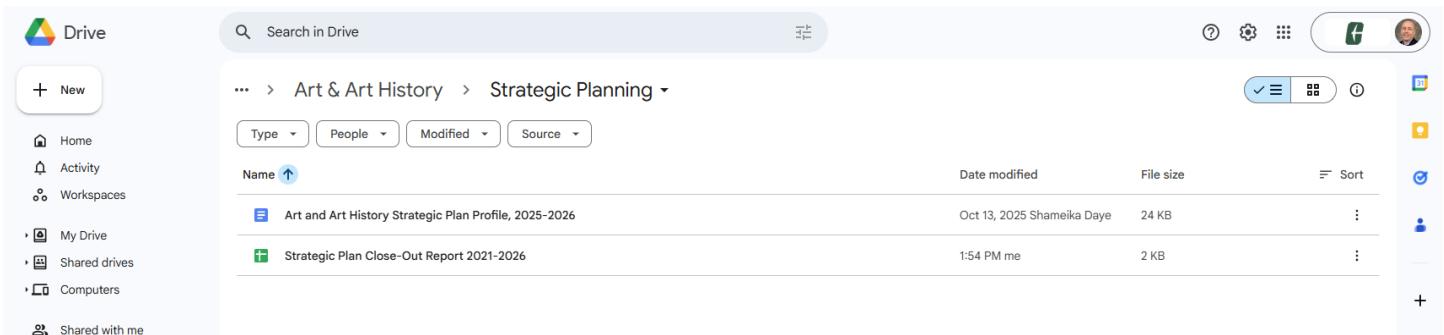
Annual Plans and Repo... > College of Arts and Arc... > Art & Art History ▾

Type People Modified Source

Name	Date modified	File size	⋮
PSLO Plans and Reporting	Oct 10, 2025 me	—	⋮
Strategic Planning	Oct 10, 2025 me	—	⋮

Home Activity Workspaces My Drive Shared drives Computers Shared with me Recent Starred Spam Trash

Pic 3.



Google Drive

Search in Drive

... > Art & Art History > Strategic Planning ▾

Type People Modified Source

Name	Date modified	File size	⋮
Art and Art History Strategic Plan Profile, 2025-2026	Oct 13, 2025 Shameika Daye	24 KB	⋮
Strategic Plan Close-Out Report 2021-2026	1:54 PM me	2 KB	⋮

Home Activity Workspaces My Drive Shared drives Computers Shared with me

**Step 6:** Complete the following sections in the Strategic Plan Profile, 2025-2026 file:

- 1) Strategic Progress Table
- 2) Changes Planned for Next Year
- 3) Updates from Last Year's Planned Changes.

**Step 7:** Complete the following sections in the Strategic Plan Close-Out Report 2021-2026:

- 1) Goals

2) Objective

3) Status (dropdown)

4) Comments.

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