UNePlan – Strategic Planning Tool

Conceptual and Technical Guidelines | July, 2019

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Conceptual Guidelines

UNePlan - Strategic Planning Tool

Strategic Planning is an active and dynamic process that involves the entire campus. UNePlan is a web-based strategic planning/performance management tool that allows units to track and align strategic initiatives with UNO priorities and demonstrate how their work supports the UNO mission and strategic plan.

UNePlan is about operationalizing the strategic plan.

UNePlan is an essential tool that facilitates strategic planning by providing transparency on the initiatives, how they support our mission, collaboration, resource assessments, and progress. Various parameters allow UNO to document and demonstrate how our initiatives and work aligns with additional priorities (see the alignment section for more information).
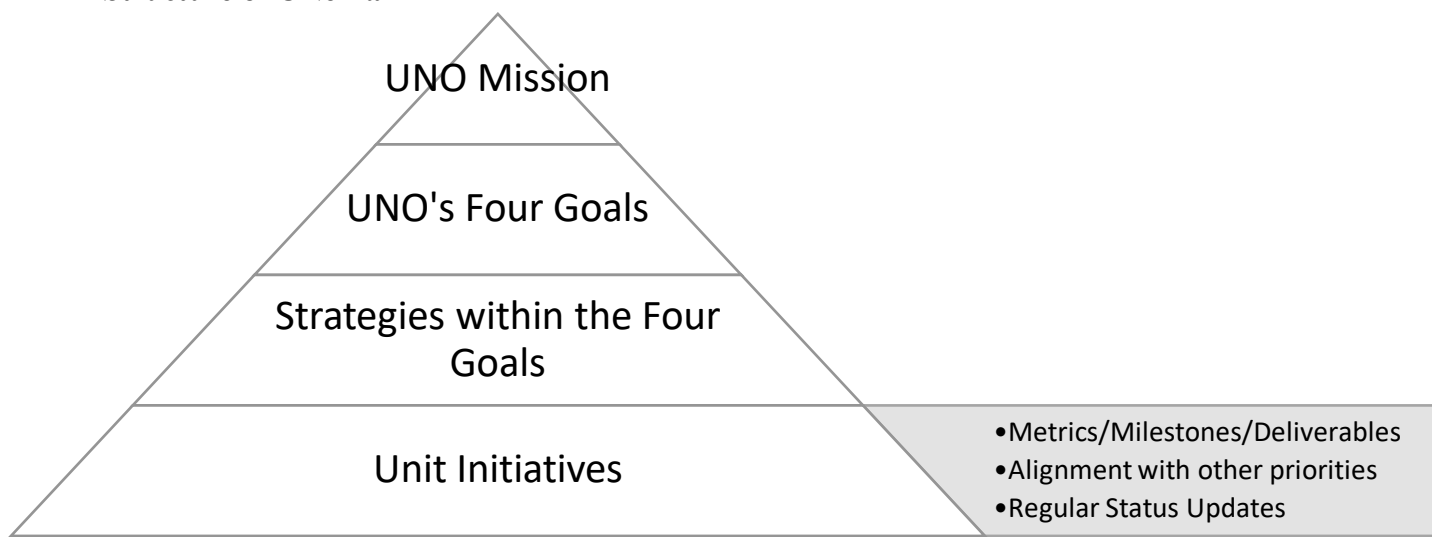
2019/2020 Full UNePlan Implementation

At this point, UNO has fully implemented UNePlan. Therefore, the expectation is that each primary unit accounts for all its strategic initiatives within UNePlan.

Resources to Support your Use of UNePlan

To facilitate the implementation of UNePlan at UNO, units are able to receive support for all UNePlan efforts. For questions regarding UNePlan, including conceptualization of initiatives, initiative feedback, advice on alignments, creation of main units and access, technical problems or any other questions related to UNePlan, please contact Jill Russell and Keristiena Dodge.

Structure of UNePlan

UNO Mission

UNO's Four Goals

Strategies within the Four Goals

Unit Initiatives
- Metrics/Milestones/Deliverables
- Alignment with other priorities
- Regular Status Updates

Initiatives – A Closer Look

<u>General</u>

- It is highly recommended to try to fit all initiatives within the existing UNO strategic plan structure.
- A single initiative should only be placed under one strategy.
- It is essential that all fields within the initiative window are filled out, this includes:
    - Relationship to various priorities/parameters:
        - NU Strategic Framework
        - NU Cornerstones
        - HLC Accreditation Criteria
        - Special Topics
    - Narrative Description
    - Time. UNePlan is based on the fiscal year (July 1 through June 30). You will have the opportunity to indicate if an initiative is for a single year or multiple years.
    - Metric/Milestone/Deliverable
    - Type (is this a new program or are we maintaining/growing an existing program)
    - Resources. If new resources are required, include the type of resources.
    - Individuals responsible and others with whom you are collaborating.

<u>Metrics/Milestones/Deliverables</u>

- When you write a metric/milestone/deliverable, include your desired outcome.
    - The metric/milestone/deliverable should answer the question: how do we know when the initiative is completed?
    - The desired outcome should answer the question: how do we know when the initiative was a success?
- Multi-year Initiatives
    - Multi-year initiatives need to specify an overall metric and a current year metric.
        - Overall Metric/Milestone/Deliverable refers to what the overall goals are for your initiative
        - Current Year Metric/Milestone/Deliverable specify your goals for that particular year.
            - Please note: each year you are expected to go into your multi-year initiative and identify new current year metrics.
    - When you create a multi-year initiative, you will need to identify the breakdown of the initiative per year. What percentage will be completed in what year? The percentages needs to add up to 100%.
        - Please note: when you enter a status update, it is specific to the current year metrics. Therefore, you are still able to have a 100% completion in the status update because it denotes what you planned to accomplish for

that specific year, even though your multi-year project is not yet complete overall.

- Text Field: Please note that all formatting is removed from the text field, this includes new line spacing and bulleted lists.

Narrative

- Write a narrative for a reader that may not be familiar with your work
- Use **strategic language** in your narrative. What are the 'buzz words' that may be used in a UNePlan search?
- Text Field: Please note that all formatting is removed from the text field, this includes new line spacing and bulleted lists.

Responsibilities (individuals)

- Overall: Include one/two individuals that have the overall responsibility for the initiative. Ideally, the individuals would be senior level administrators.
- Primary: Include one individual who has the primary responsibility over the success of the initiative. This individual has the ability to edit the initiative and will be expected to submit regular status updates.
- Collaborators: Include individuals who share responsibility for the initiatives as collaborators.
- Please note: including individuals as responsible parties (overall, primary, or collaborators) triggers an automatic email.

Tagging (units)

- Unit tagging is a new and valuable feature in UNePlan. It allows us to recognize and understand that many initiatives are the product of collaboration between units.
- The primary unit responsible for the initiative should enter the initiative into their UNePlan and tag all collaborating units into the initiative.
- Please note: notify the unit of your intention to tag them. No automatic email notification is sent by UNePlan for units. We strongly encourage units to use this functionality.
- Please note: when a unit is tagged, the initiatives will show up in their UNePlan document but the unit's number of initiatives are not changed.

Status Updates

- Status updates are recommended quarterly at minimum.
- The status update entered reflects the current year metrics. Therefore, you are still able to have a 100% completion in the status update (meaning, it is 100% of what you intended to complete for that one year).

- Text Field: please note that all formatting is removed from the text field, this includes new line spacing and bulleted lists.

Strategic Alignment

In addition to the UNO Strategic Plan, UNePlan has the capacity to indicate alignment with additional priorities/parameters. That includes NU Strategic Framework, NU Cornerstones, HLC Accreditation Criteria, and Special Topics.

For a full listing of each priority/parameter, see the appendices.

UNO Strategic Plan

Through the UNePlan structure, there is an inherent alignment between each initiative and the UNO Strategic Plan. Each initiative should be entered only once, under the goal and strategy that the initiative best supports.

Read the UNO Strategic Plan.

UNePlan Year End Close-Out and Reporting

Towards the end of each fiscal year, each unit will want to be sure to do a final status update. After about June 28th of each year, UNePlan will be closed out and we will migrate to a new UNePlan year. While multi-year initiatives will roll over to the next UNePlan, users should edit multi-year initiatives and provide new current year metrics/milestones/deliverables.

For UNO UNePlan data or reporting, including special reporting or unit-level reporting, please contact Keristiena Dodge.

Technical Guidelines

How to access UNePlan?

- Go to uneplan.unomaha.edu
- Click on the UNO logo

Nebraska

UNePlan
Strategic Planning

OVERVIEW AND LOGIN

The Strategic Planning tool is intended to provide a simple mechanism to develop, track and align the strategic directions of the academic units, business units and auxiliary units of our university. It is in no way intended to replace a formal planning process or document. It attempts to characterize the short term and intermediate term objectives and goals of each major unit of our university community and to provide a convenient instrument for ongoing strategic implementation and assessment.

The Strategic Planning PLAN mirrors your institutions Strategic Planning document, as approved by the Board of Regents. In addition, it contains numerous areas in which strategic goals and outcomes of individual units, not specified in the overarching document can be added, reflecting the individual nature of each unit.

Sign in with your institutions credentials

UNMC	University Nebraska Lincoln	University Nebraska Omaha	Nebraska Medicine	University Nebraska Central Administration
University Nebraska Medical Center				

- Sign in with your NET ID credentials (e.g. jsmith)
- You may be prompted for DUO authentication.
- If your UNO NET ID credentials do not allow you to see the UNO UnePlan, please contact Keristiena Dodge.

UNO/UNMC Dual Appointment Access

If you have a dual appointment between UNO and UNMC, you will have access to the UNO and UNMC UNePlans.

- Go to uneplan.unmc.edu
- If the first time, you entered the UNePlan system, you did this through the UNO logo, choose the UNO logo, otherwise choose the UNMC logo.
- Sign in with your NET ID credentials (e.g. jsmith)
- You may be prompted for DUO authentication.
- Use the entity section to select the campus UNePlan you wish to to review and/or edit.

How to create a sub-unit?

You may wish to create sub-units to allow each of the departments/schools or offices under the umbrella of your primary unit to enter initiatives. Please note:

- At this point, initiatives entered under a sub-unit will roll-up to the main unit for the purposes of dashboard reporting.
- However, when viewing the main unit's UNePlan, the initiatives will not show up unless the initiative is tagged to the main unit.

If you are interested in creating sub-units:

- Within your main unit, click on the edit button.
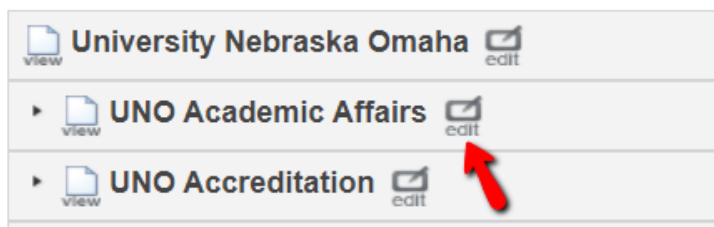
- Click on the Department/Unit edit button
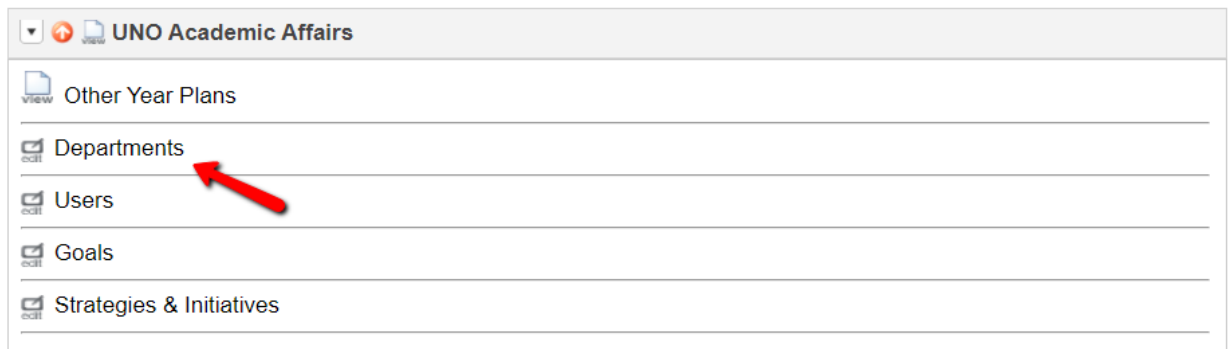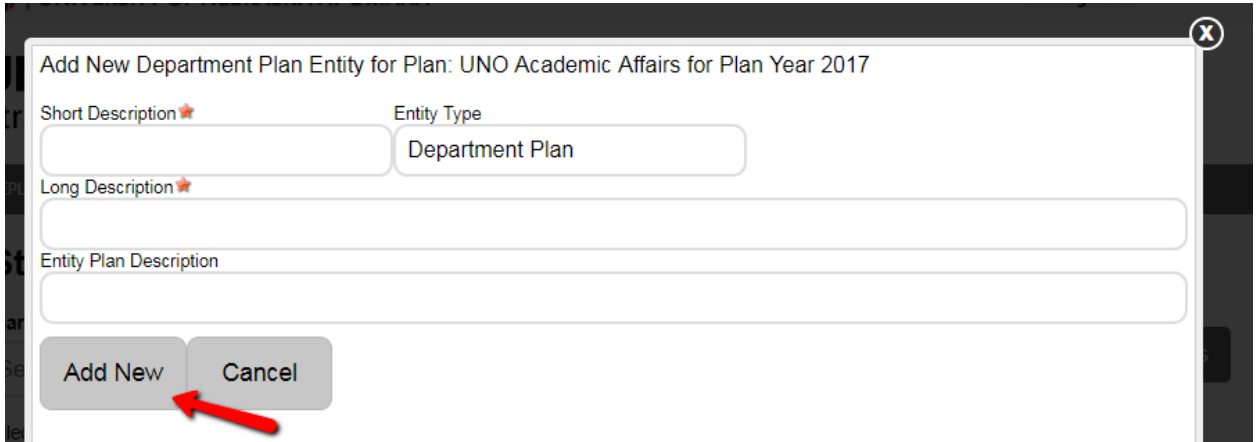
- Click on the plus button
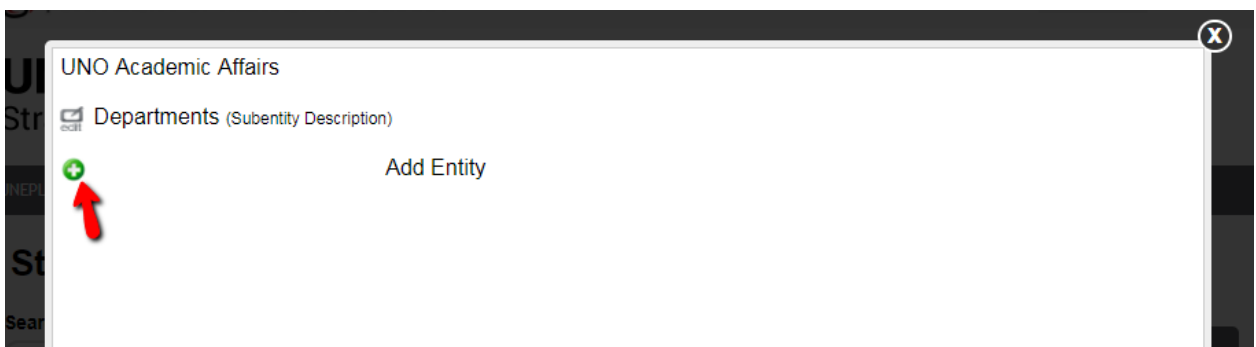
- Enter the name.

- o Naming convention: When adding a new unit, ensure that the unit's short and long name start with UNO.
  - o When adding a sub-unit/unit-specific goal/unit-specific strategy, start the new entry with the unit's acronym (e.g. UNO CAS English Department).
- Click on Add New

- Contact Keristiena Dodge to request the creation of a main UNO campus unit.

How to add a user?
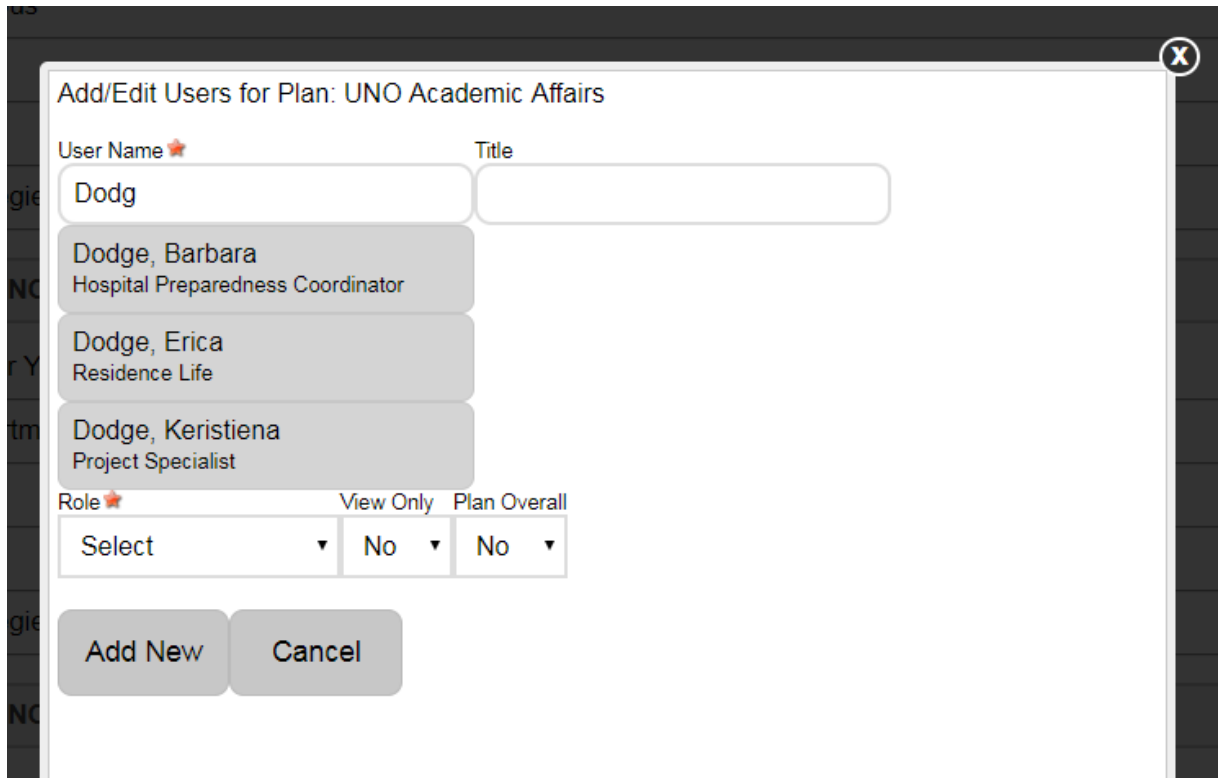
- Click on the User edit button in your unit's editing screen:
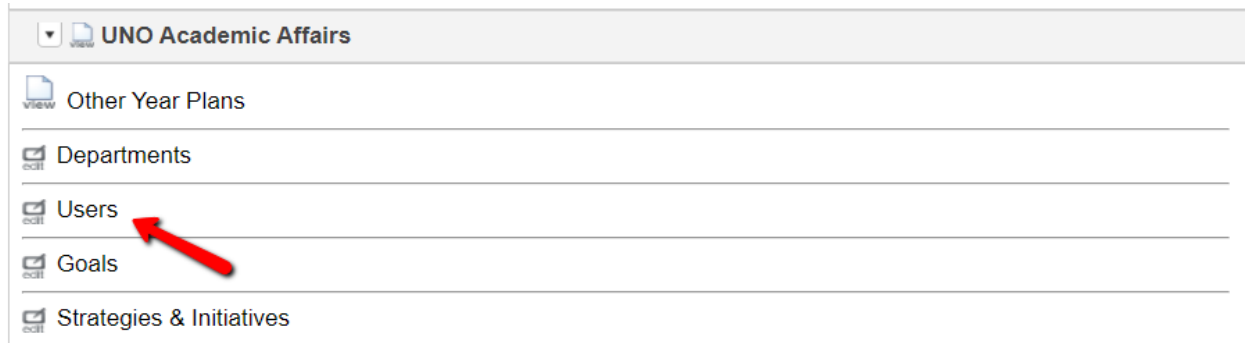
- Click on the Add Users plus button:
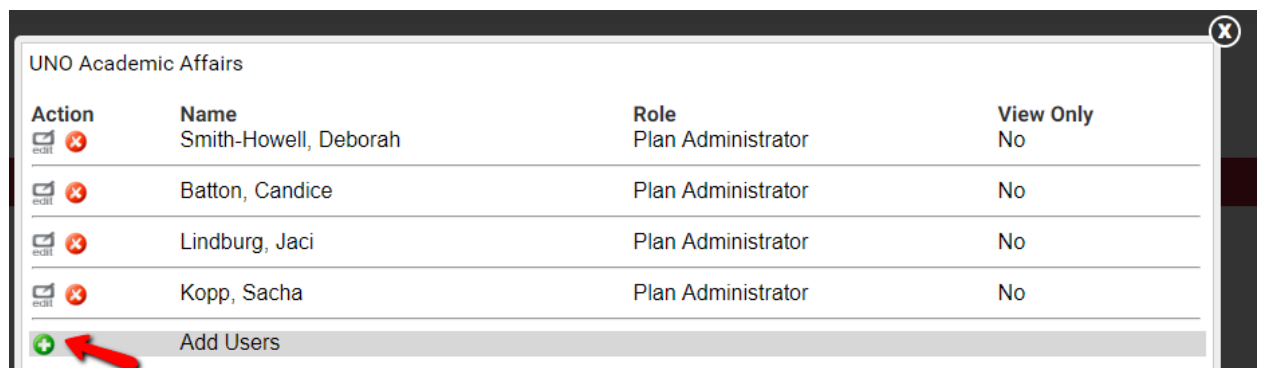
- Start typing the user's last name in the User Name box.

- Click on the user you wish to add.
- Select a role.
  - Options are Plan Administrator and View Private. Unless the content is considered confidential, select Plan Administrator.
  - If you select View Only, the user cannot make any edits to your unit's UNePlan.
  - Only one user within your unit can be designated as the Plan Overall. The individual that is selected, will be the default Administrator for all initiatives within your unit.
    - The Plan Overall should be a Senior Administrator (e.g. Vice Chancellor or Dean).
    - A unit does not need to designate a user as the Plan Overall.
    - Click on Add New.

How to add an initiative?

- Click on the Goals edit button in your unit's editing screen:
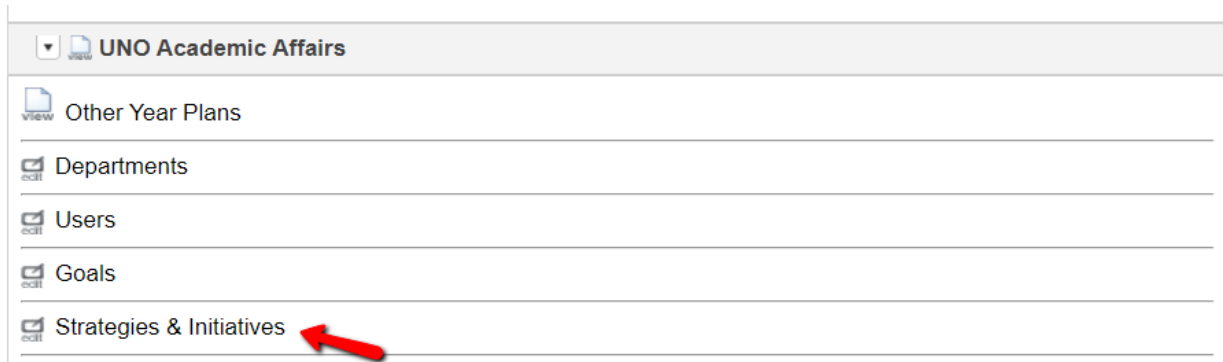
- Select the goal that you wish to add an initiative to.
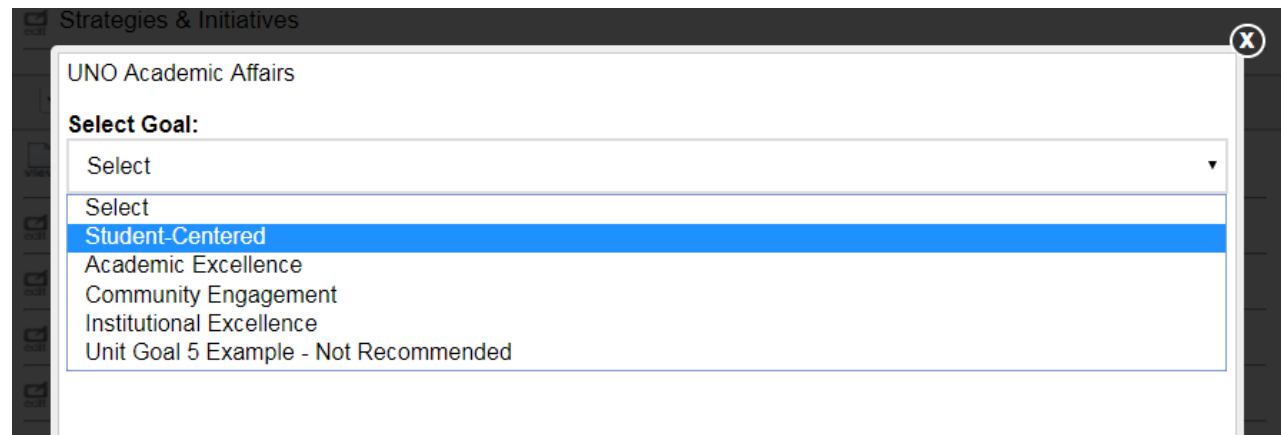
- Click on the View Initiatives button.
- Click on the Add Initiative plus button
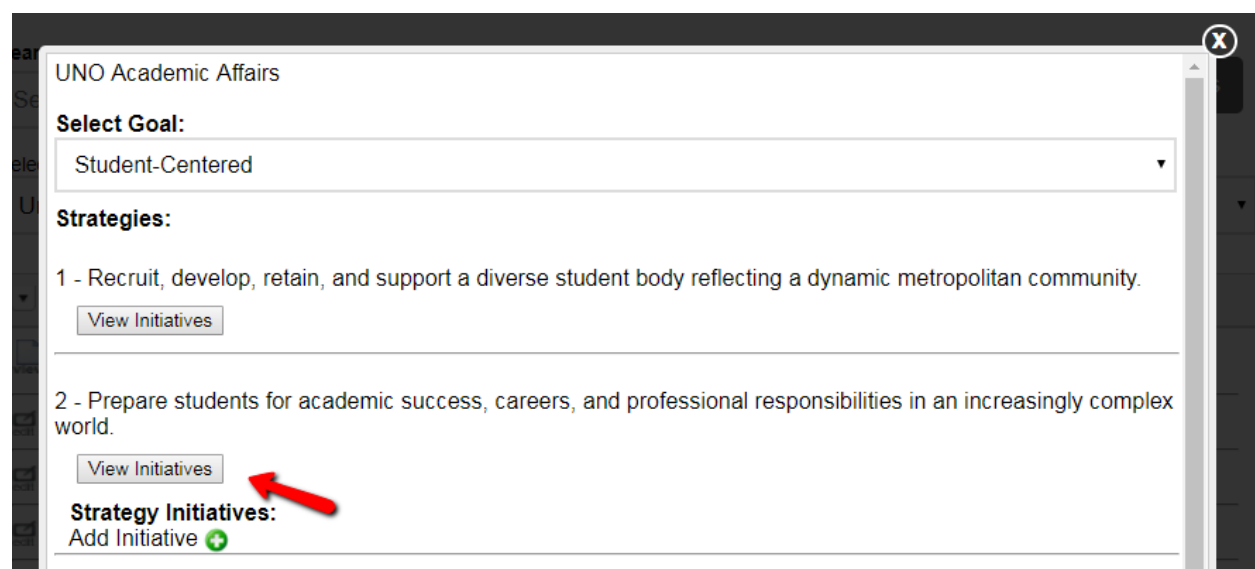
- Provide a title, description, start date, and the metrics for your initiative.

- o If a user has multiple metrics that measure success of the initiative, add them all in the text box (e.g. 1 …, 2…, etc.).
  - o Do not enter the same imitative in multiple times for each metric.
- Click on the Add button.

A new window will open that will allow for additional information about the initiative, including its alignment with the NU Strategic Framework, NU Cornerstones, HLC Accreditation Criteria, Special Topics. It is very important that all fields in this window are filled out.

- Indicate all alignments
- Indicate the type of initiative and the resources required.
- Provide a timeframe for completing this initiative.
  - o If the user is entering a multi-year initiative, indicate the expected completion for each year. Percentages must equal 100.
  - o Provide the current year metric and the desired outcomes.

1.1.4

Title

Initiative A

Documents Plans

Strategic Framework

☑ Access & Affordability ☐ Accountability ☐ Quality ☐ Research ☐ Statewide Engagement
☐ Workforce & Economic Development ☐ None

NU Cornerstone

☑ The University of Nebraska will be the best place in the nation to be a student.
☐ The University of Nebraska will transform lives through research and innovation.
☐ The University of Nebraska will work hand-in-hand with its partners.
☑ The University of Nebraska will win with people.

HLC Accreditation Criteria

☐ Mission ☐ Integrity ☑ Teaching & Learning: Quality, Resources, Support
☐ Teaching & Learning: Evaluation & Improvement ☑ Resources, Planning, and Institutional Effectiveness

Special Topics

☑ Completion Imperative ☐ UNO/UNMC Collaboration ☐ Diversity/Inclusion ☐ Maverick Spirit
☐ Data-driven/Continuous Quality Improvement

Narrative Description

Example

Start Date **End Date** **Time**

09/01/2018 06/30/2021 Complete in FY 2021 ▼

Initiative Type **Initiative On/Off Track**

Strategic Initiative ▼ On Track

Type **Resource**

Develop New Program ▼ No New Resources ▼

Resource(s) (Optional - if new resources needed)
Overall Metric - Milestone - Deliverable

Metric A I Metric B I Metric C

Year 1: **Year 2:**
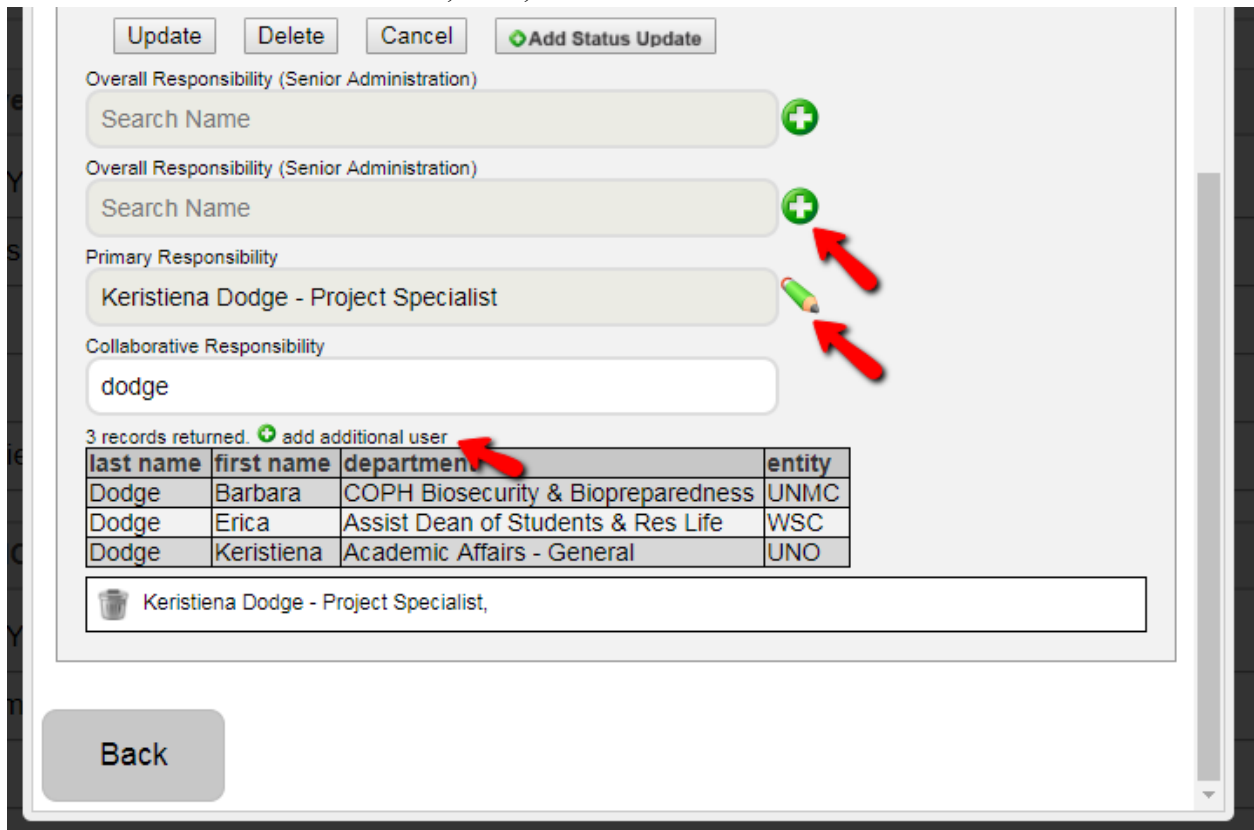
50 % ▼ 50 % ▼

Current Year Metric - Milestone - Deliverable

Example A

Update Delete Cancel ⊕Add Status Update

15

- To designate the individuals engaged in the initiative, click on the plus button next to each role and search for the individual by typing his/her last name. Individuals designated will receive a notification email.
  - o Individuals assigned will be able to provide status updates, even if they are not added as plan administrators/users.
  - o Designate one or two Overall Responsible individual(s). This should be a senior administrator. If a Plan Overall user has been designated, the overall responsibility of the initiative will default to that person.
  - o Designate the Primary Responsible individual. This should be the individual in charge of the initiatives or the main facilitator of the initiative. The Primary Responsible individual should add status updates regularly.
  - o Designate the collaborators.
    - ▪ Collaborators can provide status updates but cannot change the initiative.
    - ▪ If a user wants to add a collaborator outside of the University of Nebraska system (e.g. NU foundation or an individual at another university), click on 'add additional user'.
      - A list with additional collaborators shows up. If the individual you want to add is in this list, click on the plus button next to his/her name.
      - If the individual is not in the list, add his/her Last Name, First Name, Title, and Email address. Then click 'Add New'.

o To remove an individual click on the pencil or the trashcan icon.

How to tag another UNePlan unit into my initiative?
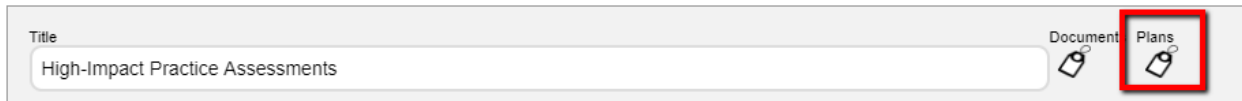
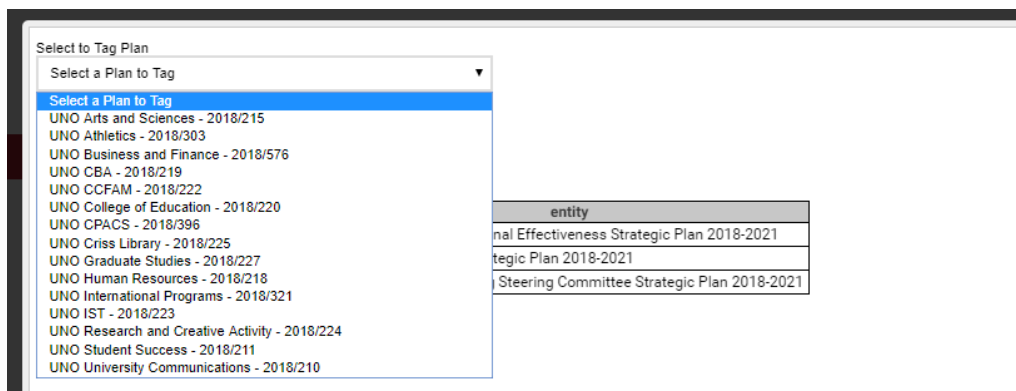- Towards the top of your initiative screen, click on 'Plans'.

- Click on the 'Select a Plan to Tag' dropdown and click on a unit.

- Click on Tag Plan

Select to Tag Plan

UNO IST - 2018/223

| Tag Plan | Back |

action	initiative	entity
⊗	High-Impact Practice Assessments	UNO Office of Institutional Effectiveness Strategic Plan 2018-2021
⊗	High-Impact Practice Assessments	UNO Accreditation Strategic Plan 2018-2021
⊗	High-Impact Practice Assessments	UNO Strategic Planning Steering Committee Strategic Plan 2018-2021

How to edit an initiative?

- Click on My Initiatives

UNePlan
Strategic Planning

| UNEPLAN | MY PLAN | MY INITIATIVES | DASHBOARD |

Strategic Plans

- Scroll to the appropriate initiative and click on 'Add Status Update'

View My Initiatives

Search   Custom Report/Search:

Enter name 🔍

Expand All / Collapse All

Individual Percent Complete for 🖉 2017

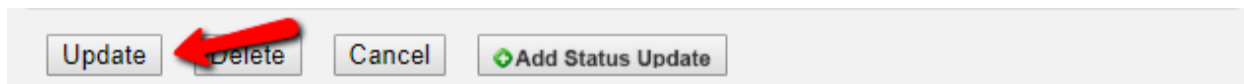| Total # Initiatives: | 6 | Total % Complete: | 26.67 |
| Primary # Initiatives: | 4 | Primary % Complete: | 40.00 |
| Collaborator # Initiatives: | 2 | Collaborator % Complete: | .00 |

▶ **UNO Strategic Plan 2017-2020**
  ➕ ▶ **UNO Academic Affairs 2.1.1 Comprehensive Revision of the Graduate and Undergraduate Catalogs.**
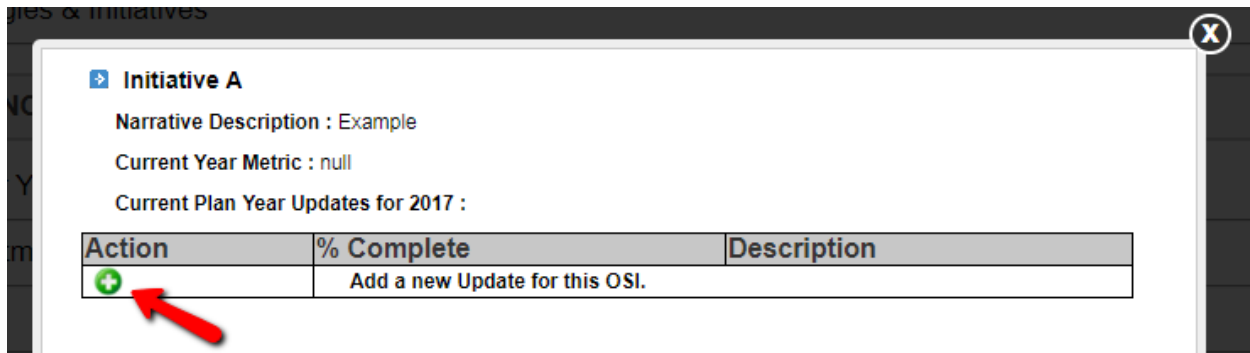
Complete :10% (Last updated: 03/12/2018 by Keristiena Dodge)

📄 View History ⊕ Add Status Update ☑ Edit Initiative   👤 (Keristiena Dodge - Primary)

- Make the appropriate changes, which could include updating the current year metrics.
- Click on 'Update'

How to delete or abandon an initiative?

- To delete or abandon an initiative, click on Edit an initiative.

Delete

- Scroll down and click on the Delete button.

- Click on OK
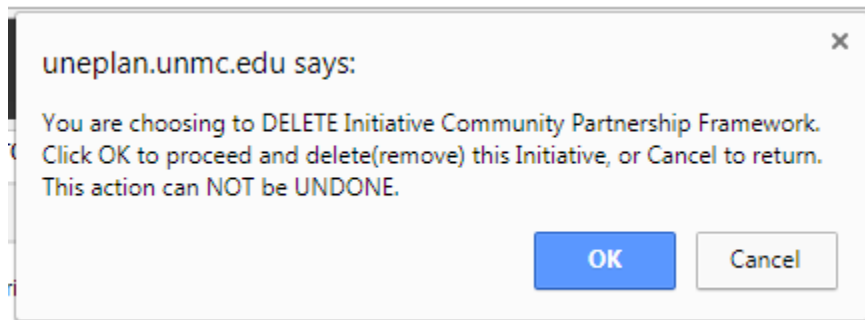
- The initiative will be permanently deleted and no record will be kept.

Abandon

- Once a status update (see page 21) has been provided to an initiative, an initiative can no longer be deleted and can only be abandoned.
- Abandoned initiatives can show up in reports.
- Before abandoning an initiative, it is advised to go to edit the initiative description and include the rationale for abandonment.
- After editing the description, scroll down and click on abandon.

- Click on Ok.
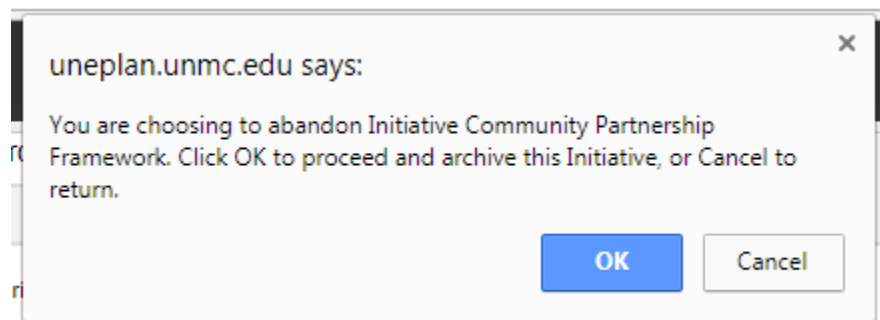
How to provide a status update?

It is recommended to provide a status update for each initiative on a quarterly basis at minimum.

- Click on My Initiatives

- Scroll to the appropriate initiative and click on 'Add Status Update'

- Click on the Plus icon in the 'Action' Column to add a new Status Update.
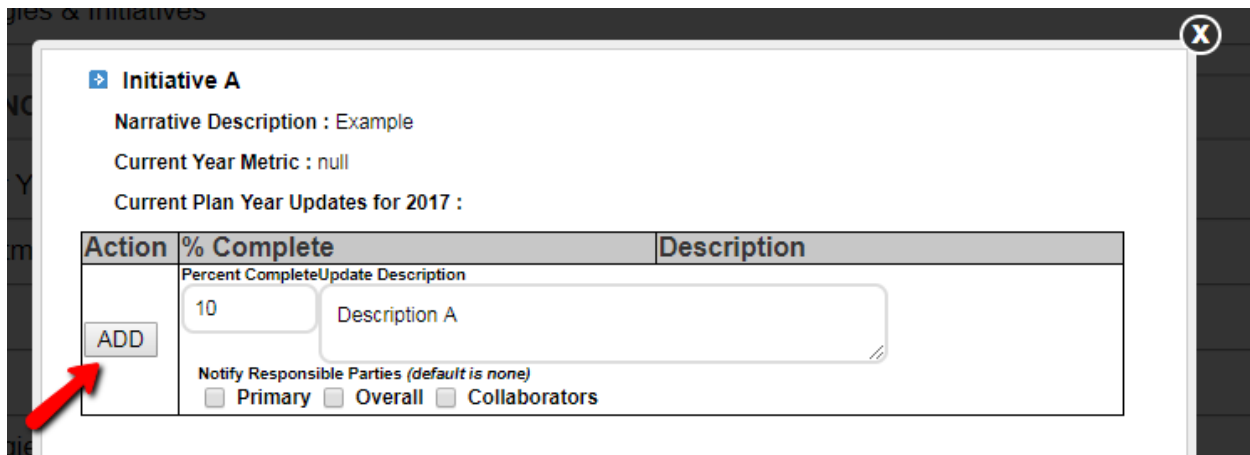
- Add the percentage of the initiative completed for the current year. For instance, if you have a multi-year initiative that designated 25% of the entire initiative will be completed in year 1, the status updates within year 1 can still add up to 100%.
- If you wish to notify responsible parties, check whom you wish to notify.
- Click on the Add button in the action column.

- The percentages added in the status updates are not aggregated. Subsequent percentage updates should reflect overall progress in the relevant year.

Appendix: University of Nebraska Strategic Framework

UNO is one of four University of Nebraska campuses. The University of Nebraska, on the system-level, has created a strategic planning framework to guide campus planning. The framework consists of six goals:

- Access and affordability: The University of Nebraska will provide the opportunity for Nebraskans to enjoy a better life through access to high quality, affordable undergraduate, graduate and professional education.
    - The university will strive to increase affordability and ensure qualified students are not denied access based on economic circumstances.
    - Increase the percentage of Nebraska high school graduates (the state "college-going rate") who enroll at and graduate from the university.
    - Increase the diversity of those who enroll at and graduate from the university, employing measures permitted by state and federal law
    - Expand lifelong educational opportunities, including those for non-traditional and transfer students.
    - Promote adequate student preparation for success in higher education.
    - Promote ease of transfer to the university from other higher education institutions.
    - Expand distance education programs, taking advantage of university-wide marketing and efficiencies and campus role and mission, strengths and entrepreneurship.
- Quality (of academic programs): The University of Nebraska will build and sustain undergraduate, graduate and professional programs of high quality with an emphasis on excellent teaching.
    - Recruit and retain exceptional faculty and staff, with special emphasis on building and sustaining diversity
    - Pursue excellence through focus on targeted programs in areas of importance to Nebraska where the university can be a regional, national and/or international leader (e.g. agriculture and natural resources, life sciences, information technology and architectural engineering).
    - Provide opportunities for global engagement of faculty through international teaching, research and outreach exchanges, fellowships and collaborations.
- Workforce and Economic Development: The University of Nebraska will play a critical role in building a talented, competitive workforce and knowledge-based economy in Nebraska in partnership with the state, private sector and other educational institutions.
    - Work to stem and reverse the out-migration of graduates and knowledge workers.
    - Increase proportion of the most talented Nebraska high school students who attend the University of Nebraska.
    - To attract talent to the state, increase the number of nonresident students who enroll at the university.
    - To adequately prepare students for the global economy, significantly increase opportunities for international study and engagement.

- o Encourage and facilitate the commercialization of research and technology to benefit Nebraska.
  - o Develop and strengthen internship and service learning opportunities with business, education, government, military, and nonprofit organizations.
  - o Engage in partnerships with government and the private sector to develop regional economic strength.
  - o Pursue excellence in educational attainment aligned with the long-term interests of the state.
- Research: The University of Nebraska will pursue excellence and regional, national and international competitiveness in research and scholarly activity, as well as their application, focusing on areas of strategic importance and opportunity.
  - o Increase external support for research and scholarly activity.
  - o Increase undergraduate and graduate student participation in research and its application.
  - o Encourage and support interdisciplinary, intercampus, inter-institutional and international collaboration.
  - o Improve the quantity and quality of research space through public and private support.
  - o Focus resources on areas of strength in research where the university has the opportunity for regional, national and international leadership and in areas of strategic importance to the health and economic strength of Nebraska (e.g. agriculture and life sciences; natural resources, especially water; prevention and cure of diseases such as cancer; and early childhood education).
- Engagement with the State: The University of Nebraska will serve the entire state through strategic and effective engagement and coordination with citizens, businesses, agriculture, other educational institutions, and rural and urban communities and regions.
  - o Support economic growth, health and quality of life through policy initiatives consistent with university mission.
  - o Recognize and reward faculty innovation and effectiveness in outreach and engagement.
  - o Support Nebraska's economic development.
  - o Support entrepreneurship education, training and outreach.
  - o Collaborate with the public and private sectors to build successful regional, multistate, international linkages.
  - o Use university resources to engage Nebraskans outside cities where our major campuses are located.
- Accountability: The University of Nebraska will be cost effective and accountable to the citizens of the state.
  - o Support the development of a sustainable university environment.
  - o Maintain a safe environment for students, faculty, staff and visitors.

Read the full University of Nebraska Strategic Framework.

Appendix: University of Nebraska Cornerstones

The University of Nebraska has four Cornerstones for Excellence that guide key university investments. The cornerstones are:

- The University of Nebraska will be the best place in the nation to be a student.
- The University of Nebraska will transform lives through research and innovation.
- The University of Nebraska will work hand-in-hand with its partners.
- The University of Nebraska will win with people.

Read about the University of Nebraska Cornerstones.

Appendix: HLC Accreditation Criteria

The Higher Learning Commission (HLC) is UNO's institutional accreditation body. HLC has established several criteria that are considered standards of quality by which HLC determines whether an institution merits accreditation. The criteria are:

- Mission: The institution's mission is clear and articulated publicly; it guides the institution's operations.
  - The institution's mission is broadly understood within the institution and guides its operations.
  - The mission is articulated publicly.
  - The institution understands the relationship between its mission and the diversity of society.
  - The institution's mission demonstrates commitment to the public good.
- Integrity (Ethical and Responsible Conduct): The institution acts with integrity; its conduct is ethical and responsible.
  - The institution operates with integrity in its financial, academic, personnel, and auxiliary functions; it establishes and follows policies and processes for fair and ethical behavior on the part of its governing board, administration, faculty, and staff.
  - The institution presents itself clearly and completely to its students and to the public with regard to its programs, requirements, faculty and staff, costs to students, control, and accreditation relationships.
  - The governing board of the institution is sufficiently autonomous to make decisions in the best interest of the institution and to assure its integrity.
  - The institution is committed to freedom of expression and the pursuit of truth in teaching and learning.
  - The institution's policies and procedures call for responsible acquisition, discovery and application of knowledge by its faculty, students, and staff.
- Teaching and Learning: Quality, Resources, and Support: The institution provides high quality education, wherever and however its offerings are delivered.
  - The institution's degree programs are appropriate to higher education.

- The institution demonstrates that the exercise of intellectual inquiry and the acquisition, application, and integration of broad learning and skills are integral to its educational programs.
- The institution has the faculty and staff needed for effective, high-quality programs and student services.
- The institution provides support for student learning and effective teaching.
- The institution fulfills the claims it makes for an enriched educational environment.

- Teaching and Learning: Evaluation and Improvement: The institution demonstrates responsibility for the quality of its educational programs, learning environments, and support services, and it evaluates their effectiveness for student learning through processes designed to promote continuous improvement.
  - The institution demonstrates responsibility for the quality of its educational programs.
  - The institution demonstrates a commitment to educational achievement and improvement through ongoing assessment of student learning.
  - The institution demonstrates a commitment to educational improvement through ongoing attention to retention, persistence, and completion rates in its degree and certificate programs.

- Resources, Planning, and Institutional Effectiveness: The institution's resources, structures, and processes are sufficient to fulfill its mission, improve the quality of its educational offerings, and respond to future challenges and opportunities. The institution plans for the future.
  - The institution's resource base supports its current educational programs and its plans for maintaining and strengthening their quality in the future.
  - The institution's governance and administrative structures promote effective leadership and support collaborative processes that enable the institution to fulfill its mission.
  - The institution engages in systematic and integrated planning.
  - The institution works systematically to improve its performance.

Read the HLC Accreditation Criteria.

Appendix: Special Topics

This year, UNO has added the special topics parameter to your UNePlan. This will allow us to track initiatives that align with special campus topics, including:

- The Completion Imperative
  The Completion Imperative was identified in January 2019 as a campus-wide priority. The goal of the Completion Imperative is to ensure that all students seeking a degree can be successful in earning their degree. The Completion Imperative is connected to efforts supporting student success, retention, and graduation. It includes strategies seeking to address barriers to success.

- UNO/UNMC Collaboration
  There is institutional interest in tracking the areas in which UNO and UNMC are collaborating.

- Diversity/Inclusion
  UNO identified inclusion as an institutional value. Diversity/Inclusion is about creating an environment that is welcoming, open, and diverse; committing to the accessibility of our campus and academic programs; and ensuring a respectful and safe campus environment.

- Maverick Spirit
  UNO identified the Maverick Spirit as an institutional value. The Maverick Spirit is about exemplifying strength, resilience, curiosity, independent thinking, and entrepreneurism in our everyday deeds and collective endeavors.

- Data-Driven/Continuous Quality Improvement
  Continuous Quality Improvement describes how we use data to improve our programs and services. It includes using data to uncover ways to improve our programs, services, and processes, and acting upon your findings.

Note: other UNO values are included within other priorities/parameters and can be designated in that way. For example, the value of Discovery is implicit and/or aligns with the NU Strategic Framework research goal.