



Planning Insights

Office of Planning & Performance

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Check out these WEAVEonline resources:

- [Planning & Performance SharePoint](#) site, NKU login required
- [WEAVEonline Learning Community](#), password is available on the SharePoint site.

Wrapping Up Your Plans and Assessments for 2011-12

By **July 1**, you should change the “active through” date to 2011-12 for any goal, outcome/objective, measure, or target that you do not want to continue for the 2012-13 year. Remember to end elements from the bottom up, starting with the target, then the measure, and lastly the objective, so that you do not create orphans.

By **August 15**, you should have the following items completed for the 2011-12 planning cycle:

- Enter your findings for each of your measures/targets.
- Answer the four questions under the Achievement Summary/Analysis.
- For targets not met or partially met, develop an action plan for how you will make improvements for next year.
- For targets met, you may still have an action plan

that you have identified for improvement.

- Associate all your 2011-12 outcomes/objectives to one of the strategies in the *Points of Focus: 2012-14 Integrated Strategic Plan*.
- Create links from your 2011-12 outcomes/objectives to the Diversity Implementation Plan for 2011-13, where appropriate.
- Establish links for your 2011-12 outcomes/objectives to the Dashboard Indicators, where appropriate.

When you are finished, you may want to run a Detailed Assessment Report to review your work. You can check a box to get the output in a *Word* file rather than as a PDF document so that you can save it for future editing, if you prefer.

Did You Know about Document Management?



WEAVEonline allows you to build a repository for documents that you use or reference in your planning and assessment activities.

Document management acts like a folder to hold electronic files for each entity. You can add documents that support your assessment planning work. These uploaded files will be stored in the WEAVEonline system and can be linked to outcomes, measures, or findings. **DO NOT** upload documents that include student names, ID numbers, or any other sensitive material.

Graphs or charts to support your findings would be an example of what you might want to add to your document management.

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DREAMERS WELCOME

May 9th Training Sessions

The turnout was great for the May 9th training, with over 100 planners attending one of the four sessions titled, "Creating Successful Unit Alignment Plans for University Programs and Services." Deb Leeper from WEAVEonline focused her presentation on setting SMART objectives, identifying appropriate measures, and determining targets. Deb used a "real" example in each of the sessions from four different departments that volunteered to be featured. We extend a hearty THANK YOU to the volunteers who made the demonstrations more meaningful with their examples: Mary Paula Schuh, Campus and Space Planning; Dr. Denise Robinson, College of Health Professions; Nancy Campbell, Steely Library; and Jennie Lamothe, Student Orientation and Parent Programs. Survey evaluations from the sessions were very positive, and we have begun to implement some of the suggestions made.

If you were unable to attend a session or you simply want to review the materials, Deb's PowerPoint presentations are provided on [Planning Resources SharePoint](#) site. Please note that we have created the SharePoint site for distribution because WEAVEonline materials are considered proprietary and cannot be posted to the web.

2012-13 Planning Activities Timeline

The 2012-13 cycle in WEAVEonline will be opened on Monday morning, July 2.

Planning Dates to Mark



July 1, 2012

Update to "Active through Cycle" for objectives/outcomes, measures, and targets

July 2, 2012

FY 2012-13 is opened

August 15, 2012

Findings, analyses, and action plans are due

Also available is the complete [NKU Planning Timeline](#).

Be sure to review your information under Mission, Goals, Objectives/Outcomes, Measures, and Targets. The information you have entered in these elements will roll forward automatically into 2012-13 unless you have changed the "active through" date on an item to be 2011-12 before the new cycle is opened.

Copy Edits Forward

After the new cycle is open, you may still edit the 2012-13 wording or even change the wording on 2011-12 elements and use the "Copy Edits Forward" button to apply the change to 2012-13.

One word of caution: Be sure to note which cycle (fiscal year) that you have open each time you begin to work in WEAVEonline. As a helpful reminder, the background color for the most recent cycle open will always be blue. Therefore, on July 2, the cycle with a blue background will be 2012-13, and the background for the 2011-12 cycle will become a pale yellow. All older cycles will have a grey background.

By October 1st, your review and revisions for objectives/outcomes, measures, and targets for FY 2012-13 are due.

Anytime you run into a problem with entering your WEAVEonline elements, please feel free to contact our office for assistance.