



# Planning Insights

Office of Planning & Performance

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## Reminder: May 9th Training Session

Unit alignment managers are invited to attend the May 9th training session featuring Deb Leeper from WEAVEonline. You will learn more about appropriate

measures to assess your unit's objectives, and the session will facilitate a deeper understanding about assessment and planning. Register today by email to [beachk1@nku.edu](mailto:beachk1@nku.edu).

## Creating Associations to New Plans

If you attended one of the recent training sessions for WEAVEonline, you know that we are asking unit managers to review their 2011-12 unit objectives and link them to the institution's new strategic plan, *Points of Focus: 2012-14 Integrated Strategic Plan*. This plan, which was approved and adopted in September 2011, integrates institutional goals from several subordinate planning documents, such as the strategic enrollment management plan, the diversity plan, the Foundations of Excellence, the QEP, and the technology plan.

As you work on entering findings for this year, please take time to update the associations of your 2011-12 objectives to the *Points of Focus*. Once this update has been done, the information will "carry forward" when we open the new cycle for 2012-13, and you will not be required to create those associations a second time.

Your objectives' associations to the *Talent Imperative!* will

not appear in the 2012-13 cycle, so it is important that the associations to the *Points of Focus* are created this year.

Additionally, we have loaded the Diversity Implementation Plan for 2011-13 into WEAVEonline, and we ask that you identify any objectives that are associated to the strategies in that subordinate plan. Not every unit will have an association to the Diversity Implementation Plan, but please review your objectives and the Plan to make those links where appropriate.

At the end of the year, we will document the vast array of strategies that have been implemented this year that are in support of our current university plans by utilizing the associations to the strategic plan and the diversity plan that you have indicated within your division and department's plans. Your work and documentation of those plans and assessments are vital to the university, and we thank you for your diligent efforts to the planning process.

## Creating Associations to Dashboards



One of the "association" categories in WEAVEonline has been relabeled from

"Institutional Priorities" to "Dashboard Indicators." We have loaded the Executive Dashboard and the Diversity Dashboard into this data element, and we ask that you review your objectives/outcomes and create links to dashboard metrics for objectives or student learning outcomes that are supporting those dashboard indicators. This will facilitate the compilation of a report on unit-level activities that are assisting the university in making progress toward the targets on the dashboards.

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## Office of Planning & Performance

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DREAMERS WELCOME

## Avoiding Orphans

As you review and update your goals, objectives/outcomes, measures, and targets, you must decide if you are going to make an edit to the existing data element or end the element.

If you edit the wording, then you will preserve the findings from prior years, and you will be able to view and analyze multiple years of findings in WEAVEonline reports. However, if you decide that your changes are significantly different, you may end a data element by choosing the current year in the "active through cycle" field.

Be aware that you can inadvertently create "orphans" in the system if you eliminate an element that has other elements linked to it. The safety precaution to use is always start from the bottom up. For example, if you wish to end an objective, start with the target associated with that objective. End the target, then end the measure for which the target was linked, and then end the objective. Orphans can appear in future reports, so you will want to ensure that they are not created.

What do you do if an orphan has been created already? Call our office at x.6488 and we can help locate and eliminate orphans for you.

## 2012-13 Planning Activities Timeline

A few changes have been made to the NKU planning activities timeline as compared to previous years. The annual planning and assessment cycles have been adjusted to mirror the regular fiscal year for the university, running from July 1 through June 30 each year. Unit alignment managers will be given time through August 15 to enter their findings for 2011-12, respond to analysis questions, and identify action plans for the following year.

The change is made to give you time to complete your assessment activities for the fiscal year, collect and analyze your data, and prepare your responses to be inputted into the WEAVEonline software.

The new cycle for 2012-13 will open on July 1, 2012. The information that you have entered under 2011-12 for Mission,

Goals, Objectives/Outcomes, Measures, and Targets will copy forward at that time. You may still make changes after that date, but just remember that changes will only apply to the cycle (fiscal year) that you have open. If you decide that your changes need to be made to both 2011-12 and 2012-13 after the new cycle is open, simply make the changes in 2011-12 and use the "copy edits forward" function that will appear on the input screen. Associations and documents can also be copied forward by using the "Copy Associations and Connected Documents from 2011-12" button in the new cycle.

October 1 is retained for the deadline to have 2012-13 unit alignment planning activities identified and submitted to your vice president. Please use the time between July 1 to October 1 to review, update, and revise, as appropriate, your objectives, measures, and targets for 2012-13.

### Planning Dates to Mark



#### July 1, 2012

*FY 2012-13 is opened*

#### August 15, 2012

*Findings, analyses, and action plans are due*

#### October 1, 2012

*Review and revisions completed on objectives/outcomes, measures, and targets for FY 2012-13*