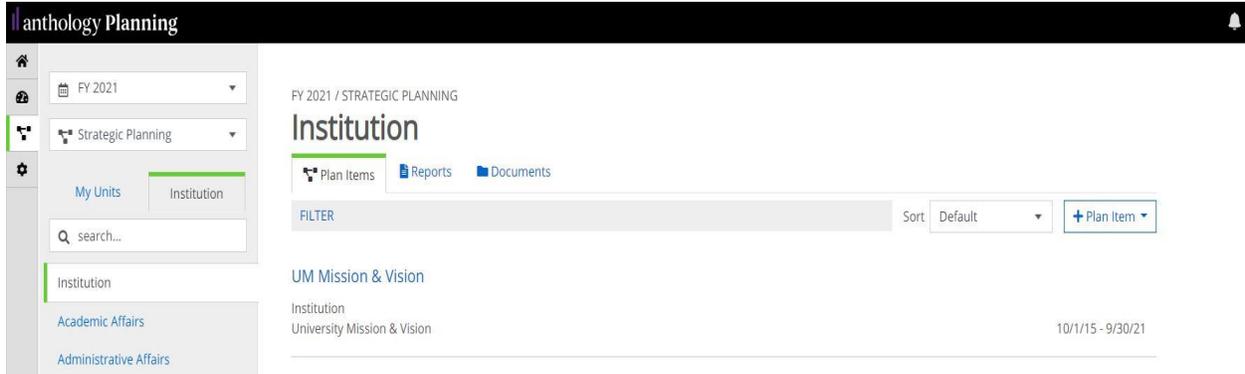# Completing Unit Plan in Anthology
## (An Addendum to the "Guide to Unit Planning and Assessment)

When you first enter the system you will see a more watered down version of this screen



1. Where the above picture shows "FY2021", you can select your appropriate planning year. In this case you will select "FY2022".

2. Where the above picture shows "Strategic Plan", you will want to select "Unit Planning and Assessment."

3. You can then click "My Unit" to get to your specific academic or administrative unit. Those who are what might be termed "super-units" can use the tab to the right to select the appropriate unit for which you are developing a plan.

You will then see a screen that looks like this for your specific unit **already populated with information from your FY2021 plan. Note that this is a change from prior years' practice**.
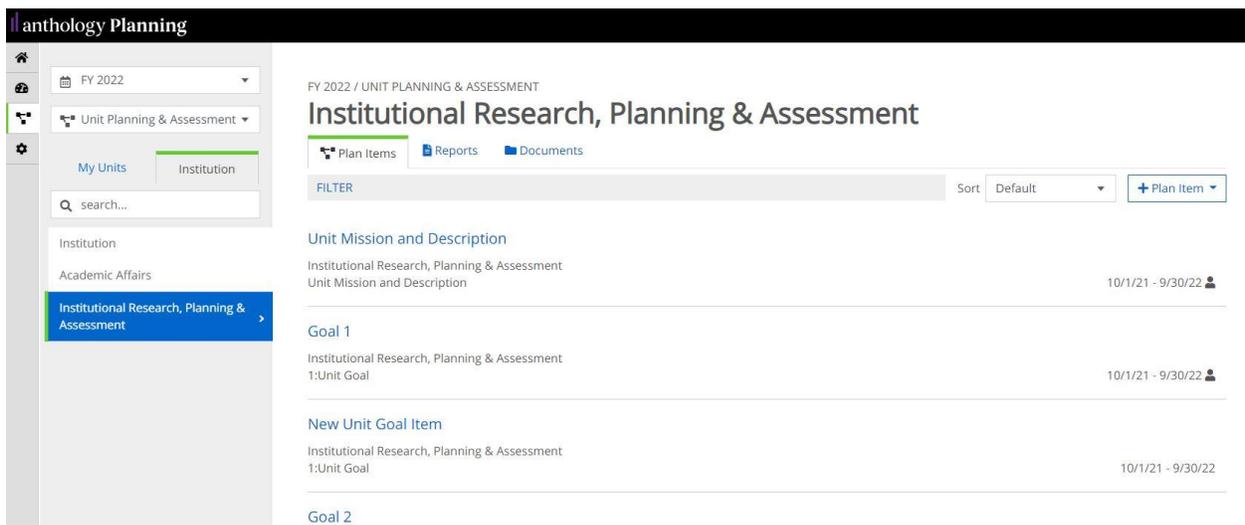
4. Where you see "Unit Mission and Description," you should click and open. This is where you can review last year's Mission and the description of your unit.

## Edit Plan Item

**Template:** Unit Mission and Description

Title *

Unit Mission and Description

Providing Department *

Institutional Research, Planning & Assessment

Unit Mission Statement

File   Edit   View   Insert   Format   Tools   Table

Paragraph   B   I

The mission of the Office of Institutional Research, Planning, and Assessment (IRPA) is to support planning, assessment and management by providing information in the form of quantitative data, qualitative evaluations, analyses, and expertise to officials charged with developing, recommending, or implementing University policy. IRPA provides accurate and timely information to support the University's decision making and institutional effectiveness; supports institutional strategic planning as well as sub-units in planning and improvement activities through services and consultation; provides support in regional and discipline-specific accreditation efforts.

Plan Item Files                                          + File   + Folder
There are no attachments.

Unit Descriptive Analysis
*Provide a brief narrative description of the unit as it relates to the goals set forth in the Unit Plan below.*

File   Edit   View   Insert   Format   Tools   Table

Paragraph   B   I

As a service and support unit, IRPA is the University's source for reporting of institutional data to federal and state regulatory agencies, accrediting bodies, and other external constituencies, including but not limited to IPEDS, ACHE, and SACSCOC. IRPA also reports externally to a range of non-governmental entities including but not limited Common Data Set, US News and World Report, and

5. You can edit your "Unit Mission Statement" and your "Unit Descriptive Analysis" here.

As a service and support unit, IRPA is the University's source for reporting of institutional data to federal and state regulatory agencies, accrediting bodies, and other external constituencies, including but not limited to IPEDS, ACHE, and SACSCOC. IRPA also reports externally to a range of non-governmental entities including but not limited Common Data Set, US News and World Report,, and Peterson's. IRPA serves as the resource for relevant, unbiased information about the University's students, programs and services, and institutional operations. Collaborations with other units to collect and disseminate accurate data are vital for the vast range of external reporting demands.

IRPA is also responsible for a significant amount of data collection and reporting for internal, University purposes. IRPA maintains a robust set of up-to-date reports on the University's website, that includes student enrollment, retention and completions information. IRPA also manages the University's course evaluation process.

The Office is composed of a Director and a Research Assistant and has a budget of approximately $46,000 which is primarily spent on various systems for managing the course evaluation process and planning and assessment processes.

**Plan Item Files**                                                          **+ File    + Folder**
There are no attachments.

**Start \***

| 10/01/2021 | 📅 |

**End \***

| 09/30/2022 | 📅 |

**Progress**

| | ▼ |

🗑 **Delete**                                      📄 Read View    **Done**

---

6. You may attach files pertinent to your mission or to your description if appropriate and necessary. The Guide to Unit Planning and Assessment will suggest possible reasons for adding attachments, particularly to the "Description" section.

7. Once you are finished revising this part of your plan you should click "Done" in the lower right hand corner of the screen.

8. However, you may just want to start from scratch. In that case when you enter this item, or even a Goal Item, you can always choose the "Delete" button in the lower left hand corner.

9. Follow through with either the "Done" or "Delete" options should take you out to the main screen or you can always use the "diagram" button on the left hand menu. Looks like this.

10. You can choose to delete all or some of the item in your last year plan using the same process. Click on the Item as we just did for "Unit Mission and Description", scroll to the bottom and click "Delete" on the left.
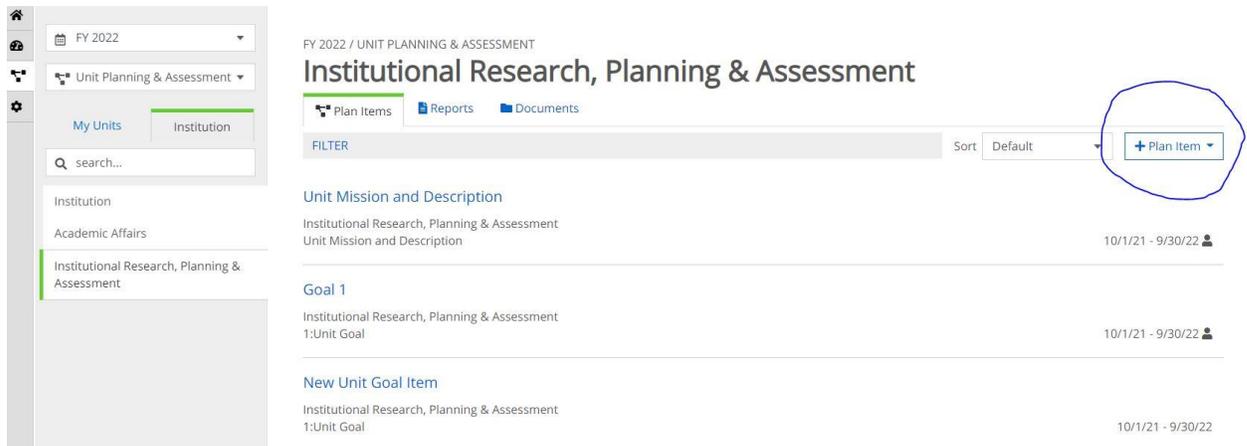


11. Having deleted some or all of the items from your last year's plan, you will want to add new items. On the main page for your unit is a menu "+Plan Item." See above picture. Clicking on this button will give you 2 options:
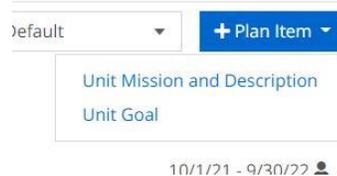


12. Because you can always rework your existing Mission and Description in what is already there, most people will be selecting "Unit Goal" from this drop down menu. You will get a fresh page for documenting a new Goal. **Note that being able to do this is a change from prior years' practice.**

13. For each new goal that you create and for existing goals that you want to keep, you should fill in all information up to and including the "Reorganize to help pay" section noted in the pictures below.

14. When you have completed the goal do not forget to click "Done" at the bottom right hand side of the page.

FY 2022 / UNIT PLANNING & ASSESSMENT

# Edit Plan Item

**Template:** Unit Goal

Number *

Start *

10/01/2021

End *

09/30/2022

Title *

New Unit Goal Item

Goal

| File | Edit | View | Insert | Format | Tools | Table |

↶ ↷ | Paragraph ∨ | **B** *I* | ☰ ☰ ☰ ☰ | ⬅ ➡ | ☷ ∨ ☰ ∨

P

Intended Outcome

| File | Edit | View | Insert | Format | Tools | Table |

↶ ↷ | Paragraph ∨ | **B** *I* | ☰ ☰ ☰ ☰ | ⬅ ➡ | ☷ ∨ ☰ ∨

Assessment Measures

| File | Edit | View | Insert | Format | Tools | Table |

↶ ↷ | Paragraph ∨ | **B** *I* | ☰ ☰ ☰ ☰ | ⬅ ➡ | ☷ ∨ ☰ ∨

P

Budget account numbers tied to this Unit Plan

| File | Edit | View | Insert | Format | Tools | Table |

↶ ↷ | Paragraph ∨ | **B** *I* | ☰ ☰ ☰ ☰ | ⬅ ➡ | ☷ ∨ ☰ ∨

P

Additional Resources Needed

*This is for additional \*financial\* resources needed. If no additional financial resources are being requested for your unit, please leave this field blank.*

| File | Edit | View | Insert | Format | Tools | Table |

↶ ↷ | Paragraph ∨ | **B** *I* | ☰ ☰ ☰ ☰ | ⬅ ➡ | ☷ ∨ ☰ ∨

P

Reorganize to help pay - How much of your current budget could be reorganized to pay (in part or total) for items you've described above in the "Additional Resources Needed" block?

*How much of your current budget could be reorganized to pay (in part or total) for items you've described above in the "Additional Resources Needed" block?*

✳

| File | Edit | View | Insert | Format | Tools | Table |