

Online Strategic Planning System

This document describes the use of the Strategic Planning online input/contribution system. The system allows for multiple users to view and collaborate on the various parts of a Strategic Plan while maintaining data integrity.

Logging In

Authentication is done through the GVSU Central Login Service. Upon accessing the Strategic Planning link (<http://intranet.gvsu.edu/strategicplanning>), the system redirect the user to the following login screen for authentication:

GRAND VALLEY STATE UNIVERSITY

GVSU Central Login Service

Sign in to your account

User Name

Password

Sign In

Stay Signed In

General Information

You are entering a secure login area in which designated applications at GVSU are allowed to use your login credentials entered on this site for authentication. This allows you to login once with your network ID and password and have access to designated applications without logging in multiple times. GVSU Information Technology will continue to review applications that meet the requirements for this type of authentication but cannot guarantee all applications have the ability to do so.

Trouble Logging In?

Contact the Information Technology Helpdesk at 616-331-2101 or visit <http://gvsu.edu/it/>

Reset / Change Your Password

[Click here](#) to go to myBanner to change your password.

1 Campus Drive
Allendale, MI 49401-9403
USA - (616) 331-5000

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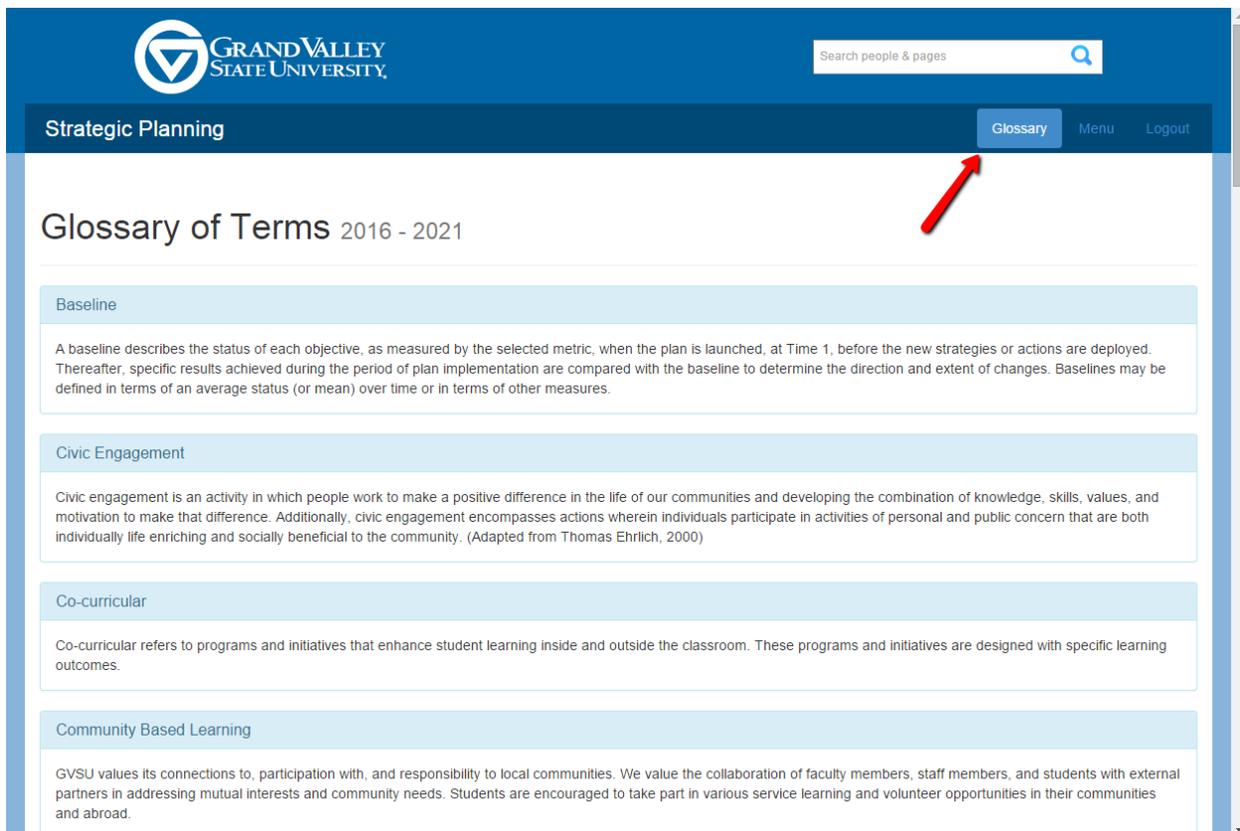
The user's credentials are then determined and the appropriate screens are displayed to them within the online Strategic Planning system. There are four access levels that can be associated with a user account.

1. Admin
 - a. An Admin account has access to any aspect of the site. This document will not be used to describe the options available to that user group.
2. Group Admin

- a. Group Admins have control of the Strategic Plan for the entity with which they are associated. They have the ability to “Finalize” the plan when the work has been concluded.
3. Standard
 - a. A Standard user has the ability to edit any aspect of the Strategic Plan for the entity with which they are associated. (e.g. A user associated with CLAS can only edit that Strategic Plan)
4. View
 - a. This access level allows a user to view any of the plan for the entity with which they are associated.
5. If a user is not defined in the system but has a valid GVSU Faculty/Staff network account, they are allowed to view the finalized sections of the plan for any of the entities (University, Divisions, Colleges, etc.)

Glossary

There is a glossary of terms that is accessible through the Glossary menu item in the upper right corner of the screen. Common terms used in the system and in the plans are defined on this screen.



The screenshot displays the GVSU Strategic Planning interface. At the top left is the GVSU logo. To its right is a search bar labeled "Search people & pages". Below the logo, the text "Strategic Planning" is visible. In the upper right corner of the main content area, there are three menu items: "Glossary", "Menu", and "Logout". A red arrow points to the "Glossary" menu item. The main content area is titled "Glossary of Terms 2016 - 2021". Below the title, there are four sections, each with a light blue header and a white body:

- Baseline**: A baseline describes the status of each objective, as measured by the selected metric, when the plan is launched, at Time 1, before the new strategies or actions are deployed. Thereafter, specific results achieved during the period of plan implementation are compared with the baseline to determine the direction and extent of changes. Baselines may be defined in terms of an average status (or mean) over time or in terms of other measures.
- Civic Engagement**: Civic engagement is an activity in which people work to make a positive difference in the life of our communities and developing the combination of knowledge, skills, values, and motivation to make that difference. Additionally, civic engagement encompasses actions wherein individuals participate in activities of personal and public concern that are both individually life enriching and socially beneficial to the community. (Adapted from Thomas Ehrlich, 2000)
- Co-curricular**: Co-curricular refers to programs and initiatives that enhance student learning inside and outside the classroom. These programs and initiatives are designed with specific learning outcomes.
- Community Based Learning**: GVSU values its connections to, participation with, and responsibility to local communities. We value the collaboration of faculty members, staff members, and students with external partners in addressing mutual interests and community needs. Students are encouraged to take part in various service learning and volunteer opportunities in their communities and abroad.

Main Menu

The main menu is used to access the various pieces that compose an entities Strategic Plan. The button to access the menu can be found in the upper right corner of the screen.

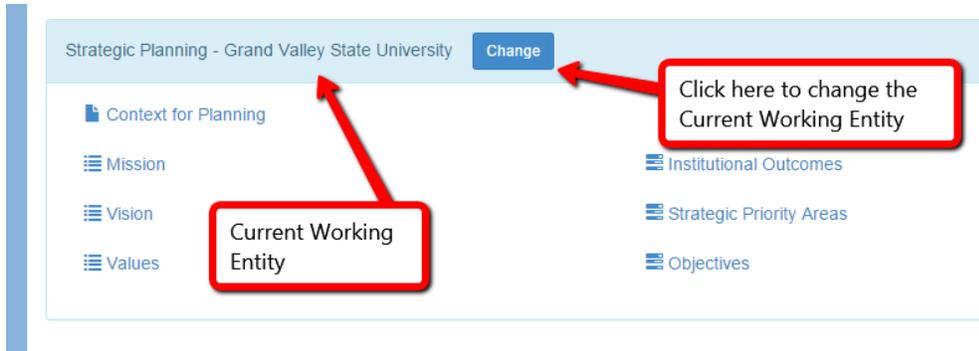
The screenshot shows the Grand Valley State University Strategic Planning interface. At the top left is the university logo. A search bar is located at the top right. Below the logo, the text "Strategic Planning" is displayed. In the top right corner of the main content area, there are three buttons: "Glossary", "Menu", and "Logout". A red arrow points to the "Menu" button. Below the navigation bar, there is a section titled "Strategic Planning - Grand Valley State University" with a "Change" button and a "View Plan" search box. The main content area is divided into two columns. The left column contains a "Context for Planning" section with sub-items: Mission, Vision, Values, Institutional Outcomes, Strategic Priority Areas, and Objectives. The right column contains a "Current User" panel with fields for Name, Username, Access (admin), and Default (Grand Valley State University).

Account Info

The Account Info panel displays information about the user that is currently logged into the project. Clicking the information icon next to the "Access" label displays a description about the access level that was granted to the user. The entity that a user has been assigned to is displayed by the "Default" label. If a user has navigated away from their "Default" entity, clicking the "Change to Default" icon will return them to their "Default" entity.

This screenshot is similar to the previous one but shows the "Account Info" panel instead of the "Current User" panel. The "Account Info" panel contains the same fields: Name, Username, Access (admin), and Default (Grand Valley State University). A red box labeled "Access Level" has an arrow pointing to the information icon next to the "Access" label. Another red box labeled "Change to Default" has an arrow pointing to the "Change to Default" icon next to the "Default" label.

This screen also indicates which entity you are currently working with/viewing. And has a button to change that entity in the sub-header.



Changing the Current Working Entity/Searching for a Strategic Plan

Clicking the “Change” button described above will present you with a series of screens that allow you to drill into the various entities that make up Grand Valley State University. Users can also utilize the search function located in the top right corner in the image below to find a specific strategic plan.



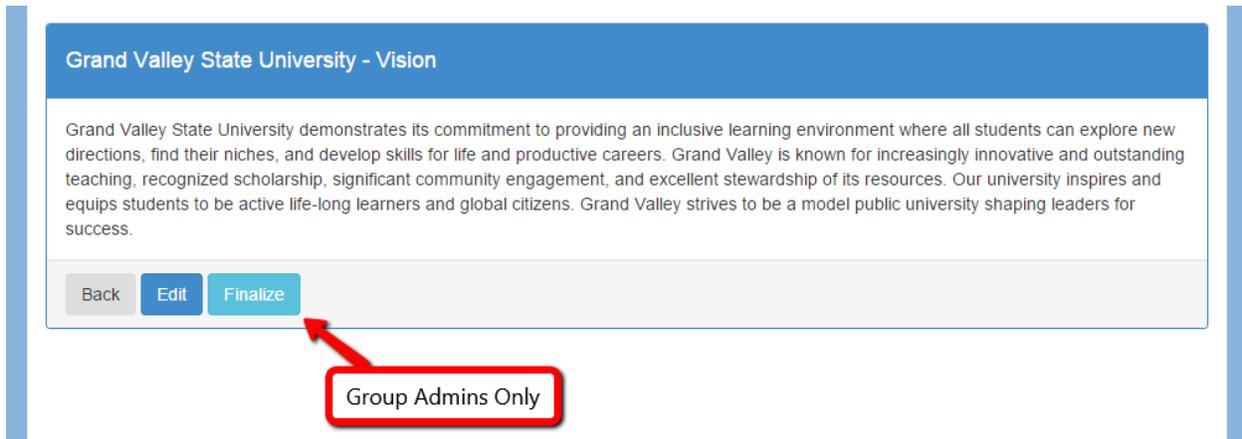
There are two buttons accompanying each of the entities. The “Select” button sets that entity as your “Current Working Entity” while the “Expand” button displays all of the entities that are under the associated entity. E.g. All of the entities displayed in the screen shot above are directly associated with the Institution (GVSU).

Working with a Strategic Plan

This section of the manual describes the screens used to create/maintain a Strategic Plan. Certain maintenance/edit screens of the plan function similarly and will be described jointly.

Editing the Context for Planning, Mission, Vision, and Values sections

The Context for Planning, Mission, Vision, and Values sections function in a similar fashion and will be described as one unit. The instructions described in context of the Vision section are applicable to each of the other sections. Upon accessing a section, a user with rights to edit the plan will be presented with the following screen. Please note that only Group Admins will be presented with the “Finalize” button.



The “Back” button will return the user to the previous screen while clicking the “Edit” button will present the user with the following screen for manipulating the data.

Edit - Vision

A Normal text ▾
Bold
Italic
Underline
☰
☒
☰☒
☒☰

Grand Valley State University demonstrates its commitment to providing an inclusive learning environment where all students can explore new directions, find their niches, and develop skills for life and productive careers. Grand Valley is known for increasingly innovative and outstanding teaching, recognized scholarship, significant community engagement, and excellent stewardship of its resources. Our university inspires and equips students to be active life-long learners and global citizens. Grand Valley strives to be a model public university shaping leaders for success.

Back
Lock
Save

Notes Add

This is a sample note.
Created By: snyderb - May 22, 2015 3:37 PM

The anatomy of the edit screen includes a simple editor for adding formatting to the text, the option for a user to “Lock” the data for editing purposes and a dialog for adding notes.

Editing the Outcomes and Strategic Priority Areas

The Outcomes and Strategic Priority Areas function is a similar fashion and will be described jointly. The Strategic Priority Area display screen offers options to “Add Strategic Priority Area”, “Edit” an existing Strategic Priority Area or “Finalize” a Strategic Priority Area. Note that the “Finalize” button is only available to users with the “Group Admin” access level.

Grand Valley State University - Strategic Priorities

Add Strategic Priority Area

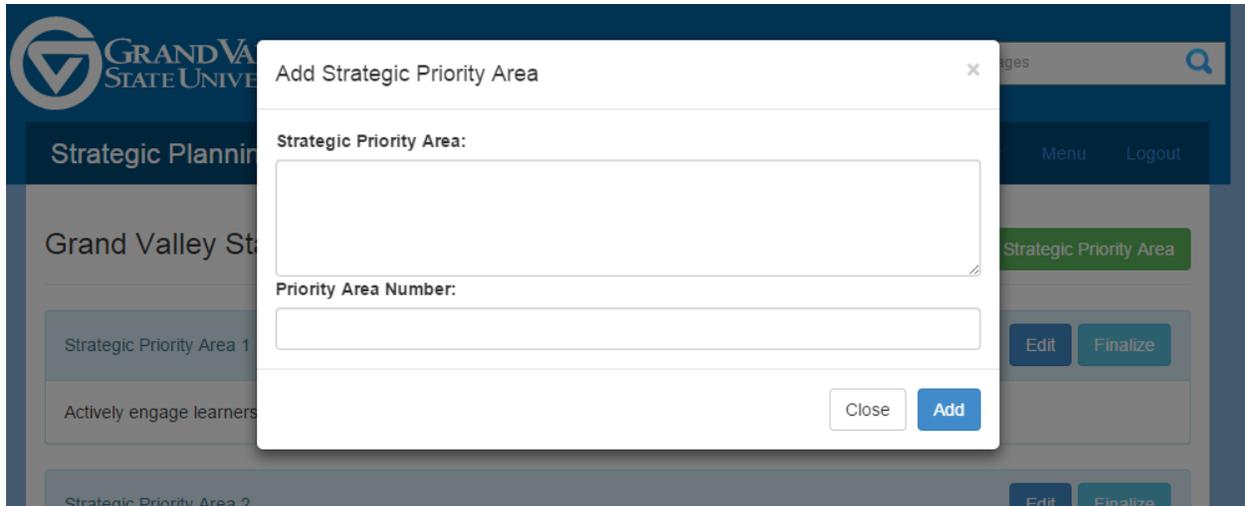
Strategic Priority Area 1
Edit
Finalize

Actively engage learners at all levels.

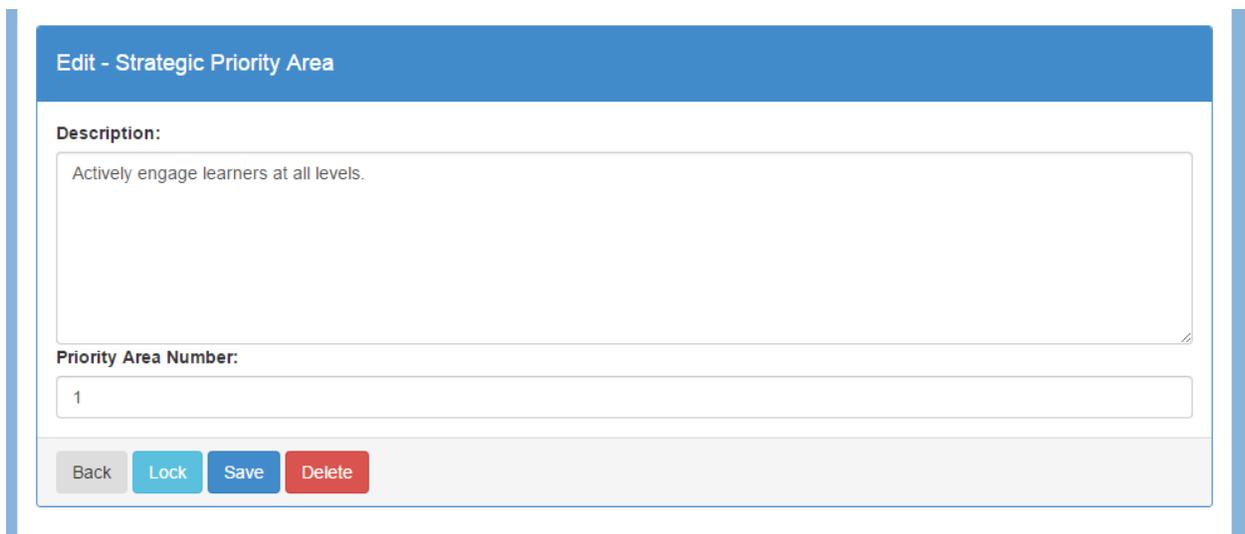
Strategic Priority Area 2
Edit
Finalize

Further develop exceptional personnel.

Clicking the “Add Strategic Priority Area” button presents a user with a basic dialog box for creating a new record.



Editing a Strategic Priority Area offers the user the options of locking the record for editing, saving any changes or deleting the record.



Adding/Editing Objectives

Objectives are displayed in a grid layout with associated Outcomes listed across the top of the grid and Strategic Priority Areas listed in the left column. Each Objective has an Edit button and after the last Objective listed in a grid section there is a button for adding a new Objective.

Grand Valley State University - Objectives

Strategic Priority Areas	Outcomes				
	A. Grand Valley's learning environment is personal, challenging, and transformational supporting excellent academic programs and co-curricular opportunities.	B. Grand Valley is diverse and inclusive.	C. Grand Valley has mutually beneficial relationships, partnerships, collaborations, and connections with local, state, national, and world communities.	D. Grand Valley supports innovative teaching, learning, integrative scholarly and creative activity and the use of new technologies.	E. Grand Valley strategically allocates its fiscal, human, and other institutional resources.
1. Actively engage learners at all levels.	1.A.1 ▲ Edit	1.B.1 ▲ Edit	1.C.1 ▲ Edit	1.D.1 ▲ Edit	1.E.1 ▲ Edit
	1.A.2 ▲ Edit	1.B.2 ▲ Edit	1.C.2 ▼ Edit	1.D.2 ▲ Edit	1.E.2 ▲ Edit
	Add Objective	Add Objective	At least 10% of academic courses incorporate community-based learning experiences. Baseline: Fall of 2014 is 2.3%. Add Objective	Add Objective	1.E.3 ▲ Edit 1.E.4 ▲ Edit 1.E.5 ▲ Edit Add Objective
2. Further develop exceptional personnel.	2.A.1 ▲ Edit	2.B.1 ▲ Edit	2.C.1 ▲ Edit	2.D.1 ▲ Edit	2.E.1 ▲ Edit
	2.A.2 ▲ Edit	2.B.2 ▲ Edit	Add Objective	2.D.2 ▲ Edit	2.E.2 ▲ Edit
	Add Objective	Add Objective		Add Objective	2.E.3 ▲ Edit

The Objective edit screen lists the Strategic Priority Area, Outcome and if applicable the Institutional Objective that an Objective is associated with at the top of the page. After that information, there are editable fields that make up an objective. There are buttons at the bottom of the screen that allow the user to “Lock” an Objective for editing, “Save” the changes, “Delete” an Objective and “Finalize” an Objective once it’s complete. Please note that the “Finalize” button is only available to users with the “Group Admin” access level.

The image shows a web interface for Grand Valley State University's Strategic Planning system. The top navigation bar includes the university logo, a search bar, and links for 'Glossary', 'Menu', and 'Logout'. The main content area is titled 'Strategic Planning' and contains an 'Edit - Objective' form. The form fields are as follows:

- Strategic Priority Area 1:** Actively engage learners at all levels.
- Outcome B:** Grand Valley is diverse and inclusive.
- Objective:** GVSU's diversity of student, faculty, staff, and administration increases by 18% to reflect the populations of West Michigan.
- Baseline:** Baseline diversity of combined faculty, staff, and administrators in 2014-15 is 84% non-Hispanic white.
- Metric:** (Empty text area)
- Timeframe Start:** -
- Timeframe End:** -
- Objective Number:** 1.B. 1

At the bottom of the form are buttons for 'Back', 'Lock', 'Save', 'Delete', and 'Finalize'. Below the form is an 'Edit - Reporting' section with an 'Add Reporting' button and a message: 'Reporting has not been entered yet.'

After an objective has been “Finalized”, the fields displayed above become locked and an “Add Reporting” button becomes visible. Clicking the “Add Reporting” button brings up the following dialog that allows a user to submit the current state of progress towards obtaining the selected Objective.

Objective Reporting

Objective 1.B.2: Retention rates between freshman and sophomore years and sophomore and junior years for first-generation and other non-traditional undergraduate students meet or exceed the retention rates of traditional undergraduate students.

Year to Attribute this Finding: (publicly reported)

Status: (publicly reported) ⓘ

Brief Progress Update: (publicly reported) ⓘ

Findings Since Last Reporting: (or upload a PDF - not publicly reported) ⓘ

Findings File Title & PDF Upload: (not publicly reported - PDF only) ⓘ

No file chosen

Analysis of Findings: (not publicly reported) ⓘ

Next Course of Action: (not publicly reported) ⓘ

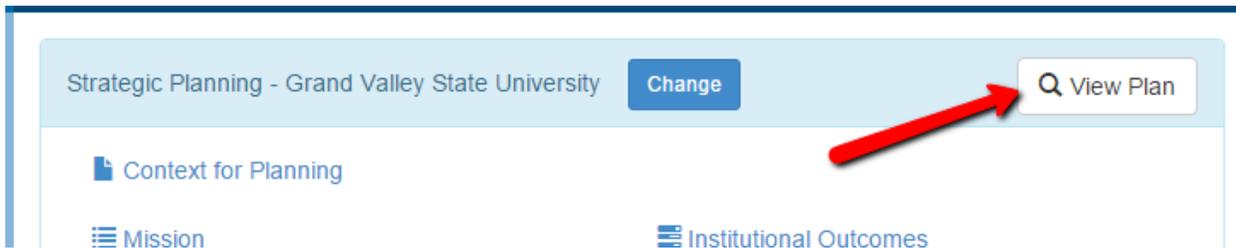
Sharing of Findings: (not publicly reported) ⓘ

Additional Comments: (optional - not publicly reported) ⓘ

In order to make the plan visible on the Strategic Plan Index website, all items must be individually finalized and then the plan must be published. To publish the plan select "Publish this Plan" button shown above. Note that only finalized items will be visible when the plan is published.

Viewing a Strategic Plan

An entities plan is viewable via the "View Plan" button on the "Menu" page.



A user can view any entities plan by using the "Change" button. Then after selecting the desired entity, the plan can be viewed by clicking the "View Plan" button.

The Strategic Plan View:

GRAND VALLEY STATE UNIVERSITY STRATEGIC PLAN 2016-2021

The Strategic Planning Context

Grand Valley State University has developed a highly successful approach to education and a unique niche among comprehensive universities over recent decades. In the 2016-2021 iteration of the Strategic Plan, the University will deepen and extend its current approach -- teaching, learning, scholarship and connection -- and improve its outcomes in educating students and contributing to society.

The Grand Valley approach is distinctive in that, even as a large, complex university, it continues to offer its students the rich experiences that are characteristic of the liberal education tradition. Dedication to that tradition informs every one of the university's wide range of undergraduate and graduate academic programs, including disciplinary and interdisciplinary degree levels up to professional/clinical doctorates. Students gain the essential skills and perspectives born of a liberal education, complemented by contemporary topics of the same general and transferable value: sustainability, global understanding, digital literacy, design thinking, concepts of inclusion and human rights, and other areas suitable to integrative, inquiry-based, experiential learning.

Grand Valley intends to maintain a stable annual student population of 24,000 to 26,000 undergraduates and graduates through 2021, as well as to offer the combination of degrees that led the Carnegie Foundation to classify the university among the nation's "Masters Large" institutions.

Grand Valley focuses on student success, defined narrowly as the ability of all students to accomplish their higher education goals in a timely manner and attain key performance milestones. More broadly defined, successful students will attain the knowledge, skills, and attitudes they require to be lifelong learners and productive, contributing members of society. By making the choice to attend Grand Valley, these graduates will be prepared with every intellectual and experiential advantage as they pursue their future goals.