UNIVERSITY OF NORTH CAROLINA
CHARLOTTE

Date: February 12, 2024

To: Deans, Associate/Assistant Deans, Associate/Assistant Provosts, Department
       Chairs/Directors, and College Assessment Directors

From: Dr. Christine Robinson, Assistant Provost of Institutional Effectiveness and Analytics

Re: 2023-2024 Annual Plans and Reports

The 2023-2024 Annual Plans and Reports are due in Anthology Planning on **June 3, 2024**. The following
plans and reports must be submitted in Anthology Planning:

1. The College/Unit Strategic Plan Annual Updates
    - Alignment to the Inclusive Excellence Strategic Plan and Academic Affairs Equity Audit
      based on components in your college/unit strategic plan
2. The Student Learning Outcomes Assessment Plan & Report

We heard your feedback, and in the spirit of continuous improvement, we made the following
adjustments:

a) You can now enter all your strategic progress on one screen in a single document.
b) Myra George will hold "virtual drop-in hours" weekly in Zoom to answer questions about
    strategic plans and reporting starting May 1, and resources are available online.
c) There are workshops scheduled throughout the spring semester to discuss the Inclusive
    Excellence Strategic Plan. See Schedule below.

Steps for completing the 2023-2024 Annual Plans and Reports:
Detailed instructions for using Anthology Planning and completing each report can be found in the
user guides on the Office of Assessment and Accreditation website. Abbreviated instructions are
below.

Log into Anthology Planning at https://uncc.campuslabs.com/planning/ with your NinerNET
credentials.

Report #1: College/Unit Strategic Plan Annual Update
*The purpose of this reporting is for departments and units to indicate their quantitative progress on
strategic initiatives and objectives. It is not intended for you to report on all activities for the year.
Note that the* **previous year's objectives, selected measures, and targets have been rolled over.**

a) Follow the directions on "How to Access Anthology and Update College or Unit Strategic Plans"
b) For each objective, enter numerical results.
c) Also enter the following:
- Additional narrative information about the results
- Approved budget or resources for the current year
- Changes planned for next year
- Anticipated budget requests for next year
- Updates on previous year's planned changes
- Address how college/unit plan aligns to the Inclusive Excellence Strategic Plan
- Address how college/unit plan aligns to the Equity Audit

Report #2: Student Learning Outcomes Assessment (SLO) Plan and Report

a) Follow the Directions on "How to Edit/Add SLO Assessment Plan and Report."
b) For each program student learning outcome, complete the following fields in the Program SLO template:
- Student Learning Outcome
- SLO Area
- Delivery Mode
- Other Sites
- Assessment Methods
- Effectiveness Measure Narrative
- Expected Performance Outcome Target
- SLO Assessed
- Results
- Results Exception
- Performance Assessment Target
- Reflection on Result
c) Complete the following fields in the Use of Results template for all of the Program SLOs:
- Improvement Types
- Use of Results for Improvement Narrative

Inclusive Excellence Workshops are available here.

Contact Dr. Myra George, Director of Strategic Planning, at myra.george@charlotte.edu for all questions regarding strategic plan reporting.

Contact Dr. Mitch Cottenoir, Director of Assessment, at mcotteno@charlotte.edu for all questions regarding student learning outcomes plans and reports.

If you have problems accessing Anthology, contact Dr. J. D. Mosley-Matchett at jmosleym@charlotte.edu.