

GVPlan Quick Guide for Reach Higher 2025 Strategic Planning

This document is a primer on how to navigate the re-designed GVPlan user interface for Strategic Planning efforts revolving around Reach Higher 2025. Additional guides will be available as more updates are made to the system.

Reach Higher 2025 Strategic Planning Expectations

- Each division should have an enterprise plan that addresses strategies for how it will:
 - ❑ Contribute to the Reach Higher 2025 Commitments;
 - ❑ Advance the focal point Key Performance Indicators (KPIs); and
 - ❑ Support or enable parallel planning priorities (i.e., racial equity and inclusion, enrollment planning, digital roadmap).
- Divisions are encouraged to limit the number of strategies for central reporting and to provide focus, efficient measurement, and regular reporting.
- Reporting will be expected twice per year. The first reporting cycle will be Fall 2023 (October 2, 2023), then reporting will be requested annually in April and October. Additional strategies may be tracked/reported at the division level.
- Additional plans may be developed at the college, unit, or department level and should be coordinated and aligned with the division plans.
- Division planning is ongoing through the two expected reporting periods each year. College and unit planning documents have a flexible deadline.
- Planning documents should be viewed as living documents.

Navigating the Strategic Plan Main Menu

GVPlan: Strategic Planning

Strategic Plan

Mission

Vision

Values Statements

Planning Process

Collaboration

Building Capacity

Publish this Plan

Strategic Planning should always begin with Mission, Vision, and Values. For Higher Learning Commission reporting, we also request information about your planning process, how planning used collaboration beyond your area, etc.

Describe how your mission aligns with that of the university.

Describe how your vision aligns with that of the university.

Describe how your values statements align with that of the university.

Explain your planning process used (e.g., engagement of constituents, such as faculty, staff, students, alumni, advisory boards, community members, etc.).

Briefly summarize how this plan includes cross-division/college collaboration.

Briefly summarize areas that your area will adjust (e.g., reallocate, repurpose, or reprioritize) to build capacity for achieving commitments and implementing strategies (i.e., what will be ended, paused, scaled back, or reorganized).

Do NOT click this button until the items above and the items under the "Commitments and Related Documents" section have been finalized. This will publish your area's plan on the Strategic Plan Search website and cannot be undone.

Adding, Editing, and Finalizing Mission, Vision, etc.

The screenshot displays two side-by-side panels. The left panel shows a list of departments with their respective 'Vision' statements. The 'Statistics - Vision' section is highlighted in blue and contains a yellow message box stating 'A Vision has not been added yet.' Below this, there are 'Back' and 'Add' buttons. The right panel shows the same list, but the 'Statistics - Mission' section is highlighted in blue. It contains a 'Mission' field with the text 'This is a test mission.', a 'Describe how your Mission aligns with that of the University:' field with the text 'Describe how your mission aligns with that of the University - test.', and 'Back', 'Edit', and 'Finalize' buttons. Blue arrows point from the 'Add' button on the left to a text box, and from the 'Edit' and 'Finalize' buttons on the right to their respective text boxes.

Mission, Vision, etc. can be added and saved as needed.

Once added and saved, Mission, Vision, etc. can be edited later.

This button tells the system that no more edits are needed in this area. Make sure to review the contents before you Finalize, as this cannot be undone. You must click Finalize to enable the contents to be published on the Strategic Plan Search website once the "Publish this Plan" button is selected.

Navigating the Main Commitments Area

2021 - 2025 Load Cycle

Commitments and Related Documents

- Empowered Educational Experience
- Lifetime of Learning
- Culture of Educational Equity
- Additional Commitments
- Other Strategic Planning Documents

The Load Cycle automatically displays the current strategic planning cycle. This can be changed to visit the older 2016-2021 planning efforts, if needed.

These are the core Reach Higher 2025 Commitments. A unit may not need to cover all three commitments, but every entity should be a focus on at least one commitment.

Additional Commitments outside of the core commitments can be added here. These are unique to your area/unit.

Each commitment area provides a mechanism for adding documents, but this is another general (optional) area to add any pertinent documents. We want to ensure all planning documents have a single home for storage and reference.

Clicking on any of the Commitment links will take you to the respective area for text/data entry, such as the one shown below, which begins by pressing the green "Add" button.

Grand Valley State University - Empowered Educational Experience

Key Performance Indicators (KPI)

Add

Describe Strategies and Measureable Goals

Baseline

Progress

Support/Enable Parallel Planning Priorities

Adding Key Performance Indicators (KPIs)

Grand Valley State University - Empowered Educational Experience

Key Performance Indicators (KPI)

Add

Describe Strategies and Measurable Goals

Baseline

Progress

Support/Enable Parallel Planning Priorities

Clicking on the "Add" button opens the page below.

Add a descriptive KPI name for easy differentiation with other KPIs.

External visibility means that the KPI is viewable by all GVAdvance users and will be published online. Internal visibility means that the KPI is viewable only within the originating entity (e.g., within DSA).

Upload an additional support file as desired.

Add Key Performance Indicator

KPI Name

Visibility

-- Select Visibility --

Describe Strategies and Measurable Goals

(2000 characters left)

Supporting File

Choose File No file chosen

Baseline

Planning Priorities

- Racial Equity & Inclusion *i*
- Enrollment Planning *i*
- Digital Roadmap *i*

Describe your strategies and measurable goals in this area – note the 2000-character limit.

Add your baseline from which progress will be measured. This can be a mix of numbers and text; remember to add units of measurement.

Indicate to which planning priorities your KPI align – check all that apply. Clicking on the blue "i" icon will display more description and examples for the respective planning priority.

Make sure to review supplied information before you Save & Finalize, as this cannot be undone. You must click on Save and Finalize to enable ongoing progress reporting.

Close

Save

Save & Finalize

This closes the pop-up entry area.

This saves the entry for later editing as needed.

Adding KPI Progress Updates

Statistics - Empowered Educational Experience

Key Performance Indicators (KPI)	Describe Strategies and Measureable Goals	Baseline	Progress	Support/Enable Parallel Planning Priorities
<div style="border: 1px solid #ccc; padding: 5px; width: fit-content;">TEST</div> <p>Visibility</p> <div style="border: 1px solid #ccc; padding: 5px; font-size: small;">External (viewable by all GVAdvance users and published online)</div>	<div style="border: 1px solid #ccc; padding: 5px; width: fit-content;">TEST</div>	30 TEST		<div style="border: 1px solid #ccc; padding: 5px;"><input checked="" type="checkbox"/> Racial Equity & Inclusion <input checked="" type="checkbox"/> Enrollment Planning <input type="checkbox"/> Digital Roadmap</div>

Once a KPI has been saved, an “Add” button for your Progress will appear on the respective commitment’s main page. Clicking on this Add button will display the page below.

Make sure to select the correct KPI for which you are adding progress updates.

Add your KPI progress metrics here – note that the formatting should match what you entered for your baseline (e.g., if Baseline was “40% participated in internships,” the Progress should be “XX% participated in internships”).

Add Key Performance Indicator Progress

Select the KPI:

Progress Term:

Progress Year:

Progress:

Progress Description:

Add progress description – note the 2000-character limit.

 (2000 characters left)

Supporting File: No file chosen

Select the applicable term and year for the progress update.

Upload an additional support file as desired.

This closes the pop-up entry area.

This saves the entry for later editing as needed.

Make sure to review supplied information before you Save & Finalize, as this cannot be undone. You must click on Save and Finalize to enable ongoing progress reporting.

Editing and Entering Additional KPIs and Progress Updates

Information entered for each KPI and Progress period is displayed on the page once saved. Additional KPIs and Progress reports can be added as needed within each Commitment area by clicking on the respective “Add” buttons and selecting the appropriate KPI and Progress Term/Year.

Statistics - Empowered Educational Experience

Key Performance Indicators (KPI)	Describe Strategies and Measureable Goals	Baseline	Progress	Add	Support/Enable Parallel Planning Priorities
TEST <small>Visibility</small> External (viewable by all GVAdvanced users and published online)	TEST	30 TEST	Progress: 40 TEST PROGRESS 1	Add	<input checked="" type="checkbox"/> Racial Equity & Inclusion <input checked="" type="checkbox"/> Enrollment Planning <input type="checkbox"/> Digital Roadmap

Note: In the original image, the 'View All' button in the Progress column is circled in red.

Only two Progress periods will appear on the screen but clicking on the “View All” button will show all updates.

Selecting on the blue pencil icon will enable you to return to the respective KPI or Progress to edit as needed before you click “Save & Finalize”. Once “Save & Finalize” has been selected, the blue pencil icon will disappear from the screen.

If you have issues accessing the system, please contact Phuong Vo (Assessment and Accreditation Specialist) at votru@gvsu.edu or 616-331-2246.