

Academic Strategic Planning: Constituency Involvement, Planning Appendices, and Revenue Generation Plan Template

Please read this entire document before beginning to fill out the Constituency Involvement, Planning Appendices, and Revenue Generation Plan Template. This document contains important information and instructions to ensure the successful completion and submission of the 2008 version of this template.

ABOUT THIS TEMPLATE

Each unit is asked to use this template to provide information about constituency involvement and revenue generation, along with planning appendices, using the *Constituency Involvement, Planning Appendices, and Revenue Generation Plan Template* provided. The submission process requires two steps.

In the first step, you will be able to enter your summary of the process and groups that were involved in developing your college strategic priorities. The second step provides the opportunity to send other planning documents that supplement information provided in this template and the *Strategic Priorities Template*.

SOFTWARE REQUIREMENTS

The Constituency Involvement, Planning Appendices, and Revenue Generation Template requires Adobe Acrobat 7.0.8 (Standard or Professional) or greater. To ensure that you have version 7.0.8 or greater, select **About Acrobat** from the **Help** menu in your Acrobat software. If your version is less than 7.0.8, select **Help -> Check for Updates**. If you do not have Acrobat Standard or Professional, contact your unit's computer support personnel.

USING THE FORM

The 2007-2008 version of the *Constituency Involvement, Planning Appendices and Revenue Generation Template* is the same as the one used in 2006-2007. The form will be submitted electronically. Please save a copy of the report for your records.

Step 1: Constituency Involvement

This template consists of two parts. The first part contains a simple text field in which you should provide information about how various constituencies were involved in your academic strategic planning efforts. Please limit responses to less than 1,500 characters. All data entered into the template will be transmitted to Academic Affairs via the Internet. Please ensure that your computer is connected to Internet before submitting your completed template. When you are finished filling out the template, **save it** to your hard drive and **print a copy** for your records. Use the **Submit button** at the bottom of the last page of the template to transmit the data to our office. A confirmation page will verify the successful transfer of the template. *Do not* interrupt the data upload process.

Step 2: Submitting Supplemental Planning Materials

To complete the second step, prepare the following documents:

Supplemental Planning Materials

Include documentation of planning activities that supplemented the academic planning effort but do not fit into the templates. Supplemental documents should support or clarify priorities listed in this and other templates. The documents can be a Microsoft Office document or a PDF file.

Revenue Generating Plan

If you have plans to develop revenue generating activities in your college or unit, please attach a document that includes those plans to this template. Your plan should include the following information:

- Academic Affairs Unit
- Proposal Name
- Principle Contact (Name) (Phone)(E-mail)
- Short general description of the proposal
- How does this proposal support identified strategic priorities?
- How will this proposal generate revenue?
- Will this proposal require a special tuition rate?
- Any potential risks or downsides of the proposal?
- Where and when might the proposal be implemented?
- Supporting documentation and additional information.

Attach all documents mentioned above to the confirmation page (from the Adobe Acrobat menu choose: **Document -> Attach a File**). When you are finished, save the confirmation page (along with the attached files) and e-mail it to Ron Roeber (rroeber1@unl.edu). Be sure to clearly note your unit name in your e-mail.

All data entered into the template will be transmitted to Academic Affairs via the Internet. Please ensure that your computer is connected to Internet before submitting your completed template. When you are finished filling out the template, *save it* to your hard drive and *print a copy* for your records. Use **the Submit button** at the bottom of the last page of the template to transmit the data to our office. A confirmation page will verify the successful transfer of the

template. *Do not* interrupt the data upload process. NOTE: The confirmation page that appears after successful completion of the second process is identical to the confirmation page at the end of the first step. If you do not get an error message at the end of the second step, the process was successful.

If you have questions or concerns regarding the template, contact Ron Roeber in Academic Affairs (rroeber1@unl.edu, 402-472-3751).