

FLORIDA GULF COAST UNIVERSITY ANNUAL REPORT
DATA MANAGEMENT SYSTEM WEB SITE

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Florida Gulf Coast University Annual Report Data Management System Web Site

Welcome to the FGCU Annual Report Web site!

The purpose of this site is to guide you through the process of preparing and submitting your unit's annual performance information.

Information you submit on this site will include a review of your unit's past accomplishments and improvements. It also will enable your unit to set goals and performance targets for the coming year.

In addition to telling your performance story, your unit's annual report will be tied to budget priorities. This includes using the report to confirm budget priorities in the planning process for 2005-2006 and for establishing priorities for 2006-2007.






You will find on this site Help boxes, accessible by clicking on the  symbol, which will provide detailed guidance for the type and format of information to be submitted. Please click on these boxes before submitting the information in each field.

Remember to save your information often and to cut and paste from other documents as necessary to help out in the data entry.

If you need assistance or have questions, please contact Dr. Joseph Grubbs at ext. 7724 or email him at jgrubbs@fgcu.edu.

Instructions to Begin

As you navigate the Annual Report site, you will notice certain buttons. Here's a quick description of each button and its function:

Symbol	Function
	Click on this button to view the full details of an item (i.e. view a goal or indicator).
	Click on this button to edit the details of an item (i.e. edit a goal or indicator).
	Click this button to save the data entered into a form.
	Click on this button to view people who have access to a unit.
	Click on this button to delete an item (i.e. delete a goal or indicator).




To begin entering your performance information, expand the Annual Report-FGCU menu on the left side of this page. Expand the Editor Features sub menu, then click on Units. Once the unit screen appears, click on the  icon to view the details of a unit. When you are viewing a unit's details you will see a gray bar like the one in Figure 1. Click the  icon to edit the details.



Figure 1: Any time a gray bar like this one is displayed there will be an icon in it that performs an action on the currently displayed data. This gray bar will always appear near the top of the page just below any help information.

IMPORTANT: You must save your work as you navigate the site! If you are done entering information on a screen, click the Save () button. If you exit the Web browser without saving, you will lose all of the information entered since the last save.

Units

Unit Name and Numeric code


Confirm your unit's title and identification code.

Mission Statement

Provide the mission statement for the unit, documenting the unit's alignment with the University's mission and strategic plan.

Unit Functions

Describe the functional responsibilities of the unit. Include in the description the unit's primary activity areas.

Once you have finished entering information for your unit's title, mission and functions, click on the Goals tab at the top of the screen to view unit goals for a specific year. You may also use the Unit Goals menu option in the left hand column. Click the  button to add a new goal to the unit.

Years

Keep the following definitions in mind when using the annual report system.

Current Year

Select 2004-2005 to review your unit's performance goals and indicators for the current year. This also will be the year selection for entering information relating to actual performance for the current year and for providing assessment-based justification and rationale for budget priorities approved as part of the allocations for 2005-2006.

Next Year

Select 2005-2006 to forecast information relating to performance goals and indicators for the upcoming year. Choose this option to present your performance targets for next year and to align this performance with any unmet need for consideration as part of the 2006-2007 budget process.

Unit Goals – 2004-2005

On this screen, enter a unit goal for 2004-2005. Once you have identified a goal, proceed with completing the following information for each goal:

Unit

Choose or confirm the unit for which you are creating the goal.

Goal Title

A short name to help easily identify the goal.

Goal Number

The order in which this goal will appear for this year. The goal number is also used to identify the goal (i.e. goal number 4 of unit number 17 would be identified as 17.4).

Goal Text

The actual goal statement.

Primary/Secondary Strategic Goal (1-8)

Align the unit goal with a University strategic goal. Choose from the drop down boxes to select a primary and, if appropriate, a secondary University strategic goal.

Action Narrative

Indicate what action(s) was taken to achieve the unit goal. You may want to refer to your unit's 2003-2004 annual report (if you completed one), available at:

<http://www.fgcu.edu/planning/assessment/tutorials.asp>. Include in the description of the action(s) any constraints that your unit faced in this action area and how these constraints affected your units capacity to achieve the goal.

Use of Assessment

State how the results of the assessment led to improvement or attainment of the unit goal.

Indicate if the result(s) contribute to any of the President's Performance Measures for 2004-2005 (<http://www.fgcu.edu/planning/Assessment/Plans/ASPlans/AssessmentPlanPresident.pdf>.) and, if so, to what extent. If the unit was unable to achieve the goal during the reporting year, please state what if anything was accomplished and what action steps will be taken in the future to achieve the goal in future years.

For Academic Units – Include how results of program reviews and/or accreditation reviews during 2004-2005 have been used for continuous improvement.

For All Units – Describe progress on development and/or implementation of the unit's assessment plan.

Budget Justification

Describe how the assessment results led to the formation of any request for incremental or new funding that has received a commitment from the Provost, VP for Administrative Services, VP for Advancement or the President for 2005-2006. Describe the potential positive impact on the unit and the university if the resource request is funded. Indicate any ancillary needs in support of the request (e.g. additional space, rewiring, etc.)

Budget Priority

Enter the actual budget priority that has been approved by the Provost, VP for Administrative Services, VP for Advancement or the President for 2005-2006.

This information may be updated from your unit's annual report for 2003-2004 (if your unit completed one), available at <http://www.fgcu.edu/planning/assessment/tutorials.asp>.

For each goal, you will need to show alignment with the University's strategic goals contained in the University Strategic Plan for 2005-2010, which is available at <http://www.fgcu.edu/planning/LRPIE/Index.asp>.

Once you have entered your unit goal(s), click on the Indicators tab to enter information for each of your unit indicators associated with the unit goals. You may choose up to three indicators for each unit goal.

Performance Indicators – 2004-2005

For each indicator, submit the following information:

Number

The order in which the indicator will appear. This will also be used in combination with the goal number to identify the indicator as belonging to a specific goal (i.e. indicator number three of goal number two will be identified as 2.3).

Indicator Name

Enter a short descriptor for the indicator. For example, “Entering GPA.”

Description

Provide a more detailed narrative description of the indicator. For example, “Mean Grade Point Average for students entering FGCU as freshmen.”

Measure Type

Select whether the indicator is qualitative or quantitative.

Target Performance (quantitative/qualitative)

In the appropriate field – based on whether the indicator is qualitative or quantitative – enter the performance target set for the indicator for the current year (2004-2005).

Actual Performance (quantitative/qualitative)

In the appropriate field – based on whether the indicator is qualitative or quantitative – enter the actual performance for the indicator for the reporting year (2004-2005).

Assessment Method

Provide a detailed description of the method used to collect and analyze the assessment data for the indicator, as well as the rationale for using this indicator. Include in the description any constraints on the data for the indicator, such as a lag in the time the actual performance data will be available (e.g., latest faculty productivity data available may be from 2003-2004).

Provide the measure(s) used to determine achievement of the goal. You may enter three indicators for each unit goal.

Repeat this process for each of your unit’s goals and indicators. You may enter information for as many goals as necessary, with up to three unit indicators for each goal.

Unit Goals – 2005-2006

On this screen, enter a unit goal for 2005-2006. Once you have identified a goal, proceed with completing the following information for each goal:

Primary/Secondary Strategic Goal (1-8)

Align the unit goal with up to two University strategic goals. Choose from the drop down boxes to select a primary and, if appropriate, a secondary University strategic plan goal.

Unit Action

Indicate what action(s) will be taken to achieve the unit goal.

Use of Assessment

State how the results of assessments will be used for improvement or attainment of the unit goal. Indicate if the result(s) will contribute to any of the University's strategic plan's indicators benchmarks/goals for 2005-2006 and, if so, to what extent.

Budget Justification

Describe how assessment results justify additional priority resources being requested to meet 2005-2006 unit goals *beyond* those for which you have already received a commitment (these requests will help determine 2006-2007 priorities for funding consideration). Please keep in mind such requests should only follow careful consideration of potential internal reallocation of existing resources to accomplish the goal.

Budget Priority

Enter the actual budget priority that should be considered by LRPIEC for 2006-2007.

These may be the same as those entered for 2004-2005; they may be modified from 2004-2005; or they may be completely new goals.

For each goal, you will need to show alignment with the University's strategic goals contained in the University Strategic Plan for 2005-2010, which is available at <http://www.fgcu.edu/planning/LRPIE/Index.asp>.

Once you have entered your unit goal(s), click on the Indicators tab to enter information for each of your unit indicators associated with the unit goals. You may choose up to three indicators for each unit goal.

Performance Indicators – 2005-2006

For each indicator, submit the following information:

Indicator Name

Enter a short descriptor for the indicator. For example, “Entering GPA.”

Description

Provide a more detailed narrative description of the indicator. For example, “Mean Grade Point Average for students entering FGCU as freshmen.”

Measure Type

Select whether the indicator is qualitative or quantitative.

Target Performance (quantitative /qualitative)

In the appropriate field – based on whether the indicator is qualitative or quantitative – enter the performance target set for the indicator for the reporting year (2005-2006).

Assessment Method

Provide a detailed description of the method used to collect and analyze the assessment data for the indicator, as well as the rationale for using this indicator. Include in the description any constraints on the data for the indicator, such as a lag in the time the actual performance data will be available.

Provide the measure(s) used to determine achievement of the goal. You may enter three indicators for each unit goal.

Repeat this process for each of your unit’s goals and indicators. You may enter information for as many goals as necessary, with up to three unit indicators for each goal.

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 WEB-BASED DATA MANAGEMENT SYSTEM

