

# **FIVE YEAR VISION OHIO IMPLEMENTATION PLAN**

## **Instructions for requesting FYVOIP changes and additions [Form #1- Revisions to Existing FYVOIP]**

### **Introduction:**

The evolution of Vision Ohio over the last four years exemplifies the principle that sound strategic planning must be an iterative process requiring ongoing discussion and revision. Starting in September 2007, campus constituent groups and institutional leadership intensively discussed the Five Year Vision Ohio Implementation Plan (FYVOIP) that the President developed in response to a request from the Board of Trustees.

The result of these discussions was a more complete and refined implementation plan including goals, objectives, strategies, and metrics that the Board of Trustees affirmed in February 2008 while noting that year one of the plan indeed was ambitious. Emerging as well from these discussions was the recognition that continuing to define Vision Ohio would be an ongoing process involving the campus community.

Management and oversight of the FYVOIP plan resides in the Office of the Executive Vice President and Provost, but the Vision Ohio Steering Committee, the Budget Planning Council, and the institutional leadership team that includes the President, the Executive Vice President and Provost, the Vice Presidents, and the Deans have been charged with taking on substantive roles designed to ensure that the FYVOIP and the process that surrounds it maintains accountability, transparency, and responsiveness to change.

### **The Vision Ohio Steering Committee**

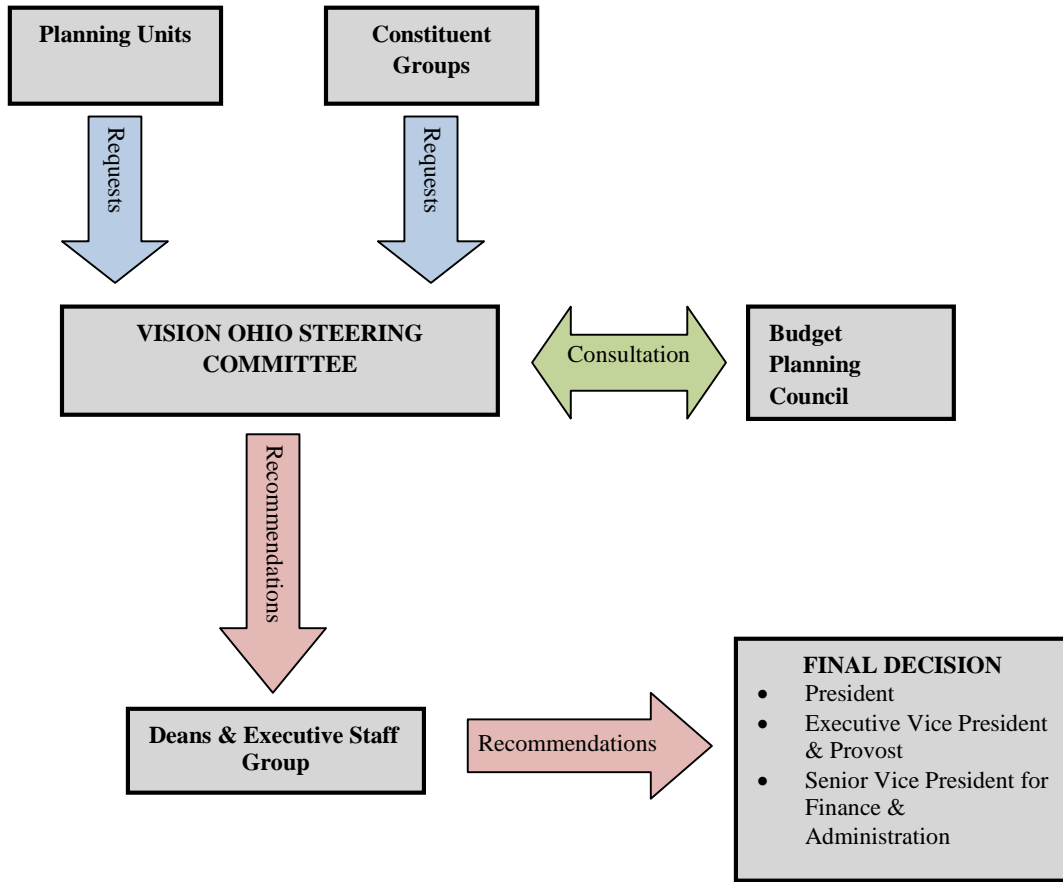
The Vision Ohio Steering Committee (VOSC) which is a broadly representative group encompassing the campus has been specifically charged with oversight on matters of accountability, accepting and reviewing proposals for refining the plan, and communications related to the FYVOIP. The 2008-2009 membership of VOSC can be found at <http://www.ohio.edu/provost/VisionImplementation.cfm> .

The Vision Ohio Steering Committee created this form to allow planning units and constituent groups (Student Senate, Graduate Student Senate, Classified Senate, Administrative Senate, and Faculty Senate) to put forward additions or revisions to current strategies or outcomes as well as new strategies and outcomes. Planning units can put forward requests with budgetary components. Constituent groups are encouraged to make recommendations about the distribution of funding in accordance with their FYVOIP priorities, but specific budget requests are the purview of the planning units.

**VOSC Requests must be discussed and approved at the planning unit level (planning unit head sign off is required) or submitted by the chair or president of a constituent group.** VOSC will review each request received by the established deadlines and may seek clarification and/or ask for the sponsoring unit/group to send a representative to discuss the request.

Upon completion of the review, VOSC will make a recommendation as to whether to endorse the request. Endorsed proposals seeking funding will be collated and sent to Budget Planning Council (BPC) for budgetary feedback. VOSC recommendations and BPC feedback will be reviewed by the Deans and Executive Staff group. The President, the Executive Vice President and Provost, and the Senior Vice President for Finance and Administration will make the final decision on requests.

## FYVOIP Change Process



### Types of Requests and Submission Schedule

There will be multiple opportunities during the academic year to submit requests to the VOSC for revisions to the plan. Requests will be received in accordance with the following schedule.

### Schedule for FYVOIP Submissions to VOSC

Type of Request	Submit
Non-substantive changes to existing strategies, outcomes, metrics, or progress indicators	Any time during the academic year
Substantive changes to existing strategies, outcomes, metrics, or progress indicators [includes requests for funding for existing strategies and outcomes]	<b>Fall Quarter 2008</b> —due by Oct. 20 <b>Winter Quarter 2009</b> —due by Feb. 27 <b>Spring Quarter 2009</b> —due by April 13
Proposals for new strategies or outcomes with or without budget requests	<b>Fall Quarter 2008</b> —due by Oct. 20 <b>Winter Quarter 2009</b> —due by Feb. 27 <b>Spring Quarter 2009</b> —due by April 13
Proposals to shift current FYVOIP investments from one-time-only to base	<b>Accepted only during Spring Quarter 2009</b> —due by April 13

## Requests with Budgetary Components

### Budgetary requests can be part of:

- Substantive changes to existing strategies, outcomes, metrics, or progress indicators
- Proposals for new strategies or outcomes with or without budget requests
- Proposals to shift current FYVOIP investments from one-time-only to base

### The following guidelines apply to requests with budgetary components:

1. Unless the substantive change to an existing strategy or outcome or the proposal for new strategy or outcome can document at least a two year history of efficacy in contributing to an objective, the request must be for one-time-only funding.
2. Planning units must demonstrate a commitment to the strategy or outcome through the documented strategic use of current resources. Specifically address why the strategy or outcome cannot be achieved through the realignment of existing resources.
3. Constituent groups cannot put forward independent budgetary requests but are encouraged to make recommendations about the distribution of funding in accordance with their agreed upon FYVOIP priorities.
4. A budget must be submitted as part of the request. It should include specific information about expenditures and a timeline for the project. The following information must be included:
  - Indicate which items are ultimately intended to be base funded (after any initial one-time-only period) and which are to be solely one-time-only costs.
  - List separately personnel-related costs (both full time and student/GA) and other costs. For personnel costs, list salary and associated benefits separately,
  - Provide an explanation for each requested budget item that indicates how that item relates to the strategy/outcome. For personnel items, indicate the duties that will be related to the strategy/outcome, and for non-personnel items indicate what would be purchased

# FYVOIP Form #1—Revisions to Existing FYVOIP

Use this form for:

- Non-substantive changes to existing strategies, outcomes, metrics, or progress indicators
- Substantive changes to existing strategies, outcomes, metrics, or progress indicators

Send or email **signed** form and any accompanying documents to Ann Fidler, Office of the Executive Vice President & Provost, 308 Cutler Hall or [fidler@ohio.edu](mailto:fidler@ohio.edu)

**Indicate Which Vision Ohio GOAL the Change or Proposal Falls Under [Choose Only One]**

<input type="checkbox"/>	Recruit and retain talented and diverse students, faculty, and staff
<input type="checkbox"/>	Strengthen undergraduate education
<input type="checkbox"/>	Enhance graduate and professional education and research
<input type="checkbox"/>	Enrich the environment for students, faculty, staff, and the region
<input type="checkbox"/>	Fortify and align infrastructure to enhance the academic mission of instruction, research, and service
<input type="checkbox"/>	Enhance prominence within Ohio, the nation, and the world

**Indicate Which Vision Ohio OBJECTIVE the Proposal Falls Under [Choose Only One]**

<input type="checkbox"/>	Create and implement a strategic and comprehensive Human Resources Plan.
<input type="checkbox"/>	Improve retention rate and engagement of first-year students to increase the graduation rate of undergraduate students.
<input type="checkbox"/>	Invest in targeted undergraduate programs.
<input type="checkbox"/>	Improve the quality of the General Education Program.
<input type="checkbox"/>	Increase strategic investment in target graduate and professional programs.
<input type="checkbox"/>	Invest in financial support for graduate students.
<input type="checkbox"/>	Strengthen research and creative activity in targeted areas.
<input type="checkbox"/>	Provide a dependable and secure network and systems infrastructure capable of ensuring effective information technology security practices and academic support.
<input type="checkbox"/>	Utilize technology to enhance the academic mission of instruction, research, and service
<input type="checkbox"/>	Create and implement a strategic enrollment management plan that promotes fiscal stability and improvements in quality, access, and affordability/efficiency.
<input type="checkbox"/>	Strategically support international programs and research.
<input type="checkbox"/>	Clearly communicate our distinctive identity as an institution to all stakeholders, and using strategic communications (e.g. advertising, news media relations, print and electronic publications) and external relation practices (e.g. community affairs and government relations) to effectively position the university.
<input type="checkbox"/>	Increase annual philanthropic support from \$15 M to \$30 M and develop a major comprehensive campaign.
<input type="checkbox"/>	Enhance positive engagement and cultural enrichment in campus and community life.
<input type="checkbox"/>	Improve health and safety.
<input type="checkbox"/>	Increase the efficiency, quality, and accountability of academic support units and academic units through assessment, improved productivity, strengthened student, faculty, and staff service, and strategic cost reductions.
<input type="checkbox"/>	Establish a stronger financial, legal, and compliance infrastructure.
<input type="checkbox"/>	Improve campus accessibility.
<input type="checkbox"/>	Improve campus facilities and strengthen commitment to sustainability.
<input type="checkbox"/>	Improve the overall health of our faculty and staff by creating a culture of wellness and by encouraging healthy lifestyles.
<input type="checkbox"/>	Encourage faculty, students, and staff to aspire to national leadership in advancing knowledge and practices in their fields of expertise and facilitate notable student, faculty, and staff achievements and their recognition.
<input type="checkbox"/>	Further integrate intercollegiate athletics in general campus activities.

**Non-substantive change(s) to EXISTING strategies, outcomes, metrics, or progress indicators**

*Either attach a document to this form outlining the change(s) and reasons for it or use table below to supply the information (table is not locked and can be expanded by pressing the "Enter" key)*

<b>Change Requested</b>	
<b>Reason for Change</b>	

**Substantive change(s) to EXISTING strategies, outcomes, metrics, or progress indicators**

*Either attach a document to this form outlining the change(s) and reasons for it or use table below to supply the information (table is not locked and can be expanded by pressing the "Enter" key)*

<b>Change Requested*</b>	
<b>Reason for Change</b>	

**\*If part of the requested change involves a proposal for funding, please attach a budget document that contains the following information:**

1. Amount requested. It will be assumed that the request is for one-time-only unless documentation of at least a two year history of efficacy in contributing to a strategy or objective is submitted. The justification for base funding should be no more than one page in length. N.B. proposals that receive one-time-only funding may be eligible for base funding if a track-record of efficacy is established and certified by VOSC and the Deans and Executive Staff group.

2. How a planning unit(s) has strategically deployed its current resources in support of the strategy or objective. Specifically address why the strategy or outcome cannot be achieved through the realignment of existing resources.

3. A budget must be submitted as part of the request. It should include specific information about expenditures and a timeline for the project. The following information must be included:

- Indicate which items are ultimately intended to be base funded (after any initial one-time-only period) and which are to be solely one-time-only costs.
- List separately, personnel-related costs (both full time and student/GA) and other costs. For personnel costs, list salary and associated benefits separately,
- Provide an explanation for each requested budget item that indicates how that item relates to the strategy/outcome. For personnel items, indicate the duties that will be related to the strategy/outcome, and for non-personnel items indicate what would be purchased

Submitted by:	Date	Planning Unit or Constituent Group	Contact information [Email and Phone]

Signature of Planning Unit or Constituent Head	Date