



SPOL PLANNING & ASSESSMENT

UPDATED OCTOBER, 2022

Updated By:
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Coordinator of Measurement & Evaluation
IPRE

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SPOL (STRATEGIC PLANNING ONLINE): LOGIN

Recommended browser: Edge or Explorer (Chrome not recommended)

<https://stphilips.strategicplanningonline.com/>

Logging in:

1. Type the SPOL web address (URL) into the address field of your web browser (Edge recommended) to navigate to **the SPOL**

Logon page

2. From the SPOL Logon page, enter your **Username** and

Password, and then click the <**Logon**> button

3. If your logon fails, you can reset your password by clicking the "**Forgot My Password... CLICK HERE**" link

SPOL web link may be accessed from the IPRE home page [IPRE Website](#) "Quick Links" (Strategic Planning Online).

DIAMOND™
POWERED BY SPOL

Welcome!

2 Username
lgutierrez257

3 Password
.....

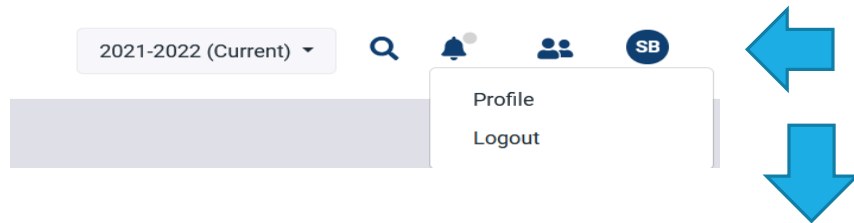
☐ Remember My Login

[Forgot Password](#) [Login](#)

v5.0.2.9

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CHANGING PASSWORD AND USER INFORMATION



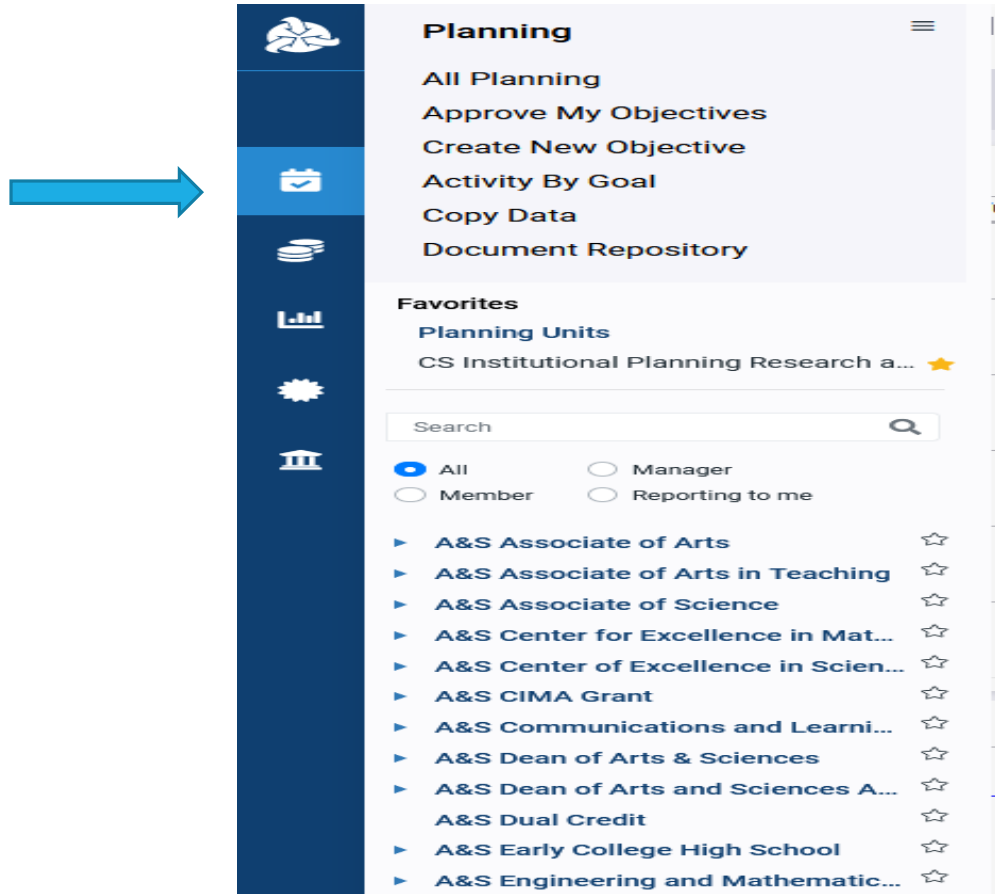
Click on your **initials** to the far right on the home page header and select “**Profile**” to access your **User Details**

While the User Detail page is open, you can change your password and update information including:

- First Name and Last Name (required fields)
- Title
- Location
- Username (required field)
- Phone 1, Phone 2, and Fax Numbers
- Email Address (required field)

A screenshot of the 'User Detail' page. The page has a title bar with 'User Detail' and a close button. Below the title bar are two tabs: 'Profile' (active) and 'Permissions'. The form contains several input fields: 'First Name' (filled with 'Liliana'), 'Last Name' (filled with 'Gutierrez'), 'User Code' (empty), 'Location' (empty), 'Title' (filled with 'Coordinator of Measurement and Evaluation'), 'User Name' (filled with 'lgutierrez257'), and 'Password' (empty). At the bottom of the form are two toggle switches: 'Is changed password' (set to OFF) and 'High Contrast' (set to OFF). At the bottom right of the page are two buttons: 'Cancel' and 'Save'. A red box highlights the 'Save' button and contains the text 'Remember to SAVE! No auto save available'. A small number '4' is visible at the bottom center of the page.

PLANNING



From the Welcome screen, select the icon:



The Planning Menu displays, and you can select your planning unit with a single click.

New Feature: Favorites

SPOL PLANNING: COMPLIANCE WITH SACSCOC PRINCIPLES OF ACCREDITATION

SECTION 7: Institutional Planning and Effectiveness

- 7.1 The institution engages in ongoing, comprehensive, and integrated research-based planning and evaluation processes that (a) focus on institutional quality and effectiveness and (b) incorporate a systematic review of institutional goals and outcomes consistent with its mission. (*Institutional planning*) [CR] – [Good to Great & OUAP Cycle](#)
- 7.2 The institution has a QEP that (a) has a topic identified through its ongoing, comprehensive planning and evaluation processes; (b) has broad-based support of institutional constituencies; (c) focuses on improving specific student learning outcomes and/or student success; (d) commits resources to initiate, implement, and complete the QEP; and (e) includes a plan to assess achievement. (Quality Enhancement Plan) – [QEP Tri-directors and Teams](#)
- 7.3 The institution identifies expected outcomes of its administrative support services and demonstrates the extent to which the outcomes are achieved. (Administrative effectiveness) - [SPOL Planning & OUAP Cycle](#)

PLANNING UNIT PURPOSE

Located on the [Planning Unit Details](#) screen under [Info](#), this statement clearly defines planning unit primary functions, those it serves, and aligns with the college mission.

The screenshot shows the 'Planning Unit Details' screen. The 'INFO' tab is selected and circled in red. The unit name '820201 - CS Institutional Planning Research and Effectiveness' is circled in red. The 'Purpose' field is highlighted with a red oval. The editing block is shown in a side-by-side view, with the 'Save' button circled in red. A blue arrow points from the 'Save' button to the right.

Planning Unit Details

All Planning > CS Institutional Planning Research and E...

2022-2023 (Current)

INFO GOALS OBJECTIVES ATTACHMENTS HISTORY

820201 - CS Institutional Planning Research and Effectiveness

Unit Manager: Gavin, Diane

Parent Unit: 820003 - CS Vice President of College Services

Purpose

- Provide members of the College, District, community, state, and national governing entities with the concise, accurate, meaningful data and information for statistical reference, accountability, evaluation, planning, and policy formation.
- Provide leadership for accreditation requirements and institutional reporting obligations.
- Guide, support, and provide expertise for planning, accreditation, effectiveness, and evaluation processes and activities throughout the College.

Members: Aniol, Hayley; Gutierrez, Lilliana

To review, update, or revise the Planning Unit Purpose, simply click anywhere in this field

The editing block opens up in side-by-side view.

Remember to save after revising!

*To add your planning unit to favorites, select the star icon:

7

ENVIRONMENTAL SCAN

Located on the [Planning Unit Details](#) screen under [Goals](#), the [Environmental Scan](#) should clearly state internal and external influences and factors that impact the unit and its goals. A comprehensive Environmental Scan will consider social, economic, technological, regulatory, and other factors. Below is a great example...

1. Regulatory agency policies and procedures continually change, especially THECB, IPEDS/NCES, Office of Postsecondary Education (OPE), and SACSCOC
2. Data requests from College constituents have increased because of the move to evidence-based, data-supported findings from various regulatory agencies
3. Institutional KPIs and Benchmarks are always under review
4. SPOL activity and SPOL changes to the software have encouraged more usage
5. External surveys (i.e., PACE, RNL, CCSSE, Great Places to Work) require focus to have responses and prevent against survey fatigue
6. District (IRES) and institutional reports are changing
7. Available software and resources require staff training and time to learn various updates and products

ENVIRONMENTAL SCAN

To update the Environmental Scan, click on the field to open the editing block; select save after completing revisions. To add a new entry, select the title (e.g., Achievements)

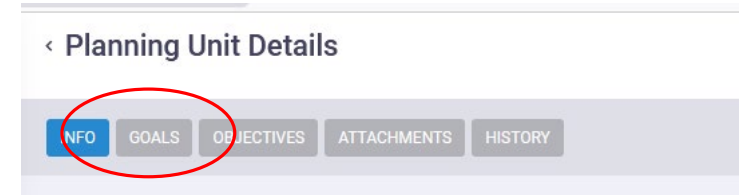
The screenshot displays the 'Planning Unit Details' page with the 'GOALS' tab selected. The main content area lists 'Planning Unit Goals/ASWOT' under two categories: '1 - Environmental Scan' and '2 - Achievements'. The 'Environmental Scan' list includes seven items related to regulatory changes, data requests, KPIs, SPOL activity, surveys, district reports, and staff training. The 'Achievements' list includes eleven items such as onboarding a data analyst, launching a publication, re-instituting research briefs, and establishing performance checks.

An editing modal is open on the right side, titled 'Planning Unit Goals/ASWOT'. It contains the following fields:

- Goal Number:** A dropdown menu set to '1'.
- Goal Title:** A text input field containing 'Environmental Scan'.
- Planning Year:** A dropdown menu set to '2021-2022'.
- Goal Description:** A rich text editor with a toolbar (Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink) and a paragraph of text. The text is a truncated version of the first item in the 'Environmental Scan' list: '1. Regulatory agency policies and procedures continually change, especially THECB, IPEDS/NCES, Office of Postsecondary Education (OPE), and SACSCOC'.

At the bottom of the modal are 'Cancel' and 'Save' buttons. The 'Save' button is circled in red.

ASWOT ANALYSIS



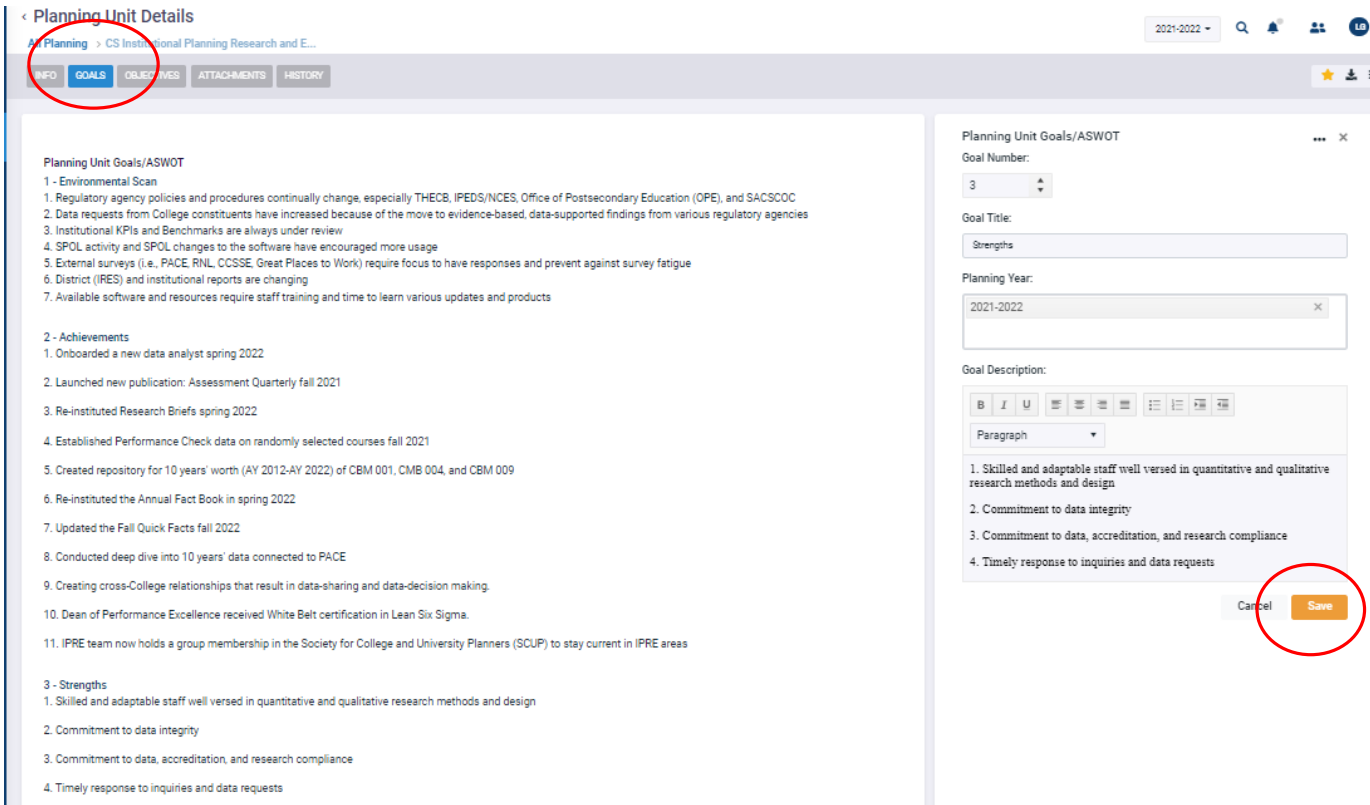
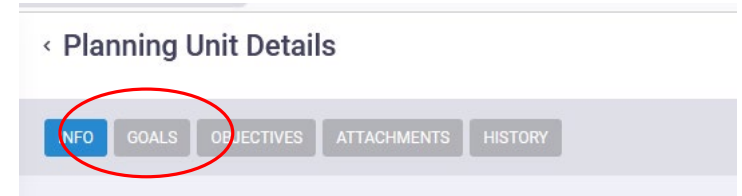
Also located on the [Planning Unit Details](#) screen under [Goals](#), [SWOT](#) analysis (“A” – [Achievements](#) – added at end of cycle) should identify the unit’s strengths, weaknesses, opportunities, and threats that impact the current planning cycle and may inform current objectives, WIGs, or targets.

Below is a great example...

1. Skilled and adaptable staff well versed in quantitative and qualitative research methods and design
2. Commitment to data integrity
3. Commitment to data, accreditation, and research compliance
4. Timely response to inquiries and data requests

ASWOT ANALYSIS

Also located on the **Planning Unit Details** screen under **Goals**, **SWOT** analysis (“A” – **Achievements** – added at end of cycle) should identify the unit’s strengths, weaknesses, opportunities, and threats that impact the current planning cycle and may inform current objectives, WIGs, or targets.



Planning Unit Details

Planning > CS Institutional Planning Research and E...

INFO GOALS OBJECTIVES ATTACHMENTS HISTORY

Planning Unit Goals/ASWOT

1 - Environmental Scan

1. Regulatory agency policies and procedures continually change, especially THECB, IPEDS/NCES, Office of Postsecondary Education (OPE), and SACSCOC
2. Data requests from College constituents have increased because of the move to evidence-based, data-supported findings from various regulatory agencies
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4. SPOL activity and SPOL changes to the software have encouraged more usage
5. External surveys (i.e., PACE, RNL, CCSSE, Great Places to Work) require focus to have responses and prevent against survey fatigue
6. District (IRES) and institutional reports are changing
7. Available software and resources require staff training and time to learn various updates and products

2 - Achievements

1. Onboarded a new data analyst spring 2022
2. Launched new publication: Assessment Quarterly fall 2021
3. Re-instituted Research Briefs spring 2022
4. Established Performance Check data on randomly selected courses fall 2021
5. Created repository for 10 years' worth (AY 2012-AY 2022) of CBM 001, CMB 004, and CBM 009
6. Re-instituted the Annual Fact Book in spring 2022
7. Updated the Fall Quick Facts fall 2022
8. Conducted deep dive into 10 years' data connected to PACE
9. Creating cross-College relationships that result in data-sharing and data-decision making.
10. Dean of Performance Excellence received White Belt certification in Lean Six Sigma.
11. IPRE team now holds a group membership in the Society for College and University Planners (SCUP) to stay current in IPRE areas

3 - Strengths

1. Skilled and adaptable staff well versed in quantitative and qualitative research methods and design
2. Commitment to data integrity
3. Commitment to data, accreditation, and research compliance
4. Timely response to inquiries and data requests

Planning Unit Goals/ASWOT

Goal Number: 3

Goal Title: Strengths

Planning Year: 2021-2022

Goal Description:

B I U [Rich Text Editor Icons]

Paragraph

1. Skilled and adaptable staff well versed in quantitative and qualitative research methods and design

2. Commitment to data integrity

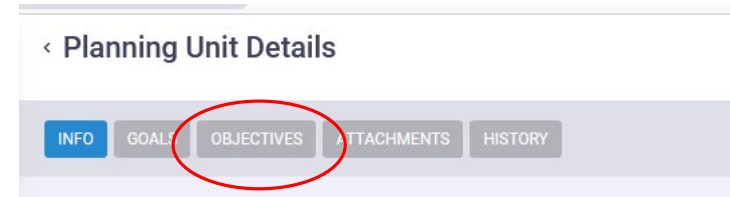
3. Commitment to data, accreditation, and research compliance

4. Timely response to inquiries and data requests

Cancel Save

To update the ASWOT items, click on the desired entry to open its corresponding editing block. Achievements may be added throughout the planning cycle and should be completed at the end of the cycle for the August 31 deadline.

UNIT OBJECTIVES



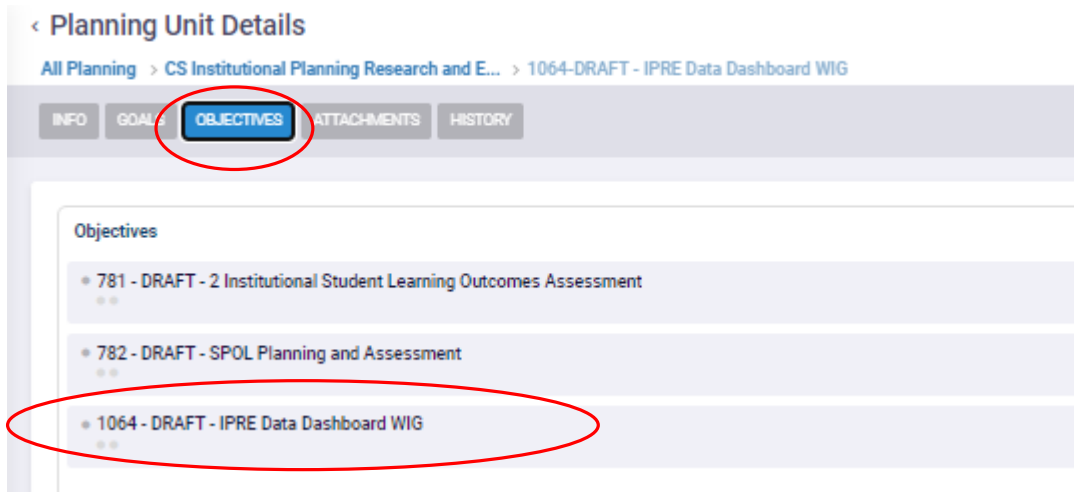
Accessed from the [Planning Unit Details](#) screen, [Objectives](#) align to the unit's purpose and should be specific, measurable, results-driven, time-limited, and relevant. Academic units may emphasize program outcomes such as graduation, licensure pass rates, and PGR in their unit objectives.

Below is a great example...

Fall 2021 WIG: Move IPRE Data Dashboard from 0 to 100% creation by December 10, 2022.

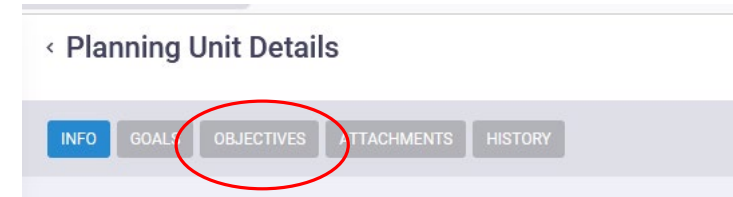
UNIT OBJECTIVES

Accessed from the [Planning Unit Details](#) screen, [Objectives](#) align to the unit's purpose and should be specific, measurable, results-driven, time-limited, and relevant. Academic units may emphasize program outcomes such as graduation, licensure pass rates, and PGR in their unit objectives.



To open [Objective Details](#), click on the objective title.

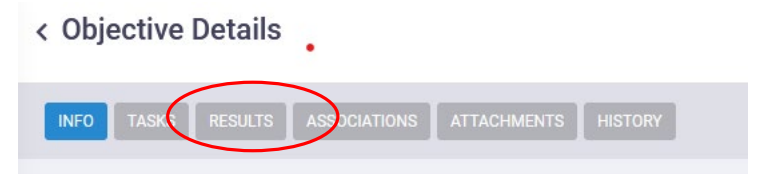
Alignment to the SPC strategic plan is clearly indicated through Institutional Goals and Planning Priorities associations.



This screenshot shows the 'Objective Detail' form. It includes the following fields and options:

- Objective Title:** A text input field containing 'IPRE Data Dashboard WIG'.
- Planning Unit:** A dropdown menu showing 'CS Institutional Planning Research and Effectiveness'.
- Planning Year:** A multi-select field showing '2020-2021' and '1 more selected'. A 'Multiyear' checkbox is checked.
- Objective Purpose:** A dropdown menu showing 'Unit Plan Objective'.
- Objective Status:** A dropdown menu showing 'In Progress'.
- Description:** A rich text editor with a toolbar (Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Paragraph) and a text area containing the text: 'Fall 2021 WIG: Move IPRE Data Dashboard from 0 to 100% creation by December 10, 2022.'
- Buttons:** 'Cancel' and 'Save' buttons at the bottom right.

MEASURES



Located from the [Objective Details](#) screen under [Results](#), [Measures](#) define the method, process, or data source used to assess the objective and determine if the target has been met. Measures relate to the objective and explain how the objective is tested, proven, or monitored. Indirect measures may be used to assess unit and program objectives.

Indirect measures include graduation rates, employment rates, certification pass rates, surveys related to satisfaction/service quality, tracking data, benchmark reports.

To revise an existing measure, click on the entry to open the editing block. To add a new measure, hover over the title field "Assessment Measures," and select the blue plus sign.

Below is a great example...

WIG commitments and lead measure checklist

MEASURES

Located from the **Objective Details** screen under **Results**, **Measures** define the method, process, or data source used to assess the objective and determine if the target has been met. Measures relate to the objective and explain how the objective is tested, proven, or monitored. Indirect measures may be used to assess unit and program objectives.

Indirect measures include graduation rates, employment rates, certification pass rates, surveys related to satisfaction/service quality, tracking data, benchmark reports.

To revise an existing measure, click on the entry to open the editing block. To add a new measure, hover over the title field “Assessment Measures,” and select the blue plus sign.

< Objective Details

INFO TASKS RESULTS ASSOCIATIONS ATTACHMENTS HISTORY

< Objective Details

All Planning > CS Institutional Planning Research and E... > 1064-DRAFT - IPRE Data Dashboard WIG

2021-2022

INFO TASKS RESULTS ASSOCIATIONS ATTACHMENTS HISTORY

DRAFT

Targets (Intended Results)

09/13/2021 Data dashboard created based on 4-step checklist: 1. Define relevant data for IPRE dashboard; 2. Create comprehensible and adaptable indicators for client use that aligns with users' needs; 3. Create clear visuals; 4. Create a dashboard that helps tell our story.

Assessment Measures

09/13/2021 WIG commitments and lead measure checklist

Status Reports

09/13/2021 1. Complete - Data defined.

10/01/2021 BMS dashboard overview with DSO to explore Tableau capability for this project

10/01/2021 Working with Health Sciences to identify alternative funding their Qualtrics license to expand use of platform to IPRE and larger college community. Also will work with HS to determine the feasibility of adding a Tableau license for higher level data displays and visualizations (integrated Qualtrics + Tableau options for maximized efficiency; possible cost hindrance).

08/12/2022 Received access for Qualtrics through Health Sciences. Staff received Tableau training and can create some Tableau visualizations as of August 1, 2022

Actual Results

01/03/2022 Data dashboards created but interactive features are pending platform access (Tableau - currently dashboards developed using Power BI)

08/30/2022 IPRE team trained and gained access to Tableau; moving forward interactive dashboards may be created, but access will be limited to DSO approval on a dashboard by dashboard and user by user basis.

Analysis/Use of Results

01/13/2022 IPRE will continue working to develop the interactive capability of the data dashboards.

08/30/2022 Now that more Tableau access has been granted, IPRE will be moving many older data dashboards from Power BI into Tableau. New data dashboards will be created with Tableau

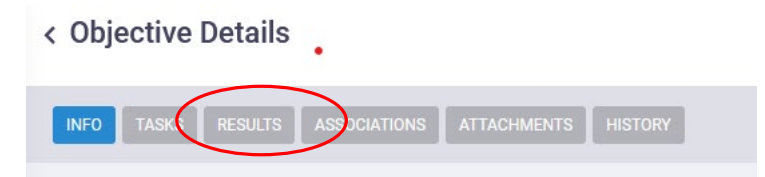
Gap Analysis/Action Plan

03/08/2022 Data dashboards were created and made available through the IPRE webpage, but no interactive dashboards have been posted at this time. We do not have the ability granted to our team to generate interactive dashboards from DSO/IRE.

Action Plan

IPRE will continue to assess available tools to determine the best means for producing interactive data dashboards while maintaining strict privacy and PPI. Presently, one option under consideration is using Share Point to house any interactive dashboards while publicly posting only static visualizations. We are posting a range of static visualizations and will continue to explore ways to generate dynamic visualizations.

TARGETS (INTENDED RESULTS)



Located on the [Objective Details](#) screen under [Results](#), [Targets \(Intended Results\)](#) are specific and align to the related objective. Ideally, targets should include justification and brief explanation that relates to prior year results/findings. (How was the target identified/selected?)

To revise an existing target, click on the entry to open the editing block. To add a new target, hover over the title field “Targets (Intended Results),” and select the blue plus sign.

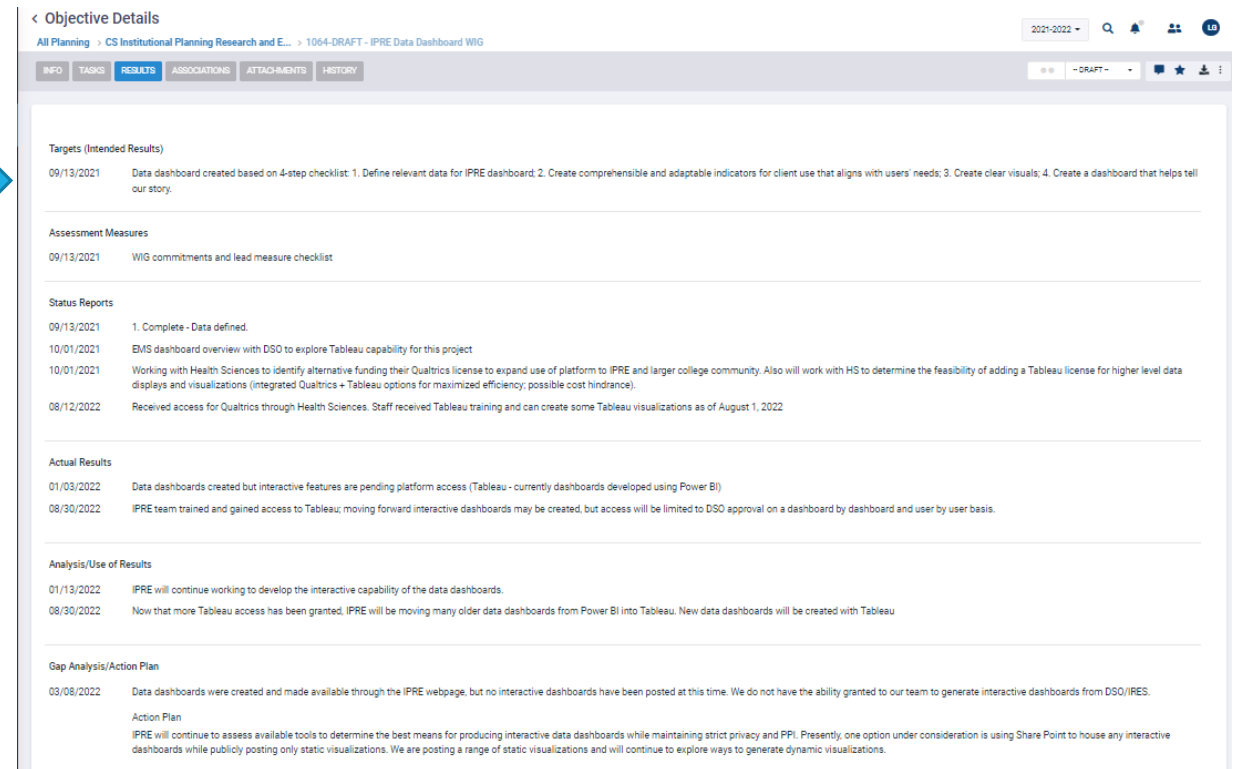
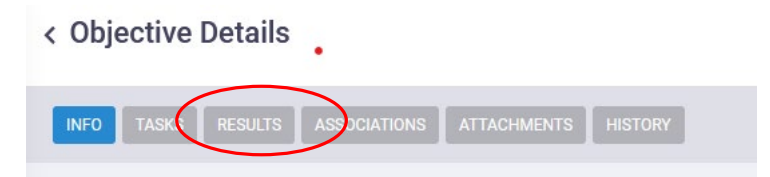
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Data dashboard created based on 4-step checklist: 1. Define relevant data for IPRE dashboard; 2. Create comprehensible and adaptable indicators for client use that aligns with users' needs; 3. Create clear visuals; 4. Create a dashboard that helps tell our story.

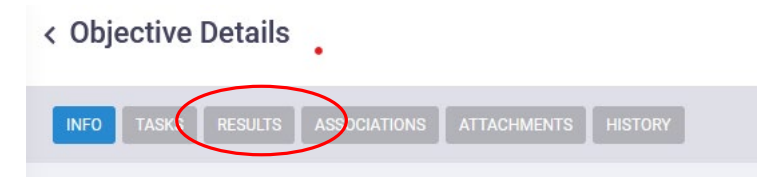
TARGETS (INTENDED RESULTS)

Located on the **Objective Details** screen under **Results, Targets (Intended Results)** are specific and align to the related objective. Ideally, targets should include justification and brief explanation that relates to prior year results/findings. (How was the target identified/selected?)

To revise an existing target, click on the entry to open the editing block. To add a new target, hover over the title field “Targets (Intended Results),” and select the blue plus sign.



ACTUAL RESULTS



Located on the [Objective Details](#) under [Results](#), [Actual Results](#) align to objectives, measures, and targets, provide evidence of improvement, and may include a brief analysis related to trends, improvement, and/or impact.

To revise an existing result, click on the entry to open the editing block. To add a new result, hover over the title field “Actual Results,” and select the blue plus sign.

Below is a great example...

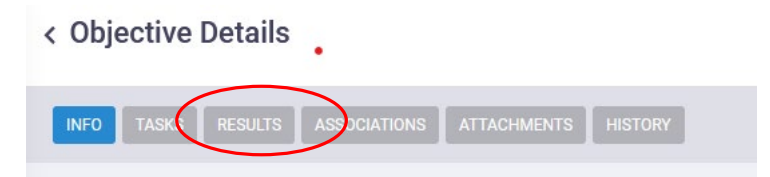
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IPRE team trained and gained access to Tableau; moving forward interactive dashboards may be created, but access will be limited to DSO approval on a dashboard by dashboard and user by user basis.

ACTUAL RESULTS

Located on the **Objective Details** under **Results**, **Actual Results** align to objectives, measures, and targets, provide evidence of improvement, and may include a brief analysis related to trends, improvement, and/or impact.

To revise an existing result, click on the entry to open the editing block. To add a new result, hover over the title field “Actual Results,” and select the blue plus sign.



Objective Details

2021-2022

INFO TASKS **RESULTS** ASSOCIATIONS ATTACHMENTS HISTORY

Targets (Intended Results)

09/13/2021 Data dashboard created based on 4-step checklist: 1. Define relevant data for IPRE dashboard; 2. Create comprehensible and adaptable indicators for client use that aligns with users' needs; 3. Create clear visuals; 4. Create a dashboard that helps tell our story.

Assessment Measures

09/13/2021 WIG commitments and lead measure checklist

Status Reports

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Analysis/Use of Results

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08/30/2022 Now that more Tableau access has been granted, IPRE will be moving many older data dashboards from Power BI into Tableau. New data dashboards will be created with Tableau

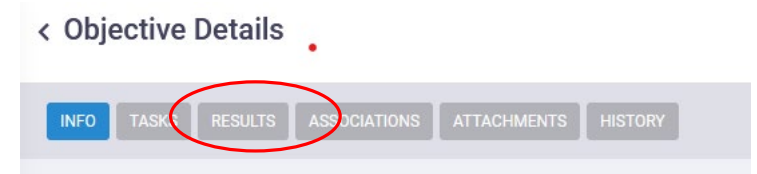
Gap Analysis/Action Plan

03/08/2022 Data dashboards were created and made available through the IPRE webpage, but no interactive dashboards have been posted at this time. We do not have the ability granted to our team to generate interactive dashboards from DSO/RES.

Action Plan

IPRE will continue to assess available tools to determine the best means for producing interactive data dashboards while maintaining strict privacy and PPI. Presently, one option under consideration is using SharePoint to house any interactive dashboards while publicly posting only static visualizations. We are posting a range of static visualizations and will continue to explore ways to generate dynamic visualizations.

USE OF RESULTS



Located on the [Objective Details](#) screen under [Results](#), [Use of Results](#) provides a space to analyze the actual results and/or address unmet targets. This field must be complete in order to enter Gap Analysis/Action Plan.

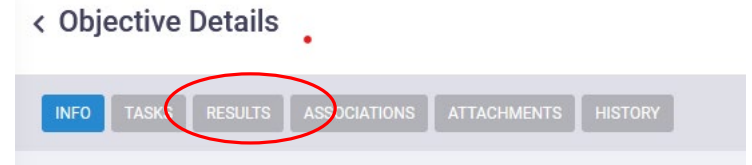
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USE OF RESULTS

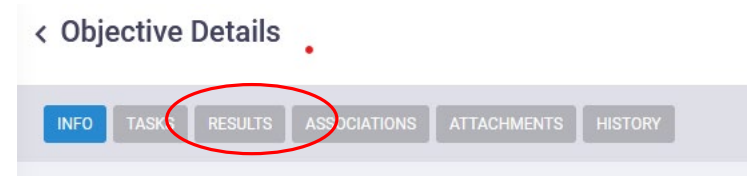
Located on the **Objective Details** screen under **Results**, **Use of Results** provides a space to analyze the actual results and/or address unmet targets. This field must be complete in order to enter Gap Analysis/Action Plan.

A screenshot of the 'Objective Details' form with the 'RESULTS' tab selected. The form is titled '< Objective Details' and includes a breadcrumb trail: 'All Planning > CS Institutional Planning Research and E... > 1064-DRAFT - IPRE Data Dashboard WIG'. The form has a top navigation bar with tabs: 'INFO', 'TASKS', 'RESULTS' (selected), 'ASSOCIATIONS', 'ATTACHMENTS', and 'HISTORY'. The form content is organized into several sections:

- Targets (Intended Results)**: A table with one entry dated 09/13/2021: 'Data dashboard created based on 4-step checklist: 1. Define relevant data for IPRE dashboard; 2. Create comprehensible and adaptable indicators for client use that aligns with users' needs; 3. Create clear visuals; 4. Create a dashboard that helps tell our story.'
- Assessment Measures**: A table with one entry dated 09/13/2021: 'WIG commitments and lead measure checklist'.
- Status Reports**: A table with four entries dated 09/13/2021, 10/01/2021, 10/01/2021, and 08/12/2022, detailing the progress of data dashboard development and access.
- Actual Results**: A table with two entries dated 01/03/2022 and 08/30/2022, detailing the completion of data dashboards and the granting of Tableau access.
- Analysis/Use of Results**: A table with two entries dated 01/13/2022 and 08/30/2022, detailing the ongoing work to develop interactive capabilities and the transition from Power BI to Tableau.
- Gap Analysis/Action Plan**: A table with one entry dated 03/08/2022, detailing the current state of data dashboard availability and the plan to generate interactive dashboards.



GAP ANALYSIS/ACTION PLAN



Located on the [Objective Details](#) screen under [Results](#), [Gap Analysis/Action Plan](#) provides space to address targets and identify potential factors that affected performance throughout the year. Action plans should include specific strategies or steps that will be implemented to improve results, or identify what the unit did well and can continue into the next year.

*Gap Analysis/Action Plan includes a description field and an Action Plan field accessed by selecting Gap Analysis/Action Plan in the editing block.

Below is a great example...

Data dashboards were created and made available through the IPRE webpage, but no interactive dashboards have been posted at this time. We do not have the ability granted to our team to generate interactive dashboards from DSO/IRES.

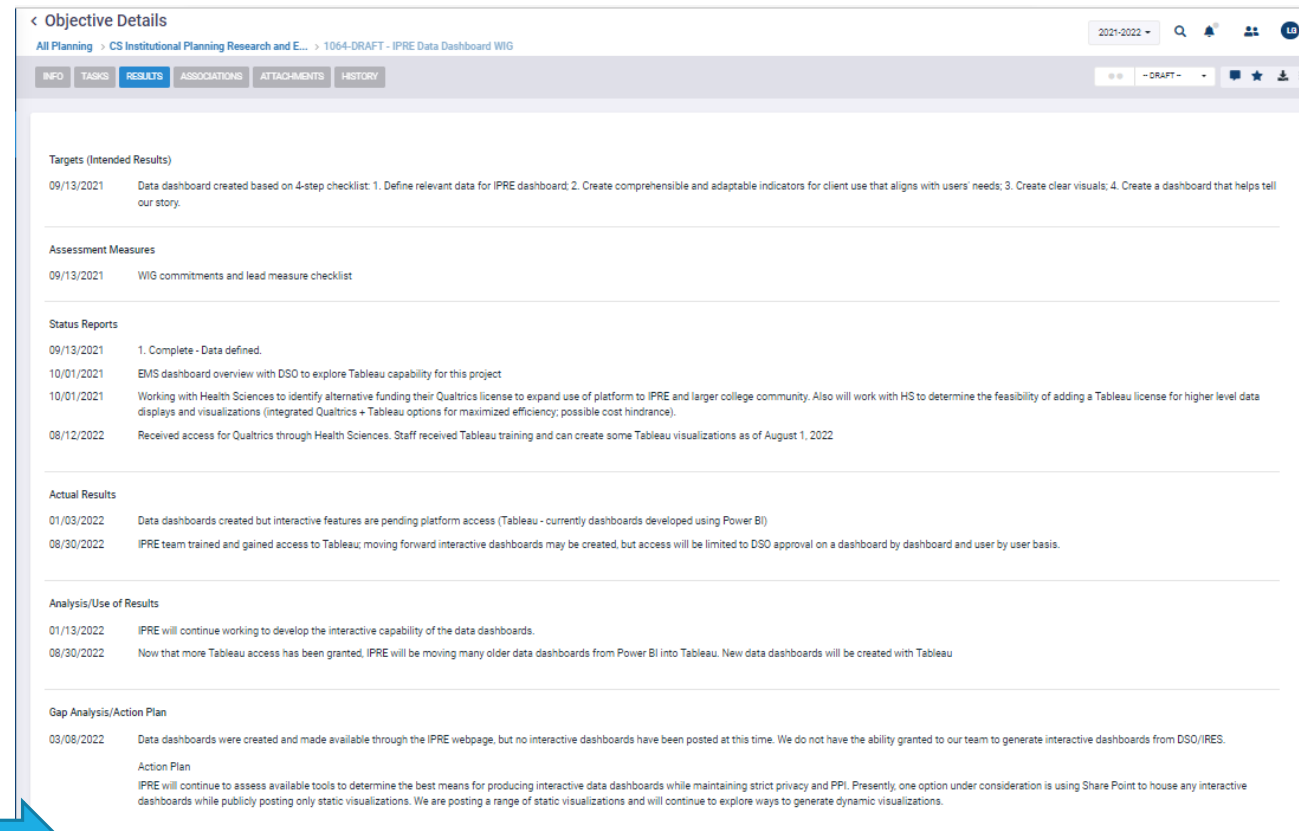
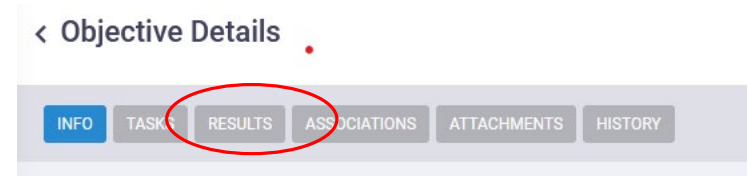
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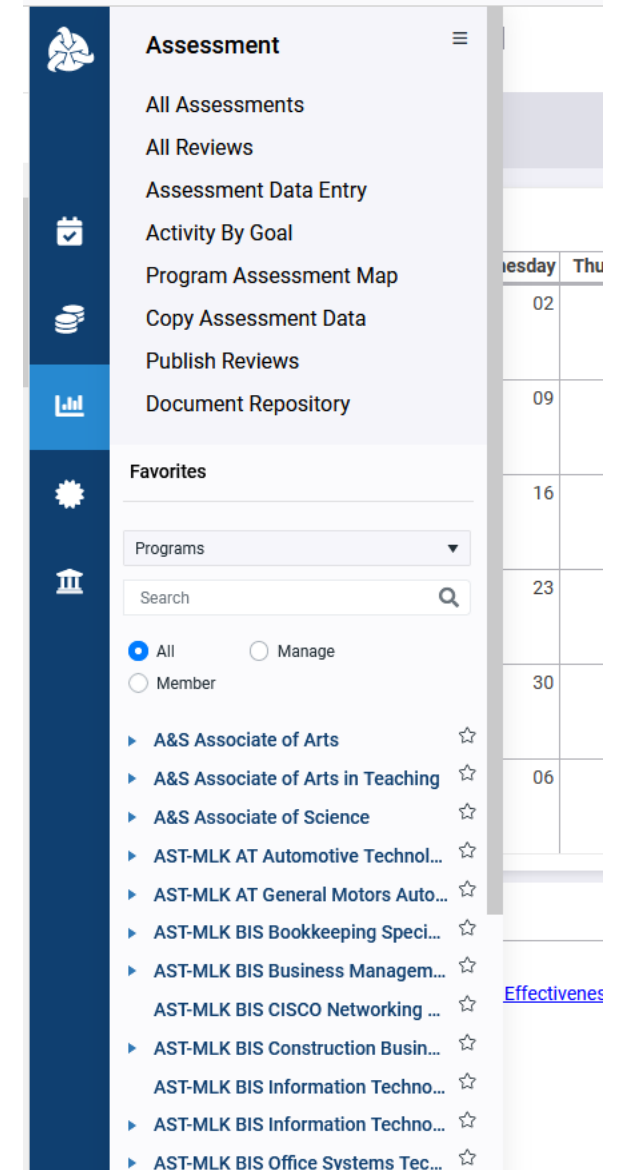


ASSESSMENT

From the homepage, you can select the icon:



The Assessment Menu displays, and you can select your program with a single click or expand the outcomes to go directly to outcome details.



Assessment

- All Assessments
- All Reviews
- Assessment Data Entry
- Activity By Goal
- Program Assessment Map
- Copy Assessment Data
- Publish Reviews
- Document Repository

Favorites

Programs

Search

☒ All ☐ Manage ☐ Member

- ▶ A&S Associate of Arts
- ▶ A&S Associate of Arts in Teaching
- ▶ A&S Associate of Science
- ▶ AST-MLK AT Automotive Technol...
- ▶ AST-MLK AT General Motors Auto...
- ▶ AST-MLK BIS Bookkeeping Speci...
- ▶ AST-MLK BIS Business Managem...
- ▶ AST-MLK BIS CISCO Networking ...
- ▶ AST-MLK BIS Construction Busin...
- ▶ AST-MLK BIS Information Techno...
- ▶ AST-MLK BIS Information Techno...
- ▶ AST-MLK BIS Office Systems Tec...

Effectiveness

SPOL ASSESSMENT: COMPLIANCE WITH SACSCOC PRINCIPLES OF ACCREDITATION

SECTION 8: Student Achievement

- 1. The institution identifies, evaluates, and publishes goals and outcomes for student achievement appropriate to the institution's mission, the nature of the students it serves, and the kinds of programs offered. The institution uses multiple measures to document student success. (Student achievement) [CR]**
2. The institution identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of seeking improvement based on analysis of the results in the areas below:
 - a. Student learning outcomes for each of its educational programs. (Student outcomes: educational programs) - [SPOL Assessment](#)
 - b. Student learning outcomes for collegiate-level general education competencies of its undergraduate degree programs. (Student outcomes: general education) – [ISLO Cycles](#)
 - c. Academic and student services that support student success. (Student outcomes: academic and student services) - [SPOL Planning & OUAP Cycle](#)

PROGRAM DESCRIPTION/MISSION STATEMENT

On the [Program Details](#) screen, [Program Description](#)/[Mission Statement](#) should accurately reflect the program's audience/stakeholders (including students), priorities, and functions, as well as aligning to SPC's mission.

The screenshot shows the 'Program Details' interface for the 'A&S Associate of Arts' program. At the top, there's a navigation bar with tabs: INFO, GOALS, OUTCOMES, REVIEWS, ATTACHMENTS, and HISTORY. The 'INFO' tab is selected. Below the tabs, the program name 'A&S Associate of Arts' is displayed. Underneath, there are sections for 'Program Manager' (Gonzales, Gregory), 'Program Description' (The Associate of Arts is designed as the equivalent of the first half of a Baccalaureate Degree...), and 'Mission Statement' (The mission of the Associate in Arts Program at St. Philip's College is to provide students with an education in core competencies...). At the bottom, there is a 'Program Members' list including Bradford, Shanna; Grillo, Michael; Hardy, Vincent; Irving Conaway, Kimberly; Johnson, George; Kendell, Shane; Mitchell, Renita; and Nanivazo, Joelle.

To edit the program description or mission statement, click on the entry to open the editing block.

After revising, remember to select save!

This screenshot shows the editing interface for the program description or mission statement. It features a rich text editor with a toolbar containing bold (B), italic (I), underline (U), bulleted list, numbered list, and link icons. The text area contains the same content as the 'Program Description' and 'Mission Statement' sections in the previous screenshot. At the bottom right, there are two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted with a red circle.

PROGRAM-LEVEL STUDENT LEARNING OUTCOMES

Located under the [Program Details](#) screen, [Outcomes](#) should describe the skills, knowledge, and/or abilities a student develops/acquires through the process of completing a specific program of study. These outcomes should be specific, student-focused, action-oriented, and measurable.

After selecting Outcomes, clicking on the [Program-level Student Learning Outcomes](#) field will open the Program Outcomes in side-by-side view. To edit an outcome, select the outcome title to open Outcome Details, and then click on the outcome entry for the editing block; to add a new outcome, select the blue + sign next to Program Outcomes.

For best practices, program SLOs should remain unchanged for at least 3 assessment cycles to generate applicable results and determine improvement and/or shortcomings. *Minor revisions to clarify expectation are always acceptable.

The screenshot displays the 'Program Details' interface. At the top, there's a navigation bar with tabs: INFO, GOALS, OUTCOMES (highlighted with a red circle), REVIEWS, ATTACHMENTS, and HISTORY. Below this, the 'Outcome Types' section shows a table with columns: Target, Actual, and Difference. The table contains one row for 'Program-level Student Learning Outcomes' with values: Target: 74.33%, Actual: 75.56%, Difference: +1.23%. To the right, a side-by-side view titled 'Program Outcomes' is open, showing a list of outcomes. The first outcome, 'AA 1 - PSLO 1: Critical Thinking', is highlighted with a red circle. Below the title, there's a description of the outcome. At the bottom of the side-by-side view, there's a table with columns: Outcome Status, Target, Actual, and Difference. The table contains three rows of data for different outcomes.

Outcome Status:	Target:	Actual:	Difference:
Results Analysis Stage	75.00%	73.78%	-1.22%
AA 2 - PSLO 2: Communication	74.00%	80.54%	+6.54%
AA 6 - PSLO 6: Personal Responsibility	74.00%	72.36%	-1.64%

MEASURES

Accessed from the [Program Details](#) or [Outcomes Details](#) screens, [Measures](#) should describe the method, tool, or process of determining if an outcome is met. Ideally, direct measures will be used to evaluate student learning. Direct measures may include specific exams or exam questions, essays, portfolios, performances, and capstone experiences such as research projects, presentations, exhibitions, or skills demonstrations.

[<](#) Program Details

2021-2022 (Current) 🔍 🔔 👤 ⚙️

INFO GOALS **OUTCOMES** REVIEWS ATTACHMENTS HISTORY

Outcome Types

- Program-level Student Learning Outcomes

Target:	Actual:	Difference:
74.33%	75.56%	+1.23%

Program Outcomes +

- AA 1 - PSLO 1: Critical Thinking

Upon completion of the Associate of Arts Program, students will be able to use inquiry and analysis, evaluation and synthesis of information and innovation and creative thinking as indicated below. CT 1 Inquiry and Analysis: Students will be able to pose vital questions and identify problems, formulating them clearly and precisely. CT 2 Evaluation and Synthesis: Students will be able to consider alternative viewpoints, recognize and assess assumptions and identify possible consequences and develop well-reasoned conclusions and solutions. CT 3 Creative Thinking and Innovation: Students will be able to apply creative ideas or approaches to achieve solutions and complete projects.

Outcome Status:	Target:	Actual:	Difference:
Results Analysis Stage	75.00%	73.78%	-1.22%

Measures +

- AA 1 - PSLO Critical Thinking - Measure

% of student artifacts assessed as skillful or emerging based on critical thinking rubric definitions

Measure Type:	Target:	Actual:	Difference:
Artifact	75.00%	73.78%	-1.22%

To create a measure, select the Measures label field/blue “+” sign.

To revise the measure, select the measure title to open Measure Details and then click on the measure entry for the editing block

CRITERIA / TARGETS

Criteria should describe the specific indicators that provide evidence of student success on the related learning outcome and align to the identified measure. Target provides the quantitative benchmark or value that indicates an appropriate level of success has been attained. **Targets** should align to the related outcome, measure, and criteria.

Criteria and Target may be accessed or created on the [Program Details](#) or [Outcome Details](#) screens.



This icon opens the next field until Findings are displayed

< Program Details

2021-2022 (Current) 🔍 🔔 👤 SB

INFO GOALS **OUTCOMES** REVIEWS ATTACHMENTS HISTORY

Program Outcomes +

- AA 1 - PSLO 1: Critical Thinking
Upon completion of the Associate of Arts Program, students will be able to use inquiry and analysis, evaluation and synthesis of information and innovation and creative thinking as indicated below. CT 1 Inquiry and Analysis: Students will be able to pose vital questions and identify problems, formulating them clearly and precisely. CT 2 Evaluation and Synthesis: Students will be able to consider alternative viewpoints, recognize and assess assumptions and identify possible consequences and develop well-reasoned conclusions and solutions. CT 3 Creative Thinking and Innovation: Students will be able to apply creative ideas or approaches to achieve solutions and complete projects.

Outcome Status:	Target:	Actual:	Difference:
Results Analysis Stage	75.00%	73.78%	-1.22%

- AA 2 - PSLO 2: Communication
Upon completion of the Associate of Arts Program, students will be able to develop, interpret and express ideas through effective written, oral and visual communication for various academic and professional contexts. Com 1 Content and Purpose - The student uses relevant content that conveys

Measures +

- AA 1 - PSLO Critical Thinking - Measure
% of student artifacts assessed as skillful or emerging based on critical thinking rubric definitions

Measure Type:	Target:	Actual:	Difference:
Artifact	75.00%	73.78%	-1.22%

Criteria +

- AA 1 - Critical Thinking Rubric - Skillful and Emerging
Student artifacts will be assessed as skillful and emerging during the assessment cycle.

Criteria Type:	Target:	Actual:	Difference:
Benchmark	75.00%	73.78%	-1.22%

To create a measure, select the Criteria label field/blue “+” sign.

To revise the criteria, select the criteria title to open Criteria Details, and then click on the criteria entry for the editing block.

FINDINGS

Findings address the learning outcome, align to the criteria and target, demonstrate student success, indicate achievement of target, and illustrate similarities or differences in achievement based on location and/or mode of delivery. Disaggregated findings should be entered by course, instructional method, and /or location.

Findings may be accessed/created on the **Program Details** or **Outcome Details** screens by selecting the icon to expand each of the preceding fields:



Remember the default settings for PSLOs include “Assessed within a Course.” To enter findings, the appropriate course(s) must be associated to the outcome AND measure. Then the course may be selected from the pop out menu when entering Findings. More information located in later slides.

< Program Details

2021-2022 (Current) 🔍 🔔 👤 ⚙️

INFO GOALS OUTCOMES REVIEWS ATTACHMENTS HISTORY

Measures +

• AA 1 - PSLO Critical Thinking - Measure
% of student artifacts assessed as skillful or emerging based on critical thinking rubric definitions

Measure Type	Target	Actual	Difference
Artifact	75.00%	73.78%	-1.22%

Criteria +

• AA 1 - Critical Thinking Rubric - Skillful and Emerging
Student artifacts will be assessed as skillful and emerging during the assessment cycle.

Criteria Type	Target	Actual	Difference
Benchmark	75.00%	73.78%	-1.22%

Findings +

• Calvary Chapel CA: CT 1 = 100% CT 2 = 100% CT 3 ...
Feb 18 2022

Measure Type	Target	Actual	Difference
Artifact	75.00%	100.00%	+25.00%

• Cole HS: CT 1 = 0 CT 2 = 81.8% CT 3 = 0 ENGL 130...
Feb 18 2022

Measure Type	Target	Actual	Difference
Artifact	75.00%	27.30%	-47.70%

• Davenport HS: all artifacts assessed invalid HIST 1...
Feb 18 2022

Measure Type	Target	Actual	Difference
Artifact	75.00%	0.00%	-75.00%

• Ingram Tom Moore HS: CT 1 = 84.6% CT 2 = 100% ...
Feb 18 2022

Measure Type	Target	Actual	Difference
Artifact	75.00%	94.90%	+19.90%

• Judson HS: CT 1 = 100% CT 2 = 100% CT 3 = 100% ...
Feb 18 2022

Measure Type	Target	Actual	Difference
Artifact	75.00%	100.00%	+25.00%

To create a finding, select the Findings label field/blue “+” sign.

To revise the finding, select the measure title to open Finding Details, and then click on the finding entry for the editing block.

INTENDED RESULTS

Intended Results may be accessed/created on the **Program Outcomes Details** screen under **Results** and should state a summary of criteria and target for the related outcome. This field is required to add Gap Analysis/Action Plan.

To create intended results, select the Intended Results label.

To review/revise, click on the current entry to open the side-by-side editing block.



< Program Outcome Details

INFO MEASURES RESULTS ASSOCIATIONS ATTACHMENTS HISTORY

< Program Outcome Details

INFO MEASURES RESULTS ASSOCIATIONS ATTACHMENTS HISTORY

Intended Results

02/17/2022 Target is 75%

Status Report

There are no records to display.

Actual Results

02/17/2022 SPC Overall: CT 1 = 79.2% CT 2 = 80.2% CT 3 = 79.9%

Use Of Result

There are no records to display.

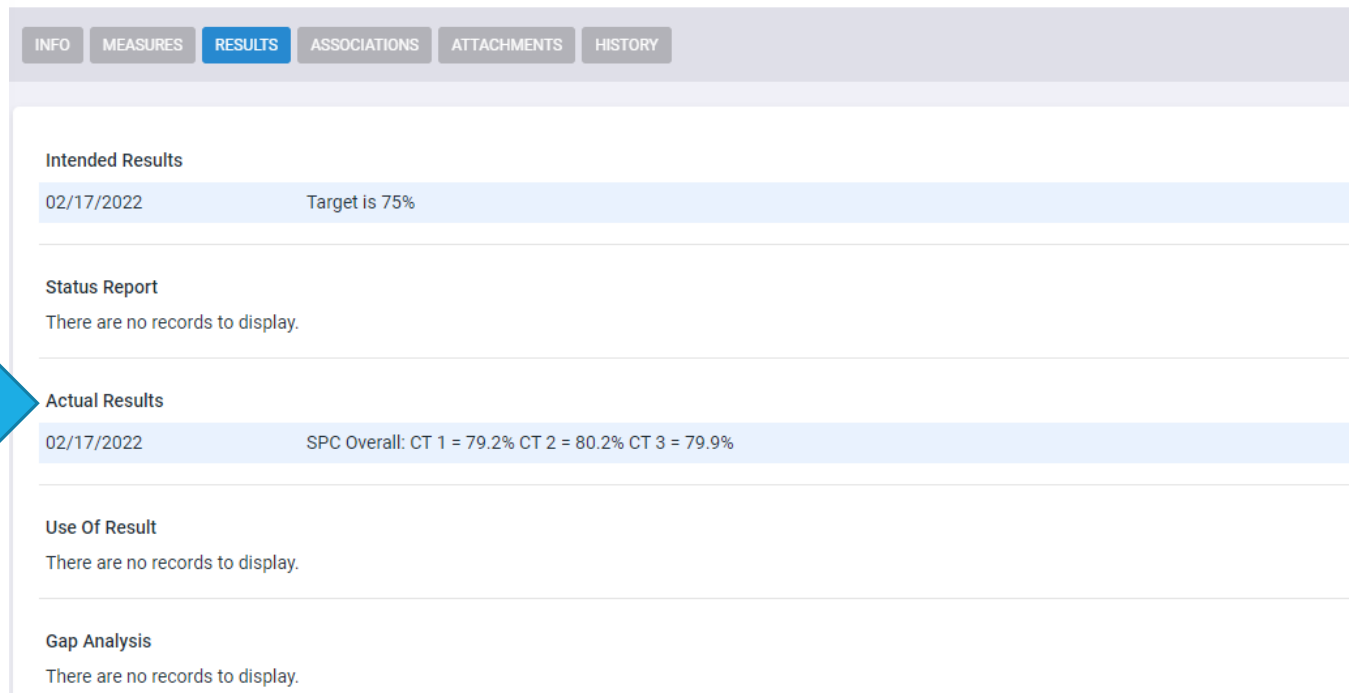
Gap Analysis

There are no records to display.

ACTUAL RESULTS

Actual Results (Summary/Analysis of Findings) are entered on the **Program Outcome Details** screen under **Results**. These results should include the summary of the Findings entered and a brief analysis related to trends, improvement, and/or impact.

< Program Outcome Details



The screenshot shows the 'Program Outcome Details' interface. At the top, there is a navigation bar with tabs: INFO, MEASURES, RESULTS (highlighted in blue), ASSOCIATIONS, ATTACHMENTS, and HISTORY. Below the tabs, the 'Intended Results' section displays a table with one row: 02/17/2022, Target is 75%. The 'Status Report' section below it states 'There are no records to display.' The 'Actual Results' section, which is pointed to by a large blue arrow, also displays a table with one row: 02/17/2022, SPC Overall: CT 1 = 79.2% CT 2 = 80.2% CT 3 = 79.9%. Below this, the 'Use Of Result' section states 'There are no records to display.' and the 'Gap Analysis' section also states 'There are no records to display.'

To create actual results, select the Actual Results label.

To review/revise, click on the current entry to open the side-by-side editing block.

USE OF RESULTS

Unmet targets should be addressed in the [Use of Results \(Identify Improvements and Shortcomings\)](#) field located on the [Program Outcome Details](#) screen under [Results](#).

< Program Outcome Details

INFO

MEASURES

RESULTS

ASSOCIATIONS

ATTACHMENTS

HISTORY

Intended Results

02/17/2022

Target is 75%

Status Report

There are no records to display.

Actual Results

02/17/2022

SPC Overall: CT 1 = 79.2% CT 2 = 80.2% CT 3 = 79.9%

Use Of Result

There are no records to display.

Gap Analysis

There are no records to display.



To create use of results, select the Use of Results label

To review/revise, click on the current entry to open the side-by-side editing block.

GAP ANALYSIS/ACTION PLAN

Gap Analysis/Action Plan created to address unmet targets, potential issues, and other planned improvements related to the outcome. Action plan should identify specific strategy or steps that will be implemented to improve results. *Gap analysis must be associated to Intended Results, Actual Results, and Use of Results.* (All associated fields accessed on the [Program Outcome Details](#) screen).

< Program Outcome Details

INFO	MEASURES	RESULTS	ASSOCIATIONS	ATTACHMENTS	HISTORY
------	----------	---------	--------------	-------------	---------

Intended Results

02/17/2022	Target is 75%
------------	---------------

Status Report

There are no records to display.

Actual Results

02/17/2022	SPC Overall: CT 1 = 79.2% CT 2 = 80.2% CT 3 = 79.9%
------------	---

Use Of Result

There are no records to display.

Gap Analysis

There are no records to display.



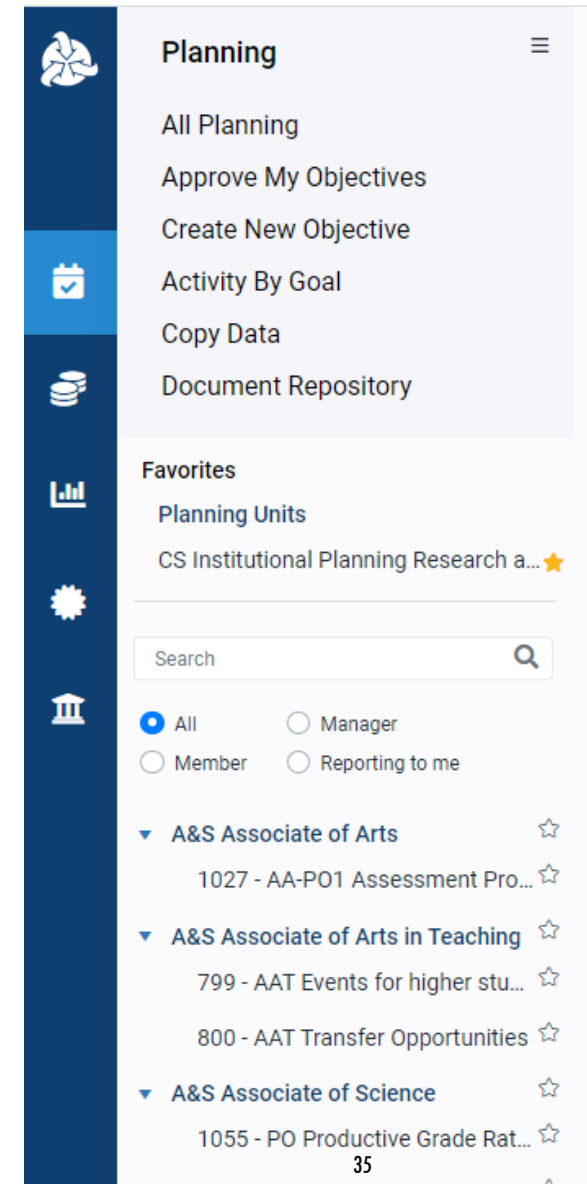
To create use of results, select the Gap Analysis/Action Plan label

To review/revise, click on the current entry to open the side-by-side editing block.

NOTES: ACCESS OPTIONS

To access your planning unit objectives or program outcomes directly from the welcome screen, you can select the icon: 

Objectives/Outcomes will “drop down” for direct access to the respective details screens.



Planning

- All Planning
- Approve My Objectives
- Create New Objective
- Activity By Goal
- Copy Data
- Document Repository

Favorites

Planning Units

CS Institutional Planning Research a...★

Search

☒ All ☐ Manager
☐ Member ☐ Reporting to me

▼ A&S Associate of Arts ★
1027 - AA-PO1 Assessment Pro...★

▼ A&S Associate of Arts in Teaching ★
799 - AAT Events for higher stu...★
800 - AAT Transfer Opportunities★

▼ A&S Associate of Science ★
1055 - PO Productive Grade Rat...★

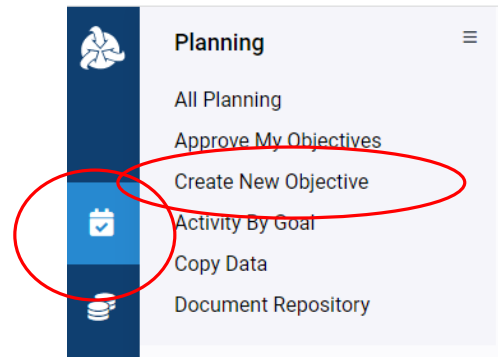
35

ADDITIONAL DETAILS - PLANNING

Adding a new Unit Objective

PLANNING — NEW UNIT OBJECTIVE

New objectives may be created from the Planning Menu accessed on the Welcome screen by selecting the Planning icon, then selecting “Create New Objective.”



OR by selecting the title field Objectives, (under Planning Unit Details, Objectives)



ADDITIONAL DETAILS - ASSESSMENT

Closing/removing a PLSO from a Planning Cycle

Adding a new PSLO

Adding courses to PSLOs

Adding courses to Measures

Adding course to Findings

Program Outcome Details – Things to Know

PROGRAM OUTCOME DETAILS — REVISING PLANNING CYCLES

From the Program Outcomes Details screen, a particular PSLO may be “closed out” or removed from a specific planning year by clicking on the outcome description field to open the editing block and select or remove a planning year.

< Program Outcome Details

2021-2022 (Current) 🔍 🔔 👤 58

INFO MEASURES RESULTS ASSOCIATIONS ATTACHMENTS HISTORY

AA 1 - PSLO 1: Critical Thinking

75.00% 73.78% -1.22%

Program

A&S Associate of Arts

Outcome Type

Program-level Student Learning Outcomes

Description

Upon completion of the Associate of Arts Program, students will be able to use inquiry and analysis, evaluation and synthesis of information and innovation and creative thinking as indicated below. CT 1 Inquiry and Analysis: Students will be able to pose vital questions and identify problems, formulating them clearly and precisely. CT 2 Evaluation and Synthesis: Students will be able to consider alternative viewpoints, recognize and assess assumptions and identify possible consequences and develop well-reasoned conclusions and solutions. CT 3 Creative Thinking and Innovation: Students will be able to apply creative ideas or approaches to achieve solutions and complete projects.

Institutional Goals

Strategic Plan 2021-2024

- 1.e - Student Success → Assess and improve student learning outcomes/competencies for all academic and workforce/continuing education programs.

Program Goals

Unit Manager
Gonzales, Gregory

Planning Years
2019-2020, 2021-2022

Program Outcome Details

Outcome Number: AA 1

Outcome Title: PSLO 1: Critical Thinking

Outcome Type: Program-level Student Outcome Status: Results Analysis Stage

Planning Year: 2019-2020 x 2021-2022 (Current) x 2022-2023

Assessed Within A Course

Description:

Paragraph

Upon completion of the Associate of Arts Program, students will be able to use inquiry and analysis, evaluation and synthesis of information and innovation and creative thinking as indicated below. CT 1 Inquiry and Analysis: Students will be able to pose vital questions and identify problems, formulating them clearly and precisely.

Cancel Save

PROGRAM DETAILS — ADDING OUTCOMES

Click on the blue “+” sign to create a new Outcome. A pop out screen will open; all fields should be completed before selecting Save.

*Program-level student learning outcomes should be actionable items that reflect the skills, abilities, and/or knowledge a student will gain throughout a specific program. (Program Outcome).

< Program Details

2021-2022 (Current) 🔍 🔔 👤

INFO GOALS **OUTCOMES** REVIEWS ATTACHMENTS HISTORY

★ 👤 ⋮

Outcome Types

- Program-level Student Learning Outcomes

Target:	Actual:	Difference:
74.33%	75.56%	+1.23%

Program Outcomes +

AA 1 - PSLO 1: Critical Thinking

Upon completion of the Associate of Arts Program, students will be able to use inquiry and analysis, evaluation and synthesis of information and innovation and creative thinking as indicated below. CT 1 Inquiry and Analysis: Students will be able to pose vital questions and identify problems, formulating them clearly and precisely. CT 2 Evaluation and Synthesis: Students will be able to consider alternative viewpoints, recognize and assess assumptions and identify possible consequences and develop well-reasoned conclusions and solutions. CT 3 Creative Thinking and Innovation: Students will be able to apply creative ideas or approaches to achieve solutions and complete projects.

Outcome Status:	Target:	Actual:	Difference:
Results Analysis Stage	75.00%	73.78%	-1.22%

AA 2 - PSLO 2: Communication

Upon completion of the Associate of Arts Program, students will be able to develop, interpret and express ideas through effective written, oral and visual communication for various academic and professional contexts. Com 1 Content and Purpose – The student uses relevant content that conveys understanding. Com 2 Organization – The student uses disciplinary conventions for organizing and presenting content. Com 3 Tools – The student uses communication tools appropriately and skillfully for academic and professional contexts. This will be assessed in 2019-2020.

Outcome Status:	Target:	Actual:	Difference:
Results Analysis Stage	74.00%	80.54%	+6.54%

AA 6 - PSLO 6: Personal Responsibility

Upon completion of the Associate of Arts Program, students will connect choices, actions and consequences to ethical decision-making. Ethical decision-making includes: PR 1 Ethical Issues – Students recognize ethical issues in the social context of problems. PR 2 Perspectives – Students analyze alternative ethical perspectives and predict the consequences related to the situation. PR 3 Values – Students assess their own ethical values and identify the origin of their values. This competency is assessed annually.

Outcome Status:	Target:	Actual:	Difference:
Results Analysis Stage	74.00%	72.36%	-1.64%

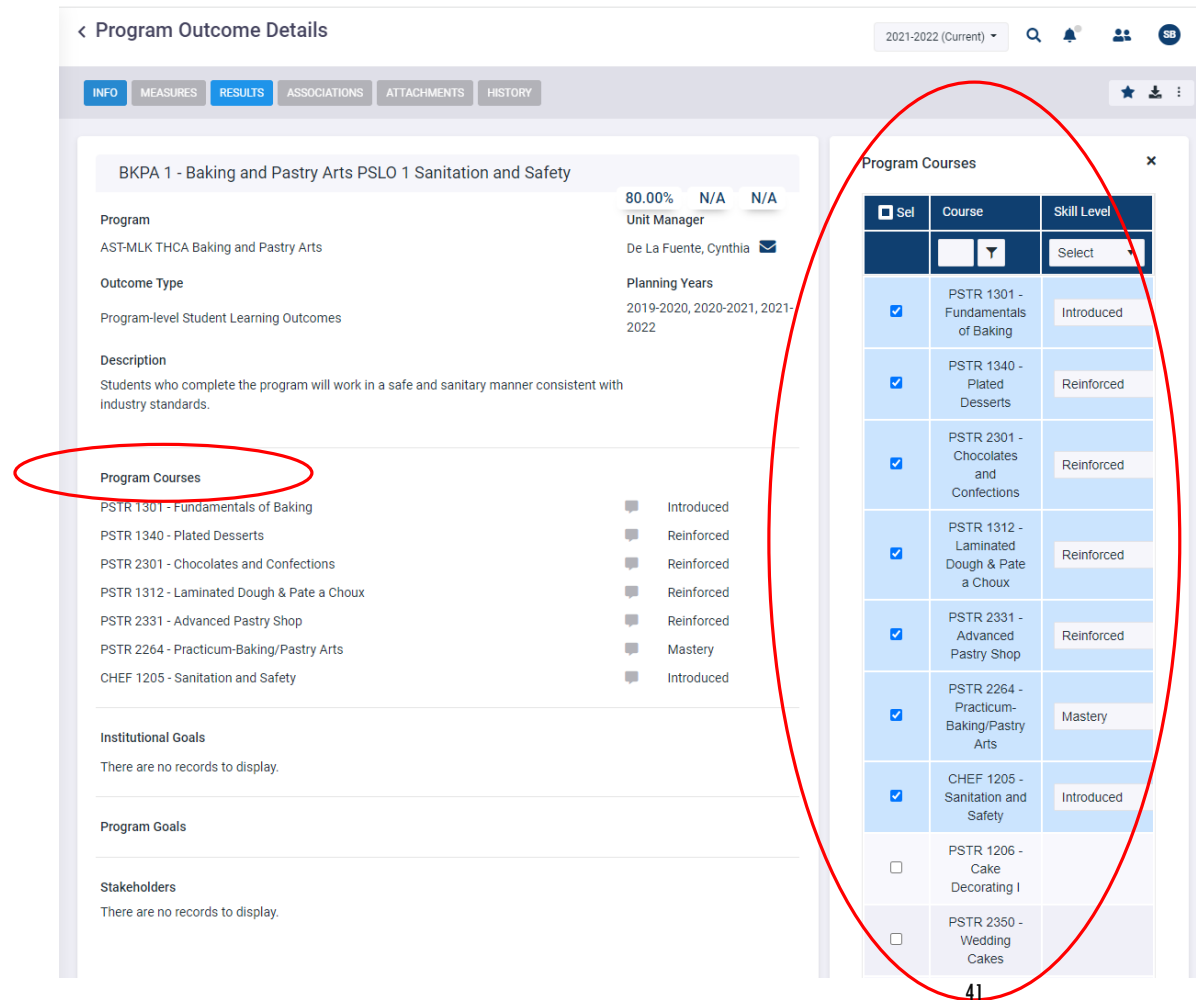
ASSOCIATING COURSES TO THE OUTCOME

REQUIRED IF OUTCOME IS ASSESSED WITHIN A COURSE

On the Program Outcome Details screen you will see Program Courses; to add a course to the outcome, select the title Program Courses to open the selection window.

Selecting applicable courses is required if the outcome *is* Assessed within a Course.

****Remember to save any changes made by scrolling down the sidebar to the Save button! The system does not include Auto Save.****



The screenshot displays the 'Program Outcome Details' interface for the outcome 'BKPA 1 - Baking and Pastry Arts PSLO 1 Sanitation and Safety'. The 'ASSOCIATIONS' tab is active, showing a list of associated courses. A red circle highlights the 'Program Courses' section, which is a modal window for selecting courses to associate with the outcome.

Program Outcome Details

2021-2022 (Current)

INFO MEASURES RESULTS ASSOCIATIONS ATTACHMENTS HISTORY

BKPA 1 - Baking and Pastry Arts PSLO 1 Sanitation and Safety

80.00% N/A N/A

Unit Manager: De La Fuente, Cynthia

Outcome Type: Program-level Student Learning Outcomes

Planning Years: 2019-2020, 2020-2021, 2021-2022

Description: Students who complete the program will work in a safe and sanitary manner consistent with industry standards.

Program Courses

Program	Course	Skill Level
PSTR 1301 - Fundamentals of Baking	Introduced	
PSTR 1340 - Plated Desserts	Reinforced	
PSTR 2301 - Chocolates and Confections	Reinforced	
PSTR 1312 - Laminated Dough & Pate a Choux	Reinforced	
PSTR 2331 - Advanced Pastry Shop	Reinforced	
PSTR 2264 - Practicum-Baking/Pastry Arts	Mastery	
CHEF 1205 - Sanitation and Safety	Introduced	

Institutional Goals

There are no records to display.

Program Goals

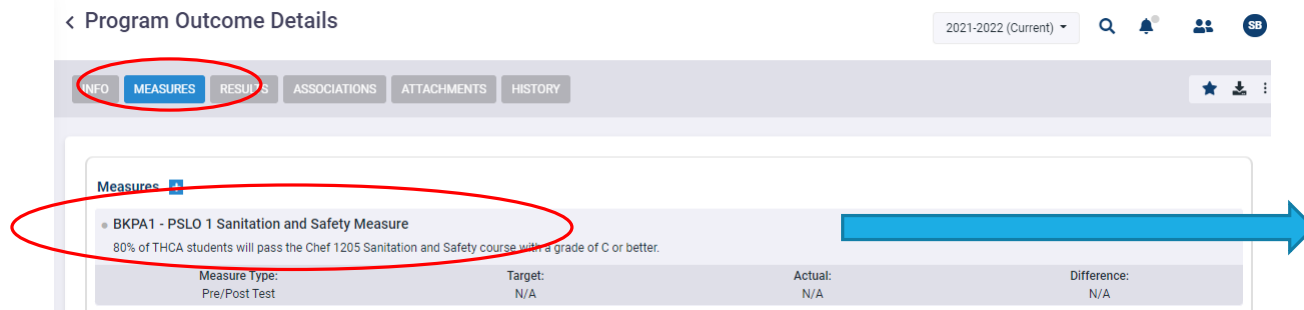
There are no records to display.

Stakeholders

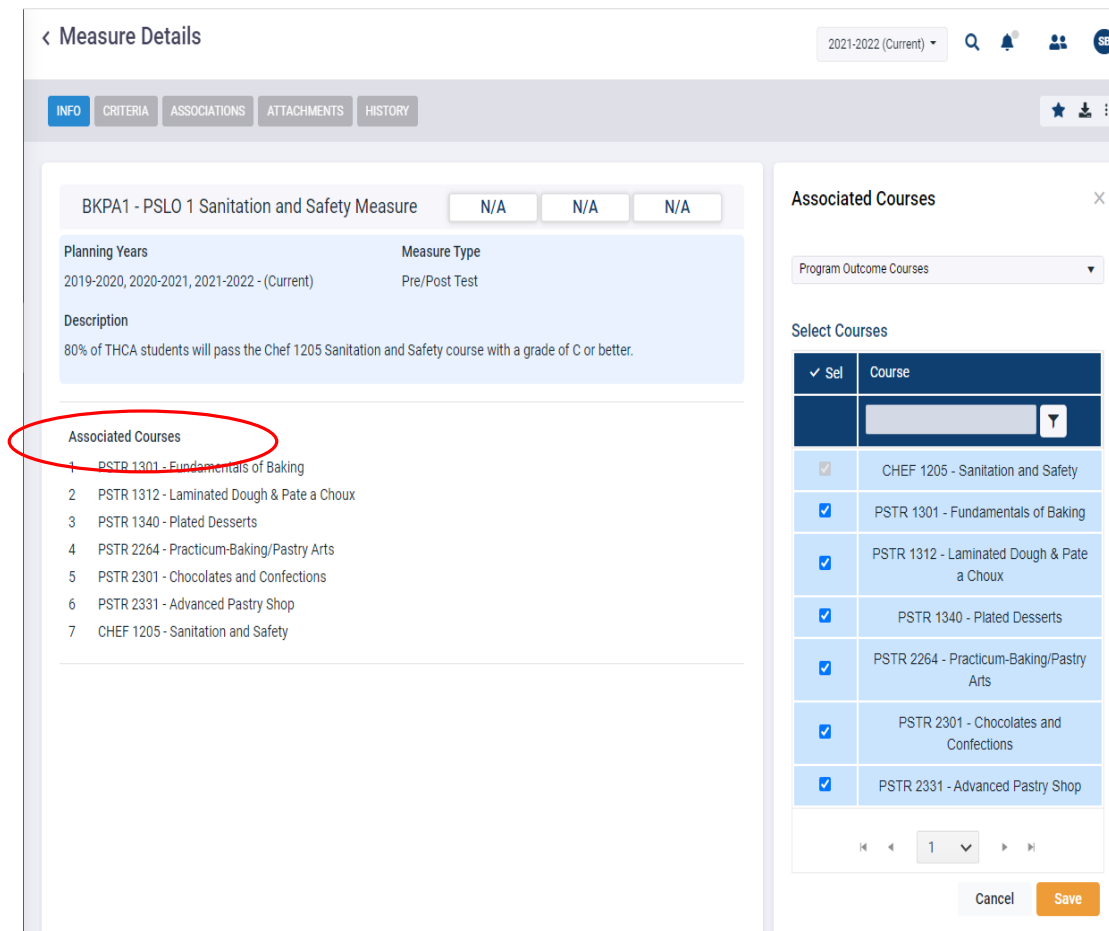
There are no records to display.

EDITING THE MEASURE/ADDING COURSES

If the outcome is Assessed within a Course, the course must be associated to the measure as well as the outcome. This action may be taken by opening the Measure Details page by selecting Measures on the Program Outcome Details menu bar, then select the Measure Title. Select Associated Courses to edit/add.



NOTE: Measures should be direct evidentiary tools used in alignment to a specific student learning outcome. Examples may include skills demonstrations, exams, or other projects.



ADDING A CLASS TO FINDINGS

REQUIRED IF OUTCOME IS ASSESSED WITHIN A COURSE

After selecting the blue “+” sign to create a new finding, the finding may be entered in the pop out screen.

All classes related to the associated courses will populate in the class drop down menu; only 1 class may be selected per finding, but there is no limit to the number of findings that may be added.

If a class is missing, please contact put in a [Data Request Form](#) and request it be added.

The screenshot shows a 'New Finding' form with the following fields:

- Planning Year:** 2021-2022
- Planning Term:** 2021 Fall
- Date:** 03/08/2022
- Class:** Select (highlighted with a red circle)
- Target:** 80.00%
- Sample Size:** 0
- Number Met:** 0.00
- Percent Met:** 0.00%
- Notes:** (text area)
- Buttons:** Cancel, Save

The background shows three panels: Measures, Criteria, and Findings. The Measures panel lists 'BKPA1 - PSLO 1 Sanitation and Safety Measure' with a target of 80% and actual of N/A. The Criteria panel lists 'BKPA1 - PSLO 1 Sanitation and Safety course succe...' with a target of 80.00% and actual of N/A. The Findings panel shows 'No data found'.

PROGRAM OUTCOME DETAILS — THINGS TO KNOW

If you are selecting Associated Standards, make sure you are selecting from the appropriate Accreditation cycle. Currently the SACSCOC 5th Year and CAPTE are the only Accreditation cycles created. **CAPTE standards are specific to Physical Therapist Assistant, and should not be associated to unrelated program outcomes.**

If you have created a programmatic accreditation cycle, please ensure you are linking your outcomes to your accrediting standards. **If you have NOT created a programmatic accreditation cycle, you probably do not need to link your outcome to any programmatic accrediting standards.**

Please note that all 2020-2021 outcomes were included documentation in our SACSCOC 5th Year Report (submitted in fall 2021).

If you are associating a Planning Objective to your Outcome, it should be your Planning Objective or one otherwise specified by a supervisor.

< Program Outcome Details

INFO MEASURES RESULTS ASSOCIATIONS ATTACHMENTS HISTORY

Outcome Programs

AST-MLK THCA Baking and Pastry Arts : BKPA 1 - Baking and Pastry Arts PSLO 1 Sanitation and Safety

Associated Standards

5th Year Interim Report (2016 - 2021):2.a-Student Outcomes: Educational Programs

NEW SACSCOC Publish:2.a-Student Outcomes: Educational Programs

Associated Objectives

There are no records to display.

Associated Reviews

There are no records to display.

PROCESS AND DUE DATES:

ADMINISTRATIVE ASSESSMENT

PROCESS AND DUE DATES: ADMINISTRATIVE ASSESSMENT

Who: Planning Unit Managers

When: By September 30 for the current academic year.

What: All unit plans should be updated and unit objective/program outcomes entered with associations to institutional Goals and Planning Priorities, measures, and targets.

Content and Steps:

- 1) Review Planning Unit Purpose for accuracy and alignment. This statement should identify the unit's priorities and functions, as well as aligning to SPC's mission.
- 2) Environmental scan should clearly state internal and external influences and factors that impact the unit and its goals. A comprehensive Environmental Scan will consider social, economic, technological, regulatory, and other factors.
- 3) SWOT analysis ("A" added later) should identify the unit's strengths, weaknesses, opportunities, and threats that impact the current planning cycle and may inform current objectives, WIGs, or targets.
- 4) Unit objectives align to the unit's purpose and should be measureable, specific, and relevant. Alignment to the SPC strategic plan is clearly indicated through institutional Goals and Planning Priorities associations.
- 5) Measures define method, process, or data source that will determine if target is met.
- 6) Targets (Intended Results) are specific and align to the related objective. Ideally, targets should include justification and brief explanation that relates to prior year results/findings. (How was the target identified/selected?)

PROCESS AND DUE DATES: ADMINISTRATIVE ASSESSMENT

(Continued)

When: By December 31, all fall status reports should be complete.

What: Fall objective results should be entered along with any other available results or status updates. If you do not have the data yet, or the data is being serviced by IPRE please indicate as your status update for this time period. You may update your status reports again once you have received your information. Actions taken to meet objectives can be considered status report updates. Other reasonable revisions may be completed at this time. (Rewriting an entire objective mid-year may not be reasonable, whereas identifying another measure may be necessary).

When: By April 30, all spring status reports should be complete.

What: Spring objective results should be entered along with any other available results or status updates. If you do not have the data yet, or the data is being serviced by IPRE please indicate as your status update for this time period. You may update your status reports again once you have received your information. Actions taken to meet objectives can be considered status report updates. Other reasonable revisions may be completed at this time. (Rewriting an entire objective at this point may not be reasonable, whereas identifying another measure may be necessary).

PROCESS AND DUE DATES: ADMINISTRATIVE ASSESSMENT

(Continued)

When: By August 31, results and action plan should be complete.

What: All objective details should include results and analysis. Unmet targets or identifies weakness necessitate inclusion of gap analysis (how did the results fall short of the stated target, what issues or problems occurred that led to lower results than anticipated, etc.) with action plan (strategic approach and steps to improve performance and/or resolve emerging problems). Observed improvements should be noted and strategies for continuous improvement identified.

*These results should inform the subsequent planning targets and may lead to new objectives to implement and track proposed action plans.

- Please make sure to request any data necessary with **IPRE between July 15th to August 1st to ensure ample time to receive your data in time for August 31st submission.**

Content and steps:

Achievement and Actual Results are entered. These results should include a brief analysis related to trends, improvement, and/or impact.

Unmet targets should be addressed in the Analysis/Use of Results field.

Gap Analysis/Action Plan created to address all targets and potential causes. Action plan should identify specific strategy or steps that will be implemented to improve results, or what you did well and can carry forward. Even if you did meet your objective, please make sure to identify any challenges you faced while meeting your objective. *Improvement/Action plan must be associated to Intended Results, Actual Results and Use of Results.

PROCESS AND DUE DATES:

ACADEMIC ASSESSMENT

PROCESS AND DUE DATES: ACADEMIC ASSESSMENT

Who: Program Directors and Managers

When: By September 30, academic program entries/revisions complete for the current year.

What: All academic programs should have current program student learning outcomes with measures, criteria, and targets.

Content and Steps:

- 1) Review Program Description/Mission for accuracy and alignment. This description and/or statement should identify the program's audience/stakeholders (including students), priorities, and functions, as well as align to SPC's mission.
- 2) Ensure outcomes address clearly defined, program-specific student learning through measureable approaches. Associates programs should include 2-3 PSLOs, while certificate programs should have 1-2 PSLOs, unless otherwise described by programmatic accrediting body. PSLOs are action-oriented statements of intended knowledge, skills, and values that are expressed from the students' perspective. These outcomes describe what the student will know or be able to do as a result of completing a specific educational program.
- 3) Measures should describe the method, tool, or process of determining if an outcome is met. Ideally, direct measures will be used to evaluate student learning. Direct measures may include specific exams or exam questions, essays or papers, portfolios, student presentations or demonstrations, performances, and projects.
- 4) Criteria should align to the outcome and measure and clarify expectations. Criteria describe the indicators that will represent successful outcome attainment.
- 5) Target provides the quantitative benchmark or value that indicates an appropriate level of success has been attained. Targets should align to the related outcome, measure, and criteria.

PROCESS AND DUE DATES: ACADEMIC ASSESSMENT

(Continued)

When: By January 31, all mid-year updates should be complete.

What: Available findings/results and status updates should be entered at this time.

When: By August 31, findings and related entries should be complete.

What: All outcome details should include disaggregated findings, as well as summary and analysis of actual results. Unmet targets or identifies weakness necessitate inclusion of gap analysis (how did the results fall short of stated target, what problems occurred that led to lower results than anticipated, etc.,) with action plan (strategic approach and steps to improve performance and/or to resolve emerging problems). Observed improvements should be noted; strategies for continuous improvement identified.

Content and Steps:

Disaggregated findings are entered by course, instructional method, and/or location.

Actual Results (Summary/Analysis of Findings) are entered. These results should include a brief analysis related to trends, improvements, and/or impact.

Unmet targets should be addressed in the Use of Results (Identify Improvements and shortcomings field).

Gap Analysis/Action Plan created to address the unmet target and potential causes. Action plan should identify specific strategy or steps that will be implemented to improve results. * Gap analysis must be associated to Intended Results, Actual Results, and Use of Results. *(All associated fields accessed on the Program Outcome Details screen).

SPOL REPORTING

PLANNING REPORTS

For Reports, select the icon highlighted in turquoise.



< Reports

2021-2022 (Current) 🔍 🔔 👤 58

- ▼ Planning Reports
 - Enhanced Budget by Objective Type
 - Objective Approval Status
 - Objectives by Planning Unit and Status
 - Planning Units w/ Status Reports
 - Strategic Planning by Objective Purpose
 - Strategic Planning by Planning Unit
 - Institutional Effectiveness by Goal
 - Objective Impacting by Objectives
 - Objectives Impacting by Planning Unit
 - Planning Units w/o Status Reports
 - Strategic Planning by Objective Type
 - Strategic Planning by Unit Mgrs
 - Institutional Effectiveness by Planning Unit
 - Objective Summary by Institutional Goal
 - Planning Unit History
 - Strategic Planning by Institutional Goal
 - Strategic Planning by Planning Priorities
 - Task Details
- ▼ Budget Reports
 - Budget Detail and Forecast
 - Budget Forecast by Unit Manager
 - Budget Summary by Manager
 - Enhanced Budget Summary by Institutional Goal
 - GL Code Summary
 - Budget Detail by Account
 - Budget Manager
 - Enhanced Budget by / Account
 - Enhanced Budget with Objective and Task Detail
 - Summary by Function and Class
 - Budget Forecast by Type
 - Budget Notes
 - Enhanced Budget by GL Code
 - GL Code by Account
- ▼ Assessment Reports
 - Course Detail
 - Institutional Effectiveness by Service Area
 - Outcome Details by Program
 - Program Detail
 - Service Area Detail
 - Finding Detail
 - Institutional Outcome Detail
 - Outcome Details by Service Area
 - Program Outcome Detail
 - Institutional Effectiveness by Program
 - Measure Detail
 - Program Assessment Map
 - Rubric Detail
- ▼ Credentialing Reports
 - Certified to Teach by Course
 - Degrees Earned and Relevant Courses by Faculty
 - Credential Disciplines and Courses by Faculty
 - Faculty Roster
 - Credential Faculty By Institutional Course
- ▼ Accreditation Reports
 - Standard by Standard Description
 - Standards by User
 - Standard Detail
 - Standards by Narrative
- ▼ System Reports
 - Mission Statement
 - Planning Organization
 - User by Planning Unit
 - Parent / Child Planning Unit Details
 - Unit Managers
 - Parent / Child Planning Unit Summary
 - User by Permissions Group

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Select Strategic Planning by Planning Unit

PLANNING REPORTS — PARAMETERS

On the Report Parameters screen, select your planning unit from the dropdown menu, enter the parameters; then “View Report.”

Strategic Planning by Planning Unit - Google Chrome

stphilips.strategicplanningonline.com/ssrsreporting/SSRSReportViewer?ShowToolBar=Yes&ShowParameterPrompts=Yes&Bod...

Planning Year	2021-2022 (Current)	Planning Units	CS Institutional Planning Research	View Report
Purpose	Include	Planning Unit Goals	Include	
Institutional Goals	Include	Selected Unit Goals	Exclude	
Objective Types	Exclude	Planning Priorities	Include	
Task	Exclude	Assessment Measures	Include	
Intended Results	Include	Status	Exclude	
Actual Results	Include	Use of Results	Include	
Gap Analysis	Include	SWOT	Exclude	
Units Impacted	Exclude	Associated Standards	Exclude	
Associated Outcomes	Exclude	Content Type	Plain Text	

You may exclude the optional fields from your report (Objective Type, Task, Status, SWOT, Units Impacted, Associated Standards, and Associated Outcomes).

You will be able to save/print the report once it is produced. Ensure **Purpose, Planning Unit Goals, Institutional Goals, Planning Priorities, Assessment Measures, Intended Results, Actual Results, Use of Results, and Gap Analysis** (labelled Improvements/Action Plan in the platform) are included for each **Objective**.

*Planning ASWOT does not appear in any available Planning Reports

PLANNING REPORTS — SAMPLE REPORT PARAMETERS

Strategic Planning by Planning Unit - Google Chrome

stphilips.strategicplanningonline.com/ssrsreporting/SSRSReportViewer?ShowTo

Planning Year	2021-2022 (Current ▼)	Planning Units	CS Institutional Planning Research ▼
Purpose	Include ▼	Planning Unit Goals	Include ▼
Institutional Goals	Include ▼	Selected Unit Goals	Exclude ▼
Objective Types	Exclude ▼	Planning Priorities	Include ▼
Task	Exclude ▼	Assessment Measures	Include ▼
Intended Results	Include ▼	Status	Exclude ▼
Actual Results	Include ▼	Use of Results	Include ▼
Gap Analysis	Include ▼	SWOT	Exclude ▼
Units Impacted	Exclude ▼	Associated Standards	Exclude ▼
Associated Outcomes	Exclude ▼	Content Type	Plain Text ▼

PLANNING REPORTS — SAVING THE REPORT

Planning Year	2021-2022 (Current)	Planning Units	CS Institutional Planning Research
Purpose	Include	Planning Unit Goals	Include
Institutional Goals	Include	Selected Unit Goals	Exclude
Objective Types	Exclude	Planning Priorities	Include
Task	Exclude	Assessment Measures	Include
Intended Results	Include	Status	Exclude
Actual Results	Include	Use of Results	Include
Gap Analysis	Include	SWOT	Exclude
Units Impacted	Exclude	Associated Standards	Exclude
Associated Outcomes	Exclude	Content Type	Plain Text

1 of 4

100%

Save

Print

Find | Ne

Strategic Planning Results

Sorted By: Planning Unit
Planning Year: 2021-2022

Planning Unit ID
19

Unit Code
820201

Planning Unit
CS Institutional Planning Research and Effectiveness

Unit Purpose

- Provide members of the college, community, city, state, and national governing entities accurate, meaningful data for statistical reference, accountability, evaluation, planning, and reporting.
- Provide leadership for accreditation requirements and institutional reporting obligations.
- Guide, support, and provide expertise for the planning and evaluation processes and college.

Planning Unit Goals/ASWOT

- 3 - Unit Planning and Assessment - Ensure compliance with institutional unit planning and assessment.
- 1 - SACSCOC Compliance and Sustainability - Ensure continued compliance with SACSCOC Standards and Best Practices.
- 2 - Student Learning Outcomes Assessment - Ensure compliance standards are met through consistent assessment of student learning outcomes.
- 1 - Environmental Scan - 1 Regulatory agency policies and procedures, including THFCA.

Word

Excel

PowerPoint

PDF

TIFF file

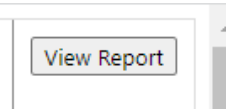
MHTML (web archive)

CSV (comma delimited)

XML file with report data

Data Feed

After parameters are entered, select View Report on the far right side of the screen.



The report will appear in the screen, and you will have the option to save by using the dropdown menu beside the Save/Disk icon.

Selecting PDF will provide the most readable version of the report.

ASSESSMENT REPORTS

For the most inclusive Assessment report
Outcome Details by Program is recommended.

The screenshot displays a web application interface with a dark blue sidebar on the left and a main content area on the right. The sidebar contains several icons: a calendar, a stack of coins, a bar chart, a gear, and a building. The main content area is divided into sections by horizontal lines. The first section is 'Planning Reports', followed by 'Budget Reports', 'Assessment Reports', 'Credentialing Reports', and 'Accreditation Reports'. Each section contains a list of report options. In the 'Assessment Reports' section, the option 'Outcome Details by Program' is circled in red. At the bottom of the sidebar, there is a red circle around a document icon. The page number '57' is located in the bottom right corner.

- ▼ Planning Reports
 - Enhanced Budget by Objective Type
 - Objective Approval Status
 - Objectives by Planning Unit and Status
 - Planning Units w/ Status Reports
 - Strategic Planning by Objective Purpose
 - Strategic Planning by Planning Unit
 - Institutional Effectiveness by Goal
 - Objective Impacting by Objectives
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 - Certified to Teach by Course
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 - Credential Disciplines and Courses by Faculty
 - Faculty Roster
 - Credential Faculty By Institutional Course
- ▼ Accreditation Reports
 - Standard by Standard Description
 - Standards by User
 - Standard Detail
 - Standards by Narrative
- System Reports
 - Mission Statement
 - Planning Organization
 - User by Planning Unit
 - Parent / Child Planning Unit Details
 - Unit Managers
 - Parent / Child Planning Unit Summary
 - User by Permissions Group

ASSESSMENT REPORTS — REPORT PARAMETERS

The screenshot shows a web form for configuring assessment reports. It includes dropdown menus for 'Program' (A&S Associate of Arts) and 'Outcome' (AA 1 - PSLO 1: Critical Thinking, AA), and a dropdown for 'Planning Year' (2021-2022 (Current)). There are two columns of toggle switches for various report sections, each with 'True' and 'False' options. The 'View Report' button is located on the far right and is circled in red. At the bottom, there is a navigation bar with icons for back, forward, search, and other functions.

Program	Outcome
A&S Associate of Arts	AA 1 - PSLO 1: Critical Thinking, AA

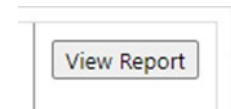
Planning Year: 2021-2022 (Current)

Section	True	False
Show Institutional Goals	<input checked="" type="radio"/>	<input type="radio"/>
Show Stakeholders	<input type="radio"/>	<input checked="" type="radio"/>
Show Measures	<input checked="" type="radio"/>	<input type="radio"/>
Show Intended Results	<input checked="" type="radio"/>	<input type="radio"/>
Show Actual Results	<input checked="" type="radio"/>	<input type="radio"/>
Show Gap Analysis	<input checked="" type="radio"/>	<input type="radio"/>
Show Associated Standards	<input type="radio"/>	<input checked="" type="radio"/>
Show Planning Years	<input checked="" type="radio"/>	<input type="radio"/>
Show Program Goals	<input type="radio"/>	<input checked="" type="radio"/>
Show Courses	<input checked="" type="radio"/>	<input type="radio"/>
Show Measure Details	<input checked="" type="radio"/>	<input type="radio"/>
Show Status Reports	<input checked="" type="radio"/>	<input type="radio"/>
Show Use of Results	<input checked="" type="radio"/>	<input type="radio"/>
Show SWOT	<input type="radio"/>	<input checked="" type="radio"/>
Show Associated Objectives	<input type="radio"/>	<input checked="" type="radio"/>

View Report

From the dropdown menus, select the Program, Outcome (Select All is recommended) and Planning Year. Excluded fields may be indicated by changing the default True selection to False.

Then select View Report (located on the far right side of the screen).



OUTCOME DETAILS BY PROGRAM

After the report populates, expand the save menu by selecting the disk icon; PDF is the recommended format.

Program: A&S Associate of Arts

Outcome: AA 1 - PSLO 1: Critical Thinking, AA

Planning Year: 2021-2022 (Current)

Show Institutional Goals: ☒ True ☐ False

Show Stakeholders: ☐ True ☒ False

Show Measures: ☒ True ☐ False

Show Intended Results: ☒ True ☐ False

Show Actual Results: ☒ True ☐ False

Show Gap Analysis: ☒ True ☐ False

Show Associated Standards: ☐ True ☒ False

Show Planning Years: ☒ True ☐ False

Show Program Goals: ☐ True ☒ False

Show Courses: ☒ True ☐ False

Show Measure Details: ☒ True ☐ False

Show Status Reports: ☒ True ☐ False

Show Use of Results: ☒ True ☐ False

Show SWOT: ☐ True ☒ False

Show Associated Objectives: ☐ True ☒ False

1 of 3

100%

Find | N

Outcome Details By Program

A&S Associate of Arts

Program Description

The Associate of Arts is designed as the equivalent of the first half of a Baccalaureate Degree. It or may not satisfy the requirements of a specific transfer university. Please check with your advisor for requirements.

Mission Statement

The mission of the Associate in Arts Program at St. Philip's College is to provide students with an competencies needed to transfer to a four-year institution to complete a baccalaureate degree. It allows students to choose from a variety of electives in areas of Communication, Social and Behavioral Sciences and Humanities that are designed to improve student success in related fields at the university level. The program's education and elective concentration develops the student's growth in communication, critical thinking, responsibility, teamwork, as well as quantitative and empirical skills.

Program-level Student Learning Outcomes

Target	Actual Result
75.00%	73.55%

PSLO 1: Critical Thinking

Outcome Description

Word

Excel

PowerPoint

PDF

TIFF file

MHTML (web archive)

CSV (comma delimited)

XML file with report data

Data Feed