

Strategic Planning SAC Scores FALL 2021 2020-2021 Year-End

Recap – 2020-2021 Mid-Year – SPRING 2021

Strategic plans for the 2020-2021 Plan Year, of the current 3-year [San Antonio College 2019-2022 Strategic Plan](#) were documented during SAC Scores SPRING 2021. In the process of documenting unit strategic plans, a review of the mission statement, goals, objectives, measures, and targets, was to occur. Mid-Year Findings, and action plans – were documented, or created respectively if necessary. In addition, units completed the new Strategic Planning Outcomes Analysis form, which answers mid-year analysis questions. Each unit was to complete and upload the two deliverable files (1. 2020-2021 Mid-Year Unit Strategic Plan, and 2. Strategic Planning Outcomes Analysis) for Strategic Planning.

Refer to [Strategic Planning Terms](#) for a review of mission statement, goals, objectives, measures, etc.

Mid-Year Unit Strategic Plans are reviewed during summer by Strategic Quality Enhancement Committee, SQEC, voting members. The strategic plan review, of the randomly selected units, is one form of continuous improvement. The process provides feedback to the unit strategic planning leads and serves to help strengthen the strategic planning process.

View the rubric utilized for unit strategic plan reviews: [RUBRIC FOR EVALUATING DEPARTMENT/UNIT STRATEGIC ASSESSMENT PLAN](#)

Tasks – 2020-2021 Year-End – FALL 2021

Review and Analysis

1. Obtain a Copy of the SPRING 2021 Unit Strategic Plan

Save a copy of the SPRING 2021 Unit Strategic Plan designating a filename for 2020-2021 Year-End.

For example: [UnitName_Strategic_Plan_2020-2021_Year-End_Fall_2021](#)

[Architecture_Strategic_Plan_2020-2021_Year-End_Fall_2021](#)

2. Obtain Data Relevant to the Unit Strategic Plan

3. Have Collaborative Data Review and Reflective Analysis

Document Results

4. Finding(s)

5. Target Status and Action Plans

6. Document Which Initiatives Continue in the 2021-2022 Plan Year

7. Complete – Strategic Planning Outcomes Analysis 2020-2021 Year-End

Upload Documents

8. Upload – Submit Deliverables

Review and Analysis

For the 2020-2021 Plan Year, with a year-end perspective, units will update Unit Strategic Plans using available relevant data and analysis results. Determining which initiatives are to continue in the 2021-2022 Plan Year, will also occur.

1. Obtain a Copy of the SPRING 2021 Unit Strategic Plan

Use the SPRING 2021 Unit Strategic Plan as a reference for completion of the year-end review and analysis process. If the MS Word version of the 2020-2021 Unit Strategic Plan, completed Spring 2021, cannot be located, download a copy of the PDF version from the SAC Scores File site:

<https://sacweb01.sac.alamo.edu/sac/eScores/scores.aspx>

Save a copy of the SPRING 2021 Unit Strategic Plan designating a filename for 2020-2021 Year-End.

For example: UnitName_Strategic_Plan_2020-2021_Year-End_Fall_2021
 Architecture_Strategic_Plan_2020-2021_Year-End_Fall_2021

Ensure each unit member has a copy the unit strategic plan.

2. Obtain Data Relevant to the Unit Strategic Plan

Based on the SPRING 2021 Unit Strategic Plan, obtain data relevant to the unit strategic plan.

Ensure each unit member has access to the data relevant to the unit strategic plan.

3. Have Collaborative Data Review and Reflective Analysis

Plan for and have a meeting, ensuring each unit member is invited, to review relevant data for each Goal-Objective-Measure-Target comprising the unit strategic plan. At the meeting, with a year-end perspective have a collaborative data review and reflective analysis. Review and analyze the results. What do the results reveal? Discuss the following or similar questions.

- What do the results mean for the unit?
- What did the unit learn?
- Did the unit meet the target or not?
- Why did the unit reach, or not reach, the target?
- What strength does the data reflect relative to the unit or its operations?
- How can identified strengths, be further strengthened?
- In terms of strategies,
 - Which were successful?
 - Which were not successful?
 - What strategies will be utilized to improve outcomes?
- Based on the results, what area(s) are excelling?
- Based on the results, what area(s) need attention to correct problems/issues?
- What highlights or challenges did the unit encounter?

Document Results

With the collaborative data review and analysis completed – proceed to document results for each Goal-Objective-Measure-Target comprising the unit strategic plan.

This includes:

- Documenting a Finding for each Goal-Objective-Measure-Target, include results of the questions discussed in the collaborative data review and reflective analysis
- Determining the Target status

- Creating or editing Action Plan(s) if necessary
Note: Each Unit Strategic Plan is to have at least one improvement Action Plan
- Evaluating results to determine which Goal-Objective-Measure-Target(s) is/are to continue in the 2021-2022 Plan Year
- Completing the Strategic Planning Outcomes Analysis (which incorporates analysis questions)

Document 2020-2021 Year-End results in the respective table(s) similar to the following, for each Goal-Objective-Measure-Target comprising the 2020-2021 Unit Strategic Plan.

Example of Partial Table (Blank)

2020-2021 Year-End Finding/Analysis				
Click or tap here to enter the Finding/Analysis.				
Target – Year-End	<input type="checkbox"/> Met	<input type="checkbox"/> Partially Met		
	<input type="checkbox"/> Not Met	<input type="checkbox"/> Not Reported This Cycle		
Target Date Beyond 2020-2021 In Finding/Analysis field provide a summary.				
Action Plan – Year-End	<input type="checkbox"/> N/A	<input type="checkbox"/> Keep As Is	<input type="checkbox"/> Edit	<input type="checkbox"/> Add New Action Plan
Edited/New Action Plan (if applicable)				
Click or tap here to enter the Edited/New Action Plan (if applicable).				
This Goal/Objective/Target to be Continued in 2021-2022		<input type="checkbox"/> Yes	<input type="checkbox"/> No	

4. Finding(s)

Document the outcome of the unit strategic plan data review. Report the results – the actual, or achieved, in comparison to the established target. In addition, include results of the questions discussed in the collaborative data review and reflective analysis. This is where the narrative, behind the data, factors in.

Screen clip of, Finding/Analysis, table rows follows.

2020-2021 Year-End Finding/Analysis
Click or tap here to enter the Finding/Analysis.

5. Target Status and Action Plans

Select the status, best indicating the Target’s 2020-2021 Year-End state, and determine the step to follow regarding Action Plans (if necessary). **NOTE:** Each Unit Strategic Plan is to have at least one improvement Action Plan.

Screen clip of, Target and Action Plan, table rows follows.

Target – Year-End	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Partially Met <input type="checkbox"/> Not Reported This Cycle Target Date Beyond 2020-2021 In Finding/Analysis field provide a summary.
Action Plan – Year-End	<input type="checkbox"/> N/A <input type="checkbox"/> Keep As Is <input type="checkbox"/> Edit <input type="checkbox"/> Add New Action Plan	
Edited/New Action Plan (if applicable)		
Click or tap here to enter the Edited/New Action Plan (if applicable).		

Review the following table for completing the Target – Year-End and Action Plan – Year-End.

TARGET STATUS	DESCRIPTION	ACTION PLANS <small>NOTE: Each Unit Strategic Plan is to have at least one improvement Action Plan.</small>
Met	The target has been met NOTE: Enjoy the achievement, thank those who helped in attaining the target, and attempt a new challenge	NOTE: The unit may retain the Target for the 2021-2022 plan year (to see if results are sustainable, or for data trending) <ul style="list-style-type: none"> If the Target, is to continue in the 2021-2022 plan year an existing Action Plan <ul style="list-style-type: none"> can remain the same can be edited
Partially Met	The target is close to being met	<ul style="list-style-type: none"> If an Action Plan exists, determine if edits are needed? If an Action Plan does not exist, create an Action Plan
Not Met	The target is not close to being met, has not been addressed, or a considerable amount of work/time is necessary to attain the target	<ul style="list-style-type: none"> If an Action Plan exists, determine if edits are needed? If an Action Plan does not exist, create an Action Plan
Not Reported This Cycle*	The target is set for completion/ achievement beyond the 2020-2021 Year-End review period	<ul style="list-style-type: none"> If the unit is ON TRACK to meet the projected outcome, by the set timeframe, creating an Action Plan is optional If the unit is NOT ON TRACK to meet the projected outcome, by the set timeframe, create an Action Plan

*Not Reported This Cycle, in the Target status, does not indicate a Finding/Analysis is not necessary – provide a summary of the initiative’s status in the Finding/Analysis field.

6. Determine if Initiatives Continue in the 2021-2022 Plan Year

Based on the review, analysis, and evaluation of the 2020-2021 Unit Strategic Plan – considering unit specific factors, determine which initiatives are to continue in the 2021-2022 Plan Year.

Screen clip of table row, to indicate if Initiative Continues in 2021-2022, follows.

This Goal/Objective/Target to be Continued in 2021-2022	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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After completing the above steps, for each Goal-Objective-Measure-Target comprising the 2020-2021 Unit Strategic Plan, save the document; begin the filename with the unit name.

For example: [UnitName_Strategic_Plan_2020-2021_Year-End_Fall_2021](#)
 [Architecture_Strategic_Plan_2020-2021_Year-End_Fall_2021](#)

Upload the completed Unit Strategic Plan 2020-2021 Year-End to the SAC Scores File site:

<https://sacweb01.sac.alamo.edu/sac/eScores/scores.aspx>

7. Complete Strategic Planning Outcomes Analysis 2020-2021 Year-End

The Strategic Planning Outcomes Analysis 2020-2021 is a file separate from the Unit Strategic Plan 2020-2021 Year-End file. Access the [Strategic Planning Outcomes Analysis 2020-2021 Year-End](#).

Viewing the 2020-2021 Unit Strategic Plan, with a summative year-end perspective, complete the Strategic Planning Outcomes Analysis 2020-2021 Year-End. If a question does not apply to the unit, in the answer field – indicate the question is not applicable to the unit.

After answering questions in the Strategic Planning Outcomes Analysis 2020-2021 Year-End, save the document; begin the filename with the unit name.

For example: [UnitName_Strategic_Planning_Outcomes_Analysis_2020-2021_Year-End](#)
 [Architecture_Strategic_Planning_Outcomes_Analysis_2020-2021_Year-End](#)

8. Uploading Documents

Upload the two completed strategic planning deliverables:

1. Unit Strategic Plan 2020-2021 Year-End
2. Strategic Planning Outcomes Analysis 2020-2021 Year-End

to the SAC Scores File Upload site:

<https://sacweb01.sac.alamo.edu/sac/eScores/scores.aspx>