

San Antonio College  
Use of Data Report for **Non-Academic Staff** (Classified, Professional and Part Time)  
SAC Scores - February 2021

Employee Name   
Department   
Division

*Form to be completed all staff members*

Performance Indicators

☐ I was *not* involved in this process

**KPI (Key Performance Indicators)**

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

**Last Cycle      This Cycle**

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

*Select any college level Key Performance Indicators from the list provided to you or any other indicator used by your department. Please consult with your supervisor on the Performance Indicators relevant to you.*

Review, Analysis and Action Plans

☐ I was *not* involved in this process

*Please answer following questions regarding your Goals based on data above.*

**Q1 Finding/Analysis (Fall 2020):** After the review and analysis of data, what are your key observations? Have you achieved/made progress to achieve your Goal? If yes, what is your new Goal?

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**Q2 Action Plan:** At the last SAC Scores Day, what was your Goal and Action Plan to improve PGR and/or Retention Rate?

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**Q3 Influencing Factors:** Are there any recent internal or external influences to your Action Plan? (i.e. enrollment, budget, accreditation)

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**Q4: Improvements to Action Plan:** To achieve your Goal in (Q1), what improvement(s) will be made to the last Action Plan you mentioned in (Q2) ?

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**Instructions:**

1. Download this form to your computer.
2. Fill in Performance Indicators with suitable KPIs. Answer the four questions regarding your class. Save the file.
3. Upload your file at <https://sacweb03.sac.alamo.edu/eScores/scores.aspx> (instructions on how to upload the file is at <https://www.alamo.edu/contentassets/bab11bc25ee74cf09fda1f4e1e4ba261/sac-scores-file-upload-instructions.pdf> )
4. Notify your Supervisor after completion of uploading and include the file