

Completing the Strategic Plan Template

San Antonio College 2019-2022 Strategic Plan

2021-2022 Plan Year

1 Enter the name of the **Unit** (unit, department, discipline, office, etc.).
Examples:

- Empowerment Center
- Architecture
- Scobee Education Center

2 Reference the 2020-2021 Unit Strategic Plan (FALL 2021) to obtain and enter the unit [Mission Statement](#).

Click or tap here to enter unit name.

Note This blue row is set as a header. Should the entry for this Goal-Objective-Measure-Target go beyond this page, the header on the following page indicates which Goal and Objective # is being reviewed.

3 To track the **Objective #** being reviewed for the specific goal, enter the same # in the two areas.

Mission
Click or tap here to enter unit Mission.

STUDENT SUCCESS Goal 1, Objective Click or tap here to enter **OBJECTIVE #**.
STRATEGIC PRIORITY

STUDENT SUCCESS: Sustain, assess, and improve student pathways and optimize campus environments to expand access, increase retention, and guide and support student success through completion.

Goal
STUDENT SUCCESS - GOAL 1: Achieve higher rates of enrollment, persistence, course completion rate, engagement, FTIC graduation rate, and total number of awards (certificates and degrees) across all student groups.

4 Enter the corresponding text for the [Objective](#).

Objective
STUDENT SUCCESS - GOAL 1: **OBJECTIVE** Click or tap here to enter the **OBJECTIVE #**. Click or tap here to enter [Objective](#).

6 Enter the [Target](#). Follow format: From **A** to **B** by **xxxx**. See [Target](#) on following page.

Measure
Click or tap here to enter Measure.

Target
Click or tap here to enter Target.

5 Enter the corresponding text for the [Measure](#).

8 Enter the corresponding name(s) for the **Data Steward** and the **Responsible Person(s)**.

Action Plan
Click or tap here to enter Action Plan.

Data Steward
Click or tap here to enter Data Steward.

Responsible Person(s)
Click or tap here to enter Responsible Person(s).

7 Enter the corresponding [Action Plan](#) text for the initiative.

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

Target – Mid-Year
 Met Partially Met
 Not Met Not Reported This Cycle

Action Plan – Mid-Year
 N/A Keep As Is Edit Add Action Plan

9 After meeting with entity colleagues to review and analyze data for the Objective-Measure-Target, enter the 2021-2022 Mid-Year [Finding/Analysis](#) data and narrative.

Target Date Beyond This Reporting Period
In Finding/Analysis field provide a summary.

Edited/New Action Plan (if applicable)
Click or tap here to enter the Edited/New Action Plan (if applicable).

Probable Resource Impact
*If requesting Budget/Additional Resources an **Action Plan** is required.

Budget* None Increase Decrease **Amount*** \$ Click or tap to enter \$*.
Additional Resources Needed* Click or tap here to enter Additional Resources Needed*.

10 Select the box corresponding to the **Target – Mid-Year** status. See table on following page.

11 Does the **Action Plan** need updating? Select the box corresponding to the **Action Plan – Mid-Year** status. See table on following page.

12 Enter an **Edited/New Action Plan** (if applicable).

13 Complete the **Budget** and **Amount** fields.

14 Requesting **Additional Resources**? Complete the **Additional Resources Needed** field.

[Strategic Planning Terms](#)

*If requesting Budget/Additional Resources an Action Plan is required.

Access – Strategic Planning Deliverables

- [SP 1 Strategic Plan 2021-2022 Mid-Year](#)
- [SP 2 Strategic Planning Outcomes Analysis 2021-2022 Mid-Year](#)

Resources – [San Antonio College 2019-2022 Strategic Plan](#), [Strategic Planning Terms](#), and [Rubric-Strategic Plan Evaluation](#) (used to review randomly selected Unit Strategic Plans - SUMMER 2021).

Guide – [Strategic Planning 2021-2022 Mid-Year Guide](#)

Entries – Strategic Plan (Template)

A table exists, in the template, for each Strategic Priority and Goal of the [San Antonio College 2019-2022 Strategic Plan](#). Each initiative comprising the 2021-2022 Unit/Entity Strategic Plan, is to have a table specific to the Strategic Priority and Goal. For example, if the strategic plan has two targets for **Strategic Priority – Student Success, Goal 1** *Achieve higher rates of enrollment, persistence, course completion rate, engagement, FTIC graduation rate, and total number of awards (certificates and degrees) across all student groups*. The strategic plan will have two tables similar to the one on the prior page. **NOTE:** Before an objective, measure, or target is entered in the table, make a copy of the table so you have two tables, one for each of the two **Student Success, Goal 1** initiatives.

For each initiative of the 2021-2022 Unit Strategic Plan, complete each field of the corresponding Strategic Priority and Goal table (similar to the table on the prior page). **Note:** Beginning with the 2020-2021 Plan Year, the recommended format to convey a **target** follows:

From **Point A** (starting point – % or number) to **Point B** (projected achievement – increase or decrease by % or number), **by time frame** (if using semester, indicate beginning or end of semester) **or specific date** to review/analyze data.

Review Target Status (and Action Plan notes) in the table below. Beginning with SAC Scores Spring 2021, at least one initiative is to have and Improvement/Action Plan. An Action Plan is required for each Budget/Additional Resources request.

Target Status and Action Plan Guide

TARGET STATUS	DESCRIPTION	ACTION PLANS (At least one initiative is to have an Action Plan)
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 entity may retain the Target for the remainder of the 2021-2022 Plan Year (to improve on the attained target, 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 to improve on the attained target
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 2021-2022 Mid-Year review period.	<ul style="list-style-type: none">• If the unit/entity is ON TRACK to meet the projected outcome, by the set time frame, creating an Action Plan is optional• If the unit/entity is NOT ON TRACK to meet the projected outcome, by the set time frame, create an Action Plan

Save Files

- SP 1 Strategic Plan 2021-2022 Mid-Year
 - Save in Word, to keep for your records
 - Then save as a pdf, for uploading. Use the following filename format:
[UnitName_Strategic_Plan_2021-2022_Mid-Year_Spring_2022](#)
- SP 2 Strategic Planning Outcomes Analysis
 - Use the following filename format:
[UnitName_StrategicPlanningOutcomesAnalysisSpring2022](#)

Upload – Submit Files - Deliverables

Upload the two deliverables to the [Document Upload Site](#).

Inform Your Supervisor

Upon submitting the deliverables inform your supervisor, the two completed strategic planning deliverables for SPRING 2022 have been submitted.