SP 1

Completing the Strategic Plan Template for Year-End

San Antonio College
2022-2023 Plan Year

1 — Enter the name of the **unit**, department, discipline, office, etc.
Examples:
- Empowerment Center
- Architecture
- Scobee Education Center

2 — Reference the 2022-2023 Unit Strategic Plan (SPRING 2023) to obtain and enter the unit Mission.

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 addressed.

Mission
Click or tap here to enter unit Mission.

3 — To track the Objective # for the specific priority and goal, enter the same # in the two areas.

STUDENT SUCCESS Goal 1, Objective Click or tap here to enter OBJECTIVE number
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 access, completion, and post 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.
Objective
STUDENT SUCCESS – GOAL 1, OBJECTIVE Click or tap here to enter OBJECTIVE Number: Click or tap here to enter Objective.
Measure
Click or tap here to enter Measure.
Target
Click or tap here to enter Target.
Action Plan
Click or tap here to enter Action Plan.

5 — Enter the text for the Measure associated to the priority, goal, and objective.

4 — Enter text for the Objective associated to the priority and goal.

6 — Enter the Target. Follow format: From **A** to **B** by **xxxx**. See **Target** on following page.

7 — Enter the corresponding Action Plan text for the initiative.

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

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

Mid-Year
2022-2023 Mid-Year Finding/Analysis
Click or tap here to enter Finding/Analysis.

9 — After meeting with unit colleagues to review, analyze, and evaluate data for this initiative enter the 2022-2023 Mid-Year Finding/Analysis.

Target – Mid-Year	☐ Met ☐ Partially Met ☐ Not Met ☐ Not Reported This Cycle **Target Date Beyond This Reporting Period** In Finding/Analysis field provide a summary.
Action Plan – Mid-Year	☐ N/A ☐ Keep As Is ☐ Edit ☐ Add Action Plan
Edited/New Action Plan (if applicable)	
Click or tap here to enter the Edited/New Action Plan (if applicable).	

10 — Select a box for a Target – Mid-Year status. See table on following page.

11 — Select a box for an Action Plan – Mid-Year status. Then, determine if an existing Action Plan should be edited or if a New Action Plan is needed. See table on following page.

Funds		
Were funds requested for this initiative last year?	☐ Yes ☐ No	
Did the College Executive Team, CET, approve the request?	☐ Yes ☐ No	
If yes, how much was funded?	Amount $ Click or tap here to enter amount.	
Funds/Resources Needed for this Initiative*		
Funds Needed*	☐Yes ☐ No	
Resources Needed*	☐Yes ☐ No	Click or tap here to enter Resources Needed*.
*If requesting Funds/Resources an **Action Plan** is required.		

12 — Answer **Funds** and **Funds / Resources Needed for this Initiative** questions.*

Completing the 2022-2023 Year-End Strategic Plan Section

Prior to SAC Scores Fall 2023, fields similar to 3-11 in the above page, should have been completed for each strategic priority and goal comprising the Unit Strategic Plan for 2022-2023. For SAC Scores Fall 2023, fields similar to 15-19 below, are to be completed for each initiative comprising the Unit Strategic Plan for 2022-2023.

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After meeting with unit colleagues to review and analyze data for the Goal/Objective/Measure/Target, report the 2022-2023 Year-End Finding/Analysis results – the actual, or achieved, in comparison to the established target. Include results of questions discussed with unit colleagues. This is where the narrative, behind the data,

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Select the box corresponding to the Target – Year-End status.

For a guide, refer to the table on page 3.

2022-2023 Year-End Finding/Analysis

Click or tap here to enter the Finding/Analysis.

Target – Year-End	☐ Met	☐ Partially Met
	☐ Not Met	☐ Not Reported This Cycle
		Target Date Beyond 2022-2023
		In Finding/Analysis field provide a summary.
Action Plan – Year-End	☐ N/A ☐ Keep As Is ☐ Edit ☐ 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 2023-2024	☐ Yes ☐ No

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Does the Action Plan (if applicable) in #12 on previous page need updating? Select the box corresponding to the Action Plan – Year-End status.

For a guide, refer to the table on page 3.

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

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Is the Goal/Objective/Target to be Continued in 2023-2024?

Strategic Planning Terms

Access – Strategic Planning deliverables: SP 1 Strategic Plan 2022-2023 and SP 2 Strategic Planning Outcomes Analysis 2022-2023 Mid-Year.
Resources – San Antonio College 2022-2025 Strategic Plan, Strategic Planning Terms, and Rubric-Strategic Plan Evaluation (used to review randomly selected Unit Strategic Plans during SUMMER).
Guide – Strategic Planning 2022-2023 Year-End Guide
Entries – Strategic Plan (Template) - A table exists, in the **SP 1** Strategic Plan 2022-2023 template, for each Strategic Priority and Goal of the San Antonio College 2022-2025 Strategic Plan. Each initiative comprising the 2022-2023 Unit Strategic Plan, is to have a table specific to the Strategic Priority and Goal. For example, if the unit strategic plan has two objectives, measures, or 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 Example Partial 2022-2023 Strategic Plan Tables below, for the two Objectives. **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.

Example: Partial Tables for two Student Success, Goal 1 initiatives, with Objective 1 and Objective 2 (Blank)

STUDENT SUCCESS Goal 1, Objective 1	

STUDENT SUCCESS Goal 1, Objective 2	
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 access, completion, and post 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.	
Objective	
STUDENT SUCCESS – GOAL 1, OBJECTIVE 2: Click or tap here to enter Objective.	

For initiatives in the 2022-2023 Unit Strategic Plan, being continued from the 2021-2022 Plan Year, relevant information for the initiative can be copied and pasted from the 2021-2022 Unit Strategic Plan. Visit the SAC Scores File Upload Site to access and download files.

For the 2022-2023 year-end review for SAC Scores, complete each field, of the corresponding Strategic Priority and Goal table (similar to the table on the prior page) for each initiative. **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 indicate a specific date to attain the target.

Target Status and Action Plan Status Guide

TARGET STATUS	DESCRIPTION	ACTION PLANS (At least one initiative of the Unit Strategic Plan is to have an Improvement/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 unit may retain the Target for the remainder of the 2022-2023 Plan Year (to improve on the attained target, see if results are sustainable, or for data trending)
		• If the Target is to continue in the 2022-2023 Plan Year an existing Action Plan
		  o Can remain the same
		  o Can be edited to improve on the attained target

Partially Met	The target is close to being met.	• 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 bee addressed, or a considerable amount of work/time is necessary to attain the target.	• 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 2022-2023 Year-End review/reporting period.	• If the unit is ON TRACK to meet the projected outcome, by the set time frame, creating an Action Plan is optional • If the unit is NOT ON TRACK to meet the projected outcome, by the set time frame, create an Action Plan

To **complete** SP 2 Strategic Planning Outcomes Analysis 2022-2023 Year-End focus on one 2022-2023 Unit Strategic Plan initiative. **Save Files** – **SP 1 Strategic Plan 2022-2023 Year-End** – Save in Word and pdf

Example filename: Architecture_Strategic_Plan_2022-2023_Year-End_Fall_2023
SP 2 Strategic Planning Outcomes Analysis 2022-2023 Year-End
Example filename: Architecture_StrategicPlanningOutcomesAnalysisFall2023

Upload Deliverables – 2 pdf Files to SAC Scores File Upload Site
Inform Your Supervisor – When work is completed and strategic planning deliverables are uploaded.