

Strategic Planning 2022-2023 Year-End SAC Scores FALL 2023

Recap – 2022-2023 Mid-Year – SAC Scores SPRING 2023

Unit strategic plan documentation for the 2022-2023 Plan Year, of the [San Antonio College 2022-2025 Strategic Plan](#), was completed during SAC Scores SPRING 2023. The mid-year documentation of data, findings/analysis, and completing a *Strategic Planning Outcomes Analysis* enlisted unit members to have a collaborative data review, reflective analysis, and evaluation of their 2022-2023 Unit Strategic Plan, and to determine which initiatives would continue in the 2022-2023 Plan Year. In addition, the resulting two deliverables, were to be uploaded for Strategic Planning to the SAC Scores Upload Site.

Refer to [Strategic Planning Terms](#) for a review of mission statement, goals, objectives, measures, targets, findings/analysis, and action plans.

NOTE - During summer, Mid-Year Unit Strategic Plans for randomly selected units are reviewed by several Strategic Quality Enhancement Committee, SQEC, voting members. Review feedback is provided to the unit strategic planning leads, of the plans reviewed. The review and feedback procedure, provides an opportunity for continuous improvement and is intended to help strengthen the strategic planning process.

View the [Rubric for Evaluating Department/Unit Strategic Assessment Plan](#)

Tasks – 2022-2023 Year-End – FALL 2023

For this SAC Scores FALL 2023, which encompasses Plan Year 1 - 2022-2023, of the 2022-2025 Strategic Plan, units are to review, analyze, evaluate, and document progress made toward attaining established goals, objectives, and targets.

Review and Analysis

1. Obtain a Copy of the SP 1 -Unit Strategic Plan for the 2022-2023 Plan Year

Save the Unit Strategic Plan using the following format for the filename.

For example: [UnitName_Strategic_Plan_2022-2023_Year-End_Fall_2023](#)

[Architecture_Strategic_Plan_2022-2023_Year-End_Fall_2023](#)

2. Obtain Data Relevant to the 2022-2023 Unit Strategic Plan

3. Have a Collaborative Data Review, Reflective Analysis, and Evaluation

Document Results

4. Finding/Analysis

5. Target Status and Action Plan Status

6. Funds and Funds/Resources Needed for this Initiative

7. Complete – Strategic Planning Outcomes Analysis 2022-2023 Year-End

Upload Documents

8. Upload – Submit Deliverables

9. Inform Your Supervisor

Review and Analysis

For the year-end review and analysis of the 2022-2023 Unit Strategic Plan, using relevant data, have a collaborative data review with unit colleagues and document current data, and necessary updates, to the 2022-2023 Unit Strategic Plan. Document a narrative of the current Findings/Analysis for each initiative of the Unit Strategic Plan. Review Targets and Action Plans and provide a year-end status. If necessary, edit existing Action Plans or create Action Plans; at least one initiative is to have an Improvement/Action Plan. For each initiative, complete the Funds questions, and the Funds/Resources Needed for this Initiative fields. NOTE: If requesting Funds/Resources an Action Plan is required to accompany each request.

1. Utilize the 2022-2023 Unit Strategic Plan

- Use the *2022-2023 Unit Strategic Plan* (Word version) initiated prior to this event.
- If the *2022-2023 Unit Strategic Plan* documentation has not been initiated, begin by entering or transferring relevant information for new, and/or continuing initiatives (from the *2022-2023 Unit Strategic Plan* submitted for SAC Scores SPRING 2023) in SP 1 Strategic Plan 2022-2023 template to initiate the 2022-2023 Unit Strategic Plan documentation.

Access Template: [SP 1 Strategic Plan 2022-2023](#)

A table exists, in the 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 SUCC to expand acce: completion, and	STUDENT SUCCESS Goal 1, Objective 2
	STUDENT SUCCESS
	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.
	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.
	Data Steward
	Responsible Person(s)
	Click or tap here to enter Data Steward.
	Click or tap here to enter Responsible Person(s).
	Mid-Year
	2022-2023 Mid-Year Finding/Analysis
	Click or tap here to enter Finding/Analysis.

Save a copy of the Unit Strategic Plan, use the following format for the filename.

For example: [UnitName_Strategic_Plan_2022-2023_Year-End_Fall_2023](#)

[Architecture_Strategic_Plan_2022-2023_Year-End_Fall_2023](#)

2. Obtain Data Relevant to the 2022-2023 Unit Strategic Plan

Based on the SPRING 2023 Unit Strategic Plan initiatives, obtain data relevant to the strategic plan and ensure each unit member has access to the data.

3. Collaborative Data Review and Reflective Analysis

Have a unit meeting, ensure each member of the unit is invited. Review relevant data for each Objective-Measure-Target in the strategic plan and have a reflective analysis. Review and analyze the results – What do the results reveal? Discuss the following or similar questions relevant to your unit.

- 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?
 - From this point forward, 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?
- Do Action Plans need editing, and/or, do Action Plans need to be developed?
- Are additional resources needed?

In the unit meeting, include a discussion on an Improvement/Action Plan for at least one initiative. The discussion, of the Improvement/Action Plan, will be utilized in completing the *Strategic Planning Outcomes Analysis*.

Document Results

With the exception of the *Strategic Planning Outcomes Analysis*, which is in a separate file, document 2022-2023 Year-End results using the Strategic Plan 2022-2023 Template.

With the year-end data review, analysis, and evaluation completed – proceed to document results for each Measure-Objective-Target (initiative) in the 2022-2023 Unit Strategic Plan. This includes a **Year-End Finding/Analysis** for each Measure-Objective-Target, determining the **Target status**, indicating the **Action Plan status** or **creating/editing Action Plans** (at least one Measure-Objective-Target of the unit strategic plan is to have an Action Plan for improvement). Also complete the **Funds questions**, and the **Funds/Resources Needed for this Initiative** fields, for each initiative. **Note:** *Each request for Funds and/or Resources requires an Action Plan for the associated initiative.

Example 2022-2023 Year-End Table Section (Blank)

2022-2023 Year-End Finding/Analysis	
Click or tap here to enter the Finding/Analysis.	
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 2022-2023 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 2023-2024	<input type="checkbox"/> Yes <input type="checkbox"/> No

4. Finding(s)/Analysis

Document results of the unit strategic plan data reviewed for each initiative, Priority-Goal-Objective-Measure-Target. Report the results – the actual, or achieved, in comparison to the established target. If data is not available or if work on the initiative has not begun, indicate that status. In addition, include the outcome of the questions discussed in the collaborative review and reflective analysis. This is where the narrative, behind the data, factors in.

Example of Partial 2022-2023 Year-End Table Section - Finding/Analysis (Blank)

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

Examples of Prior Work – **Finding** with associated target.

Student Success –

Target: By the end of each semester, 100% of VA students will be assigned to an advisor.

Finding (2018-2019) – Target: Met

Most students are assigned to advisors during [New Student Orientation], NSO. For those students who are not assigned at NSO, advisors are assigned within 2 working days of receiving reports from the data analyst.

Academic Success –

Target: 5% increase in the use of our study centers comparing Fall 2017 to Fall 2018 data.

Finding (2018-2019) – Target: Not Reported This Cycle

Mid-Year Update: Usage of the BioSpot, ChemSpot and GeoSpot has continued to rise based on [students'] check-ins and tutoring sessions conducted. Fall to fall comparisons show a 22.19% increase in student check-ins in all the "Spots" combined and a 31.19% increase in tutoring sessions. We continue to use strategies to increase the visibility of the student centers in each department.

College Services –

Target: Excel report validating 100% completion of installation of FileVault configuration on all pre-identified laptops.

Finding (2018-2019) – Target: Not Reported This Cycle

Mid-Year Review: 1-25-2019 This year the team will continue the encryption process for MAC Laptops. The project is on target for completion on [8-30-2019].

Tasks pending: Development of procedures for File Vault, Train Technical Staff, Implement and Test solution

5. Target Status and Action Plan(s)

Beginning with the 2020-2021 Plan Year, the following format to convey a Target was recommended.

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.

Select the status, best indicating the Target's 2022-2023 Year-End status, and determine the step to follow regarding Improvement/Action Plans. The **Target Status and Action Plan Status Guide** (blue table below) provides suggestions to follow relative to Action Plans based on the Target Status. For each Target Status, including Not Reported This Cycle - when the Target attainment date is beyond this reporting period, provide a summary/narrative in the Finding/Analysis field. For example, if data for the initiative is not available - indicate the data is not available and when the data is expected to be available. If the work on the initiative has not begun, indicate that status in the Finding/Analysis field and indicate when the work is scheduled to begin. Indicate accomplishments and/or challenges in meeting the initiative. If an Action Plan exists for the initiative reviewed, indicate the status to be followed for the Action Plan. Edit or initiate an Action Plan as appropriate. At least one initiative of the Unit Strategic Plan is to have an Improvement/Action Plan.

Example of Partial 2022-2023 Year-End Table Section - Target and Action Plan (Blank)

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 2022-2023 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)				

Target Status and Action Plan Status Guide

TARGET STATUS	DESCRIPTION	ACTION PLANS (At least one initiative 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) <ul style="list-style-type: none"> If the Target is to continue in the 2022-2023 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 2022-2023 Year-End review/reporting period.	<ul style="list-style-type: none"> 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

6. Funds and Funds/Resources Needed for this Initiative*

For each initiative, of the unit strategic plan, answer the questions in the Funds section and then proceed to complete the Funds/Resources Needed for this Initiative fields. *An Action Plan is to accompany each Funds/Resources Needed request.

Example of Partial 2022-2023 Year-End Table Section - Funds and Funds/Resources Needed for this Initiative (Blank)

Funds		
Were funds requested for this initiative last year?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Did the College Executive Team, CET, approve the request?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, how much was funded?	Amount	\$ Click or tap here to enter amount.
Funds/Resources Needed for this Initiative*		
Funds Needed*	<input type="checkbox"/> Yes <input type="checkbox"/> No	Amount \$ Click or tap here to enter amount.
Resources Needed*	<input type="checkbox"/> Yes <input type="checkbox"/> No	Click or tap here to enter Resources Needed*.

Save – Strategic Plan Entries

When saving the *2022-2023 Unit Strategic Plan Mid-Year* entries (findings/analysis, target status, action plan status, funds, and funds/resources needed for this initiative) save the file in Word, and then save the file as a pdf for uploading.

- Use the following format for the filename

[UnitName_Strategic_Plan_2022-2023_Year-End_Fall_2023](#)

For example: Architecture_Strategic_Plan_2022-2023_Year-End_Fall_2023

7. Complete – Strategic Planning Outcomes Analysis

Complete the *Strategic Planning Outcomes Analysis*, utilizing the *2022-2023 Unit Strategic Plan* (for units which choose to focus on an initiative continuing from the *2021-2022 Plan Year*).

Access File: [SP 2 Strategic Planning Outcomes Analysis 2022-2023 Year-End](#)

Save – Strategic Planning Outcomes Analysis

When saving the *Strategic Planning Outcomes Analysis*

- Use the following format for the filename

[UnitName_StrategicPlanningOutcomesAnalysisFall2023](#)

For example: Architecture_StrategicPlanningOutcomesAnalysisFall2023

8. Upload – Submit Files - Deliverables

Prior to uploading strategic planning deliverables (pdf files) to the [Document Upload Site](#) for Year-End Fall 2023, ensure all filenames include the unit name.

- For SP 1 Strategic Plan 2022-2023 Year-End
Example filename: Architecture_Strategic_Plan_2022-2023_Year-End_Fall_2023
NOTE: In **Select the type of File being uploaded:** select SP 1 Strategic Plan
- For SP 2 Strategic Planning Outcomes Analysis 2022-2023 Year-End
Example filename: Architecture_StrategicPlanningOutcomesAnalysisFall2023
NOTE: In **Select the type of File being uploaded:** select SP 2 Strategic Planning Outcomes Analysis
- Optional – To upload additional documents (pdf format) relative to the Unit Strategic Plan, in **Select the type of File being uploaded:** select SP 3 Strategic Planning Supplemental Documents
- **Inform Your Supervisor**
Upon submitting deliverables:
 - SP 1 Strategic Plan 2022-2023
 - SP 2 Strategic Planning Outcomes Analysis 2022-2023 Year-End

Inform your supervisor the two completed strategic planning deliverables for FALL 2023 have been submitted.