

Strategic Planning 2021-2022 Mid-Year SAC Scores SPRING 2022

Recap – 2020-2021 Year-End – SAC Scores FALL 2021

Unit strategic plan documentation for the 2020-2021 Plan Year, of the [San Antonio College 2019-2022 Strategic Plan](#), was completed during SAC Scores FALL 2021. The year-end documentation of data, findings/analysis, and completing a *Strategic Planning Outcomes Analysis* enlisted unit members to have a collaborative data review and reflective analysis of their 2020-2021 Unit Strategic Plan, and to determine which initiatives would continue in the 2021-2022 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. The review, one form of continuous improvement, provides feedback to unit strategic planning leads whose strategic plan was reviewed and serves to help strengthen the strategic planning process.

[Rubric for Evaluating Department/Unit Strategic Assessment Plan](#) - SUMMER 2021

Tasks – 2021-2022 Mid-Year – SPRING 2022

For the 2021-2022 Strategic Plan Mid-Year, 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 Unit Strategic Plan for the 2021-2022 Plan Year

In early December, an email sent to Strategic Planning Leads included information for initiating the 2021-2022 Unit Strategic Plan. Retrieve the created 2021-2022 Unit Strategic Plan. For SAC Scores SPRING 2022, save the Unit Strategic Plan using the following format for the filename.

[UnitName_Strategic_Plan_2021-2022_Mid-Year_Spring_2022](#)

For example: Architecture_Strategic_Plan_2021-2022_Mid-Year_Spring_2022

2. Obtain Data Relevant to the 2021-2022 Unit Strategic Plan

3. Have a Collaborative Data Review and Reflective Analysis

Document Results

4. Finding(s)/Analysis

5. Target Status and Action Plans

6. Budget and/or Additional Resources Needed

7. Complete – Strategic Planning Outcomes Analysis 2021-2022 Mid-Year

Upload Documents

8. Upload – Submit Deliverables

Review and Analysis

For the mid-year review and analysis of the 2021-2022 Unit Strategic Plan, using relevant data, have a collaborative data review with unit colleagues and document current data, and necessary updates, to the 2021-2022 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 mid-year 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, indicate Budget and/or Additional Resources Needed. NOTE: If requesting Budget/Additional Resources an Action Plan is required to accompany each request.

1. Utilize the 2021-2022 Unit Strategic Plan

- Use the *2021-2022 Unit Strategic Plan* (Word version) initiated prior to this event.
- If the *2021-2022 Unit Strategic Plan* documentation has not been initiated, begin by entering or transferring relevant information for new and/or continuing initiatives (from the *2020-2021 Unit Strategic Plan* submitted for SAC Scores FALL 2021) in SP 1 Strategic Plan 2021-2022 Mid-Year template to initiate the 2021-2022 Unit Strategic Plan documentation.

Access Template: [SP 1 Strategic Plan 2021-2022 Mid-Year](#)

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

[UnitName_Strategic_Plan_2021-2022_Mid-Year_Spring_2022](#)

For example: [Architecture_Strategic_Plan_2021-2022_Mid-Year_Spring_2022](#)

2. Obtain Data Relevant to the 2021-2022 Unit Strategic Plan

Based on the SPRING 2022 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?

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 2021-2022 Mid-Year results in the Strategic Plan 2021-2022 Template.

Access Template: [SP 1 Strategic Plan 2021-2022 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 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 **Example of Partial 2021-2022 Mid-Year Table** below. **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 of Partial 2021-2022 Mid-Year Table (Blank)

2021-2022 Mid-Year Finding/Analysis				
Click or tap here to enter Finding/Analysis.				
Target – Mid-Year	<input type="checkbox"/> Met	<input type="checkbox"/> Partially Met		
	<input type="checkbox"/> Not Met	<input type="checkbox"/> Not Reported This Cycle		
	Target Date Beyond This Reporting Period In Finding/Analysis field provide a summary.			
Action Plan – Mid-Year	<input type="checkbox"/> N/A	<input type="checkbox"/> Keep As Is	<input type="checkbox"/> Edit	<input type="checkbox"/> Add Action Plan
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*	<input type="checkbox"/> None	<input type="checkbox"/> Increase	<input type="checkbox"/> Decrease	Amount* \$ Click or tap to enter \$* .
Additional Resources Needed*	Click or tap here to enter Additional Resources Needed*.			

With the mid-year data review and analysis completed – proceed to document results for each Measure-Objective-Target (initiative) in the 2020-2021 Entity Strategic Plan. This includes a Mid-Year 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 strategic plan is to have an Action Plan). Complete the Budget/Additional Resources Needed fields. Each request for Budget/Additional Resources Needed requires an Action Plan.

4. Finding(s)/Analysis

Document results of the entity strategic plan data reviewed for each 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 2021-2022 Mid-Year Table – Finding/Analysis (Blank)

2021-2022 Mid-Year Finding/Analysis				
Click or tap here to enter Finding/Analysis.				

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 specific date** to review/analyze data.

Select the status, best indicating the Target’s 2021-2022 Mid-Year status, and determine the step to follow regarding Action Plans. If a Target Status is *Not Reported This Cycle*, provide a summary in the Finding/Analysis field – for example, indicate the data is not available and when it is expected to be available, or the work on the initiative has not begun – when is the work to begin? What has been accomplished for the initiative? At least one initiative is to have an Action Plan.

Example of Partial 2021-2022 Mid-Year Table - Target and Action Plan (Blank)

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

Target Status and Action Plan 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 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 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. Budget/Additional Resources Needed

Indicate whether budget/additional resources are needed to initiate or continue the initiative. Completion of an Action Plan is required for Budget/Additional Resources Needed request.

Example of Partial 2021-2022 Mid-Year Table – Budget and Additional Resources Needed (Blank)

Probable Resource Impact					
*If requesting Budget/Additional Resources an Action Plan is required.					
Budget*	<input type="checkbox"/> None	<input type="checkbox"/> Increase	<input type="checkbox"/> Decrease	Amount*	\$ Click or tap to enter \$* .
Additional Resources Needed*	Click or tap here to enter Additional Resources Needed* .				

Save – Strategic Plan Entries

When saving the *2021-2022 Unit Strategic Plan Mid-Year* entries (findings/analysis, target status, action plans, and budget/additional resources needed) 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_2021-2022_Mid-Year_Spring_2022](#)

For example: Architecture_Strategic_Plan_2021-2022_Mid-Year_Spring_2022

7. Complete – Strategic Planning Outcomes Analysis

Complete the *Strategic Planning Outcomes Analysis*, utilizing the *2021-2022 Unit Strategic Plan*, and the *2020-2021 Unit Strategic Plan* (for units which choose to focus on an initiative continuing from the *2020-2021 Plan Year*).

Access File: [SP 2 Strategic Planning Outcomes Analysis 2021-2022 Mid-Year](#)

Save – Strategic Planning Outcomes Analysis

When saving the *Strategic Planning Outcomes Analysis*

- Use the following format for the filename

[UnitName_StrategicPlanningOutcomesAnalysisSpring2022](#)

For example: Architecture_StrategicPlanningOutcomesAnalysisSpring2022

8. Upload – Submit Files - Deliverables

Prior to uploading strategic planning deliverables (pdf files) to the [Document Upload Site](#) for Mid-Year SPRING 2022, ensure all filenames include the unit name.

- For SP 1 Strategic Plan 2021-2022 Mid-Year
Example filename: Architecture_Strategic_Plan_2021-2022_Mid-Year_Spring_2022
NOTE: In **Select the type of File being uploaded:** select SP 1 Strategic Plan
- For SP 2 Strategic Planning Outcomes Analysis 2021-2022 Mid-Year
Example filename: Architecture_StrategicPlanningOutcomesAnalysisSpring2022
NOTE: In **Select the type of File being uploaded:** select SP 2 Strategic Planning Outcomes Analysis
- Optional – For additional documents 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 the deliverables inform your supervisor the two completed strategic planning deliverables for SPRING 2022 have been submitted.