

Completing the Strategic Plan Template

San Antonio College 2019-2022 Strategic Plan

2020-2021 Plan Year

1

Enter the name of the **Entity** (unit, department, discipline, office, etc.).

Examples:

- Empowerment Center
- Architecture
- Scobee Education Center

2

Reference the 2019-2020 Entity Strategic Plan (FALL 2020) to obtain and enter the entity [Mission Statement](#).

[Click or tap here to enter Entity.](#)

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 the Entity Mission Statement.](#)

STUDENT SUCCESS Goal 1, Objective [Click or tap here to enter the 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 1: Achieve higher rates of enrollment, persistence, retention, engagement, completion, and graduation across all student groups.

4

Enter the corresponding text for the **Objective** being reviewed.

Objective

[Click or tap here to enter the OBJECTIVE #.](#) [Click or tap here to enter the OBJECTIVE text.](#)

Measure

[Click or tap here to enter the Measure.](#)

Target

[Click or tap here to enter the Target.](#)

Action Plan

[Click or tap here to enter the Action Plan.](#)

Data Steward [Click or tap here to enter the Data Steward.](#)

Responsible Person(s) [Click or tap here to enter the Responsible Person\(s\).](#)

2020-2021 Mid-Year Finding/Analysis

[Click or tap here to enter the Finding/Analysis.](#)

Target – Mid-Year

☐ Met

☐ Not Met

☐ Partially 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 \(if applicable\).](#)

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.

After meeting with entity colleagues to review and analyze data for the Objective-Measure-Target, enter the 2020-2021 Mid-Year Finding/Analysis.

Does the **Action Plan** need updating? Select the box corresponding to the **Action Plan – Mid-Year** status.

See table on following page.

11

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](#)

Access – files for the two (2) Strategic Planning deliverables: 1. [Strategic Plan](#) and 2. [Strategic Planning Outcomes Analysis](#).

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

Guide – Strategic Planning | SAC Scores SPRING 2021 | 2020-2021 Mid-Year

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 2020-2021 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, retention, engagement, completion, and graduation 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 initiatives in the 2020-2021 Strategic Plan, being continued from the 2019-2020 Plan Year, information for the initiative can be copied and pasted from the 2019-2020 Strategic Plan. Download Strategic Plans uploaded to the [SAC Scores File Upload Site](#).

For each initiative, 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**:

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 of the strategic plan is to have and Action Plan. An Action Plan is required for each Budget/Additional Resources request.

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 2020-2021 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 2020-2021 Plan Year an existing Action Plan<ul style="list-style-type: none">Can remain the sameCan 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 neededIf 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 neededIf an Action Plan does not exist, create an Action Plan
Not Reported This Cycle	The target is set for completion/achievement beyond the 2020-2021 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. (At least one initiative of the strategic plan is to have an Action Plan.)If the unit/entity is NOT ON TRACK to meet the projected outcome, by the set time frame, create an Action Plan

Save Files - Save the strategic plan as a pdf. Use filename format: *EntityName_Spring2021StrategicPlan* and *EntityName_Spring2021PlanningOutcomesAnalysis*

Submitting Deliverables – [SAC Scores File Upload: Instructions](#)

[SAC Scores File Upload Site](#)

Inform Supervisor – When work is completed and files are uploaded inform your supervisor the work is completed and accessible at the [SAC Scores File Upload Site](#).