

Strategic Planning SAC Scores SPRING 2021 2020-2021 Mid-Year

In this document, entity refers to unit, department, discipline, or office.

Recap – 2019-2020 Year-End – SAC Scores FALL 2020

Entity strategic plan documentation for the 2019-2020 Plan Year, of the [San Antonio College 2019-2022 Strategic Plan](#) was completed during SAC Scores FALL 2020. The process of documenting year-end data, findings/analysis, and answering year-end analysis questions enlisted for entity members to have a collaborative data review and reflective analysis of their entity strategic plan, and to determine which initiatives to continue in the 2020-2021 Plan Year. In addition, Year-End Analysis Questions were to be answered and two files 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.

During summer, Mid-Year Strategic Plans for randomly selected entities are reviewed by several Strategic Quality Enhancement Committee, SQEC, voting members. The review, one form of continuous improvement, provides feedback to the entities whose strategic plan was reviewed and serves to help strengthen the strategic planning process.

View the rubric utilized for entity strategic plan reviews: [Rubric-Strategic Plan Evaluation](#)

Tasks – 2020-2021 Mid-Year – SPRING 2021

For the 2020-2021 Strategic Plan Mid-Year Analysis, entities review, assess, and document progress made in attaining established goals, objectives, and targets.

Review and Analysis

1. Utilize the:

- **2020-2021 Entity Strategic Plan**
The entity strategic plan includes the strategic priority, goal, objective, measure, target, action plan, data steward, and responsible person(s) for each initiative of the 2020-2021 Entity Strategic Plan.
- **2019-2020 Entity Strategic Plan**
Entities which are continuing a 2019-2020 Planning Cycle initiative, in the current 2020-2021 Planning Cycle, need a copy of the 2019-2020 Entity Strategic Plan. The 2019-2020 Entity Strategic Plan will be utilized in the **Strategic Planning Outcomes Analysis**. Download a copy of the submitted 2019-2020 Entity Strategic Plan: <https://sacweb01.sac.alamo.edu/sac/eScores/scores.aspx>

Ensure the strategic priority, goal, objective, measure, target, action plan, data steward, responsible person(s), and analysis/findings were completed and documented in the 2019-2020 Entity Strategic Plan.

2. Obtain Data Relevant to the 2020-2021 Entity Strategic Plan

Based on the SPRING 2021 Strategic Plan, obtain data relevant to the strategic plan and ensure each entity member has access to the data.

3. Collaborative Data Review and Reflective Analysis

Have an entity meeting, ensure each member of the entity 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 entity.

- What do the results mean for the entity?
- What did the entity learn?
- Did the entity meet the target or not?
- Why did the entity reach, or not reach, the target?
- What strength does the data reflect relative to the entity or its operations?
- How can identified strengths, be further strengthened?
- In terms of strategies,
 - Which were successful?
 - Which were not successful?
 - 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 entity encounter?

Include a discussion on an Improvement/Action Plan for

- One initiative carried over from the 2019-2020 Planning Cycle

Or

- One new initiative in the 2020-2021 Planning Cycle

Discussion of the Improvement/Action Plan will be utilized in the **Strategic Planning Outcomes Analysis**.

Document Results

With the exception of the Strategic Planning Outcomes Analysis, which is in a separate file, document 2020-2021 Mid-Year results in the [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 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 **Example of Partial 2020-2021 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 2020-2021 Mid-Year Table (Blank)

2020-2021 Mid-Year Finding/Analysis				
Click or tap here to enter Finding/Analysis.				
Target – Mid-Year	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Partially 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.

5. Target Status and Action Plan(s)

Beginning with the 2020-2021 Plan Year, use the following 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.

Select the status, best indicating the Target's 2020-2021 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.

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 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

TARGET STATUS	DESCRIPTION	ACTION PLANS (At least one initiative is to have 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 entity is ON TRACK to meet the projected outcome, by the set time frame, creating an Action Plan is optional. • If the entity 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 requests.

Save – Strategic Plan Entries

When saving the 2020-2021 Strategic Plan Mid-Year entries (findings/analysis, target status, action plans, and budget/additional resources needed) save the file as a pdf

- Use the following format for the filename
 - StrategicPlanSpring2021_EntityName

7. Complete – Strategic Planning Outcomes Analysis

Complete the Strategic Planning Outcomes Analysis form, which incorporates Analysis Questions, utilizing the 2020-2021 Entity Strategic Plan and the 2019-2020 Entity Strategic Plan (for entities which have initiatives continuing from the 2019-2020 Plan Year).

Access File: [Strategic Planning Outcomes Analysis](#)

Save – Strategic Planning Outcomes Analysis

When saving the Strategic Planning Outcomes Analysis

- Use the following format for the filename
 - StrategicPlanningOutcomesAnalysisSpring2021_EntityName

8. Upload – Submit Files - Deliverables

Prior to uploading the two (2) files for Strategic Planning Mid-Year SPRING 2021, ensure the filenames include the entity name.

1. StrategicPlanSpring2021_EntityName
2. StrategicPlanningOutcomesAnalysisSpring2021_EntityName

Upload the two (2) pdf files to the SAC Scores File Upload Site.

- [SAC Scores File Upload: Instructions](#)
- [SAC Scores File Upload Site](#)

Upon submitting the deliverables inform your supervisor your Entity Strategic Plan and Strategic Planning Outcomes Analysis for SPRING 2021 are completed and are accessible at the SAC Scores File Upload Site.