Completing the Strategic Plan Year-End 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

Click or tap here to enter Entity.

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

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.

Mission
Click or tap here to enter the Entity Mission Statement.

(3) To track the Objective # being reviewed for the specific goal, enter the same # in the two areas.

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.

(5) Enter the corresponding text for the Measure being reviewed.

Measure
Click or tap here to enter the Measure.

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

Target
Click or tap here to enter the Target.

(7) Enter the corresponding Action Plan text for the initiative being reviewed.

Action Plan
Click or tap here to enter the Action Plan.

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

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

(9) After meeting with unit colleagues to review and analyze data for the Goal-Objective-Measure-Target, report the 2020-2021 Year-End Finding/Analysis results - the actual, or achieved, in comparision to the established target. Include results of questions discussed with unit colleagues. This is where the narrative, behind the data, factors in.

(10) Select the box corresponding to the Target – Year-End status.
See table on following page.

2020-2021 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 2020-2021 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 2021-2022	☐ Yes	☐ No

(11) Does the Action Plan (in #7 above) need updating? Select the box corresponding to the Action Plan – Year-End status.
See table on following page.

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

(13) Is the Goal/Objective/ Target to be Continued in 2021-2022?

Access – Strategic Planning Deliverables - SAC Scores Fall 2021: **1.** Strategic Plan 2020-2021 Year-End. If you do not have a copy of the 2020-2021 Unit Strategic Plan uploaded for SAC Scores Spring 2021, obtain a copy from the SAC Scores File Upload Site and **2**. Strategic Planning Outcomes Analysis 2020-2021 Year-End.

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

Guide – Strategic Planning 2020-2021 Year-End Guide

Strategic Plan (Template)
The Strategic Plan Template for 2020-2021, has a table to represent each priority and respective goals of the San Antonio College 2019-2022 Strategic Plan. Priorities and Goals in the 2020-2021 Strategic Plan Template are representative of the San Antonio College 2019-2022 Strategic Plan, prior to College Council's July 13, 2021, approval to changes in Goal 1 of the Student Success Priority, and the addition of Goal 4 to the Performance Excellence Priority. Each initiative comprising a 2020-2021 Unit Strategic Plan, is to have a table specific to the Strategic Priority and Goal (prior to July 13, 2021). For example, if the Unit 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.

Entires for fields 1 - 8 should have been completed Spring 2021, if not completed, complete the fields.

Strategic Planning Deliverable 1, SAC Scores Fall 2021 - Completion of Unit Strategic Plan 2020-2021 Year-End. For each initiative of a 2020-2021 Unit Strategic Plan, complete fields 9 - 13 of the corresponding 2020-2021 Year-End Strategic Priority and Goal table (similar to the pale yellow shaded table, 2020-2021 Year-End Finding/Analysis, on the prior page).

For **10** Target Year-End Status, and **11** and **12** Action Plan, review the table below. At least one initiative of a Unit Strategic Plan is to have an improvement Action Plan. One initiative with an improvement Action Plan, of the Unit Strategic Plan, will be used to complete Strategic Planning Deliverable 2. SAC Scores Fall 2021 - Strategic Planning Outcomes Analysis, Year-End 2020-2021.

TARGET STATUS	DESCRIPTION	ACTION PLANS NOTE: Each Unit Strategic Plan is to have at least one 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 2021-2022 plan year (to see if results are sustainable, or for data trending)
		
		• If the Target, is to continue in the 2021-2022 plan year an existing Action Plan
		  o can remain the same
		  o can be edited

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 been 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 2020-2021 Year-End review period	• If the unit is ON TRACK to meet the projected outcome, by the set timeframe, creating an Action Plan is optional • If the unit is NOT ON TRACK to meet the projected outcome, by the set timeframe, create an Action Plan

*Not Reported This Cycle, in the Target Status field, does not indicate a Finding/Analysis is not necessary – provide a summary of the initiative's status in the Finding/Analysis field.

Access **Strategic Planning Deliverable 2**: Strategic Planning Outcomes Analysis Year-End 2020-2021

For Strategic Planning, SAC Scores Fall 2021, deliverables use the following filename format.

Deliverable 1- Strategic Plan: UnitName_Strategic_Plan_2020-2021_Year-End_Fall_2021
    Architecture_Strategic_Plan_2020-2021_Year-End_Fall_2021

Deliverable 2 - Strategic Planning Outcomes Analysis Year-End 2020-2021: UnitName_Strategic_Planning_Outcomes_Analysis_2020-2021_Year-End_Fall_2021
    Architecture_Strategic Planning_Outcomes_Analysis_2020-2021_Year-End_Fall_2021

Upload Deliverables**:** SAC Scores File Upload Site

When work is completed and uploaded, inform your supervisor the Strategic Planning deliverables for SAC Scores Fall 2021 are accessible at the SAC Scores File Upload site: https://sacweb01.sac.alamo.edu/sac/eScores/scores.aspx