

# SPOL 2019

SPOL URL: <https://spol.angelo.edu>

## Additional resources or data for planning:

1. Mission, Vision, and Values
2. The Accountability webpage under Institutional Data.
  - a. Interactive Mini Factbook, Student Engagement (NSSE), Common Data Sets, Outcome Measures, IPEDS (the Integrated Postsecondary Education Data System, Peer Institutions)
3. Envisioning 100 Years & Beyond: Angelo State University Strategic Plan
4. Leading the Way TTUS Strategic Vision
5. Current reports, surveys, and previous annual plans
6. TX60X30: Texas Higher Education Strategic Plan

## Today's Training

1. Please logon to SPOL (Strategic Planning Online) prior to training to be sure you have access. This will be a working training.
  - SPOL URL: <https://spol.angelo.edu>
  - Use Google Chrome to open SPOL
2. **Come with your department's mission statement.** Each department will enter a planning objective in SPOL with their mission statement, how it ties to the overarching ASU Mission, and how it is shared with their areas and users.
  - OP 02.01 Institutional Effectiveness - "(2) Each department will determine its relationship to specific parts of the Mission Statement and will define its own purpose in terms of the Mission Statement...These descriptions become a permanent part of the department's institutional effectiveness plan. (3) Each department will file annual reports consisting of the following:  
(a) Unit Goals: These include the department/program mission statement and overarching and long-term goals."
  - ASU Mission, Vision, Values
3. Student Satisfaction Inventory (SSI) objective. Please look over the SSI results. If there are opportunities for your area to address a concern or work on a continuous improvement plan this is a perfect place to use this.
  - [Adding Objectives/Unit Goals](#)
  - [Assigning Tasks](#)
  - [Assessment Measures](#)
  - [Intended Results](#)
  - [Actual Results](#)
  - [Use of Results](#)
  - [Adding Documents](#)
  - [Submitting for Approval](#)

## Helpful Tips:

Step 1: Planning Years: Are you in the planning year you intend to be?

- ❖ **Unit Goals:** These include the department/program mission statement and overarching and long-term goals.
- ❖ **Objective Descriptions:** These are the main focus of the unit's effectiveness activity for the year. They do not include all unit objectives or "business as usual," but they do include anything of special focus for the year, and, for the academic units, they include student learning objectives.
- ❖ Linking Goal (Objective Details) to Mission Support, Planning Priorities, and Institutional Goals.
- ❖ **Assessment Measures:** These define how the unit plans to measure achievement of its objectives. A combination of quantitative and qualitative measures and professional judgment can be used. Direct measures of progress are best, but indirect measures can be used along with direct measures.
- ❖ **Intended Results:** This is the measurable target (e.g., 10% increase, half as many) the unit works to achieve. It is tied directly to the measurement used.
- ❖ **Actual Results:** The results show the amount of actual progress that was made toward achievement of objectives and are directly related to the measurements used.
- ❖ **Use of Results:** The unit will state how the results will be used to improve the quality of the program(s) or activities. If the criteria for success have been met, the department could raise the bar or could declare the objective attained and move on to another objective. Planning for the next year will depend, in part, on what is learned in the current year.
- ❖ **Budgetary Implications:** If the suggested improvement has fiscal implications, the plan may be used as a supporting document for budget requests.

# Mission, Vision, and Values

## Mission:

“Angelo State University, a member of the Texas Tech University System, delivers undergraduate and graduate programs in the liberal arts, sciences, and professional disciplines. In a learning- centered environment distinguished by its integration of teaching, research, creative endeavor, service, and co-curricular experiences, ASU prepares students to be responsible citizens and to have productive careers.”

## Vision:

ASU strives for excellence by fostering an innovative, collaborative and supportive learning environment that enables a diverse student body to achieve success as citizens and professions.

## Values:

- **Opportunity**
- **Innovation**
- **Engagement**

## Envisioning 100 Years & Beyond:

<https://www.angelo.edu/content/files/26589-envisioning-100-years-beyond-strategic-planpdf>



# New Objective Cheat Sheet

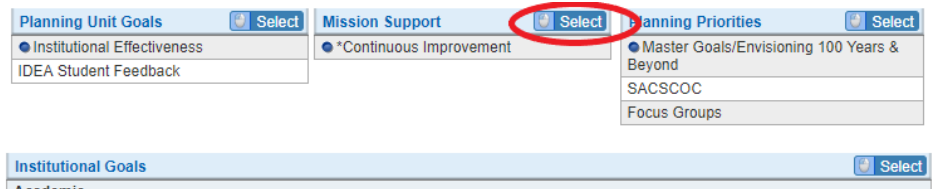
## Entering a New Objective

1. Click on <Planning> on the *navigation bar* at the top of the page.
2. Click <Create a New Objective> on the Planning Homepage.
3. This will open the **Create/Edit a New Objective** page.
4. Fill in the following data:
  - **Objective Title**
  - **Objective Description** - SMART Object - Specific, Measurable, Attainable, Results-driven, Time-limited
5. Select from the drop-down box:
  - **Planning Unit** – the department that will carry out this objective
  - **Planning Year** – the year the objective will begin – multi-year objectives can be extended into future planning years
  - **Objective Purpose**
  - **Objective Status**
6. Click the <save> icon (blue diskette) at the upper or lower right of the page.
7. You will then navigate to the **Objective Details** page.
8. If you want to add more **planning years** to a multi-year objective, click <Edit Planning Years>; when the new window opens, select additional years, and then save.



9. Tie your objective to:

- **Institutional Goals**
- **Mission Support**
- **Planning Priorities**



10. To do this, click on the <Edit> button to the right of that data store. When the window opens, select as many items as appropriate (using the check boxes). Select one of these to be the "primary" by clicking the round radio button to the left of the check box. Click <save> to close the window and record your selections.



## New Objective Cheat Sheet

11. Enter individual records in each of the following areas (use the <Add> button to add a new record; to edit an existing record, either double-click on it or single-click to select and then click <Edit>):

- **Tasks** – the steps you'll follow or strategies you'll employ to achieve the objective (click the drop-downs to add a **due date**, **priority**, and **status** - use **sort order** to put the tasks in a specific order)
- **Intended Results** – what you want to see happen as a result of a) the objective overall and b) specific tasks (strategies)
- **Assessment Measures** – the tools, methods, and/or data sources you will use determine whether or not you achieved your intended results
- **Units Impacted** – select from the list any other departments who will need to assist you in carrying out this objective

12. Option data you may want to include when *writing a new objective*:

- **Status Reports** – a good place to add any other information that doesn't fit elsewhere
- **Associated Standards** – create a link between this objective and an accreditation standard, if appropriate
- **Document Management** – upload a document with supporting information if desired.

13. **Approve** the objective by clicking <Approve> at the top of the page (planning unit managers only). This takes the objective out of draft mode.

# Tips & Tricks

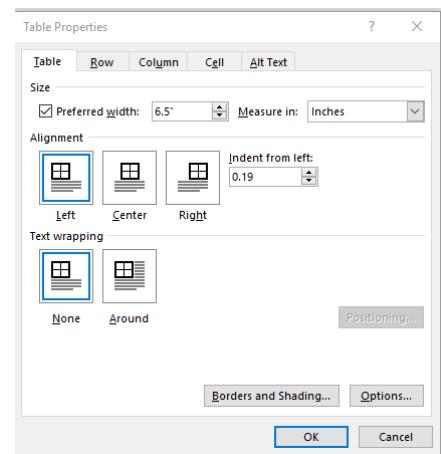
## Formatting in Word before Pasting into SPOL

- Establish 1" margins on all sides, letter-sized paper, portrait orientation, so that the printable space on the page is 6 ½" x 9". This conforms to the default page setting established when the narrative is published out of SPOL, so it will give a preview of the final report before pasting into Word.
- Resize all tables to a width of 6.5" or less.
- Make sure there are no hidden rows or columns in tables, otherwise they will display when placed in SPOL.
- Identify formatting and graphics that cannot be supported in HTML, including:
  - Tables placed on the page in landscape view
  - Text that runs in any direction other than left-to-right
  - Graphical elements created with Word tools, including shapes, SmartArt, charts, graphs, and WordArt

## Resizing Tables

For tables to paste smoothly into the HTML editor, they must not be wider than 6 ½". You can use the following tips to manage tables.

- In table properties, set the required table width to 6.5". You may need to make adjustments to the table itself, such as resizing columns, to get a good result.
- For very wide tables, you might swap the tables and rows. The end result may be a table that is longer, but narrower.
- The text in the column headers can be oriented to run vertically, which will allow you to lessen the column width. Because vertical text isn't supported by the HTML editor, you'll have to capture an image of the resulting table.
- The entire table can be oriented to run vertically on the page. To accomplish this, change the page orientation in Word to landscape. After making adjustments to the table, capture an image, and use the image editor to rotate the image 90° counter-clockwise before saving to facilitate the import of the image into SPOL.

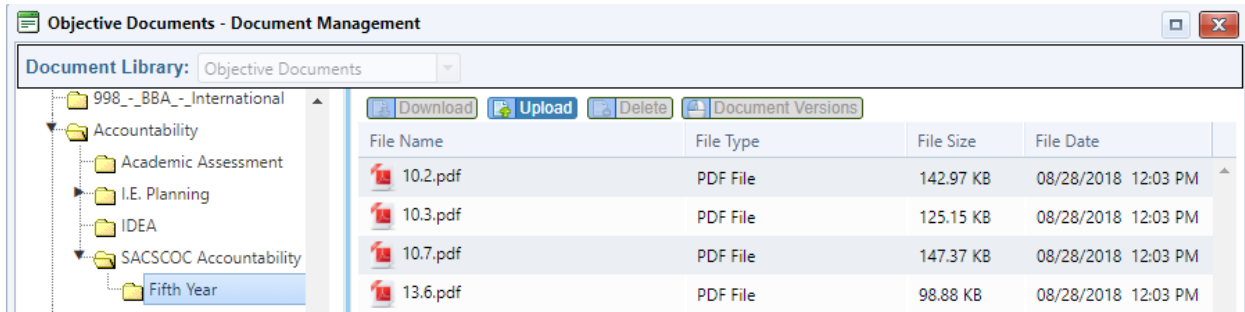


## Adding Files

To add a file, click on the directory in the left-hand window pane, which will display the contents of the directory in the right-hand pane. Click the caret to the left of the directory name to expand and display sub-directories.

1. When the directory has been selected, click the **<Upload>** button.
2. Click the **<Browse>** button in the dialog box to browse to the file to be uploaded.

3. Click on the file name, and then click the **<Open>** button.



4. The dialog box will show that the file is being transferred to the server; the window will close when the transfer is complete, and the file will be displayed in the **Document Management** window.
5. Repeat steps 1-4 to add more documents.
6. The file is automatically assigned to the Standard where the upload operation was begun; when the Document Management window is closed, the file will be displayed in the Document Management data store on the Standard Detail page.

### **Adding Evidence to the Link Library**

SPOL has a central web link library that serves as a shared central location to catalog frequently referenced web links – particularly those that may be subject to change during the self-study cycle. Once a web link is added to the library, it can be **assigned** to multiple standards where it provides relevant evidence. You can use the library-based web links to create links within the narrative response to the standard, which will use the URL currently provided in the library as the destination. Whenever the URL for a web link is updated in the library, it will automatically "update" any links that have been added throughout the narrative. When you **publish** the final accreditation results, the web links referenced will be converted to hyperlinks.

1. Navigate to the Standard Detail page – from either the Accreditation section on the My SPOL page, or from View All Standards, View My Standards, or Approve My Standards from the Accreditation Homepage – and check out the standard to edit.
2. Scroll down the page to the **Link Management** data store.
3. Click the **<Add Link>** button to launch the Link Management window and display the contents of the Accreditation Link Library.



### **Adding a Directory**

1. Select **<New Directory>** to add a new folder.
2. Click in the open **<Directory Name>** field to change the name of the directory.
3. Click the **<Save>** icon to the right of the **<Directory Name>** field to save the name of the directory.
4. Once the directory has been created, right-click on the name of the new directory to add a sub-directory (if desired), repeating steps 1-3, or click on the directory to add a file.