SPOL Training

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

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. Each department has 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.

4. What this training will cover:
    - Angelo State University Mission
    - Strategic Priorities
    - Resources (Institutional Data, Comparisons, etc.)
    - Adding Objectives/Unit Goals
    - Assigning Tasks
    - Enhanced Budget Requests
    - Assessment Measures
    - Intended Results/Benchmarks
    - Actual Results
    - Use of Results
    - Adding Evidence/Documents
    - Submitting for Approval

In accordance with ASU OP 02.01: Institutional Effectiveness, each department will file annual reports consisting of the following:

- **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.

- **Intended Results/Benchmarks**: This is the measurable target (e.g., 10% increase, half as many) the unit works to achieve. It is tied directly to the assessment measure used. Intended results should be clearly defined, support the objective, and process-, target-or satisfaction-oriented. Benchmarks should be clearly stated and align with the objective, measures, and outcomes. They should be specific and measurable and based on benchmarks, previous use of results, and/or existing standards.

- **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. Instruments or data gathering reflect institutional data (strategic priorities, master goals) and continuous improvement planning documents.

- **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. Actual results should align with the objective's intended results and assessment measures.

- **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.

- **Evidence/Documentation**: Supporting evidence and documentation for intended results/benchmarks, assessment measure, actual, and/or use of results can be added to the objective through the document repository.

- **Budgetary Implications**: If the suggested improvement has fiscal implications, the plan may be used as a supporting document for budget requests. Enhanced budget requests should tie to continuous improvement objectives.

Resources

Mission:
"Angelo State University provides highly competitive graduates to the global marketplace by delivering quality programs in a values-focused and student-centered teaching and learning environment."

Vision:
By the end of this decade, Angelo State University will be known as an innovative leader in driving educational, cultural, and economic initiatives to meet the needs, face the challenges, and grasp the opportunities for our region, state, and the global community.

Values:

- INTEGRITY | INTEGRIDAD
- DIVERSITY & INCLUSION | DIVERSIDAD E INCLUSIÓN
- SIGNIFICANCE | IMPACTO
- COMMUNITY | COMUNIDAD
- COMMITMENT | COMPROMISO

Envisioning 100 Years & Beyond:
https://www.angelo.edu/content/files/27370-envisioning-100-years-beyond-strategic-plan

60X30TX: Texas Higher Education Strategic Plan
http://reportcenter.highered.texas.gov/agency-publication/miscellaneous/60x30tx-strategic-plan-for-higher-education/

Institutional Effectiveness Planning and Budget Timeline:
https://www.angelo.edu/services/budget_office/budget_development.php

The Accountability webpage under Institutional Data:
https://www.angelo.edu/services/accountability/research_data.php

- Interactive Mini Factbook
- Common Data Sets
- Student Satisfaction Inventory (SSI)
- Student Engagement (NSSE)
- Major Field Tests (MFT)
- IPEDS (Integrated Postsecondary Education Data System)
- Peer Institutions

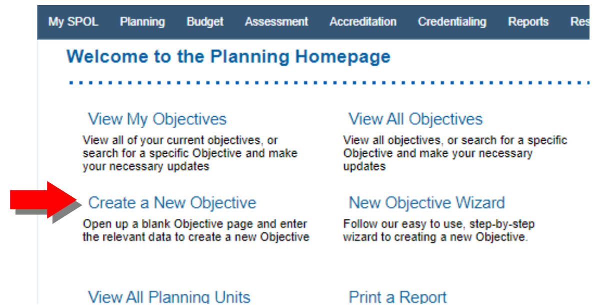
Blackboard Tabs

- Institutional Data
  - Current reports, surveys, and institutional plans
- Training Non-SACSCOC
  - SPOL training videos

Leading the Way (TTUS Strategic Vision)
http://www.texastech.edu/vision-and-progress/Leading-the-Way_2016-Performance-and-Accountability-Report-Retreat.pdf

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 Objective - 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**

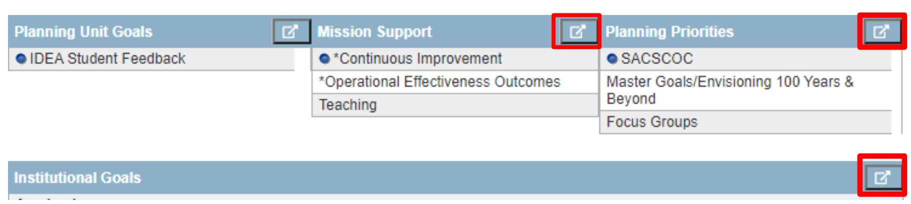
6. Click the <save> icon (blue diskette) at the upper or lower right of the page.

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.

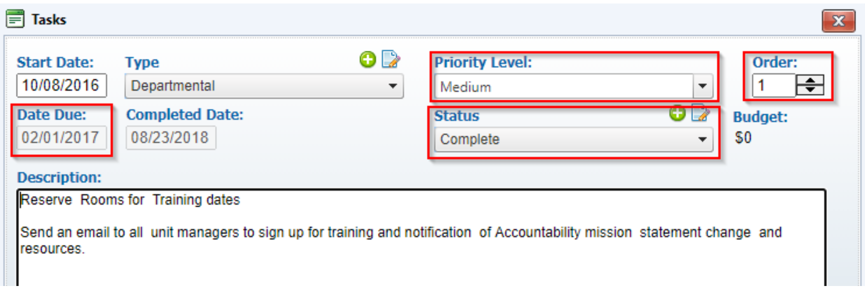
9. Tie your objective to:

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



10. To do this, click on the <**Select**> 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.

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)



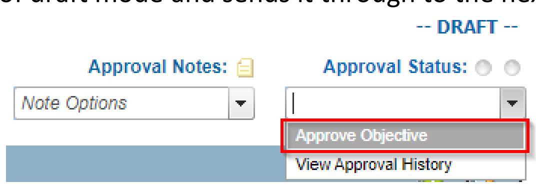
    - **Intended Results** – what you want to see happen as a result of a) the objective overall and b) specific tasks (strategies)
    - **Assessment Measures** – the tools, methods, and/or data sources you will use to determine whether or not you achieved your intended results
    - **Units Impacted** – select from the list any other departments who will need to assist you in carrying out this objective
    - **Adding Evidence –** supporting evidence and documentation for intended results/benchmarks, assessment measure, actual, and/or use of results

12. Bonus data you may want to include*:*
    - **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

Associated Standards

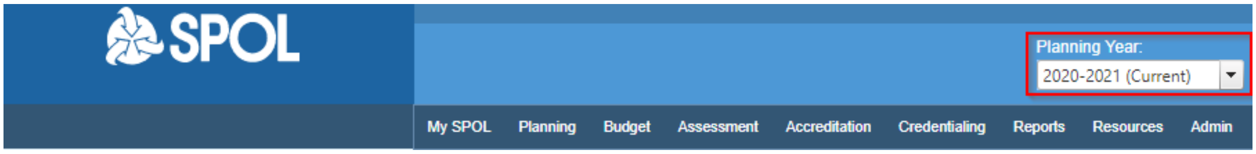
Source	Cycle	Number	Standard	View
SACS	SACS Fifth Year Interim Report	2.4	Institutional Mission	View
SACSCOC-2018	SACSCOC Reaffirmation 2023	1	Institutional Mission	View

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 and sends it through to the next approver



Helpful Tips & Tricks

- If you think your objectives have gone missing, check to see if you are in the planning year you intended to be.



- If you are viewing a multi-year objective, you can easily maneuver through the planning years from within the objective. Simply select the radio button next to the desired planning year.

Planning Years

Planning Year	Start Date	End Date
○ 2016-2017	09/01/2016	08/31/2017
○ 2017-2018	09/01/2017	08/31/2018
○ 2018-2019	09/01/2018	08/31/2019
○ 2019-2020	09/01/2019	08/31/2020
◉ **2020-2021** - (Current)	**09/01/2020**	**08/31/2021**

- Attending Open Sessions is a great way to keep up with your continuous improvement objectives. Open Session times are found on the Accountability webpage at https://www.angelo.edu/services/accountability/accountabilityspol-sessions.php

- When considering a goal, think about your baseline (where you are now) and your goal (where you want to be).

Intended Results/Benchmarks

Date	Description
09/04/2019	Creation of an Enrollment Management Plan to increase student enrollment helping ASU reach 10,000 for Spring semester 2021(Spring 2019: 9,420) and 11,000 for Fall 2020 (Fall 2019: 10,568). For Graduate school to reach 18% student enrollment including the dual credit students. They are currently at 15.85% student enrollment including dual credit and 21.7% student enrollment without. This goal is also working to be inclusive of SPRING Semesters.

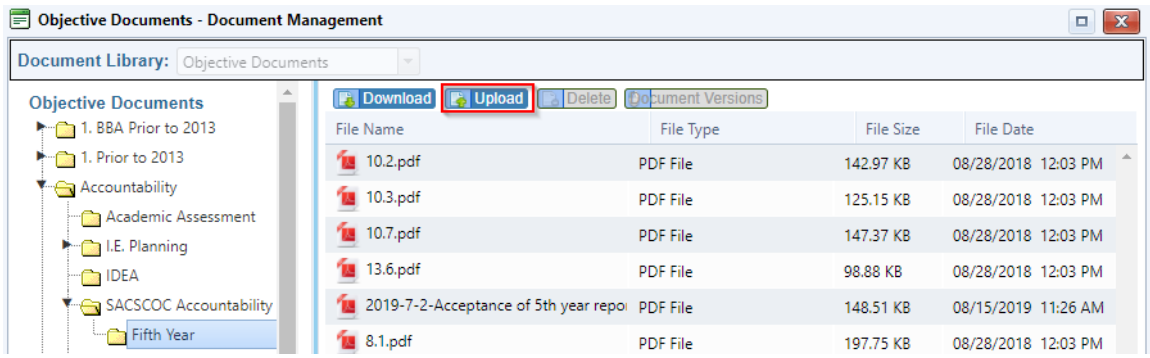
Assessment Measures

Date	Description
09/04/2019	20th Class Day Census numbers for long semesters.

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.

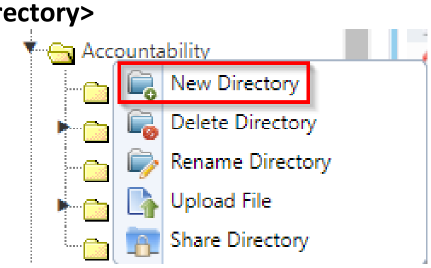
1. When the directory has been selected, click the **<Upload>** button.



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.

<u>Adding a Sub-Folder to Directory</u>

1. Select your department folder.
2. Right click and select **<New Directory>**

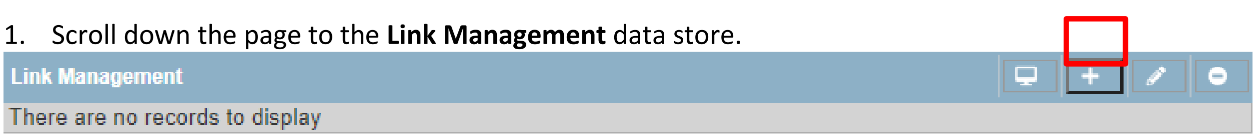


3. Click in the **<Directory Name>** field to change the name of the directory.
4. Click anywhere outside of the folder to save the name of the directory.

<u>Adding Evidence to the Link Library</u>

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. Whenever the URL for a web link is updated in the library, it will automatically "update" the link in the objective.

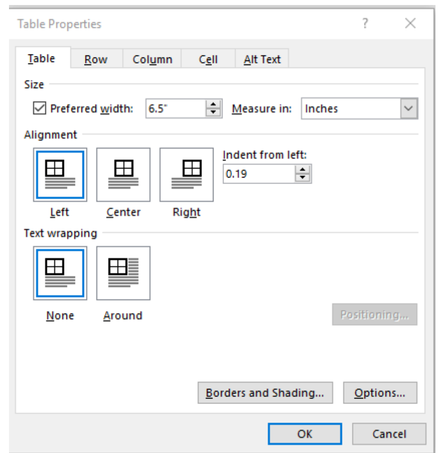
1. Scroll down the page to the **Link Management** data store.



2. Click the **<Add Link>** button to launch the Link Management window and display the contents of the Link Library.

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 6.5" 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 be no wider than 6.5". You can use the following tips to manage tables.

- In table properties, set the required table width to 6.5". You may need to adjust 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 is not supported by the HTML editor, you'll have to capture an image of the resulting table.