

Editing your Xitracs IE Plan

This section is intended to be a step-by-step guide on how you can go about editing your IE plan. The Document, “...” provides even more details in terms of what content to include in each individual field within Xitracs. You might wish to reference that guide while you follow through this one.

1. After opening up one of your IE plans, you can begin editing its contents. Select “Narrative” in your IE plan page. A textbox will open that allows you to include your department/division Mission Statement.



A screenshot of the Xitracs web application interface. The top navigation bar includes links for Home, Agencies, Courses, Credentials, Plans, Programs, and Surveys, along with a Logout button. Below the navigation bar, the user's name "Dr. Jesse Acosta" is displayed, along with buttons for Glossary, Library, and a help icon. The main content area shows a plan titled "Test 1 [Test]" with the current reporting cycle "2021-2023 IE Cycle**" and the user's role "Editor". A "Narrative" button is highlighted with a red arrow and the number "1". Other buttons include "Add Goal", "View Finished", "View PDF", and "Close". A message below the buttons states "No Goals exist for Test 1 [Test] in this reporting cycle."

A screenshot of the "Narrative Report for Test 1 [Test]" dialog box. The dialog box contains a text editor with a rich text toolbar at the top. The toolbar includes options for Paragraph, Verdana font, 11pt size, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and undo. The text area contains the following paragraph: "The Office of Institutional Effectiveness & Assessment (IEA) works to empower the college community to integrate effective planning and meaningful assessment into all institutional practices through collaborative inquiry, self-reflection, and continuous improvement." At the bottom of the dialog box, there are "Save" and "Cancel" buttons.

2. Add a new goal or objective to your IE plan by selecting “Add Goal”



Home Agencies Courses Credentials **Plans** Programs Surveys Logout

Dr. Jesse Acosta Glossary Library ? Xitracs™

Test 1 [Test] Narrative **Add Goal** View Finished View PDF Close

Current Reporting Cycle: 2021-2023 IE Cycle** Your role in this plan is Editor

No Goals exist for Test 1 [Test] in this reporting cycle.

2

Test 1 [Test] Active Reporting Cycle: 2021-2023 IE Cycle**

Goal: Test-G001 View PDF Edit Link [0] Delete Finish Close

Goal #001 Your role in this plan is Editor

Budget: No budget set Click to update the budget for this Goal Edit Budget

Reporting fields for Test-G001 Show All

1 Objective	Incomplete
2 STC Strategic Goal	Incomplete
3 STC Strategic Direction	Incomplete
4 Action Plan	Incomplete
5 Resources Required	Incomplete
6 Assessment Method	Incomplete
7 Biennium Findings – Outcome Performance Data	Incomplete
8 Mid-Biennium Activity Report	Incomplete
9 End-of-Biennium Findings – Outcome Performance Data	Incomplete
10 End-of-Biennium Activity Report	Incomplete
11 Objective Met	Incomplete
12 Recommendations	Incomplete

- Optional: Once your IE plan is complete, you can also create a PDF version of your IE plan by selecting “View PDF”
- After selecting a goal to add, you can start off by giving the Goal a title. Select “Edit”, delete the default goal title (e.g., Goal #001), and input your own short title.
 - The textbox labeled “Goal Description” below should be left blank.

Test 1 [Test] Active Reporting Cycle: 2021-2023 IE Cycle**

Goal: Test-G001 View PDF Edit Link [0] Delete Finish Close

Goal #001 Your role in this plan is Editor

Budget: No budget set Click to update the budget for this Goal Edit Budget

Reporting fields for Test-G001 Show All

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Goal Test-G001

Goal Short Name (max 60 characters)

Optimize the College's Fact Book and Data Portal

Goal Description

Paragraph Verdana 11pt

LEAVE BLANK

Save Cancel

5. Select “Show All” to reveal the “Edit” tabs for each section of your IE plan.
 - a. “Show All” will also reveal brief instructions for inputting information into each section.

Reporting fields for Test-G001 Show All

1 Objective	Incomplete
2 STC Strategic Goal	Incomplete
3 STC Strategic Direction	Incomplete
4 Action Plan	Incomplete
5 Resources Required	Incomplete
6 Assessment Method	Incomplete
7 Biennium Findings – Outcome Performance Data	Incomplete
8 Mid-Biennium Activity Report	Incomplete
9 End-of-Biennium Findings – Outcome Performance Data	Incomplete
10 End-of-Biennium Activity Report	Incomplete
11 Objective Met	Incomplete
12 Recommendations	Incomplete

Reporting fields for Test-G001 Hide All

1 Objective Incomplete
 Describe an intended outcome designed to support one of the Strategic Directions in the South Texas College 2019-2025 Strategic Plan. A good Objective is specific, measurable, achievable, relevant, time-bound, and states the intended impact. You can begin by saying: "By _____, 2023, the _____ Department will impact/improve/increase _____ (state the intended outcome, including the target population, if appropriate), by _____ (summarize the general topic of the action plan)." *If the impact refers to an increase in number or percentage, please identify the starting point (baseline). Edit

2 STC Strategic Goal Incomplete
 Using the drop-down menu, indicate which of South Texas College's Strategic Goals is supported by the IE Objective above. A Strategic Plan Alignment document has been provided as a guide. Edit

3 STC Strategic Direction Incomplete
 Using the drop-down menu, indicate which of South Texas College's Strategic Directions is supported by the IE Objective above. The Strategic Directions on this menu refer to the Strategic Goals above. For example, SD 3.2 refers to the second Strategic Direction under Strategic Goal 3. A Strategic Plan Alignment document has been provided as a guide. Edit


4 Action Plan Incomplete
 Referring to the Objective above, describe the activities and/or initiatives that will support the achievement of the desired outcomes. Please arrange your plan in steps, from beginning to end, indicating which steps must be completed by (or done in conjunction with) another department, division or entity (and naming the identified partner). After submitting a brief description of the Action Plan, you may also attach other planning documents relevant to this IE Objective by clicking "File +". Edit File +

5 Resources Required Incomplete
 Describe the departmental resources (i.e.: technology, software, marketing, conferences), budget, and external resources required to achieve this IE Objective. Please name internal/external partners and how they will support the objective. Remember to click "Edit Budget" at the top of this template to input the budget needed to support this IE Objective. Edit File +

6. Select “Edit” to modify each individual section. Once, complete, please check “Mark as complete” (located at the bottom of the textbox) when you believe your IE plan is ready for others to view.
 - a. Note that some sections will produce a textbox where you will input/write the requested information for your IE plan; other sections will provide a drop-down menu where you will select the option that best applies to your plan.







1 Objective Incomplete

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Edit 

1 Objective 6

Paragraph Verdana 11pt

B *I* U      

By August 2023, the Institutional Effectiveness and Assessment (IEA) department will optimize the College's Fact Book and Data Portal by improving the presentation and ease of use for existing reports and adding new reports to support planning and documentation efforts.

Mark as complete