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.

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

3. Optional: Once your IE plan is complete, you can also create a PDF version of your IE plan by selecting "View PDF"
4. 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.
   a. The textbox labeled "Goal Description" below should be left blank.

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

5

Reporting fields for Test-G001   Hide All

1 Objective   Incomplete   Edit
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).

2 STC Strategic Goal   Incomplete   Edit
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.

3 STC Strategic Direction   Incomplete   Edit
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.

4 Action Plan   Incomplete   Edit   File +
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 +'.

5 Resources Required   Incomplete   Edit   File +
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.

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] [💬]

6

1 Objective

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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   [Save] [Cancel]