2023-2025 IE Cycle Field Descriptions (as they appear in Xitracs)

1) **Objective**
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 _____, 2025, 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, you must be able to confirm the actual baseline and project the %/# that represents achievement of the objective. If you do not know what the baseline is, please consult with IEA and/or RAS.

2) **STC Strategic Goal**
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**

   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. If you chose Goal 1; theoretically, the Strategic Direction alignment should begin with a 1.

4) **Action Plan (2023-2024)**

   Referring to the Objective above, describe the activities and/or initiatives that will result in progress toward the achievement of the desired outcome for the first year of the IE Cycle (2023-2024) and the second year of the cycle (2024-2025). Please arrange your plan in steps, to show which should be completed in the first year and those that are planned for the second year. You may also attach other planning documents relevant to this IE Objective by clicking 'File +'.

5) **Resources Required (Personnel, Equipment, Supplies, Software Licenses)**
   a) Describe departmental resources (i.e.: staffing, technology, software, marketing, conferences) that will be needed to achieve this IE Objective. Identify those items already paid for via College or grant funds. Where additional or recurring dollars are required for expense and travel budgets, the detail should meet the requirements for justification of budget requests. Remember to click "Edit Budget" at the top of this template to input the budget needed to support this IE Objective.

b) Please name internal departments and external partners required for successful achievement of this Objective. Please indicate how they will support the Objective. If no such collaboration is needed for this Objective, please respond: "N/A".

6) **Assessment Method**

   Describe how successful progress/completion of this IE Objective will be measured, including data or information to be collected. What defines successful achievement of the Objective? Remember, the achievement of your objective must be measurable. If a baseline needs to be established, this should be a top priority, and initial inquiries should occur in advance of September 2023. How often will these measures be collected and analyzed? Who or what group/department will assist you with the assessment and analysis process?

7) **Mid-Biennium Findings – Outcome Performance Data – Year 1 (2023-2024)**
   Please include relevant data related to progress made during the first year toward the desired outcome of this IE Objective (i.e.: if the desired outcome is a 2% increase in fall-to-fall persistence, please add a chart with baseline data and the measure at the end of the first year). The information in this field should align with field number one (the overall objective). Please upload supporting documentation as an attachment.

8) **Mid-Biennium Activity Report – Year (2023-2024)**
   Describe the activities and/or initiatives that were implemented during year one to result in the progress made on this IE Objective, and describe what adjustments, if any, will be made during year two to accomplish it. Report to what extent your area completed the action plan for this year. What other activities did you integrate into your plan to support progress in achieving your Objective? Please upload all supporting documentation as attachments.

9) **End of Biennium Findings – Outcome Performance Data – Year 2 (2024-2025)**
   Please include relevant data related to progress made toward the desired outcome of this IE Objective (i.e.: if the desired outcome is a 2% increase in fall-to-fall persistence, please add a chart with baseline data, the measure from the end of the first year, and the measure for the second year). The information in this field should align with field number one (the overall objective). Please upload supporting documentation as an attachment.

10) **End of Biennium Activity Report – Year 2 (2024-2025)**
    Describe the activities and/or initiatives that were implemented during year two to meet this IE Objective. Report to what extent your area completed the action plan for this year and any other initiatives or activities that contributed to the overall achievement of the Objective. Please upload all supporting documentation as attachments.

11) **Objective Met**
    Indicate the extent to which the IE Objective was achieved: 'Objective Met', 'Objective Partially Met', 'Objective Not Met'.

12) Recommendations

Reflect on the activities conducted to promote the achievement of the IE Objective, and determine which activities were effective or ineffective. Submit a brief description of recommendations of activities/initiatives that could support the achievement of this Objective in the future. You may also attach documents relevant to these recommendations for this IE Objective by clicking 'File +'.