

No.	DESCRIPTION	NARRATIVE
1	Department Mission*	
2	Short Title of Departmental Object focusing on the outcome (60 characters max)	
3	Departmental Objective	
4	STC Strategic Goal	From drop-down menu – See document: “Aligning Objectives to Strategic Goals and Directions”
5	STC Strategic Direction	From drop-down menu – See document: “Aligning Objectives to Strategic Goals and Directions”
6	Action Plan	
7	Resources Required	
8	Assessment Method	

## DEVELOPING IE PLAN CONTENT

The 2021-2023 IE Planning Cycle allows us to link each departmental goal/objective to an STC strategic direction. Advanced planning will help identify those initiatives that best support the 2019-2025 Strategic Plan, and the new format should facilitate the implementation of the plan as well as the documentation of its impact.

1. Mission Statement – When you open to your IE Plan module, click on the Narrative button near the top of the screen. Cut and paste your department’s mission statement in the space that appears and click “save”.
2. Short Title of Departmental Objective – Click on the “Edit Goal” link and create a short, descriptive title of not more than 60 characters. Focus on the impact, i.e.: Increase dual enrollment by 3%. This will introduce the potential impact of the objective.
3. 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 \_\_\_\_\_, 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).
4. Strategic Goal - Drop-down – refer to document titled: “Aligning Objectives to Strategic Goals and Directions”.
5. Strategic Direction - Drop-down – refer to document titled: “Aligning Objectives to Strategic Goals and Directions”.
6. Action Plan –Referring to the Objective above, describe the activities and/or initiatives that will support the achievement of the desired outcomes. Identify other departments and/or divisions that will be necessary to implement these activities. After submitting a brief description of the Action Plan, you may also attach other planning documents relevant to this IE Objective by clicking ‘File +’.
7. Resources Required – 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.’
8. Assessment Method – Describe how successful progress and completion of this IE Objective will be measured, including data or information to be collected. How will you establish a baseline for measurement? How often will these measures be collected and analyzed? Who or what group/department will assist you with the assessment and analysis process?