



Office of Institutional Effectiveness & Assessment

Plan Writer Guide



**SOUTH TEXAS
COLLEGE**

Spring 2015

TIPS FOR PLANNING THE NEXT TWO YEARS

...or the next two years of your 25-year plan

Start Big: Consider yourself the **owner** of your department, office, or area. It's **your** small business, so to speak. Just your department; just you/your faculty & staff.

NOTE: THIS IS A TEMPORARY SCENARIO!

Ask the Right Questions to develop your **GOALS**:

With no limits, what would this place look like in two years?

What do I want my students to know, do, and be like after they leave?

How do we drive STC *forward* from this office/department/closet?

Ask the Right Questions in light of these goals to get your **STRATEGIES**:

What can/could we do to make those ideas come to reality?

What qualities/components of this goal can we effect? What would that look like?

Who would do this? How long would it take?

What's stopping you?

What views are not being represented here?

Are there obstacles that we have not considered?

Who else could give an alternative view on this/these? (STC, non-STC)

Where could we find out if this has worked somewhere else?

NOW, start to get specific about things. Determine your **OBJECTIVES**:

In what *measureable* way could you KNOW you were successful?

Do you need money for this? How much?

Do you need more people for this? How many?

Do you need something unavailable at STC or in the RGV?

Next, determine what **TACTICS (TOOLS)** you will use to reach each OBJECTIVE. These Tactics could be budgetary, but they could include new approaches, new uses of what we already have, reorganization of duties, new personnel, hammers, a new focus in classrooms, commitment from others to follow through, or any number of Tools to get the job done.

Finally, tell the "data folks" whether you will be needing any of their work (**METRICS**). That will likely result in a phone call or email to set up the proper time and format for receiving such data. If you collect this data within your department, just put "Not Applicable."

There is a "**NOTES**" section at the bottom. This gives you an opportunity to put any conditions, reminders, or other significant things in a specific place in the plan.

Plan Component Definitions

Goal—a broad, primary outcome that your office or department intends to achieve

Strategy—a plan for reaching a Goal

Objective-- a measurable step you will take to achieve your Strategy

Tactic/Tool—the means of achieving the Objective

Metric—the data (if any) that will be needed to document whether an Objective has been achieved

Presidential Directive—a direct notification from the Office of the President regarding an IE plan



South Texas College's Strategic Directions

Clear Pathways

South Texas College provides students with clear pathways to facilitate coherent educational experiences and timely completion of a post-secondary credential leading to relevant employment and/or further educational experiences.

Access and Success

South Texas College is committed to increasing the college-going and college-completing rates in the region.

High Success Rate

South Texas College engages in effective, proven efforts to ensure student success and positively affect the economic and social mobility of residents in our region.

Collective Responsibility

South Texas College empowers faculty to work together within and across disciplines to design best learning experiences for students, leading to their academic success, career readiness, and timely completion.

Collaboration

South Texas College commits to effective interdepartmental and interdivisional collaborations and advances mutually beneficial community and educational partnerships that create a collective impact on student success.

Cost Efficiency

South Texas College seeks innovative redesign of college processes to promote new approaches to cost-consciousness and cost-efficiency.

STC South Texas College

ISP Information Services & Planning

STC HOME CONTACT US Search this website... Search

HOME OUR SERVICES OUR DEPARTMENTS NEWS

Institutional Effectiveness & Assessment

Mission:

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.


IEA Home
Contact
Data Request Portal
WEAVEonline Login
IE Training Materials
STC Interactive Factbook
IE Plans & Reports
Assessment Plans and Reports
Strategic Plan
Strategic Directions
IE Success Stories

 Xitracs™



Begin by visiting the IEA website: iea.southtexascollege.edu.

Click on the **Xitracs** icon.

 SOUTH TEXAS COLLEGE

Xitracs™ Portal

Welcome to the institution's Xitracs™ Portal
If you have a logon and password, enter them below

Email:

Password:

Click [here](#) if you need to register.

Click [here](#) if you have forgotten your password

Enter your full South Texas College email address and use the password 'temp'.

If you already have a Xitracs login, enter your password.


The link at the bottom of the page will allow you to reset your password.

If you experience login difficulties, contact David Flores at drflores@southtexascollege.edu or call #5587

SOUTH TEXAS COLLEGE

David Flores [Details](#) [Logout](#) Xitracs™

STANDARDS LIBRARY CREDENTIALS COURSES SURVEYS PLANS PROGRAMS ?




WELCOME Mr. David Flores to your Xitracs Portal™.

You are reviewing 2 [plan sections](#)

We have designed this as a helpful and easy-to-use tool to let you access and input key information. You can view and verify your current credentials information, plus you can respond to requests for information quickly and easily using our survey feature.

We hope you find this beneficial and we welcome your your suggestions for improvement.



To change your password, start from the Xitracs home page.

Click on the '**Details**' link that appears next to your name.

SOUTH TEXAS COLLEGE

David Flores [Details](#) [Logout](#) Xitracs™

STANDARDS LIBRARY CREDENTIALS COURSES SURVEYS PLANS PROGRAMS ?

Home


[My Details](#) [Change password](#)


Email: dflores@southtexascollege.edu

Last name: Flores

First name: David

Click the '**Change password**' link.

 **SOUTH TEXAS COLLEGE**

David Flores [Details](#) [Logout](#)  Xitracs™

[Home](#) [STANDARDS](#) [LIBRARY](#) [CREDENTIALS](#) [COURSES](#) [SURVEYS](#) [PLANS](#) [PROGRAMS](#) [?](#)


Home


Make a note of your new password before making any change.
Your new password will not be displayed after you click the Submit button

New password:

Confirm new password:




Enter and confirm your new password. *Note: your Xitracs password will NOT need to be updated every 180 days like your JagNet password. The password you enter will remain in place until you choose to change it.

 **SOUTH TEXAS COLLEGE**

David Flores [Details](#) [Logout](#)  Xitracs™

[Home](#) [STANDARDS](#) [LIBRARY](#) [CREDENTIALS](#) [COURSES](#) [SURVEYS](#) [PLANS](#) [PROGRAMS](#) [?](#)

Home



Welcome **Mr. David Flores** to your Xitracs Portal™.

You are reviewing 2 [plan sections](#)

We have designed this as a helpful and easy-to-use tool to let you access and input key information. You can view and verify your current credentials information, plus you can respond to requests for information quickly and easily using our survey feature.

We hope you find this beneficial and we welcome your your suggestions for improvement.

To view access your IE Plan, click on the '**Plans**' tab.

SOUTH TEXAS COLLEGE David Flores Logout XitracS™

STANDARDS LIBRARY CREDENTIALS COURSES SURVEYS **PLANS** PROGRAMS

My Plans ?

Title	Function
IS&P	IEA Open

All IE Plans to which you have access will appear in a list. To access the IE Plans, click the 'Open' link.

SOUTH TEXAS COLLEGE David Flores Logout XitracS™

STANDARDS LIBRARY CREDENTIALS COURSES SURVEYS **PLANS** PROGRAMS

My Plans ?

Plan Name: IS&P Cycle: Plan Cycle 2015-2017 [Close](#)

Description: Division of Information Services & Planning

Row: OEA Office of Erratic Approaches

Fields and Responses [PDF Version](#) [Expand All](#)

Budget *No budget set* [Edit](#)

1 Mission	Complete
1.1 Goal	Incomplete
1.1.1 STC Strategic Direction	Incomplete
1.1.2 Strategy	Incomplete
1.1.2.1 Personnel	Incomplete
1.1.2.2 Capital	Incomplete
1.1.2.3 Objective	Incomplete
1.1.2.3.1 Tool (Tactic)	Incomplete
1.1.2.3.2 Metric(s)	Incomplete
1.1.2.3.2.1 Description of Metric(s)	Incomplete
1.1.2.4 Presidential Directive	Incomplete
1.1.2.4.1 Presidential Directive Detail	Incomplete
2 Notes/Remarks	Incomplete

IE Plan components marked as Complete will appear in green. Components that have not yet been completed will appear in orange. To view the details of an IE Plan component (Mission, Goals, Strategies, etc.) simply click on the appropriate bar section.

SOUTH TEXAS COLLEGE David Flores Logout Xitrac[™]

STANDARDS LIBRARY CREDENTIALS COURSES SURVEYS **PLANS** PROGRAMS

My Plans

Plan Name: IS&P Cycle: Plan Cycle 2015-2017 Close
 Description: Division of Information Services & Planning
 Row: OEA Office of Erratic Approaches

Fields and Responses PDF Version Expand All

Budget No budget set Edit

1 Mission Complete

Enter the reporting entity's Mission Statement.

Response Edit Comment

The Office of Erratic Approaches - Creating Tomorrow's Problems Today

The Office of Erratic Approaches (OEA) supports institutional planning by creating an environment of unpredictability which demands both foresight and ruthlessness to navigate.

1.1 Goal	Incomplete
1.1.1 STC Strategic Direction	Incomplete
1.1.2 Strategy	Incomplete
1.1.2.1 Personnel	Incomplete
1.1.2.2 Capital	Incomplete
1.1.2.3 Objective	Incomplete
1.1.2.3.1 Tool (Tactic)	Incomplete
1.1.2.3.2 Metric(s)	Incomplete
1.1.2.3.2.1 Description of Metric(s)	Incomplete
1.1.2.4 Presidential Directive	Incomplete
1.1.2.4.1 Presidential Directive Detail	Incomplete

To enter or change any of the components of your IE Plan, click the 'Edit' link.

SOUTH TEXAS COLLEGE David Flores Logout Xitrac[™]

STANDARDS LIBRARY CREDENTIALS COURSES SURVEYS **PLANS** PROGRAMS

My Plans

Budget No budget set Edit

1 Mission Complete

Enter the reporting entity's Mission Statement.

Response Edit Comment

The Office of Erratic Approaches - Creating Tomorrow's Problems Today

The Office of Erratic Approaches (OEA) supports institutional planning by creating an environment of unpredictability which demands both foresight and ruthlessness to navigate.

1.1 Goal Incomplete

1.1.1 STC Strategic Direction Incomplete

1.1.2 Strategy Incomplete

1.1.2.1 Personnel Incomplete

1.1.2.2 Capital Incomplete

1.1.2.3 Objective Incomplete

1.1.2.3.1 Tool (Tactic) Incomplete

1.1.2.3.2 Metric(s) Incomplete

1.1.2.3.2.1 Description of Metric(s) Incomplete

1.1.2.4 Presidential Directive Incomplete

1.1.2.4.1 Presidential Directive Detail Incomplete

OK Cancel Mark as complete

Some IE Plan components will require you to provide a description of what you intend to do. Enter your description in the text-box provided.

Check the 'Mark as complete' box at the bottom-right to indicate that you are finished editing this IE item. You will still be able to make edits later.

When you are ready to save your work, click the 'OK' button at the bottom-left.

This process is similar for creating Goals, Strategies, Objectives and Tools (Tactics).

SOUTH TEXAS COLLEGE David Flores Logout Xitrac[™]

STANDARDS LIBRARY CREDENTIALS COURSES SURVEYS **PLANS** PROGRAMS

My Plans

Plans and Responses

Budget No budget set Edit

1 Mission Complete

1.1 Goal Incomplete

Describe a broad, primary outcome that the reporting entity intends to achieve. To add another Goal, click the 'Add new' link.

Response Add new Edit Comment

Drive positive economic change for graduates

1.1.1 STC Strategic Direction Incomplete

1.1.2 Strategy Incomplete

1.1.2.1 Personnel Incomplete

1.1.2.2 Capital Incomplete

1.1.2.3 Objective Incomplete

1.1.2.3.1 Tool (Tactic) Incomplete

1.1.2.3.2 Tool (Tactic) Incomplete

1.1.2.3.3 Metric(s) Incomplete

1.1.2.3.3.1 Description of Metric(s) Incomplete

1.1.2.4 Presidential Directive Incomplete

1.1.2.4.1 Presidential Directive Detail Incomplete

To enter your first IE Goal, click the 1.1 Goal section, and click on the 'Edit' link.

To create additional Goals, click the 'Add new' link which appears on Goal 1.1. This will create a new Goal 1.2 and all of the IE Plan components that fall below a Goal (Strategic Direction, Strategy, etc.).

SOUTH TEXAS COLLEGE David Flores Logout Xitrac[™]

STANDARDS LIBRARY CREDENTIALS COURSES SURVEYS **PLANS** PROGRAMS

My Plans

Plans and Responses

Budget No budget set Edit

1 Mission Complete

1.1 Goal Incomplete

1.1.1 STC Strategic Direction Incomplete

Select which of the following Strategic Directions best describes your Goal.

Response Collective Responsibility

1.1.2 Strategy Incomplete

1.1.2.1 Personnel Incomplete

1.1.2.2 Capital Incomplete

1.1.2.3 Objective Incomplete

1.1.2.3.1 Tool (Tactic) Incomplete

1.1.2.3.2 Tool (Tactic) Incomplete

1.1.2.3.3 Metric(s) Incomplete

1.1.2.3.3.1 Description of Metric(s) Incomplete

1.1.2.4 Presidential Directive Incomplete

1.1.2.4.1 Presidential Directive Detail Incomplete

1.2 Goal Incomplete

1.2.1 STC Strategic Direction Incomplete

1.2.2 Strategy Incomplete

1.2.2.1 Personnel Incomplete

1.2.2.2 Capital Incomplete

1.2.2.3 Objective Incomplete

For each of your Goals, choose one of six Strategic Directions to which your Goal most closely aligns from the drop-down menu. You can consult the front of this document for descriptors of each Strategic Direction.

Check the 'Mark as complete' checkbox and click 'OK' to save.

SOUTH TEXAS COLLEGE David Flores Logout Xitrac[™]

STANDARDS LIBRARY CREDENTIALS COURSES SURVEYS **PLANS** PROGRAMS

My Plans

Plan Name: IS&P Cycle: Plan Cycle 2015-2017 [Close](#)
 Description: Division of Information Services & Planning
 Row: OEA Office of Erratic Approaches

Fields and Responses [PDF Version](#) [Expand All](#)

Budget *No budget set* [Edit](#)

1 Mission	Complete
1.1 Goal	Complete
1.1.1 STC Strategic Direction	Complete
1.1.2 Strategy	Incomplete
Describe the approach which will be used to achieve the Goal. To add more Strategies related to the above Goal, click the 'Add new' link.	
Response	Add new Edit Comment
Faculty Happiness Improvement	
1.1.2.1 Personnel	Incomplete
1.1.2.2 Capital	Incomplete
1.1.2.3 Objective	Incomplete
1.1.2.3.1 Tool (Tactic)	Incomplete
1.1.2.3.2 Tool (Tactic)	Incomplete
1.1.2.3.3 Metric(s)	Incomplete
1.1.2.3.3.1 Description of Metric(s)	Incomplete
1.1.2.4 Presidential Directive	Incomplete
1.1.2.4.1 Presidential Directive Detail	Incomplete

For each Goal, describe at least one Strategy which will be used (feel free to use more than one Strategy). To enter your Strategy, click the 'Edit' link. To create additional Strategies for the same Goal, click the 'Add new' link.

SOUTH TEXAS COLLEGE David Flores Logout Xitrac[™]

STANDARDS LIBRARY CREDENTIALS COURSES SURVEYS **PLANS** PROGRAMS

My Plans

Plan Name: IS&P Cycle: Plan Cycle 2015-2017 [Close](#)
 Description: Division of Information Services & Planning
 Row: OEA Office of Erratic Approaches

Fields and Responses [PDF Version](#) [Expand All](#)

Budget [Edit](#)

1 Mission	Complete
1.1 Goal	Complete
1.1.1 STC Strat	Complete
1.1.2 Strategy	Incomplete
Describe the app	
Response	Add new Edit Comment
Faculty Happin	
1.1.2.1 Perso	Incomplete
1.1.2.2 Capit	Incomplete
1.1.2.3 Objec	Incomplete
1.1.2.3.1 T	Incomplete
1.1.2.3.2 T	Incomplete
1.1.2.3.3 M	Incomplete
1.1.2.3.3.1	Incomplete
1.1.2.4 Presidential Directive	Incomplete
1.1.2.4.1 Presidential Directive Detail	Incomplete

1.1.2 Strategy
Enter text below

Faculty Happiness Improvement

OK Cancel ☐ Mark as complete

Describe one Strategy in the text-box provided.

Check the 'Mark as complete' checkbox, and click 'OK' to save.

SOUTH TEXAS COLLEGE David Flores Logout Xitracs™

STANDARDS LIBRARY CREDENTIALS COURSES SURVEYS **PLANS** PROGRAMS

My Plans

Plan Name: IS&P Cycle: Plan Cycle 2015-2017 [Close](#)

Description: Division of Information Services & Planning

Row: OEA Office of Erratic Approaches

Fields and Responses [PDF Version](#) [Expand All](#)

Budget No budget set [Edit](#)

1 Mission Complete

1.1 Goal Complete

1.1.1 STC Strategic Direction Complete

1.1.2 Strategy Complete

1.1.2.1 Personnel Incomplete

Will this Strategy require new personnel?

Response: Yes

1.1.2.2 Capital

1.1.2.3 Objective

1.1.2.3.1 Tool (Tactic)

1.1.2.3.2 Tool (Tactic) Incomplete

1.1.2.3.3 Metric(s) Incomplete

1.1.2.3.3.1 Description of Metric(s) Incomplete

1.1.2.4 Presidential Directive Incomplete

1.1.2.4.1 Presidential Directive Detail Incomplete

1.1.2.1 Personnel

Select a response below.

☒ Yes ☐ No

[OK](#) [Cancel](#) ☐ Mark as complete

Clicking the 'Edit' link on the **Personnel** bar will generate a pop-up window. Indicate if this Strategy will require new Personnel to be hired by selecting 'Yes' or 'No'. Click the 'Mark as complete' checkbox, and click 'OK' to save.

SOUTH TEXAS COLLEGE David Flores Logout Xitracs™

STANDARDS LIBRARY CREDENTIALS COURSES SURVEYS **PLANS** PROGRAMS

My Plans

Plan Name: IS&P Cycle: Plan Cycle 2015-2017 [Close](#)

Description: Division of Information Services & Planning

Row: OEA Office of Erratic Approaches

Fields and Responses [PDF Version](#) [Expand All](#)

Budget No budget set [Edit](#)

1 Mission Complete

1.1 Goal Complete

1.1.1 STC Strategic Direction Complete

1.1.2 Strategy Complete

1.1.2.1 Personnel Complete

1.1.2.2 Capital Incomplete

Will this Strategy require a capital outlay from South Texas College?

Response: Yes

1.1.2.3 Objective

1.1.2.3.1 Tool (Tactic)

1.1.2.3.2 Metric(s)

1.1.2.3.2.1 Description of Metric(s) Incomplete

1.1.2.4 Presidential Directive Incomplete

1.1.2.4.1 Presidential Directive Detail Incomplete

2 Notes/Remarks Incomplete

1.1.2.2 Capital

Select a response below.

☒ Yes ☐ No

[OK](#) [Cancel](#) ☐ Mark as complete

Similarly, clicking the 'Edit' link on the **Capital** bar will generate a pop-up window. Indicate if the above Strategy will require an increase in capital outlay or a significant budget adjustment by selecting 'Yes' or 'No'. Click the 'Mark as complete' checkbox, and click 'OK' to save.

SOUTH TEXAS COLLEGE David Flores Logout Xitracs™

STANDARDS LIBRARY CREDENTIALS COURSES SURVEYS **PLANS** PROGRAMS

My Plans ?

Plan Name: IS&P Cycle: Plan Cycle 2015-2017 [Close](#)
 Description: Division of Information Services & Planning
 Row: OEA Office of Erratic Approaches

Fields and Responses PDF Version Expand All

Budget No budget set [Edit](#)

1 Mission Complete

1.1 Goal Complete

1.1.1 STC Strategic Direction Complete

1.1.2 Strategy Complete

1.1.2.1 Personnel Complete

1.1.2.2 Capital Complete

1.1.2.3 Objective Incomplete

Describe a measurable step that will be taken to achieve the above Strategy. To add another Objective related to the above Strategy, click the 'Add new' link.

Response [Add new](#) [Edit](#) [Comment](#)

Over 78% of STC full-time faculty will report themselves as "Happy" or "Deliriously Happy" on the Emotional Factor Index.

1.1.2.3.1 Tool (Tactic) Incomplete

1.1.2.3.2 Metric(s) Incomplete

1.1.2.3.2.1 Description of Metric(s) Incomplete

1.1.2.4 Presidential Directive Incomplete

1.1.2.4.1 Presidential Directive Detail Incomplete

2 Notes/Remarks Incomplete

To add an Objective to a Strategy, expand the **Objective** bar and click the 'Edit' link.

To create additional Objectives for the same Strategy, click the 'Add new' link.

SOUTH TEXAS COLLEGE David Flores Logout Xitracs™

STANDARDS LIBRARY CREDENTIALS COURSES SURVEYS **PLANS** PROGRAMS

My Plans ?

Plan Name: IS&P Cycle: Plan Cycle 2015-2017 [Close](#)
 Description: Division of Information Services & Planning
 Row: OEA Office of Erratic Approaches

Fields and Responses PDF Version Expand All

Budget [Edit](#)

1 Mission Complete

1.1 Goal Complete

1.1.1 STC Strategic Direction Complete

1.1.2 Strategy Complete

1.1.2.1 Personnel Complete

1.1.2.2 Capital Complete

1.1.2.3 Objective Incomplete

Describe a measurable step that will be taken to achieve the above Strategy. To add another Objective related to the above Strategy, click the 'Add new' link.

Response [Add new](#) [Edit](#) [Comment](#)

Over 78% of STC full-time faculty will report themselves as "Happy" or "Deliriously Happy" on the Emotional Factor Index.

1.1.2.3.1 Tool (Tactic) Incomplete

1.1.2.3.2 Metric(s) Incomplete

1.1.2.3.2.1 Description of Metric(s) Incomplete

1.1.2.4 Presidential Directive Incomplete

1.1.2.4.1 Presidential Directive Detail Incomplete

2 Notes/Remarks Incomplete

1.1.2.3 Objective Enter text below

B **I** **U** **ABC** Font family Font size

OK **Cancel** ☐ Mark as complete

Describe the Objective in the text-box provided.

Check the 'Mark as complete' checkbox, and click 'OK' to save.

SOUTH TEXAS COLLEGE David Flores Logout Xitrac[™]

STANDARDS LIBRARY CREDENTIALS COURSES SURVEYS **PLANS** PROGRAMS

My Plans

Plan Name: IS&P Cycle: Plan Cycle 2015-2017
 Description: Division of Information Services & Planning
 Row: OEA Office of Erratic Approaches

Close

Fields and Responses PDF Version Expand All

Budget No budget set Edit

1 Mission Complete

1.1 Goal Complete

1.1.1 STC Strategic Direction Complete

1.1.2 Strategy Complete

1.1.2.1 Personnel Complete

1.1.2.2 Capital Complete

1.1.2.3 Objective Complete

1.1.2.3.1 Tool (Tactic) Incomplete

A Tactic is a tool you use to help you reach an Objective. Will you be using any specific tools to meet this Objective (staff, software, new approaches)? If so, please describe your Tactics here. To add another Tactic related to the above Objective, click the 'Add new' link.

Response Add new Edit Comment

New Happiness Coordinator (HC) will tell jokes, provide balloon animals, and Swedish massages to all full-time faculty at STC on a rolling basis.

1.1.2.3.2 Metric(s) Incomplete

1.1.2.3.2.1 Description of Metric(s) Incomplete

1.1.2.4 Presidential Directive Incomplete

1.1.2.4.1 Presidential Directive Detail Incomplete

2 Notes/Remarks Incomplete

To enter a Tool or Tactic which will be utilized to meet each Objective, click the 'Edit' link.

To create additional Tools/Tactics for the same Objective, click the 'Add new' link.

SOUTH TEXAS COLLEGE David Flores Logout Xitrac[™]

STANDARDS LIBRARY CREDENTIALS COURSES SURVEYS **PLANS** PROGRAMS

My Plans

Plan Name: IS&P Cycle: Plan Cycle 2015-2017
 Description: Division of Information Services & Planning
 Row: OEA Office of Erratic Approaches

Close

Fields and Responses PDF Version Expand All

Budget

1 Mission

1.1 Goal

1.1.1 STC Strat

1.1.2 Strategy

1.1.2.1 Perso

1.1.2.2 Capiti

1.1.2.3 Objec

1.1.2.3.1 T

A Tactic is approaches

Response

New Happ rolling bas

1.1.2.3.2 M

1.1.2.3.2.1 Description of metric(s)

1.1.2.4 Presidential Directive

1.1.2.4.1 Presidential Directive Detail

2 Notes/Remarks

1.1.2.3.1 Tool (Tactic)

Enter text below

B I U Font family Font size

New Happiness Coordinator (HC) will tell jokes, provide balloon animals, and Swedish massages to all full-time faculty at STC on a rolling basis.

OK Cancel

☐ Mark as complete ☐ Mark as not applicable

If the Objective described above requires a Tool/Tactic in order to be met, then describe the Tool/Tactic in the text-box provided.

If the above Objective does not require a new Tool or Tactic in order to be met, then check the 'Mark as not applicable' checkbox.

Check the 'Mark as complete' checkbox, and save by clicking 'OK'.

SOUTH TEXAS COLLEGE David Flores Logout Xitrac[™]

STANDARDS LIBRARY CREDENTIALS COURSES SURVEYS **PLANS** PROGRAMS

My Plans

Plan Name: IS&P Cycle: Plan Cycle 2015-2017 [Close](#)

Description: Division of Information Services & Planning

Row: OEA Office of Erratic Approaches

Fields and Responses PDF Version Expand All

Budget No budget set Edit

1 Mission Complete

1.1 Goal Complete

1.1.1 STC Strategic Direction Complete

1.1.2 Strategy Complete

1.1.2.1 Personnel Complete

1.1.2.2 Capital Complete

1.1.2.3 Objective Complete

1.1.2.3.1 Tool (Tactic) Complete

1.1.2.3.2 Metric(s) Incomplete

Will this measurable Objective require data from RAS/IEA/Reporting Team?

Response Yes

1.1.2.3.2.1 Description of Metric(s)

1.1.2.4 Presidential Directive

1.1.2.4.1 Presidential Directive Detail

2 Notes/Remarks Incomplete

1.1.2.3.2 Metric(s)

Select a response below.

☒ Yes ☐ No

☐ Mark as complete

Indicate whether or not the Objective described above will require data from RAS, IEA, or the Reporting Team by clicking 'Edit' on the **Metric(s)** bar.

Click 'Yes' or 'No', check the 'Mark as complete' checkbox, and click 'OK' to save.

SOUTH TEXAS COLLEGE David Flores Logout Xitrac[™]

STANDARDS LIBRARY CREDENTIALS COURSES SURVEYS **PLANS** PROGRAMS

My Plans

Plan Name: IS&P Cycle: Plan Cycle 2015-2017 [Close](#)

Description: Division of Information Services & Planning

Row: OEA Office of Erratic Approaches

Fields and Responses PDF Version Expand All

Budget

1 Mission

1.1 Goal

1.1.1 STC Strat

1.1.2 Strategy

1.1.2.1 Perso

1.1.2.2 Capit

1.1.2.3 Objec

1.1.2.3.1 T

1.1.2.3.2 M

1.1.2.3.2.1 Description of Metric(s)

Enter text below

1.1.2.3.2.1 Description of Metric(s)

1.1.2.4 Pres

1.1.2.4.1 Presidential Directive Detail

2 Notes/Remarks

☐ Mark as complete ☐ Mark as not applicable

Click the 'Edit' link on the **Description of Metric(s)** bar to describe what data (if any) that will be needed to measure how the Objective described above will be met.

If the Objective does not require data from RAS, IEA, or the Reporting Team, then check the 'Mark as not applicable' checkbox.

Check the 'Mark as complete' checkbox, and click 'OK' to save.

SOUTH TEXAS COLLEGE David Flores Logout Xitracs™

STANDARDS LIBRARY CREDENTIALS COURSES SURVEYS **PLANS** PROGRAMS

My Plans ?

Plan Name: IS&P Cycle: Plan Cycle 2015-2017 [Close](#)

Description: Division of Information Services & Planning

Row: OEA Office of Erratic Approaches

Fields and Responses PDF Version Expand All

Budget No budget set [Edit](#)

1 Mission Complete

1.1 Goal Complete

1.1.1 STC Strategic Direction Complete

1.1.2 Strategy Complete

1.1.2.1 Personnel Complete

1.1.2.2 Capital Complete

1.1.2.3 Objective Complete

1.1.2.3.1 Tool (Tactic) Complete

1.1.2.3.2 Metric(s) Complete

1.1.2.3.2.1 Description of Metric(s) Not Applicable

1.1.2.4 Presidential Directive Incomplete

Have you been contacted by the Office of the President regarding any of these plans? If you are unsure, choose "No."

Response: Yes

1.1.2.4.1 Presidential Directive Detail

2 Notes/Remarks

1.1.2.4 Presidential Directive
Select a response below.
☒ Yes ☐ No
[OK](#) [Cancel](#) ☐ Mark as complete

Click 'Edit' on the **Presidential Directive** bar. If the Office of the President has requested (directly) any of your plan elements, then indicate the Goal, Strategy, or Objective described above as a Presidential Directive .

Select 'Yes' or 'No', check the 'Mark as complete' checkbox, and click 'OK' to save.

SOUTH TEXAS COLLEGE David Flores Logout Xitracs™

STANDARDS LIBRARY CREDENTIALS COURSES SURVEYS **PLANS** PROGRAMS

My Plans ?

Plan Name: IS&P Cycle: Plan Cycle 2015-2017 [Close](#)

Description: Division of Information Services & Planning

Row: OEA Office of Erratic Approaches

Fields and Responses PDF Version Expand All

Budget

1 Mission

1.1 Goal

1.1.1 STC Strategic Direction

1.1.2 Strategy

1.1.2.1 Personnel

1.1.2.2 Capital

1.1.2.3 Objective

1.1.2.3.1 Tool (Tactic)

1.1.2.3.2 Metric(s)

1.1.2.3.2.1 Description of Metric(s)

1.1.2.4 Presidential Directive

1.1.2.4.1 Presidential Directive Detail

Enter text below

1.1.2.4.1 P

If the Office of the President has requested (directly) any of your plan elements, explain those in the text-box provided.

Response: No response

[OK](#) [Cancel](#) ☐ Mark as complete ☐ Mark as not applicable

2 Notes/Remarks

If the Office of the President has requested (directly) any of your plan elements, explain those in the text-box provided.

If the Office of the President has not requested the Goal, Strategy, or Objective described above directly, then check the 'Mark as not applicable' checkbox.

Check the 'Mark as complete' checkbox, and click 'OK' to save.

My Plans

Plan Name: IS&P Cycle: Plan Cycle 2015-2017
 Description: Division of Information Services & Planning
 Row: IEA Institutional Effectiveness and Assessment

Close

Fields and Responses

PDF Version

Expand All

Budget No budget set Edit

1 Mission	Complete
1.1 Goal	Complete
1.1.1 STC Strategic Direction	Complete
1.1.2 Strategy	Complete
1.1.2.1 Personnel	Complete
1.1.2.2 Capital	Complete
1.1.2.3 Objective	Complete
1.1.2.3.1 Tool (Tactic)	Complete
1.1.2.3.2 Metric(s)	Complete
1.1.2.3.2.1 Description of Metric(s)	Complete
1.1.2.4 Objective	Complete
1.1.2.4.1 Tool (Tactic)	Complete
1.1.2.4.2 Metric(s)	Complete
1.1.2.4.2.1 Description of Metric(s)	Complete

At any point, you can expand or collapse the plan you are writing by using the Expand All/Collapse All button at the top right of the Fields and Responses section.

My Plans

Plan Name: IS&P Cycle: Plan Cycle 2015-2017
 Description: Division of Information Services & Planning
 Row: IEA Institutional Effectiveness and Assessment

Close

Fields and Responses

PDF Version

Collapse All

Budget No budget set Edit

1 Mission	Complete
Enter the reporting entity's Mission Statement.	
Response	Edit Comment
The Office of Institutional Effectiveness and Assessment (IEA) works collaboratively with all work units throughout the College to ensure data-driven decision making and continuous quality improvement by facilitating and coordinating systematic, integrated, research-based institutional effectiveness planning and reporting. The Office of IEA also assists the College's administrators, faculty, and staff with designing evaluation plans for innovative strategies, projects, and programs, assessing the outcomes of the interventions, and using results for continuous improvement and further planning.	
1.1 Goal	Complete
Describe a broad, primary outcome that the reporting entity intends to achieve. To add another Goal, click the 'Add new' link.	
Response	Add new Edit Comment
The IEA Office will facilitate the Institutional Effectiveness process for South Texas College in a manner consistent with SACS-COC principles.	
1.1.1 STC Strategic Direction	Complete
Select which of South Texas College's Strategic Directions that this Goal supports most closely.	
Response	Edit Comment
Collective Responsibility	
1.1.2 Strategy	Complete
Describe the approach which will be used to achieve the Goal. To add more Strategies related to the above Goal, click the 'Add new' link.	
Response	Add new Edit Comment
Promote and Direct a Culture of On-Time Submission of Institutional Effectiveness Plans for the 2015-2017 Biennium	

SOUTH TEXAS COLLEGE Paul Henley Logout XitracS™

STANDARDS LIBRARY CREDENTIALS COURSES SURVEYS **PLANS** PROGRAMS

My Plans ?

1.4.2.4.1 Presidential Directive Detail Not Applicable

1.5 Goal Complete

1.5.1 STC Strategic Direction Complete

1.5.2 Strategy Complete

1.5.2.1 Personnel Complete

1.5.2.2 Capital Complete

1.5.2.3 Objective Complete

1.5.2.3.1 Tool (Tactic) Complete

1.5.2.3.2 Metric(s) Complete

1.5.2.3.2.1 Description of Metric(s) Complete

1.5.2.4 Presidential Directive Complete

1.5.2.4.1 Presidential Directive Detail Not Applicable

Notes/Remarks Incomplete

If you have anything else to add that would help clarify any upcoming plans, please feel free to add those notations here. This is not a necessary step; it is only offered for assistance. If you wish to add more sets, click the "Add new" link.

Response Add new Edit Comment

No response

At the end of the process, there is a Notes/Remarks area. If you have anything else to add that would help clarify any upcoming plans, please feel free to add those notations here. You can also leave this section blank.

SOUTH TEXAS COLLEGE Paul Henley Logout XitracS™

STANDARDS LIBRARY CREDENTIALS COURSES SURVEYS **PLANS** PROGRAMS

My Plans ?

Plan Name: IS&P Cycle: Plan Cycle 2015-2017 Close

Description: Division of Information Services & Planning

Row: IEA Institutional Effectiveness and Assessment

Fields and Responses PDF Version Expand All

Budget No budget set Edit

1 Mission Complete

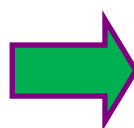
1.1 Goal Complete

1.1.1 STC Strategic Direction Complete

1.1.2 Strategy Complete

To create a PDF version of your plan (for printing, emailing, sharing, or just saving), click on the link at the top of the plan screen.

When you are finished with editing your plan, simply hit the Close button or Logout button in the upper right corner of the portal web page.



SOUTH TEXAS COLLEGE Paul Henley Logout XitracS™

STANDARDS LIBRARY CREDENTIALS COURSES SURVEYS **PLANS** PROGRAMS

My Plans ?

Plan Name: IS&P Cycle: Plan Cycle 2015-2017 Close

Description: Division of Information Services & Planning

Row: IEA Institutional Effectiveness and Assessment

Fields and Responses PDF Version Expand All

Budget No budget set Edit

1 Mission Complete

1.1 Goal Complete

1.1.1 STC Strategic Direction Complete

1.1.2 Strategy Complete