



Office of Institutional Effectiveness & Assessment
Plan Writer Guide
2017-2019



Spring 2017

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What is Institutional Effectiveness (IE)?

Institutional Effectiveness (IE) is a process of continuous and systematic planning, evaluation and quality improvement. An effective IE process can provide useful information and lead the college forward in accomplishing its overall mission. An effective IE process can also have the added benefits of:

- Allowing each unit of the college to determine how well it is doing in accomplishing its specific mission
- Aligning unit goals to the college's strategic directions
- Monitoring progress towards achieving the goals

In addition to these benefits, IE is required by the Southern Association for Colleges and Schools (SACS), our accrediting body. These requirements are mandated in the following requirement standards:

- 2.5 The institution engages in ongoing, integrated, and institution-wide research-based planning and evaluation processes that (1) incorporate a systematic review of the institutional mission, goals and outcomes; (2) results in continuing improvement in institutional quality; and (3) demonstrates the institution is effectively accomplishing its mission (SACS/COC Resource Manual, 2012 p. 16).
- 3.3.1 The institution identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of improvement based on analysis of the results... (SACS/COC Resource Manual, 2012 p. 48).

South Texas College's IE Process

Every departmental unit within the college must have an IE plan. At South Texas College (STC) the Institutional Effectiveness process is organized around a 2-year biennium cycle. The first year each department develops their plan that will guide them towards effectiveness and improvement for the next two years. After the first year, a mid-biennium report is completed which describes the current status and update for each of the strategies and objectives laid out in the IE plan. At the end of the second year the final IE report is completed. It is during this time that the findings are reported and interpreted. Recommendations based on the findings can then be made for the following reporting cycle. This cycle of planning, implementation, evaluation, and developing recommendations based on evaluation is what drives the continuous improvement process at STC (see figure 1).

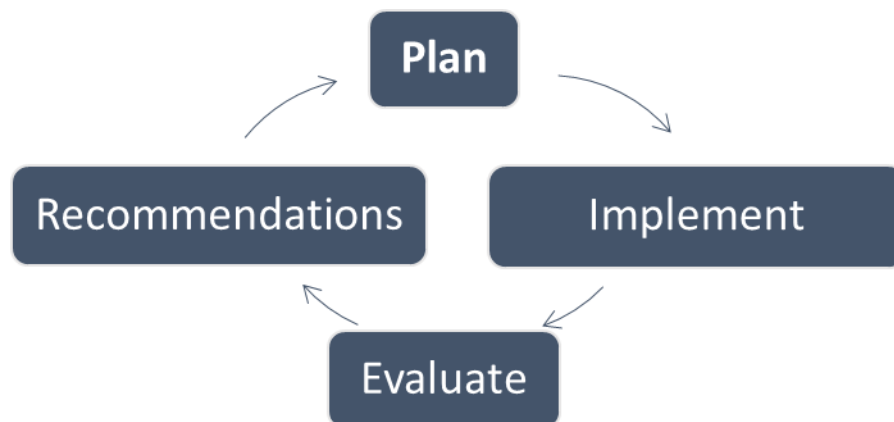


Figure 1

Planning

The planning process is the time to determine what it is your department will do for the next two years, and how you will go about evaluating your goals and objectives. To begin this process you can visit your department's Comprehensive Operational Plan. From this plan, determine if any practices or initiatives could benefit from an evaluation.

Implementation

Planning is futile without action. After plans and strategies have been established they should be carried out over the next two years.

Evaluation

At the end of the two years you should reflect on the data you collected as part of your evaluation plan to determine if the strategies were effective.

Recommendations

Based on the previous steps, what recommendations can you make to improve your department? Is there something in the data or the process that could move your department forward?

The IE Plan Key Components

Below you will find examples that can help clarify the key components of the IE Plan.

Mission - Addresses what is it that your department does to contribute to accomplishing STC's overall mission.

In a concise statement it should address the following questions: Who are you? What services do you provide? To whom do you provide these services?

Goal - Describes a broad, primary outcome that the reporting entity intends to achieve.

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

STC Strategic Direction - One of the six South Texas College's strategic directions that the goal best supports.

Clear Pathways
Access and Success
High Success Rate
Collective Responsibility
Collaboration
Cost Efficiency

Strategy - Expresses the approach which will be used to achieve the goal.

What could we do to make this goal come to reality?
Are there obstacles that we have not considered? If so, how can we go about it?

Objective - Describes a measurable step that will be taken to achieve the strategy.

What is a measurable step that we can take to get closer to our goal? Objectives are like goals, only more focused; they should be specific, measureable, attainable and timely.

Tool(s) - Describe any resources you may need to achieve the objective (software, funds, personnel, or capital).

Assessment Method(s) - Describes what information and/or data will be collected, and how it will be analyzed to assess the objective.

What do I need to know to determine the effectiveness of the objective?

Achievement Target - Represents a desired specific result such as a percent increase from an established benchmark, or expected success rate.

Example 1: There will be a 5% increase in retention from the prior year.

Example 2: Licensure pass rates will be higher than the state average.

Mid-Biennium Findings - To be completed at the end of the first academic year at the mid-point of the biennium cycle. This provides a description and an update as to what has been accomplished or what challenges have been encountered in the attempts to achieve the objective. You may also include any interim data findings.

Final Report - To be completed at the end of the biennium cycle. This provides a description and interpretation of the results based on the information or data gathered pertaining to the stated objective.

What was the end result? Did you meet your target? What does the data mean?

Action Plan - A description of what actions will be taken in the future, and which strategies and objectives will be carried over to the new IE cycle.

Based on what we learned from our evaluation, how will we proceed in the future? Will we continue to implement, or discontinue the strategy? Will we modify our strategy? What can we do to improve?

Notes/Remarks - A section located at the bottom of the plan that can be used to include any conditions, reminders, or other significant information that was not otherwise previously mentioned in the plan.

The IE Plan Structure



GOAL

Describes a broad, primary outcome that the reporting entity intends to achieve.

STRATEGY

Expresses the approach which will be used to achieve the goal.

OBJECTIVE

Describes a measurable step that will be taken to achieve the strategy.

Tool – Any resources you may need to achieve the objective.

Assessment Method –Any information and/or data that could be collected and analyzed to assess the objective.

Achievement Target - A desired specific result such as a percent increase or success rate.

Mid-Biennium Findings - Provides a description and an update as to what has been accomplished.

Final Report - Provides a description and interpretation of the results based on the information or data gathered pertaining to the stated objective.

South Texas College's Strategic Direction

Clear Pathways

Access and Success

High Success Rate

Collective Responsibility

Collaboration

Cost Efficiency

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.

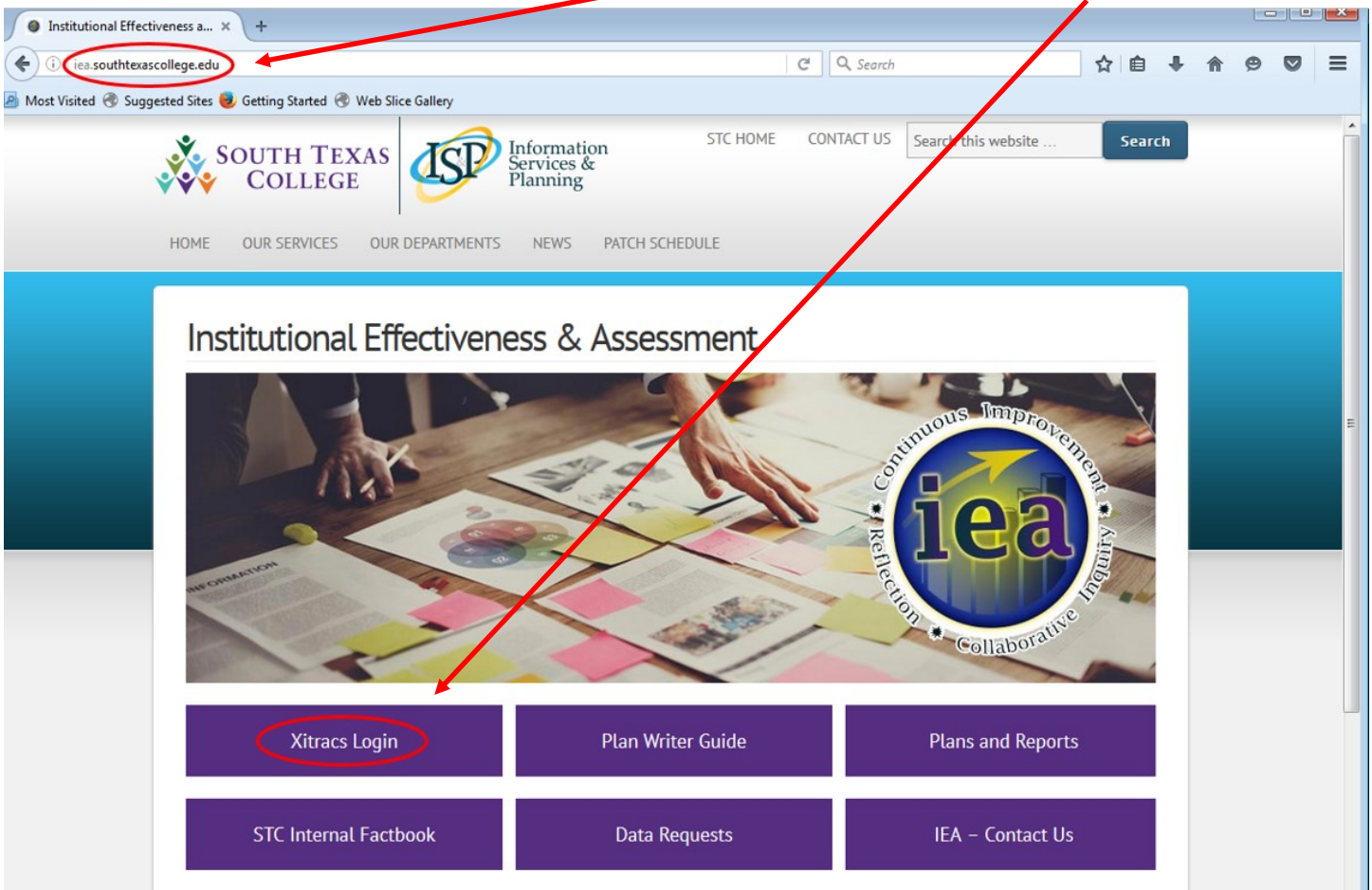
Collaboration

- 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.

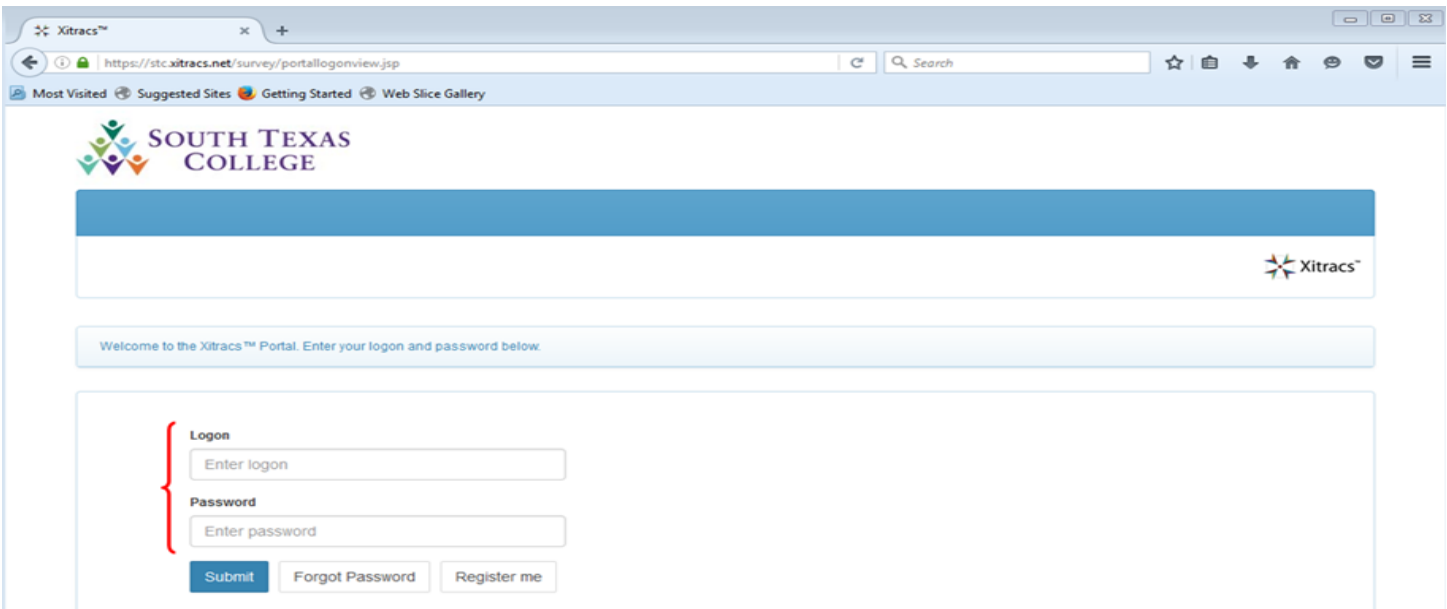
Cost Efficiency

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

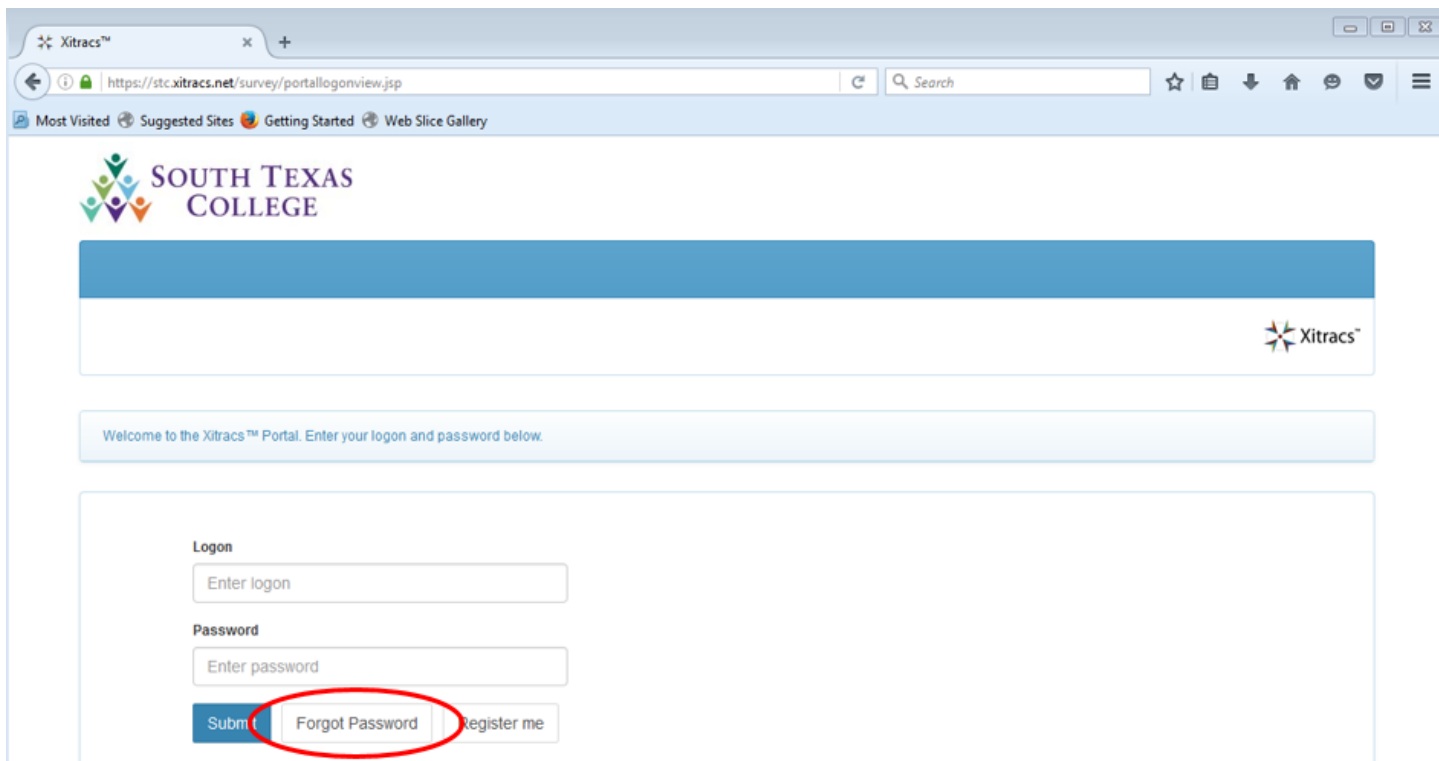
Begin by visiting the IEA website: iea.southtexascollege.edu. Then, click on the **Xitracs Login** button.



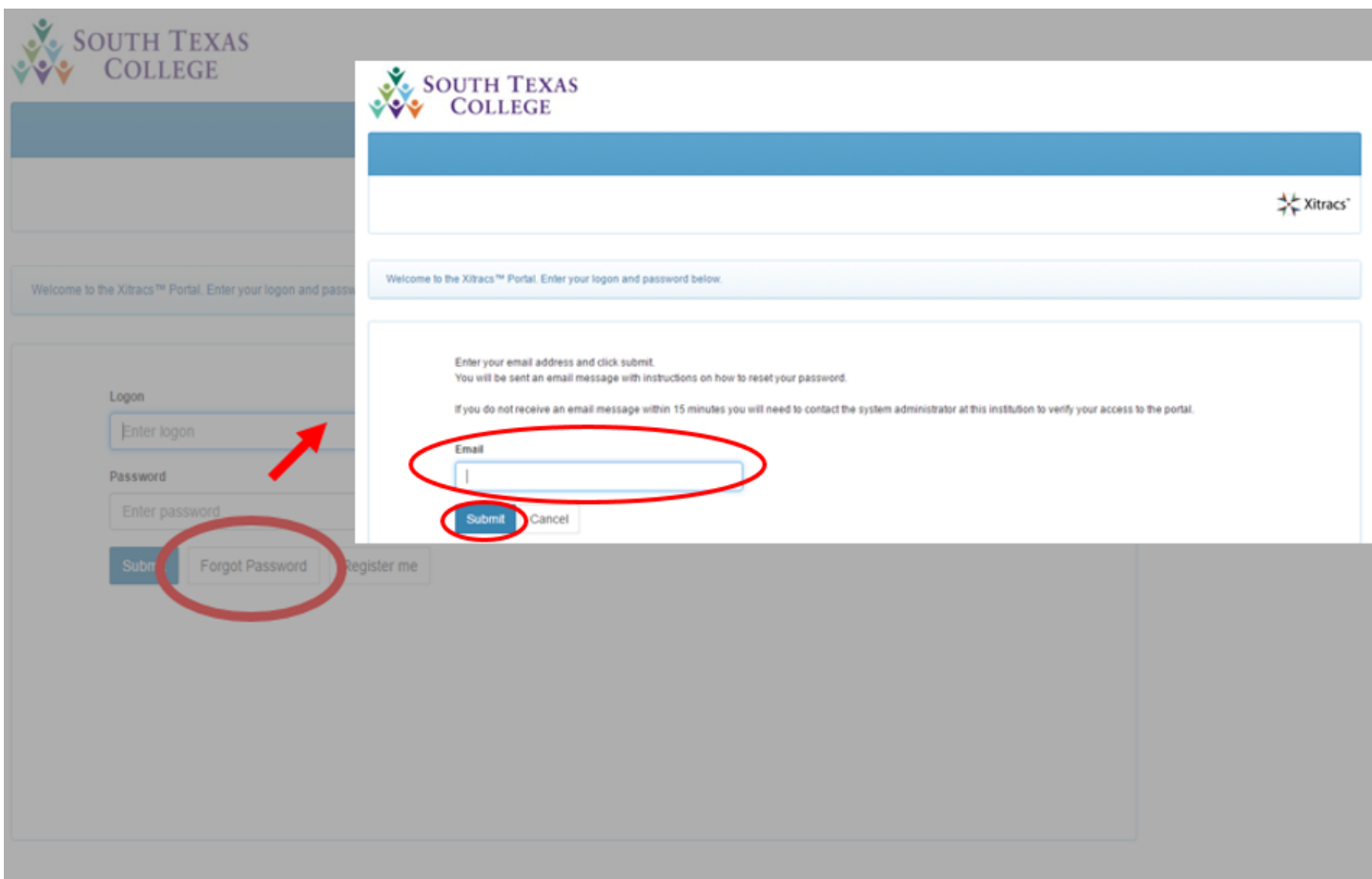
Once you have entered the Xitracs portal, type in your South Texas College username (do not include @southtexascollege.edu). Use the password “**temp**” if this is the first time you log in. In case you have forgotten your password, follow the instructions described on the next page to reset your password.



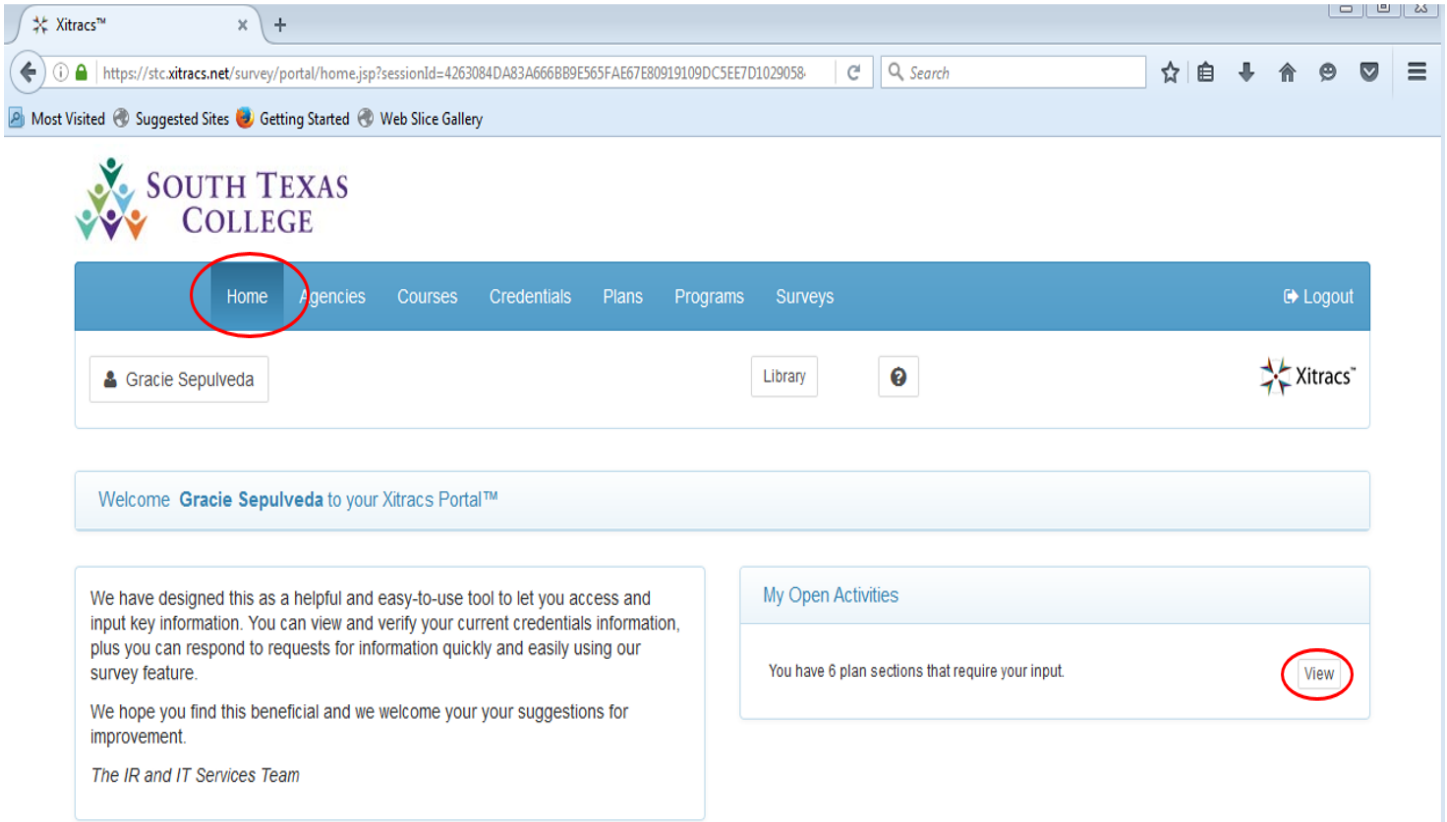
If you have forgotten your password, simply click on the **Forgot Password** button, and you will be taken to a new screen where you will be asked to type in your email address.



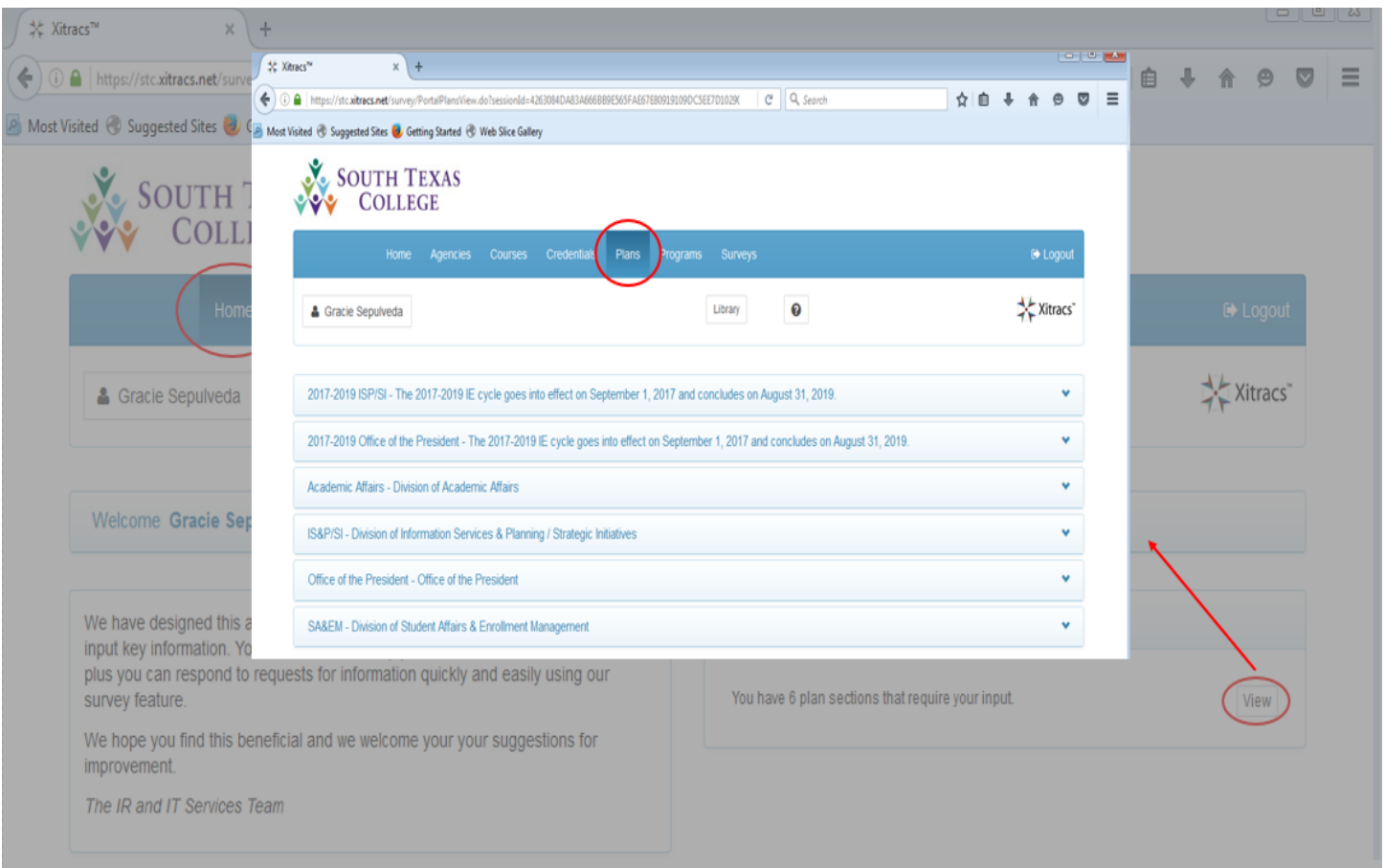
Enter your **Email** address (your_name@southtexascollege.edu), and click on the **Submit** button. Once you have done that, you will receive an email containing instructions on how to reset your password.



After you have successfully logged in, you will be taken to the homepage where you will be able to begin working on your new IE plan for the 2017-2019 cycle by clicking on the **View** button.



You will now arrive at the **Plans** screen. This page will allow you to access your IE plan.



Select the name of the IE plan you will be working on, and click anywhere on that field to access it.

The screenshot shows the XitracS portal interface for South Texas College. The user is logged in as Gracie Sepulveda. The 'Plans' menu is selected. A list of IE plans is displayed, with the first item, '2017-2019 ISP/SI - The 2017-2019 IE cycle goes into effect on September 1, 2017 and concludes on August 31, 2019.', highlighted with a red border. Other plans listed include '2017-2019 Office of the President', 'Academic Affairs - Division of Academic Affairs', 'IS&P/SI - Division of Information Services & Planning / Strategic Initiatives', 'Office of the President - Office of the President', and 'SA&EM - Division of Student Affairs & Enrollment Management'.

After clicking on that field, you see the list of IE plans you have access to (most people will only have one). Click anywhere on that field to open up your IE plan.

The screenshot shows the expanded view of the selected IE plan. The first item, '2017-2019 ISP/SI - The 2017-2019 IE cycle goes into effect on September 1, 2017 and concludes on August 31, 2019.', is expanded to show a list of available plans. The first plan in this list, 'IEA - Institutional Effectiveness and Assessment', is highlighted with a red border and has an 'Open' button next to it. Other plans listed include '2017-2019 Office of the President', 'Academic Affairs - Division of Academic Affairs', 'IS&P/SI - Division of Information Services & Planning / Strategic Initiatives', 'Office of the President - Office of the President', and 'SA&EM - Division of Student Affairs & Enrollment Management'.

Once you have made your selection, the first screen you will encounter is the basic structure of your IE plan. At this point, you can begin filling out the information. Suppose you want to begin working on your department's mission statement. To begin entering that information, click anywhere on the **Mission** field.

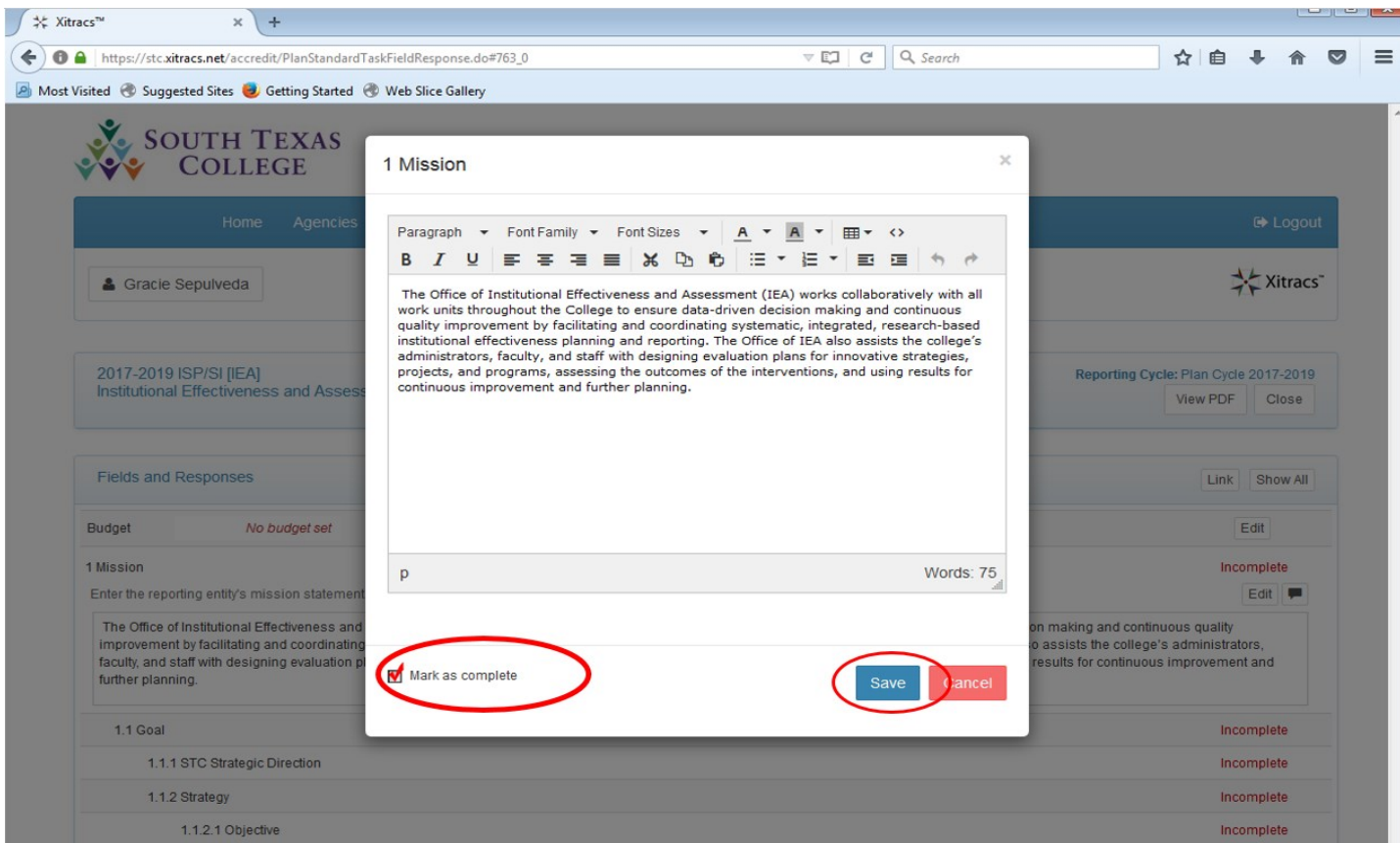
The screenshot shows the Xitracx web application interface. At the top, there is a navigation menu with options: Home, Agencies, Courses, Credentials, Plans, Programs, Surveys, and Logout. Below the menu, the user's name 'Gracie Sepulveda' is displayed. The main content area shows the '2017-2019 ISP/SI [IEA] Institutional Effectiveness and Assessment' page. The 'Fields and Responses' section is highlighted with a red box. It contains a table with the following structure:

Field	Status
Budget	No budget set
1 Mission	Incomplete
1.1 Goal	Incomplete
1.1.1 STC Strategic Direction	Incomplete
1.1.2 Strategy	Incomplete
1.1.2.1 Objective	Incomplete
1.1.2.1.1 Tool(s)	Incomplete
1.1.2.1.2 Assessment Method(s)	Incomplete
1.1.2.1.3 Achievement Target	Incomplete
1.1.2.1.4 Mid-Biennium Findings	Incomplete
1.1.2.1.5 Final Report	Incomplete
1.1.2.1.5.1 Objective Met	Incomplete
1.1.2.1.5.2 Action Plan	Incomplete
2 Notes/Remarks	Incomplete

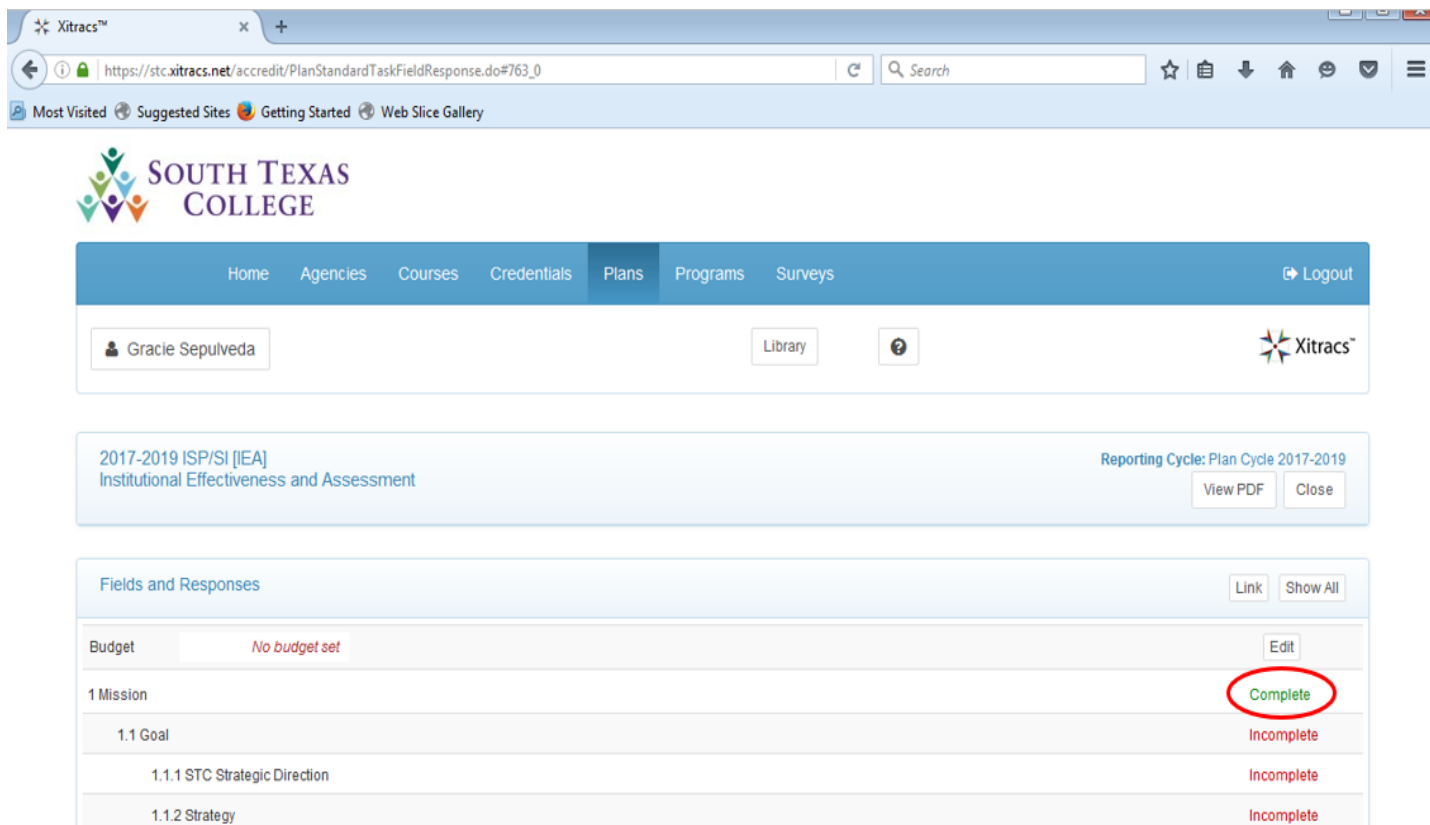
You will now be able to view the **Edit** button which will allow you to enter your information.

The image consists of two screenshots of the Xitracx web application. The left screenshot shows the 'Fields and Responses' section with a red box around the '1 Mission' field. The right screenshot shows the '1 Mission' field expanded, with an 'Edit' button circled in red. The 'Edit' button is located to the right of the '1 Mission' field.

After you click on the **Edit** button, a new window will appear. Enter your information, and check off the **Mark as complete** box. Also, click on the **Save** button to have your entry recorded.



Once you have checked off the **Mark as complete** box, and clicked on the **Save** button, you will be taken back to the main page of your plan. Notice that the **Mission** field will now be displayed as **Complete**.



The next category after the mission statement is the **Goal**. To add a **Goal**, simply click anywhere on that field so that you are able to view the **Edit** button.

The screenshot shows the XitracS web application interface. At the top, there is a navigation menu with options: Home, Agencies, Courses, Credentials, Plans (selected), Programs, Surveys, and Logout. Below the navigation is a user profile for Gracie Sepulveda and a Library icon. The main content area displays the '2017-2019 ISP/SI [IEA] Institutional Effectiveness and Assessment' with a reporting cycle of 'Plan Cycle 2017-2019'. Underneath, there is a 'Fields and Responses' section with a table listing various items:

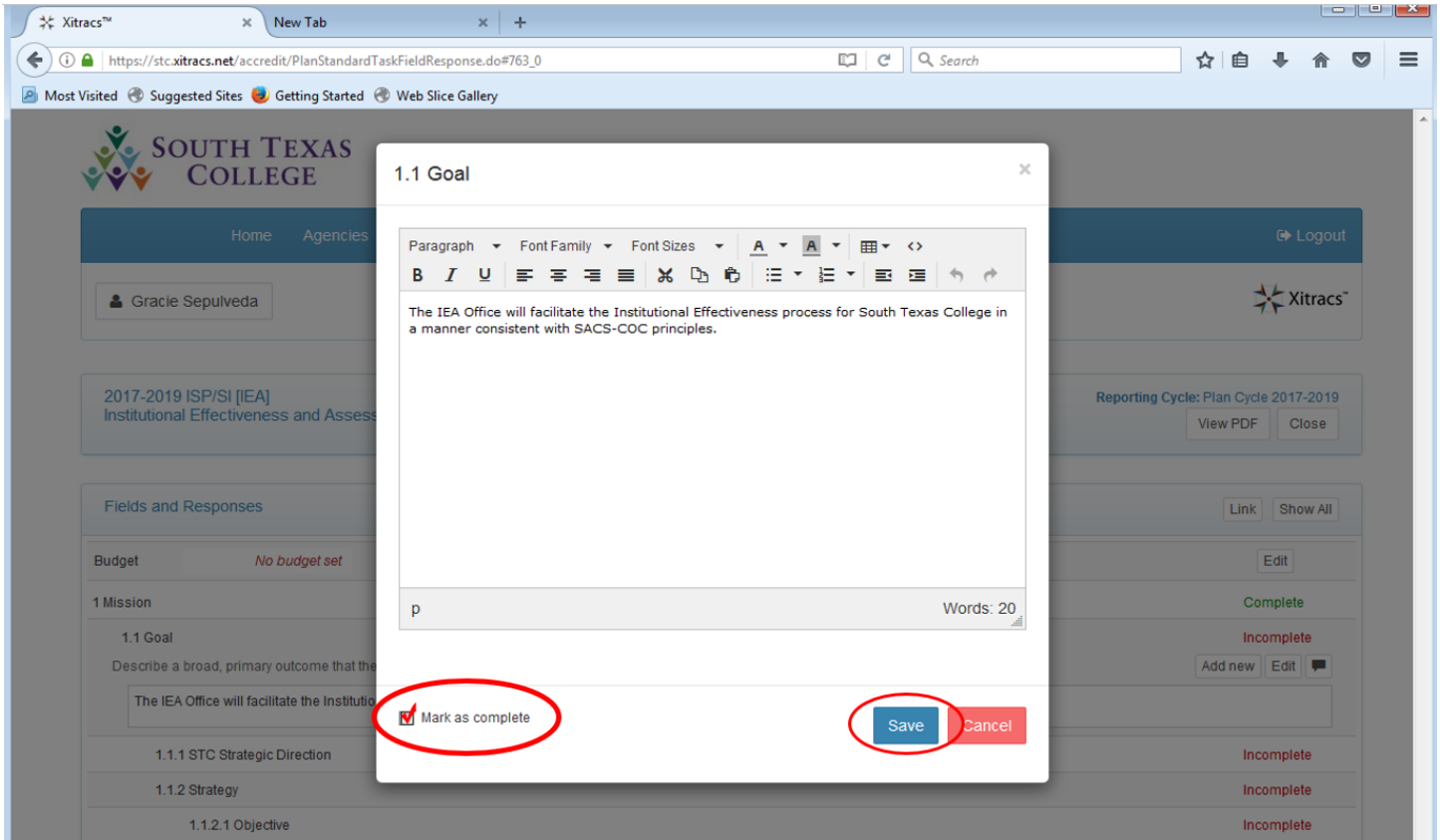
Item	Status	Action
Budget	No budget set	Edit
1 Mission	Complete	
1.1 Goal	Incomplete	Edit
1.1.1 STC Strategic Direction	Incomplete	
1.1.2 Strategy	Incomplete	

After clicking on the **Goal** field, you will see the **Edit** button.

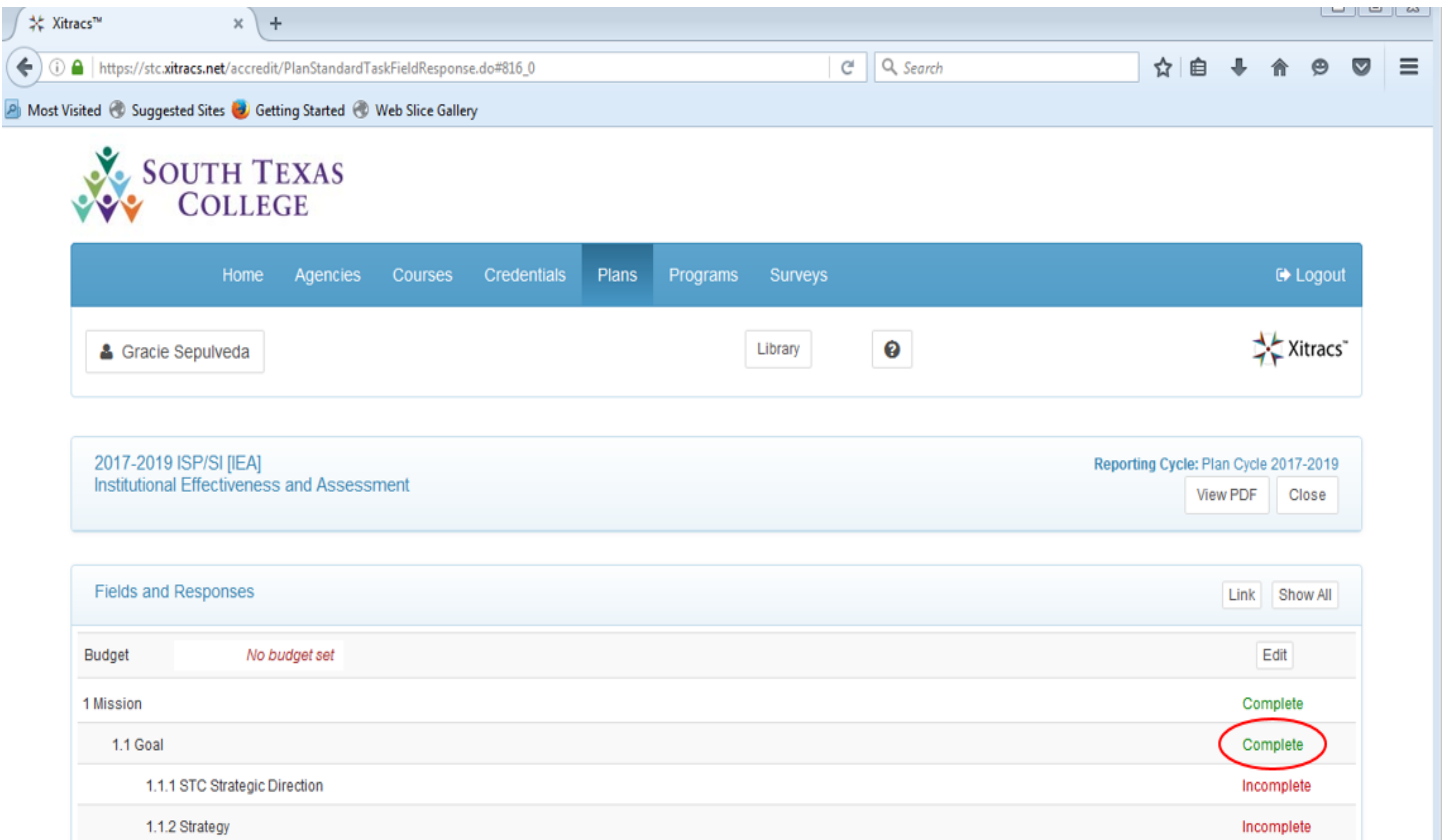
This screenshot shows the '1.1 Goal' field expanded. The text reads: 'Describe a broad, primary outcome that the reporting entity intends to achieve. To add another Goal, click the 'Add new' link.' Below this text is a 'No response' status. To the right of the text, there are two buttons: 'Add new' and 'Edit'. The 'Edit' button is circled in red. A red arrow points from the '1.1 Goal' row in the table below to the 'Edit' button.

1.1 Goal	Incomplete	Add new Edit
1.1.1 STC Strategic Direction	Incomplete	
1.1.2 Strategy	Incomplete	

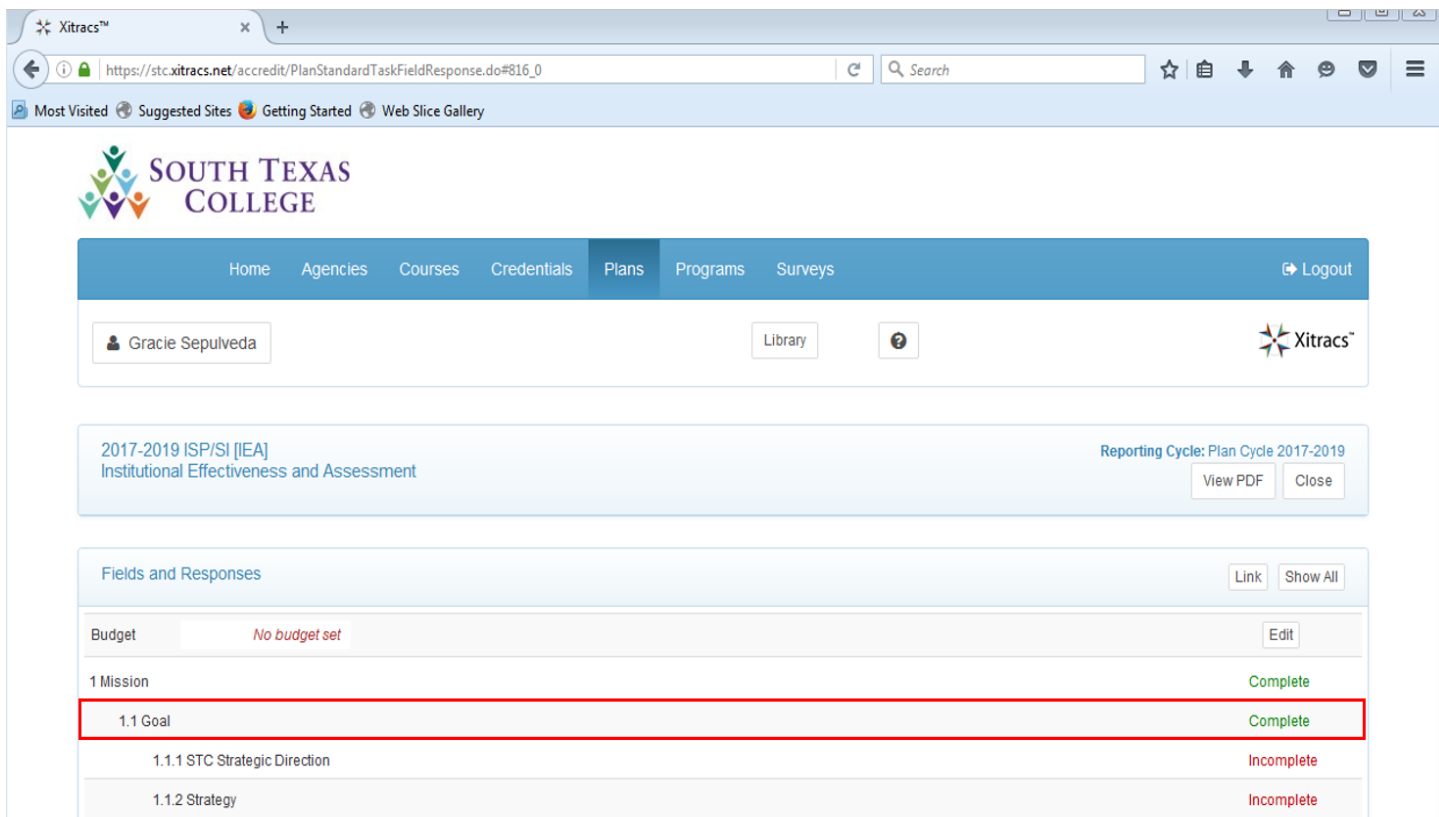
Once you click on the **Edit** button, a new window will appear. After entering your goal, check off the **Mark as complete** box, and click on the **Save** button so that your answer can be recorded.



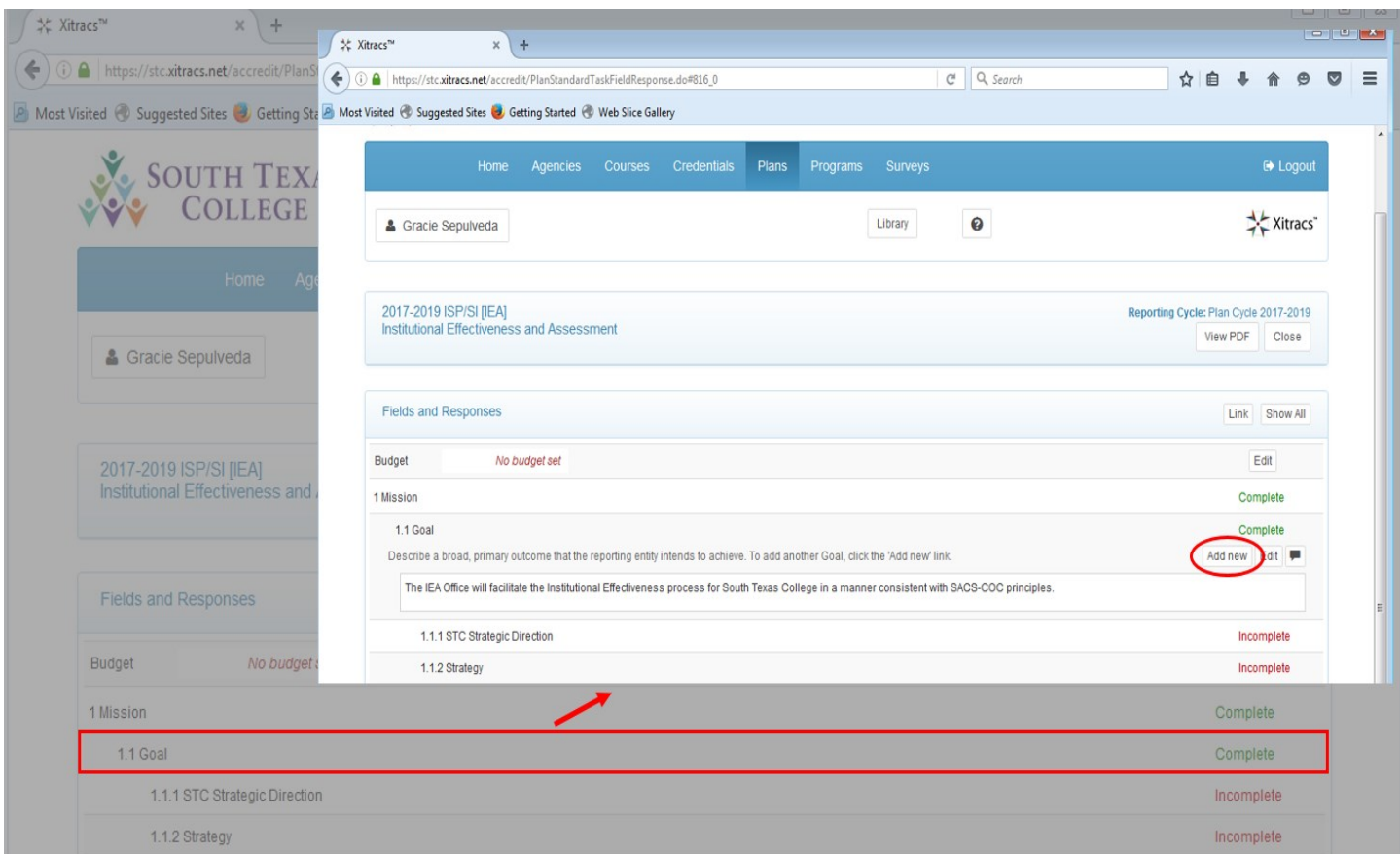
After you check off the **Mark as complete** box, and clicked on the **Save** button, the **Goal** field will now appear as **Complete**.



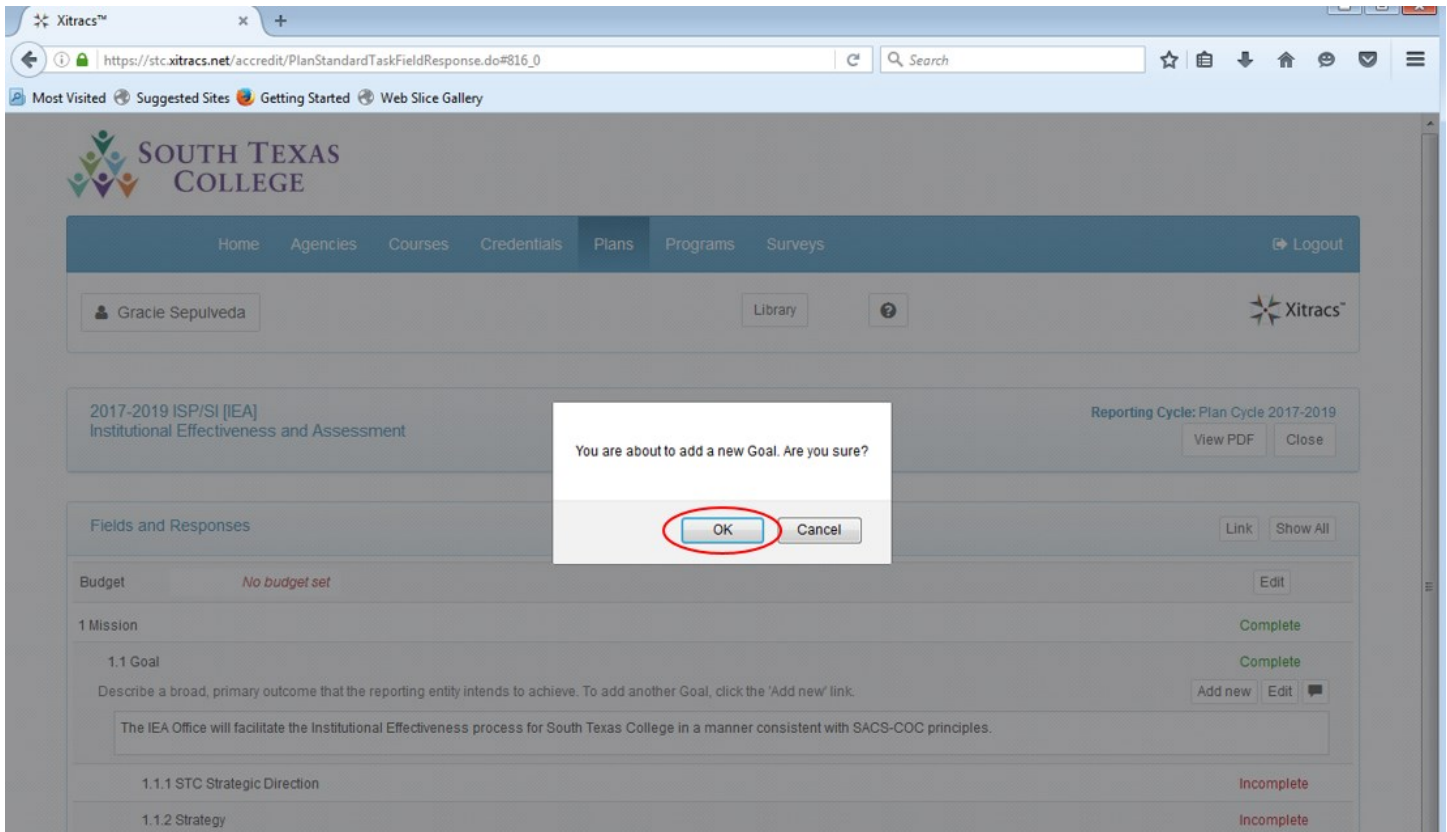
To add a new field under the same category, whether it may be a **Goal, Strategy, Objective, Achievement Target, or Notes/Remarks** simply click anywhere on that particular field, and you will be given that option. For instance, suppose you would like to add a new goal. To do that, click anywhere on the **Goal** field.



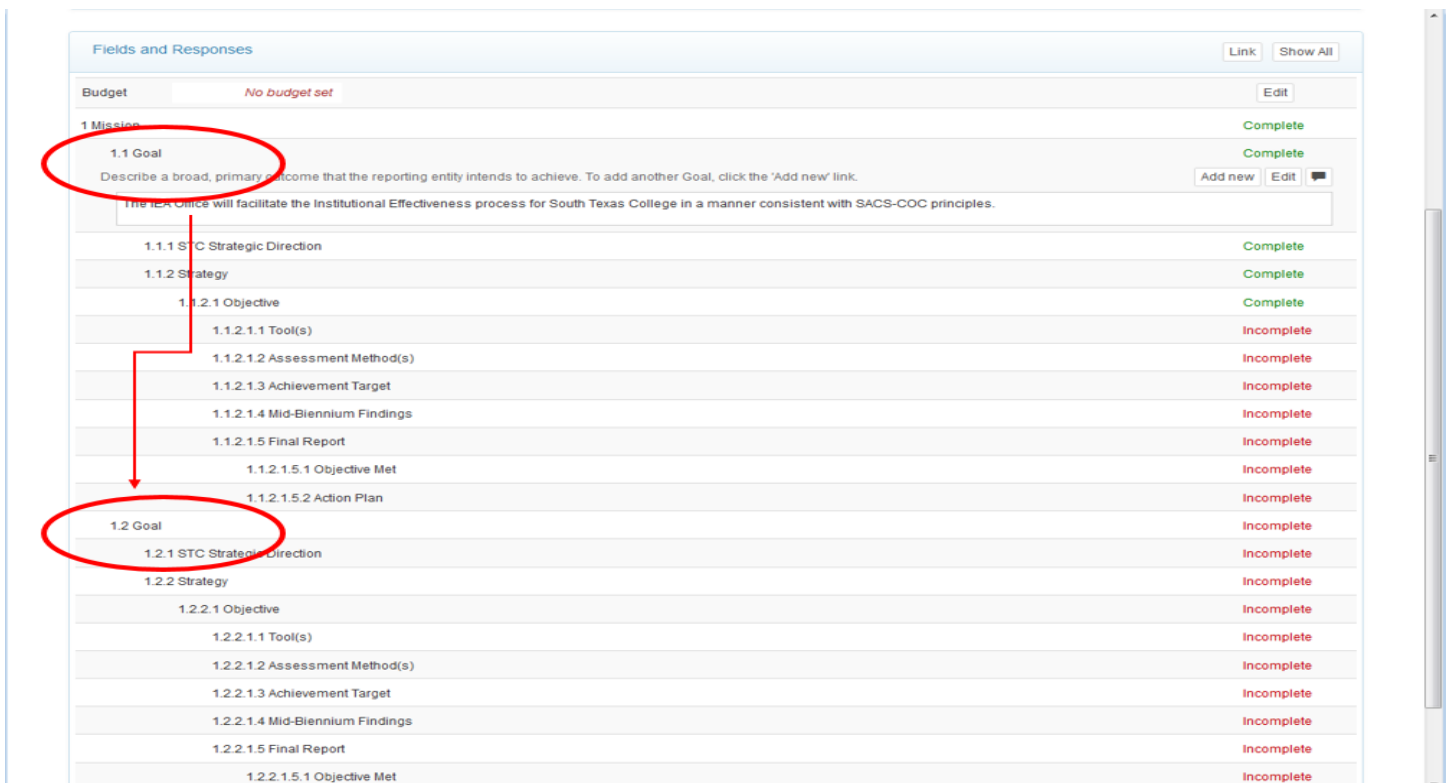
Once you have done that, notice the cell will expand allowing you to see the **Add new** button.



After clicking on the **Add new** button, you will be asked to confirm that you actually intended to add a new goal. If that is what you intended to do, simply click **OK**, and follow the same instructions you previously performed when you were adding your first **Goal**. Otherwise, hit **Cancel**.



Once you click on the **Add new** button, and confirm by clicking **OK**, notice the new **Goal** field will appear after the last subcategory for your first goal which is called **Action Plan**. Follow the same instructions as performed on the first goal. If you are unable to view the second **Goal** field, simply scroll down.



If you change your mind, and wish to remove the new goal you just created, you may do so by first clicking anywhere on the new **Goal** field.

The screenshot shows a web interface titled "Fields and Responses" with a "Link" and "Show All" button in the top right. The interface displays a hierarchical list of items with their completion status:

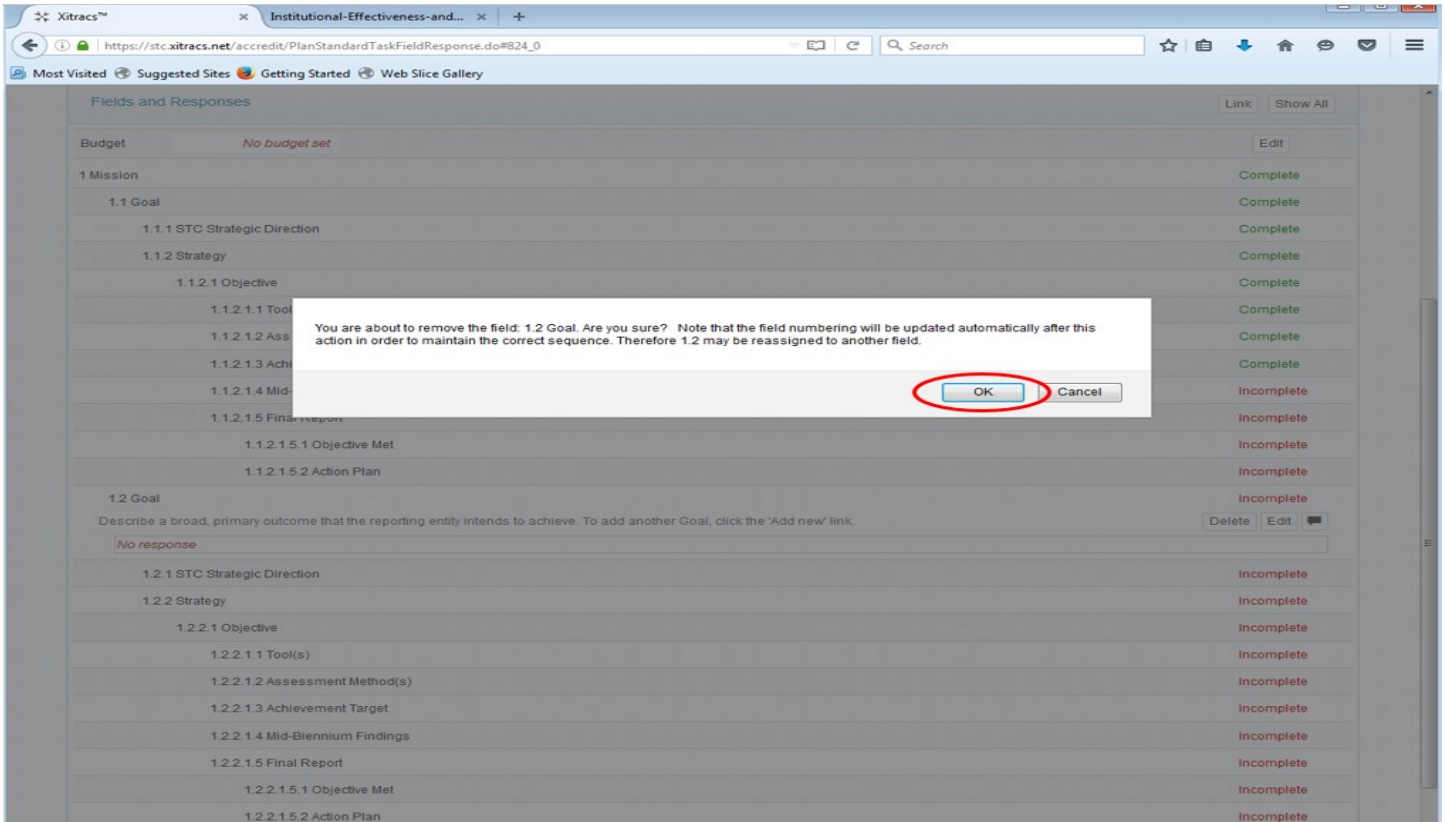
- Budget: No budget set (Edit)
- 1 Mission: Complete
- 1.1 Goal: Complete (Add new, Edit, [icon])
 - Describe a broad, primary outcome that the reporting entity intends to achieve. To add another Goal, click the 'Add new' link.
 - Text input: The IEA Office will facilitate the Institutional Effectiveness process for South Texas College in a manner consistent with SACS-COC principles.
- 1.1.1 STC Strategic Direction: Complete
- 1.1.2 Strategy: Complete
 - 1.1.2.1 Objective: Complete
 - 1.1.2.1.1 Tool(s): Incomplete
 - 1.1.2.1.2 Assessment Method(s): Incomplete
 - 1.1.2.1.3 Achievement Target: Incomplete
 - 1.1.2.1.4 Mid-Biennium Findings: Incomplete
 - 1.1.2.1.5 Final Report: Incomplete
 - 1.1.2.1.5.1 Objective Met: Incomplete
 - 1.1.2.1.5.2 Action Plan: Incomplete
- 1.2 Goal: Incomplete (highlighted with a red border)
- 1.2.1 STC Strategic Direction: Incomplete
- 1.2.2 Strategy: Incomplete
 - 1.2.2.1 Objective: Incomplete
 - 1.2.2.1.1 Tool(s): Incomplete
 - 1.2.2.1.2 Assessment Method(s): Incomplete
 - 1.2.2.1.3 Achievement Target: Incomplete
 - 1.2.2.1.4 Mid-Biennium Findings: Incomplete
 - 1.2.2.1.5 Final Report: Incomplete
 - 1.2.2.1.5.1 Objective Met: Incomplete

Once you do that, you will have the option to delete it. To do that, simply click on the **Delete** button.

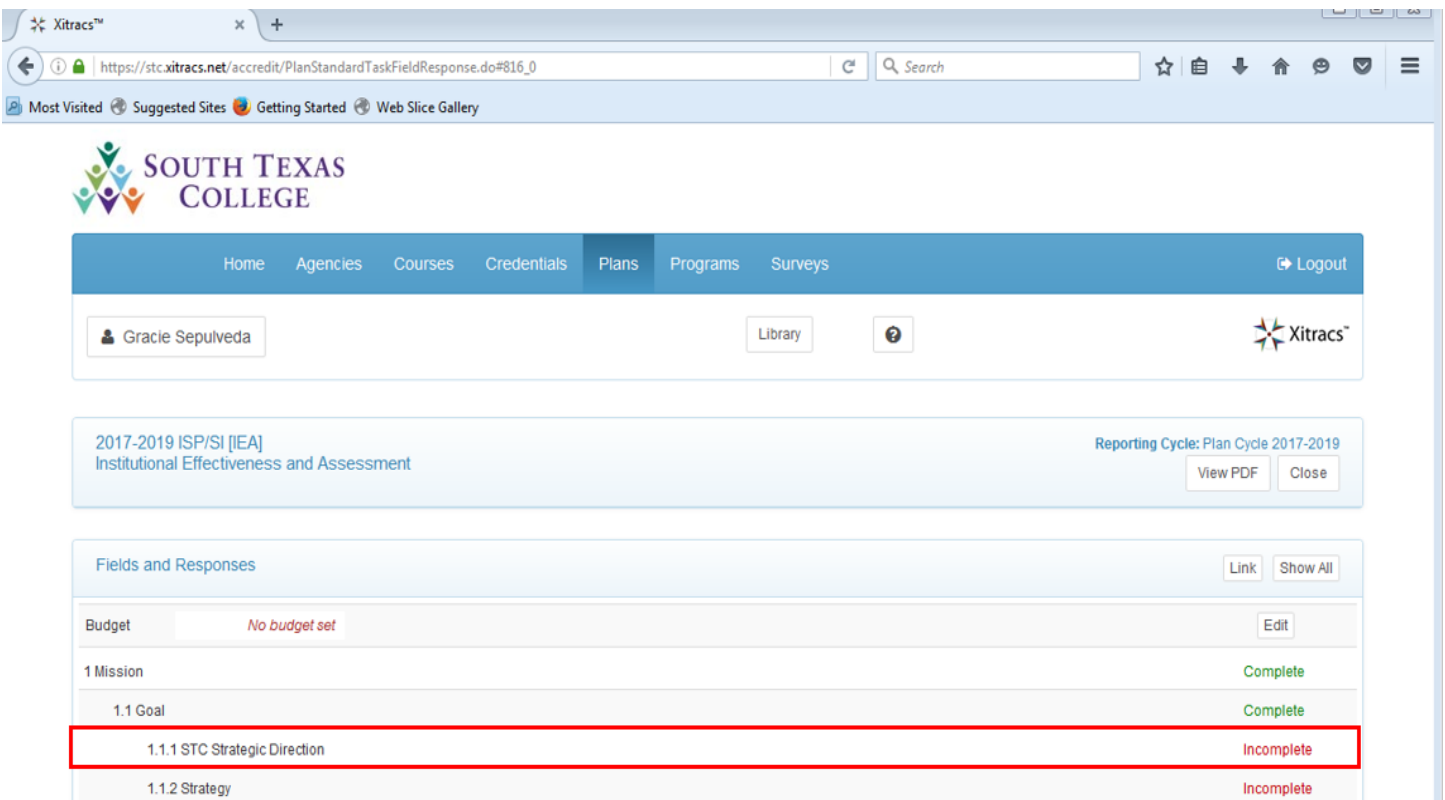
This screenshot shows the same "Fields and Responses" interface as above, but with the "1.2 Goal" row selected. The "Delete" button in the action menu for this goal is circled in red. The status of the goal is now "Incomplete".

- Budget: No budget set (Edit)
- 1 Mission: Complete
- 1.1 Goal: Complete (Add new, Edit, [icon])
 - Describe a broad, primary outcome that the reporting entity intends to achieve. To add another Goal, click the 'Add new' link.
 - Text input: 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
- 1.1.2 Strategy: Complete
 - 1.1.2.1 Objective: Complete
 - 1.1.2.1.1 Tool(s): Incomplete
 - 1.1.2.1.2 Assessment Method(s): Incomplete
 - 1.1.2.1.3 Achievement Target: Incomplete
 - 1.1.2.1.4 Mid-Biennium Findings: Incomplete
 - 1.1.2.1.5 Final Report: Incomplete
 - 1.1.2.1.5.1 Objective Met: Incomplete
 - 1.1.2.1.5.2 Action Plan: Incomplete
- 1.2 Goal: Incomplete (Delete, Edit, [icon])
- 1.2.1 STC Strategic Direction: Incomplete
- 1.2.2 Strategy: Incomplete
 - 1.2.2.1 Objective: Incomplete
 - 1.2.2.1.1 Tool(s): Incomplete
 - 1.2.2.1.2 Assessment Method(s): Incomplete
 - 1.2.2.1.3 Achievement Target: Incomplete
 - 1.2.2.1.4 Mid-Biennium Findings: Incomplete
 - 1.2.2.1.5 Final Report: Incomplete

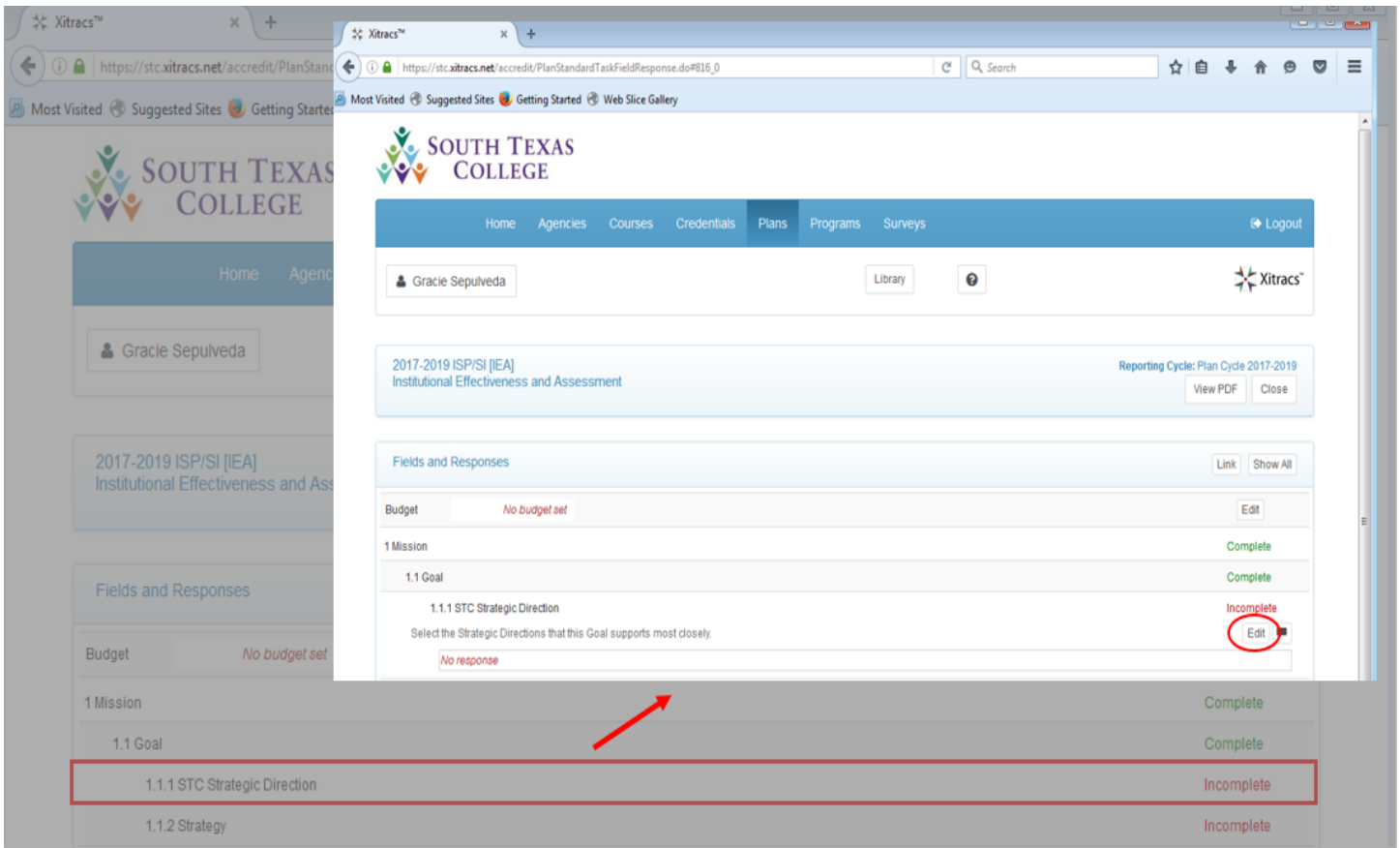
After clicking on the **Delete** button, you will be asked to confirm that you intend to delete the new goal you had created. Click **OK** to confirm you want to delete it. Otherwise hit **Cancel**.



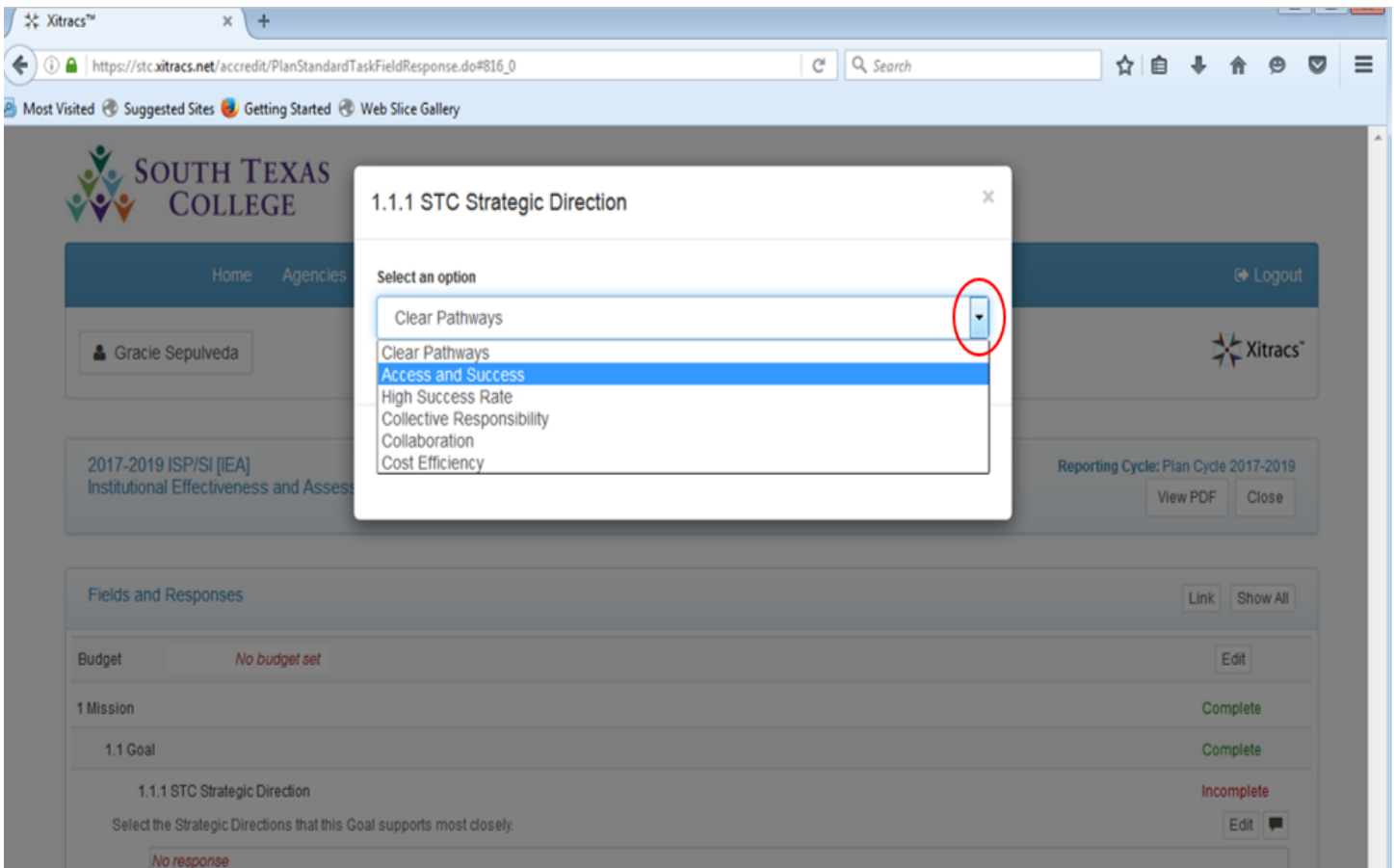
For each goal you have on your IE Plan, you must select one of the six strategic directions that best supports the goal you are working on. You can consult the front of this document for descriptors of each strategic direction. Again, click anywhere on the **Strategic Direction** field so that you may be allowed to view the **Edit** button.



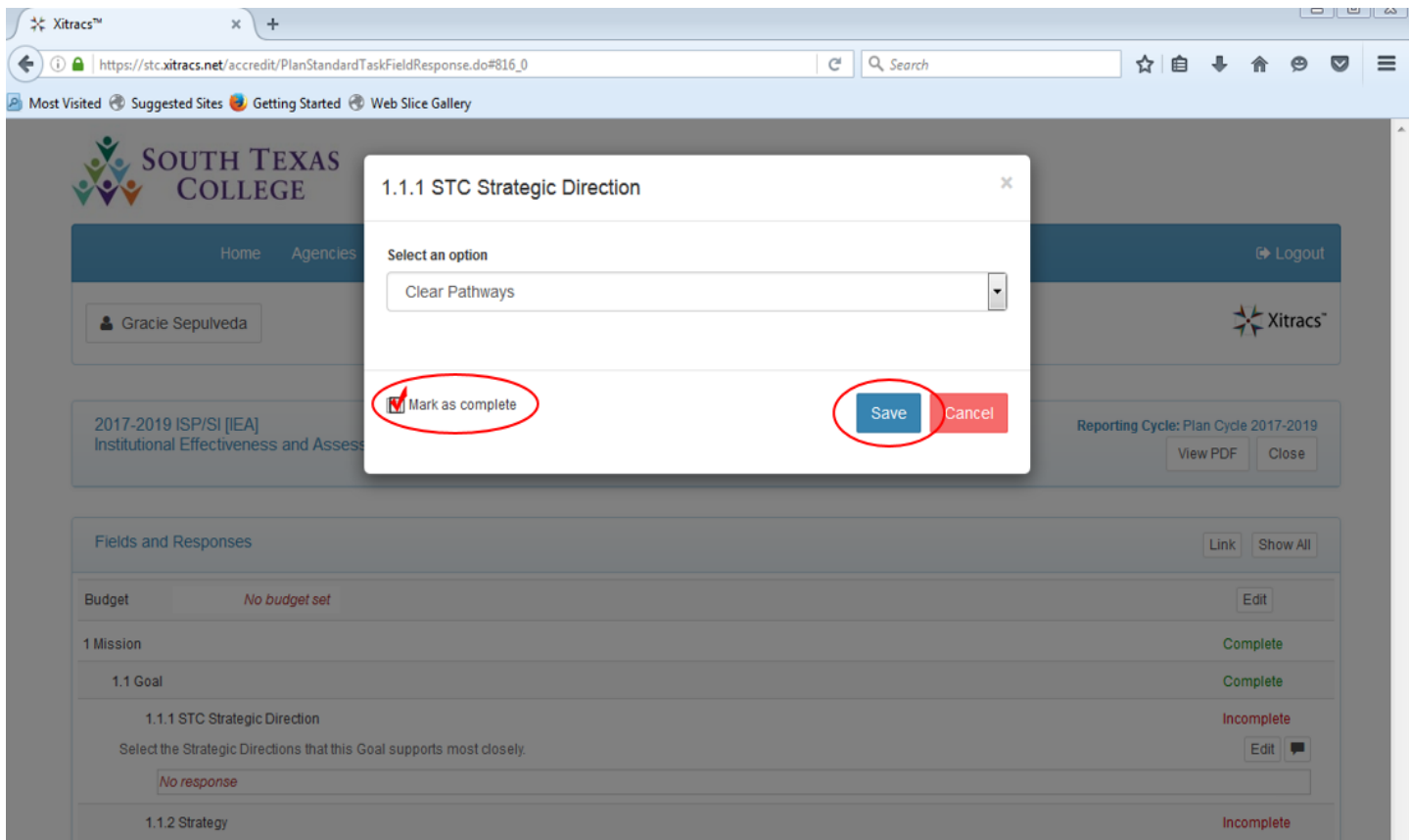
Click on the **Edit** button to view the six **STC Strategic Direction** options.



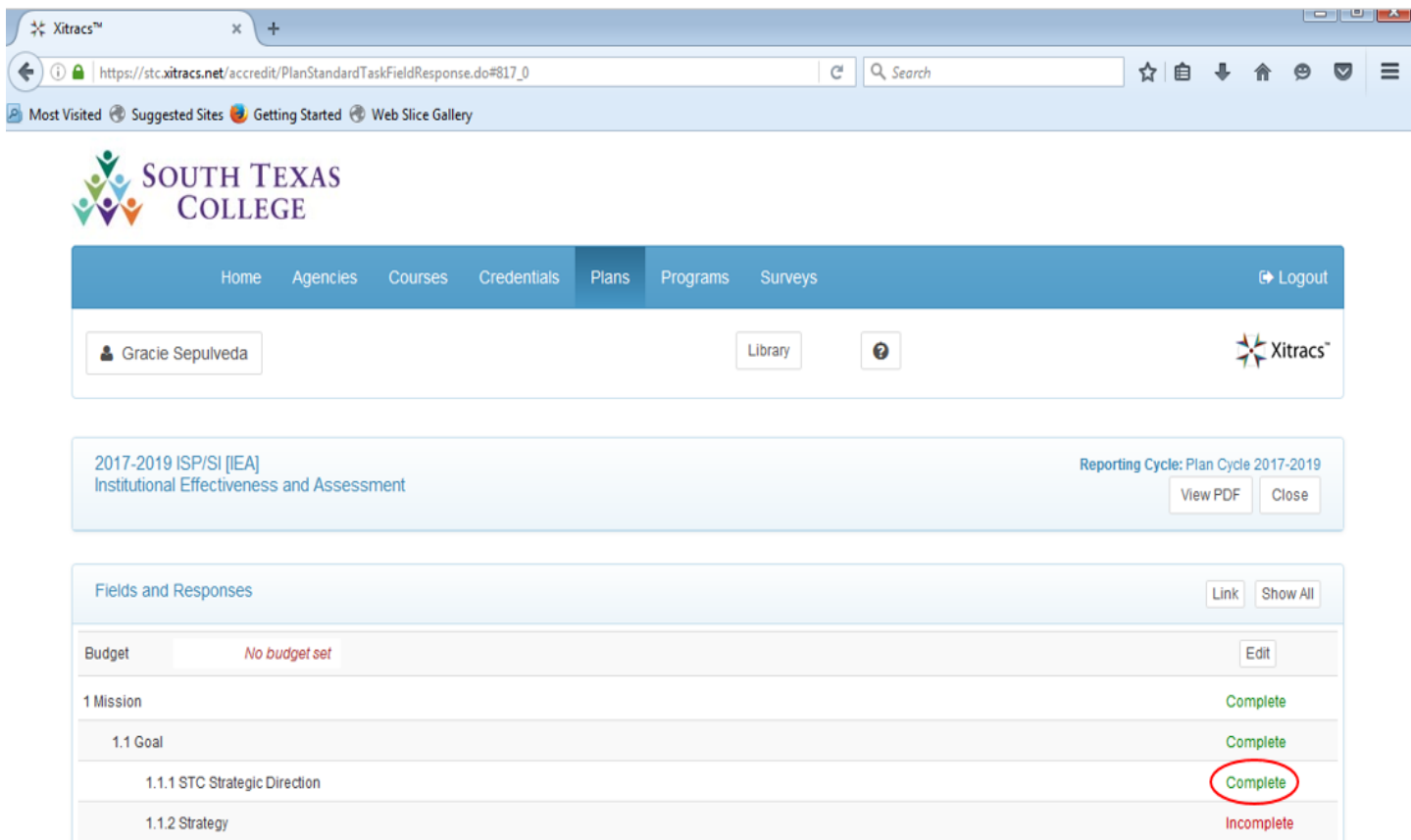
After you click on the **Edit** button, make your selection by clicking on the drop down menu.



Select the strategic direction that most closely describes your goal. Then, check off the **Mark as complete** box, and click on the **Save** button.



Once you have selected a strategic direction, marked it as complete, and saved it, the **Strategic Direction** field for that goal will now appear as **Complete**.



The next step is to add your strategy for the previous goal. To do that, follow the same instructions as you did when you were working on your goal by first clicking anywhere on that field so that the **Edit** button will appear.

The screenshot shows the XitracS interface for South Texas College. The user is logged in as Gracie Sepulveda. The page displays the '2017-2019 ISP/SI [IEA] Institutional Effectiveness and Assessment' with a reporting cycle of 'Plan Cycle 2017-2019'. Below this, a table titled 'Fields and Responses' lists various categories and their completion status:

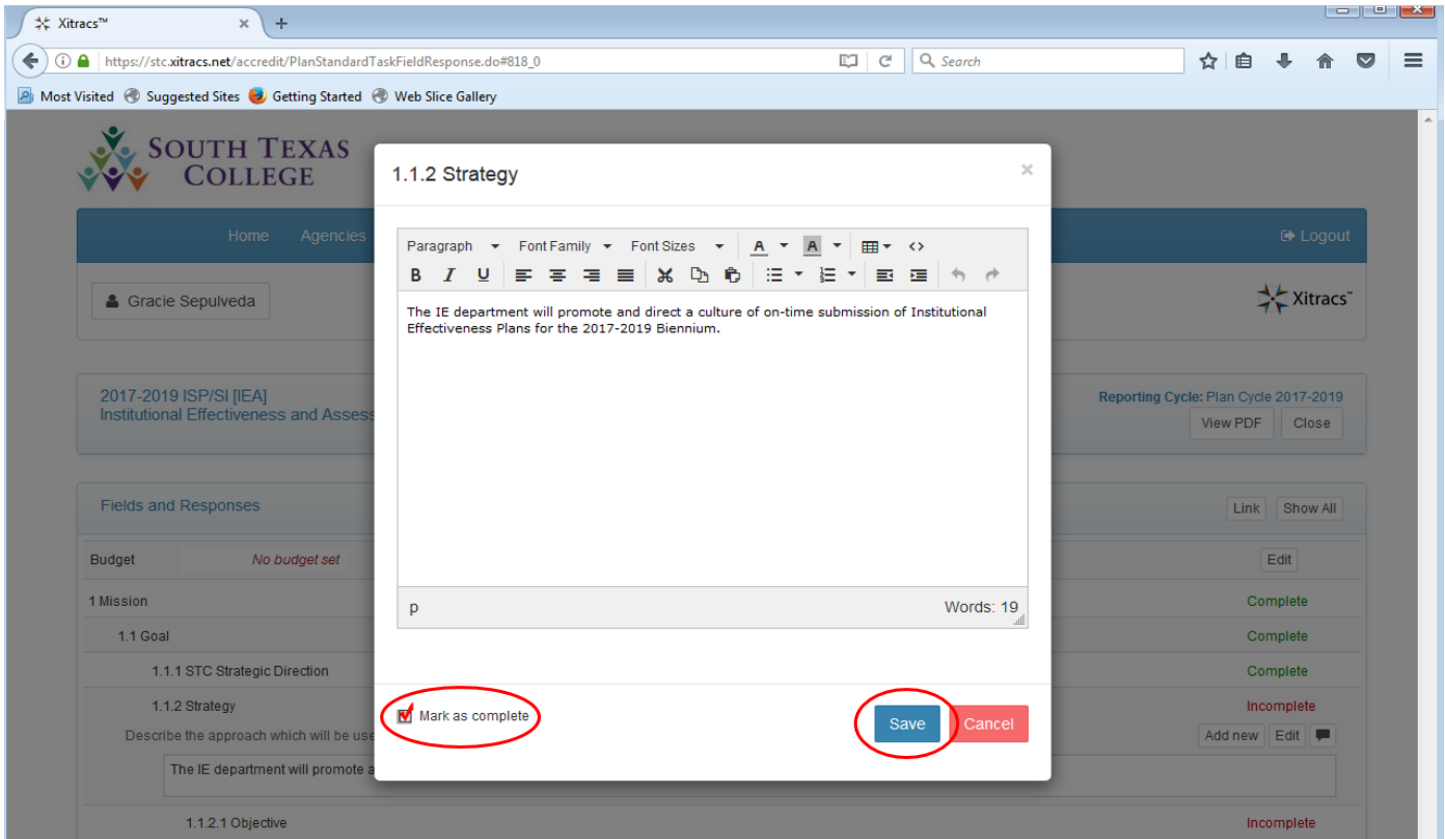
Field	Status	Action
Budget	No budget set	Edit
1 Mission	Complete	
1.1 Goal	Complete	
1.1.1 STC Strategic Direction	Complete	
1.1.2 Strategy	Incomplete	Edit
1.1.2.1 Objective	Incomplete	

Once you have clicked on the **Strategy** field, remember to click on the **Edit** button so that you may begin entering your information.

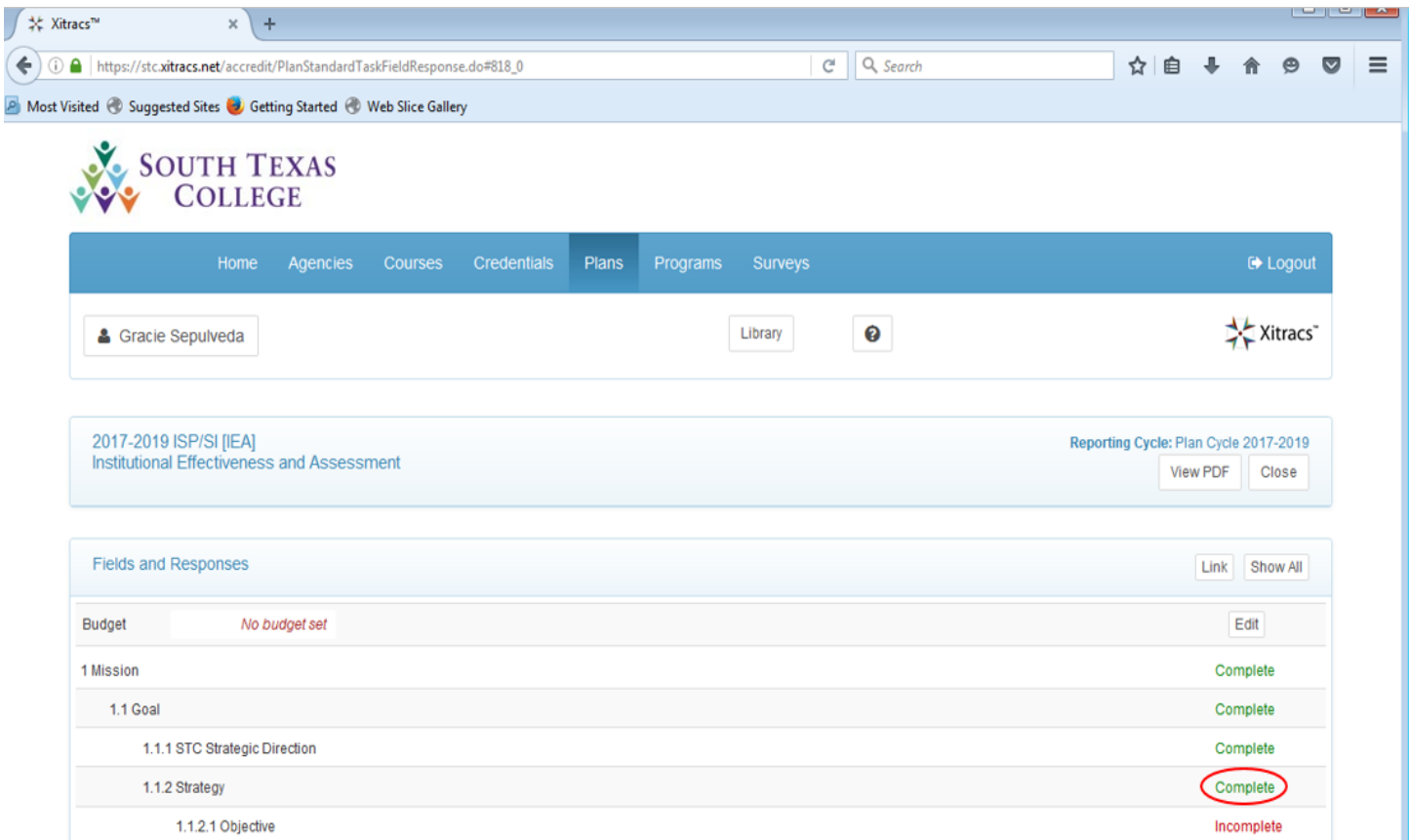
This composite image shows the '1.1.2 Strategy' field selected in the 'Fields and Responses' table. The 'Edit' button next to it is circled in red. A red arrow points from this 'Edit' button to the '1.1.2 Strategy' row in the table below, which is also highlighted with a red border. The table content is as follows:

Field	Status	Action
Budget	No budget set	Edit
1 Mission	Complete	
1.1 Goal	Complete	
1.1.1 STC Strategic Direction	Complete	
1.1.2 Strategy	Incomplete	Edit
1.1.2.1 Objective	Incomplete	

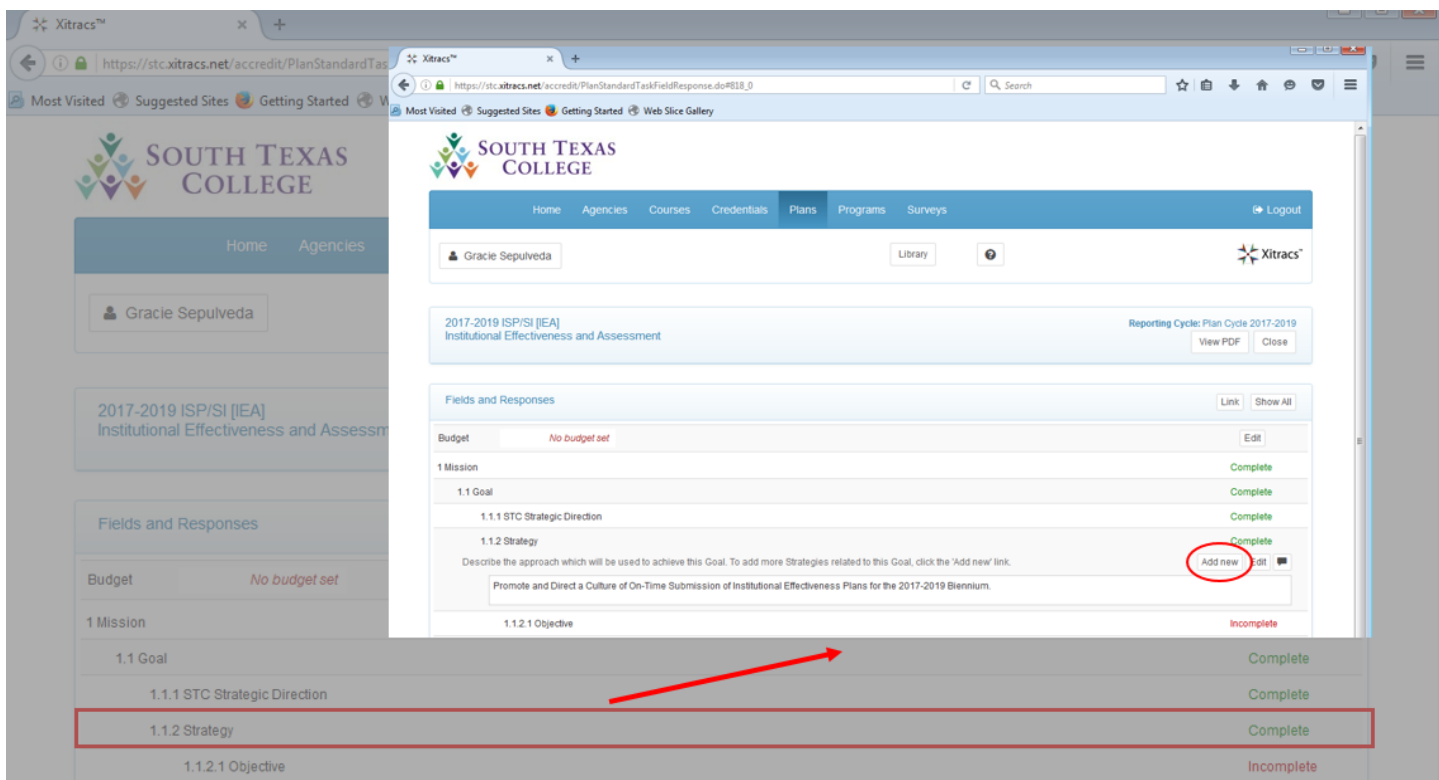
Enter your information, and check off the **Mark as complete** box. Remember to click on the **Save** button to have your entry recorded.



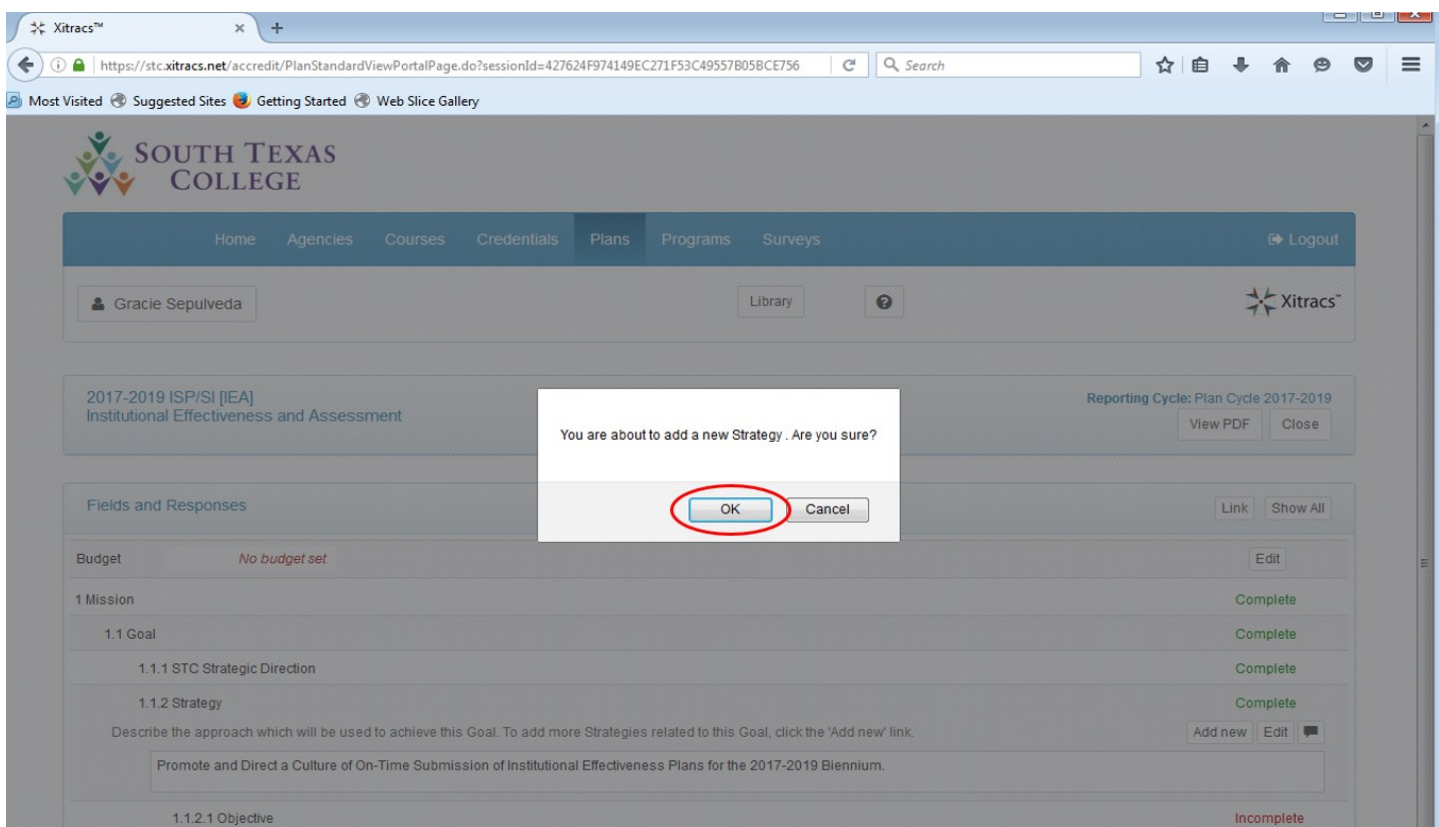
After checking off the **Mark as complete** box, and pressing the **Save** button, the **Strategy** field will now show as **Complete**.



Also, keep in mind that if you have already entered a strategy, and wish to enter more strategies under that same goal, simply follow the same instructions you performed when adding a new goal. Remember to begin by first clicking anywhere on the **Strategy** field so that the **Add new** button will appear.



Just like we saw previously when attempting to add a new goal, after you press the **Add new** button, a small window will appear asking you to confirm you want to add a new strategy. If that is what you intended to do, click the **OK** button to continue. Otherwise, hit **Cancel**, and you will be taken back to the main screen.



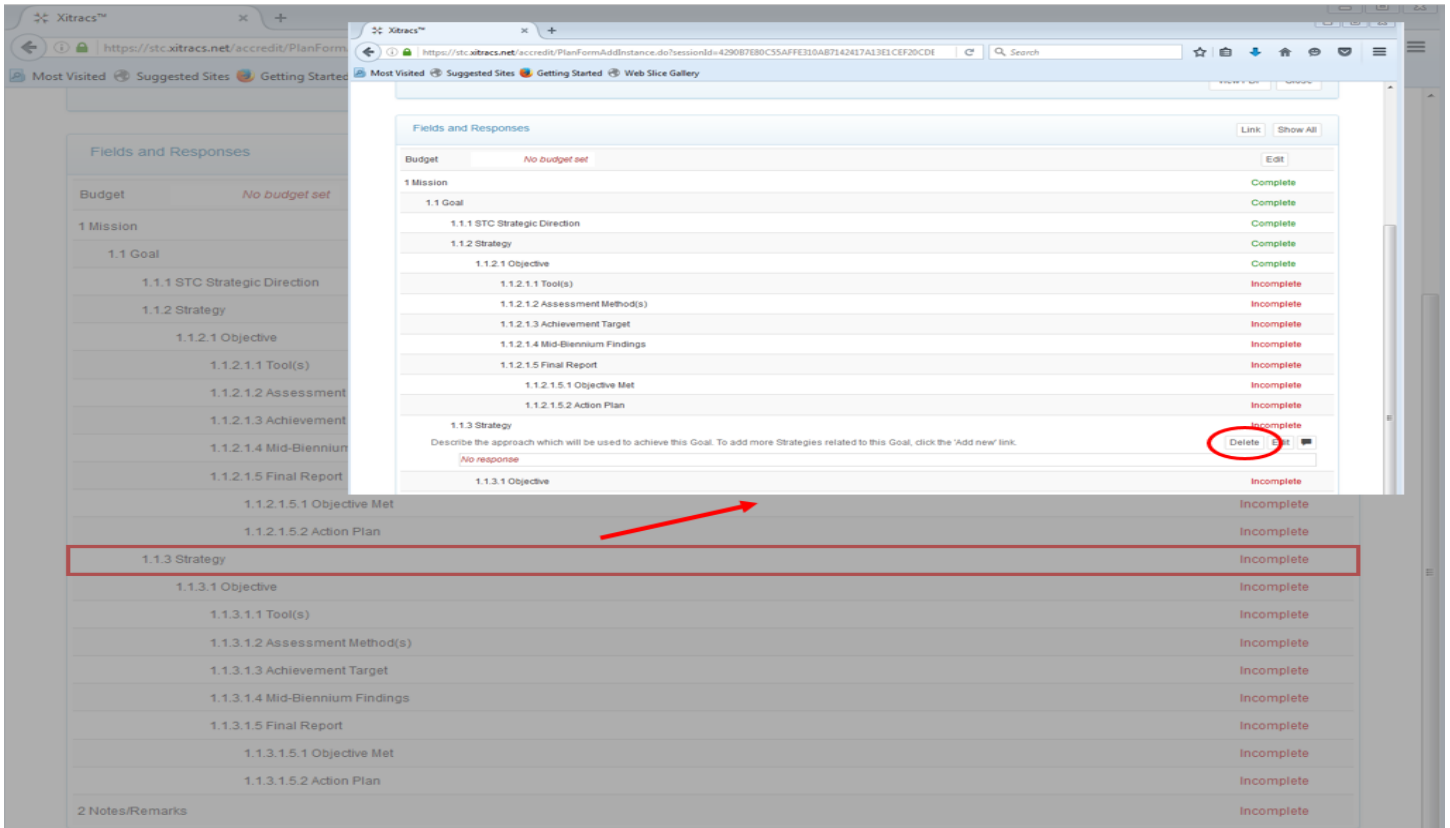
Once you click on the **Add new** button, and confirm by clicking **OK**, notice the new strategy will appear after the last subcategory which is called **Action Plan**. Follow the same instructions as performed on the first strategy to enter your information for the second and any other subsequent strategies.

Fields and Responses		Link	Show 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 Objective			Complete
1.1.2.1.1 Tool(s)			Incomplete
1.1.2.1.2 Assessment Method(s)			Incomplete
1.1.2.1.3 Achievement Target			Incomplete
1.1.2.1.4 Mid-Biennium Findings			Incomplete
1.1.2.1.5 Final Report			Incomplete
1.1.2.1.5.1 Objective Met			Incomplete
1.1.2.1.5.2 Action Plan			Incomplete
1.1.3 Strategy			Incomplete
1.1.3.1 Objective			Incomplete
1.1.3.1.1 Tool(s)			Incomplete
1.1.3.1.2 Assessment Method(s)			Incomplete
1.1.3.1.3 Achievement Target			Incomplete
1.1.3.1.4 Mid-Biennium Findings			Incomplete
1.1.3.1.5 Final Report			Incomplete
1.1.3.1.5.1 Objective Met			Incomplete
1.1.3.1.5.2 Action Plan			Incomplete

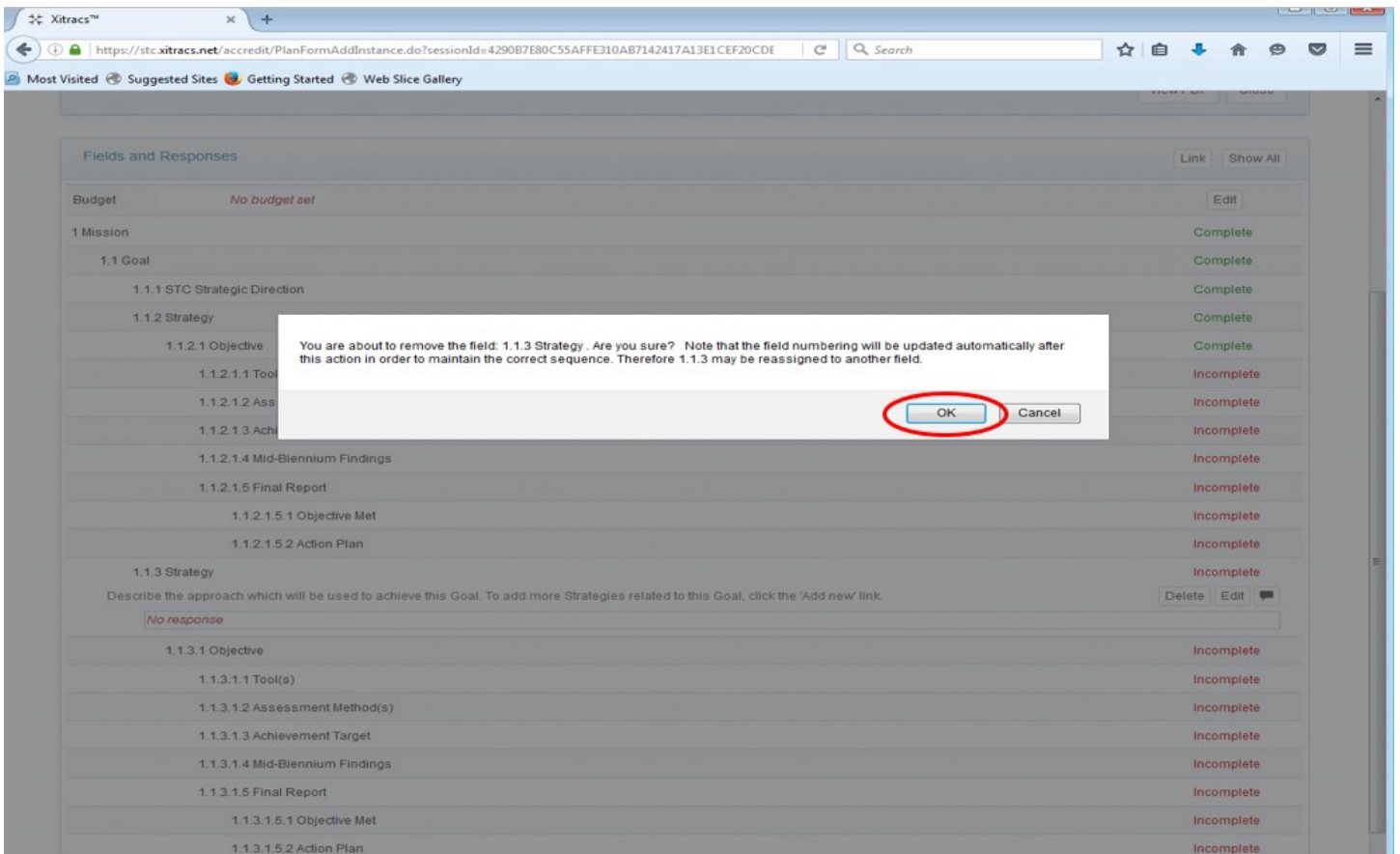
If you change your mind, and wish to delete the strategy you just created, you may do so by first clicking anywhere on the new strategy's field. Once you do that, you will be able to view the **Delete** button.

Fields and Responses		Link	Show 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 Objective			Complete
1.1.2.1.1 Tool(s)			Incomplete
1.1.2.1.2 Assessment Method(s)			Incomplete
1.1.2.1.3 Achievement Target			Incomplete
1.1.2.1.4 Mid-Biennium Findings			Incomplete
1.1.2.1.5 Final Report			Incomplete
1.1.2.1.5.1 Objective Met			Incomplete
1.1.2.1.5.2 Action Plan			Incomplete
1.1.3 Strategy			Incomplete
1.1.3.1 Objective			Incomplete
1.1.3.1.1 Tool(s)			Incomplete
1.1.3.1.2 Assessment Method(s)			Incomplete
1.1.3.1.3 Achievement Target			Incomplete
1.1.3.1.4 Mid-Biennium Findings			Incomplete
1.1.3.1.5 Final Report			Incomplete
1.1.3.1.5.1 Objective Met			Incomplete
1.1.3.1.5.2 Action Plan			Incomplete
2 Notes/Remarks			Incomplete

After you click on the **Strategy** field (the one you just added), you will have the option to delete it. If that is what you would like to do, simply click on the **Delete** button.



After clicking on the **Delete** button, you will be asked to confirm that you want to delete the new strategy you just created by clicking **OK**. Otherwise, hit **Cancel** to go back to the main screen of your IE plan.



A subcategory under **Strategy** is **Objective**. To enter your information, click anywhere on that field so that you can view the **Edit** button.

The screenshot shows the XitracS web portal interface. At the top, there is a navigation menu with 'Home', 'Agencies', 'Courses', 'Credentials', 'Plans', 'Programs', and 'Surveys'. Below the menu, the user's name 'Gracie Sepulveda' is displayed. The main content area shows the '2017-2019 ISP/SI [IEA] Institutional Effectiveness and Assessment' reporting cycle. A table titled 'Fields and Responses' lists various categories and their completion status. The '1.1.2.1 Objective' row is highlighted with a red border, and its status is 'Incomplete'. The 'Edit' button is visible for this row.

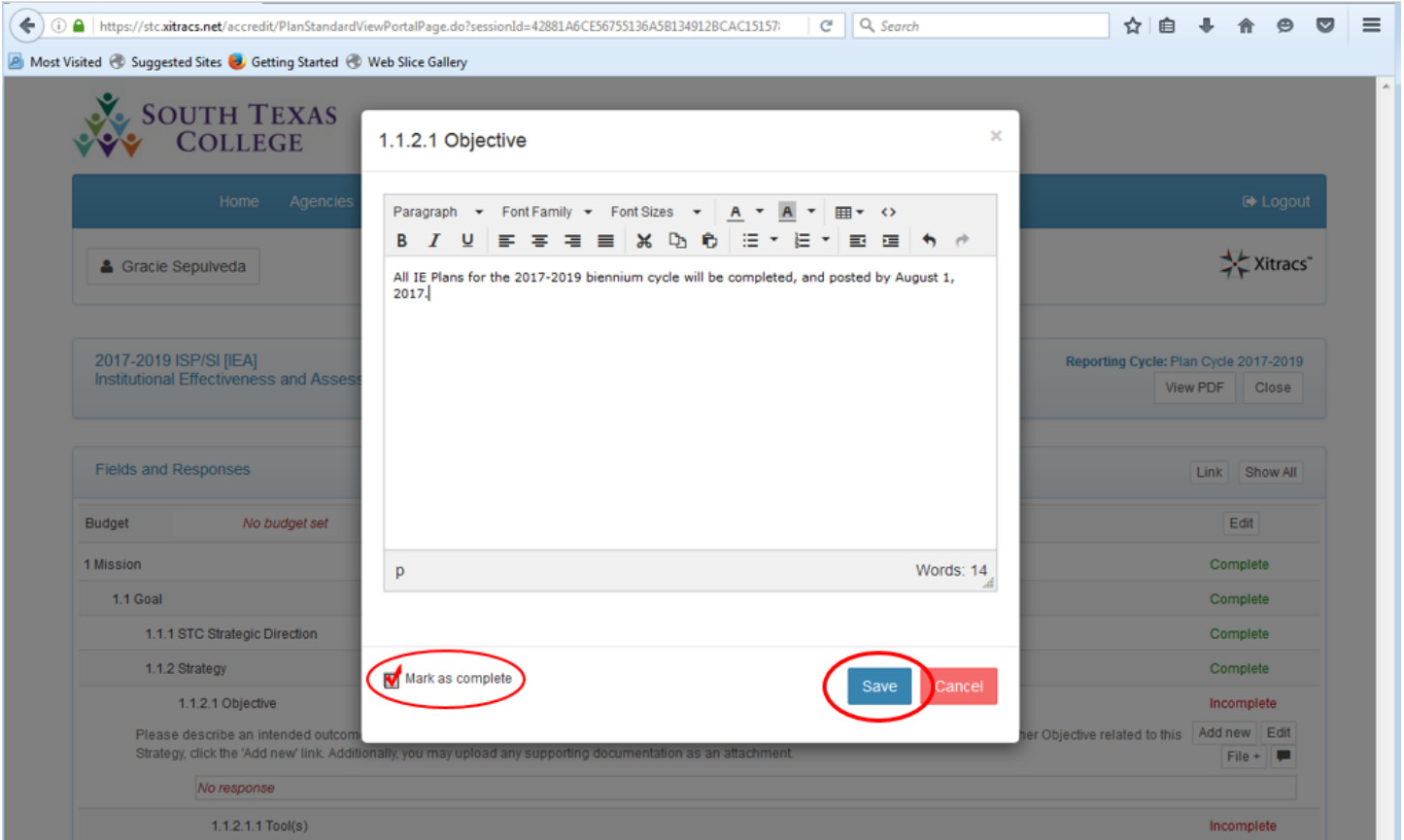
Fields and Responses	Link	Show All
Budget	No budget set	Edit
1 Mission		Complete
1.1 Goal		Complete
1.1.1 STC Strategic Direction		Complete
1.1.2 Strategy		Complete
1.1.2.1 Objective		Incomplete
1.1.2.1.1 Tool(s)		Incomplete

Click the **Edit** button so that you can access the window where you will be allowed to enter your response.

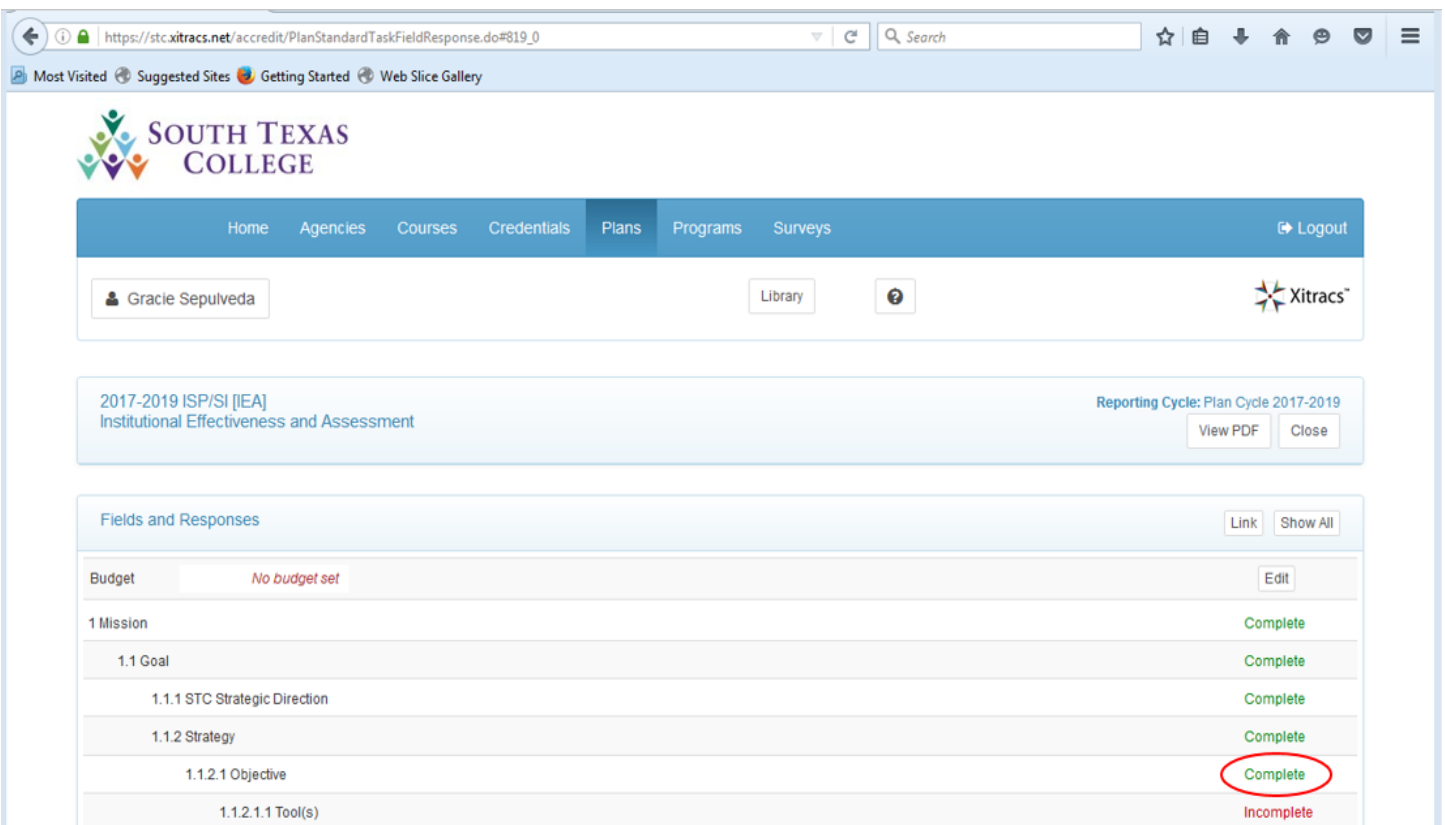
This screenshot shows the XitracS web portal interface with a pop-up window open. The pop-up window displays the 'Fields and Responses' table, and the '1.1.2.1 Objective' row is highlighted with a red border. The 'Edit' button for this row is circled in red. A red arrow points from the 'Edit' button to the '1.1.2.1 Objective' row. The background shows the main portal interface, which is dimmed.

Fields and Responses	Link	Show 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 Objective		Incomplete
1.1.2.1.1 Tool(s)		Incomplete

After clicking on the **Edit** button, a new window will appear. Enter your response on this window, and check off the **Mark as complete** box. Also, click on the **Save** button so that your answer can be recorded.



Once you have checked off the **Mark as complete** box, and clicked on the **Save** button, the status of that **Objective** will now change to **Complete**.



You can also add more objectives under each strategy if you would like to do so. To do that, simply click anywhere on the **Objective** field to view the **Add new** option.

The screenshot shows the XitracS web application interface. At the top, there is a navigation menu with options: Home, Agencies, Courses, Credentials, Plans, Programs, Surveys, and Logout. Below the menu, the user's name 'Gracie Sepulveda' is displayed. The main content area shows the '2017-2019 ISP/SI [IEA] Institutional Effectiveness and Assessment' reporting cycle. Underneath, there is a 'Fields and Responses' section with a table listing various fields and their completion status. The '1.1.2.1 Objective' field is highlighted with a red box, and its status is 'Complete'. Below it, the '1.1.2.1.1 Tool(s)' field is listed with a status of 'Incomplete'.

Field	Status
Budget	No budget set
1 Mission	Complete
1.1 Goal	Complete
1.1.1 STC Strategic Direction	Complete
1.1.2 Strategy	Complete
1.1.2.1 Objective	Complete
1.1.2.1.1 Tool(s)	Incomplete

After clicking on the **Objective** field, you will be able to view the **Add new** button. Click on that button so that you may begin working on a new objective for that same strategy.

This screenshot shows the XitracS web application interface with the '1.1.2.1 Objective' field selected. The field's status is 'Complete'. Below the field, there is a text area for describing the objective, followed by an 'Add new' button circled in red. A red arrow points from the 'Add new' button in this screenshot to the '1.1.2.1 Objective' field in the screenshot above, indicating the sequence of actions.

Field	Status
Budget	No budget set
1 Mission	Complete
1.1 Goal	Complete
1.1.1 STC Strategic Direction	Complete
1.1.2 Strategy	Complete
1.1.2.1 Objective	Complete
1.1.2.1.1 Tool(s)	Incomplete

If you change your mind, and wish to remove the new objective you just added, you may do so by first clicking anywhere on the new objective's field so that you can view the **Delete** button.

The screenshot shows the XitracS web application interface. At the top, the browser address bar displays the URL: <https://stc.xitrac.net/accrredit/PlanFormAddInstance.do?sessionId=4290B7E80C55AFFE310AB7142417A13E1CEF20CDE>. The page title is "2017-2019 ISP/ISI [IEA] Institutional Effectiveness and Assessment". The reporting cycle is "Plan Cycle 2017-2019".

The main content area is titled "Fields and Responses" and contains a table of objectives. The table has two columns: the objective name and its status. The "1.1.2.2 Objective" row is highlighted with a red border.

Objective	Status
Budget	No budget set
1 Mission	Complete
1.1 Goal	Complete
1.1.1 STC Strategic Direction	Complete
1.1.2 Strategy	Complete
1.1.2.1 Objective	Complete
1.1.2.1.1 Tool(s)	Incomplete
1.1.2.1.2 Assessment Method(s)	Incomplete
1.1.2.1.3 Achievement Target	Incomplete
1.1.2.1.4 Mid-Biennium Findings	Incomplete
1.1.2.1.5 Final Report	Incomplete
1.1.2.1.5.1 Objective Met	Incomplete
1.1.2.1.5.2 Action Plan	Incomplete
1.1.2.2 Objective	Incomplete
1.1.2.2.1 Tool(s)	Incomplete
1.1.2.2.2 Assessment Method(s)	Incomplete
1.1.2.2.3 Achievement Target	Incomplete
1.1.2.2.4 Mid-Biennium Findings	Incomplete
1.1.2.2.5 Final Report	Incomplete
1.1.2.2.5.1 Objective Met	Incomplete
1.1.2.2.5.2 Action Plan	Incomplete

Once you click on the **Objective** field (the one you just added), you will have the option to delete it. If that is what you would like to do, simply click on the **Delete** button.

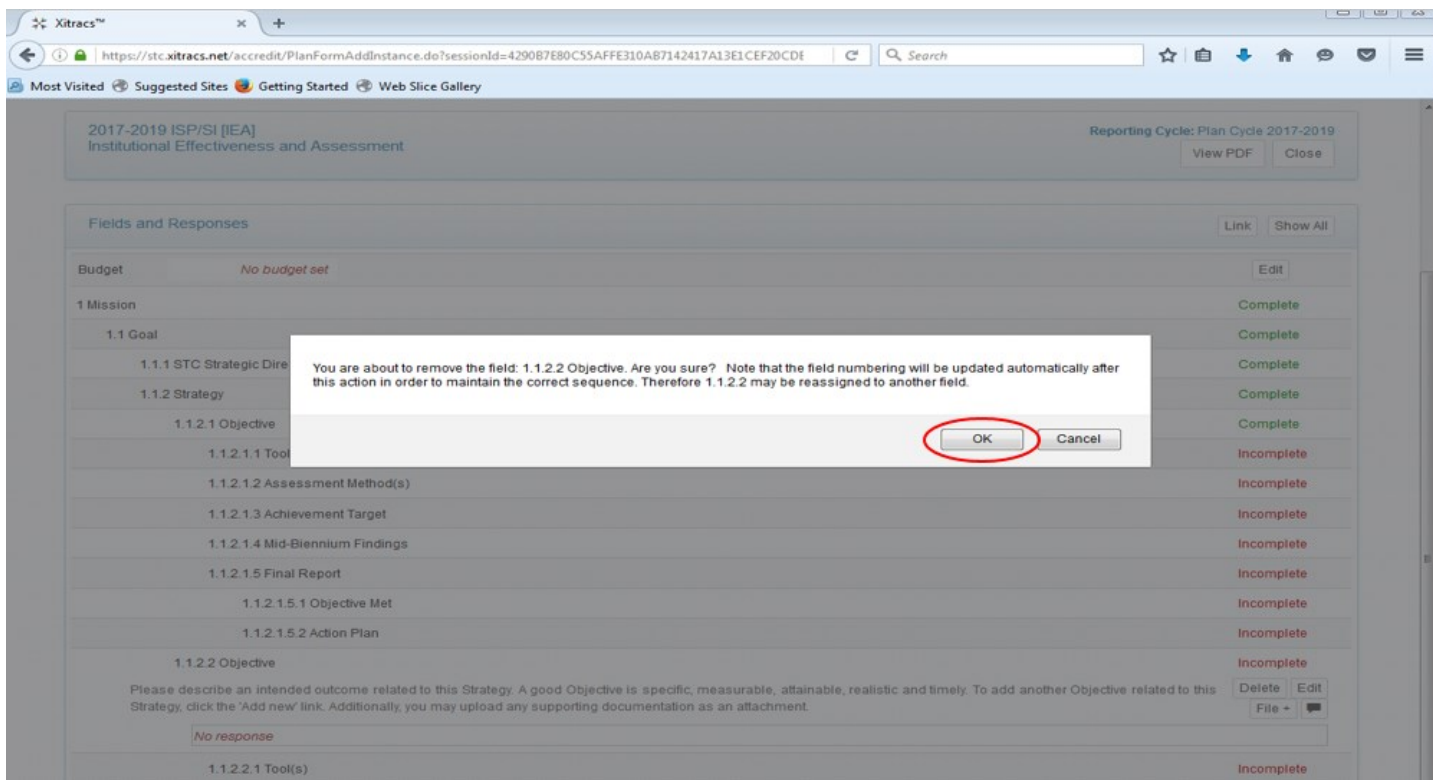
This screenshot shows the same XitracS web application interface, but with the "1.1.2.2 Objective" field selected. A red arrow points to the "Delete" button in the "Edit" dropdown menu. The "Delete" button is circled in red.

The "1.1.2.2 Objective" field is highlighted with a red border. The "Edit" dropdown menu is open, showing the "Delete" button circled in red.

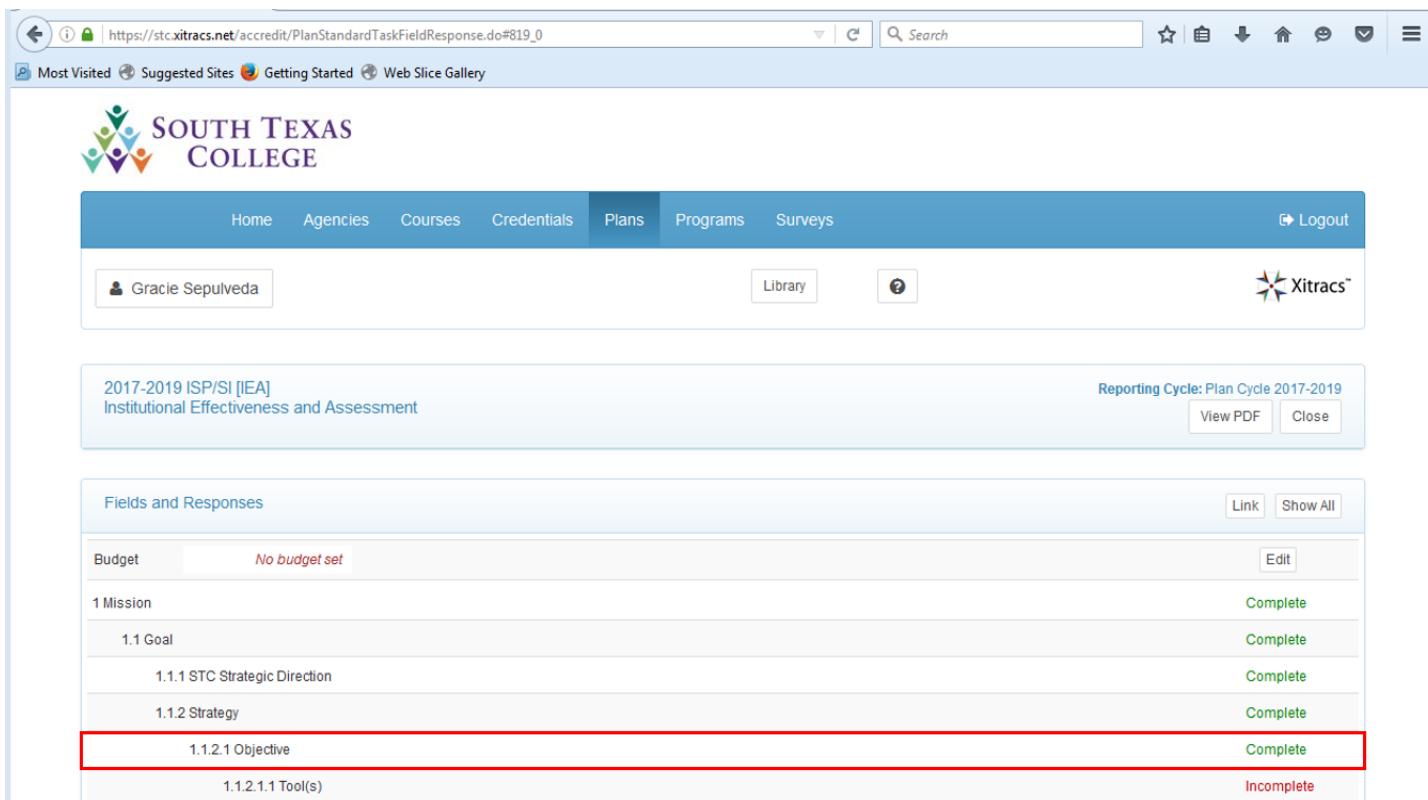
Please describe an intended outcome related to this Strategy. A good Objective is specific, measurable, attainable, realistic and timely. To add another Objective related to this Strategy, click the "Add new" link. Additionally, you may upload any supporting documentation as an attachment.

No response

After clicking on the **Delete** button, you will be asked to confirm that you want to delete the new objective you just created. Click **OK** to confirm you want to delete it. Otherwise hit **Cancel**.



Another option you have under each **Objective** is to upload a file. These files can serve as documentation used to support your objective, provide better clarification, or offer a graphic explanation of your objective. You may upload as many files as necessary. To do that, click anywhere on the **Objective** field to be able to view the **File +** button.



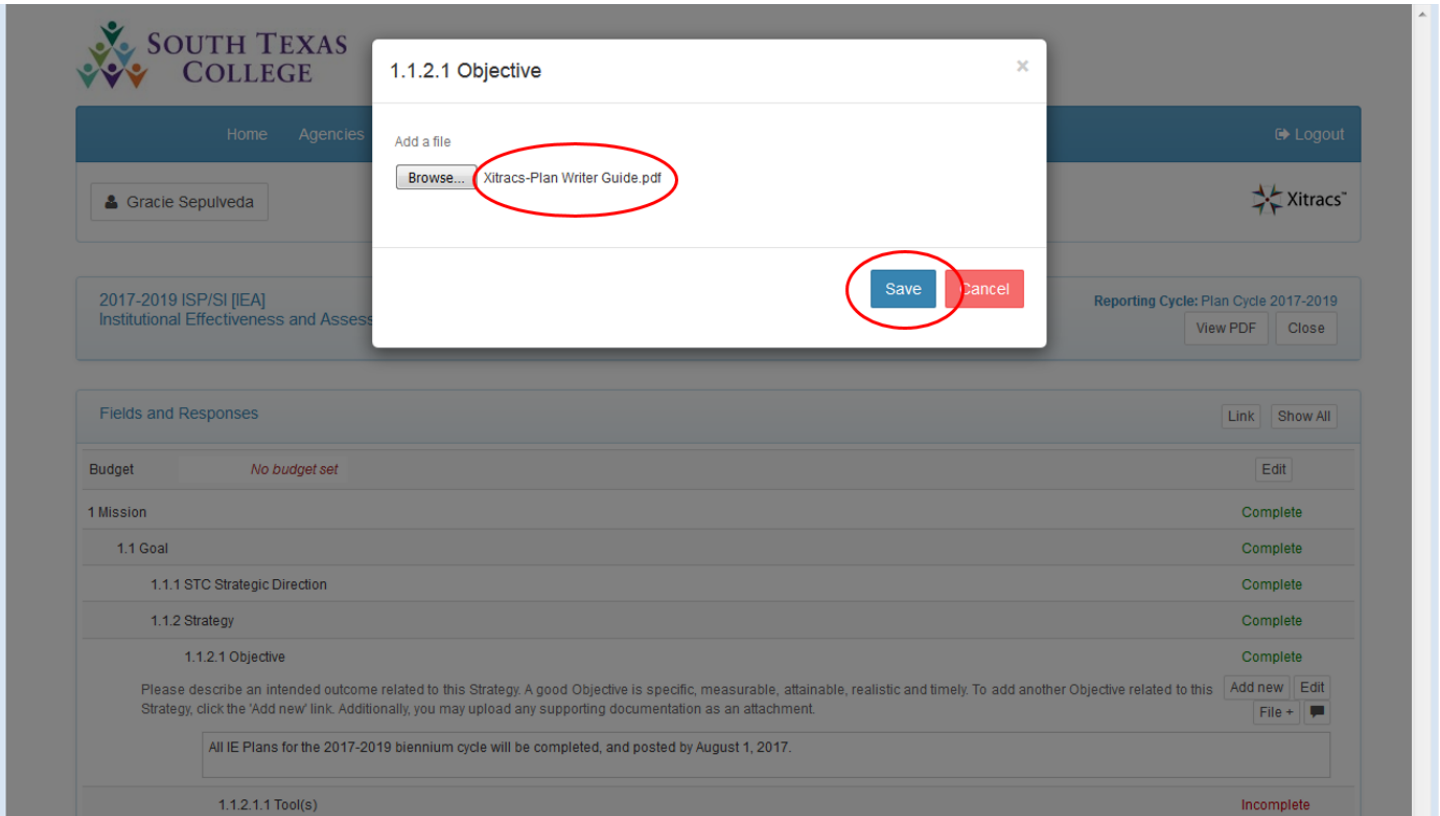
After clicking on the **Objective** field, you will be able to view the **File +** button. Click on that button so that you can begin uploading your file.

The screenshot shows the XitracS interface for South Texas College. The main content area displays the '2017-2019 ISP/SI [IEA] Institutional Effectiveness and Assessment' report. Under the 'Fields and Responses' section, the '1.1.2.1 Objective' field is highlighted with a red box. A red arrow points from this field to a 'File +' button, which is also circled in red. The 'File +' button is located at the bottom right of the objective description area. The interface includes a navigation menu at the top with options like Home, Agencies, Courses, Credentials, Plans, Programs, and Surveys. The user's name, Gracie Sepulveda, is visible in the top left corner.

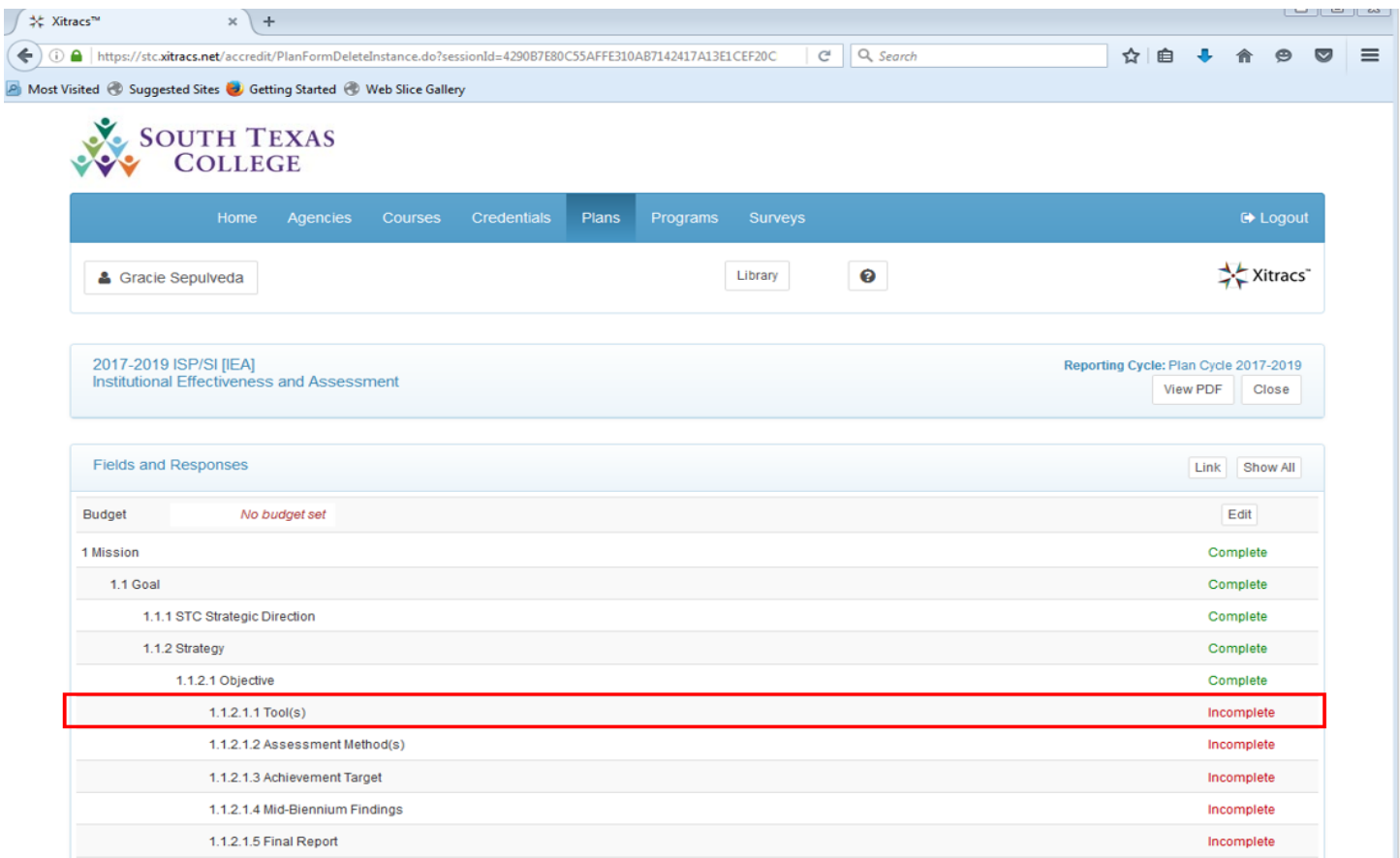
After clicking on the **File +** button, a new window will appear. Click on the **Browse** button to search for the file you wish to upload.

The screenshot shows a file upload dialog box titled '1.1.2.1 Objective' overlaid on the XitracS interface. The dialog box contains the text 'Add a file' and a 'Browse...' button, which is circled in red. To the right of the 'Browse...' button, it says 'No file selected.' At the bottom of the dialog box, there are 'Save' and 'Cancel' buttons. The background shows the same XitracS interface as the previous screenshot, with the '1.1.2.1 Objective' field still highlighted.

Once you have selected the file you want to upload, click on the **Save** button, and then click anywhere **outside** of that small window to go back to the main screen.



Under each **Objective** field there are five subcategories. The first one of these is **Tool(s)**. To enter your information, click anywhere on that field so that you can view the **Edit** button.



Once you have clicked on the **Tool(s)** field, remember to click on the **Edit** button so that you may begin entering your information.

The screenshot shows the XitracS interface for South Texas College. The 'Fields and Responses' section is visible, with a table listing various fields and their completion status. The '1.1.2.1.1 Tool(s)' field is highlighted with a red box, and its 'Edit' button is circled in red. A red arrow points from the 'Edit' button to the highlighted field.

Field	Status
Budget	No budget set
1 Mission	Complete
1.1 Goal	Complete
1.1.1 STC Strategic Direction	Complete
1.1.2 Strategy	Complete
1.1.2.1 Objective	Complete
1.1.2.1.1 Tool(s)	Incomplete
1.1.2.1.2 Assessment Method(s)	Incomplete
1.1.2.1.3 Achievement Target	Incomplete
1.1.2.1.4 Mid-Biennium Findings	Incomplete
1.1.2.1.5 Final Report	Incomplete

After clicking on the **Edit** button, a new window will appear. Enter your response on this window, and check off the **Mark as complete** box. Also, click on the **Save** button so that your answer can be recorded.

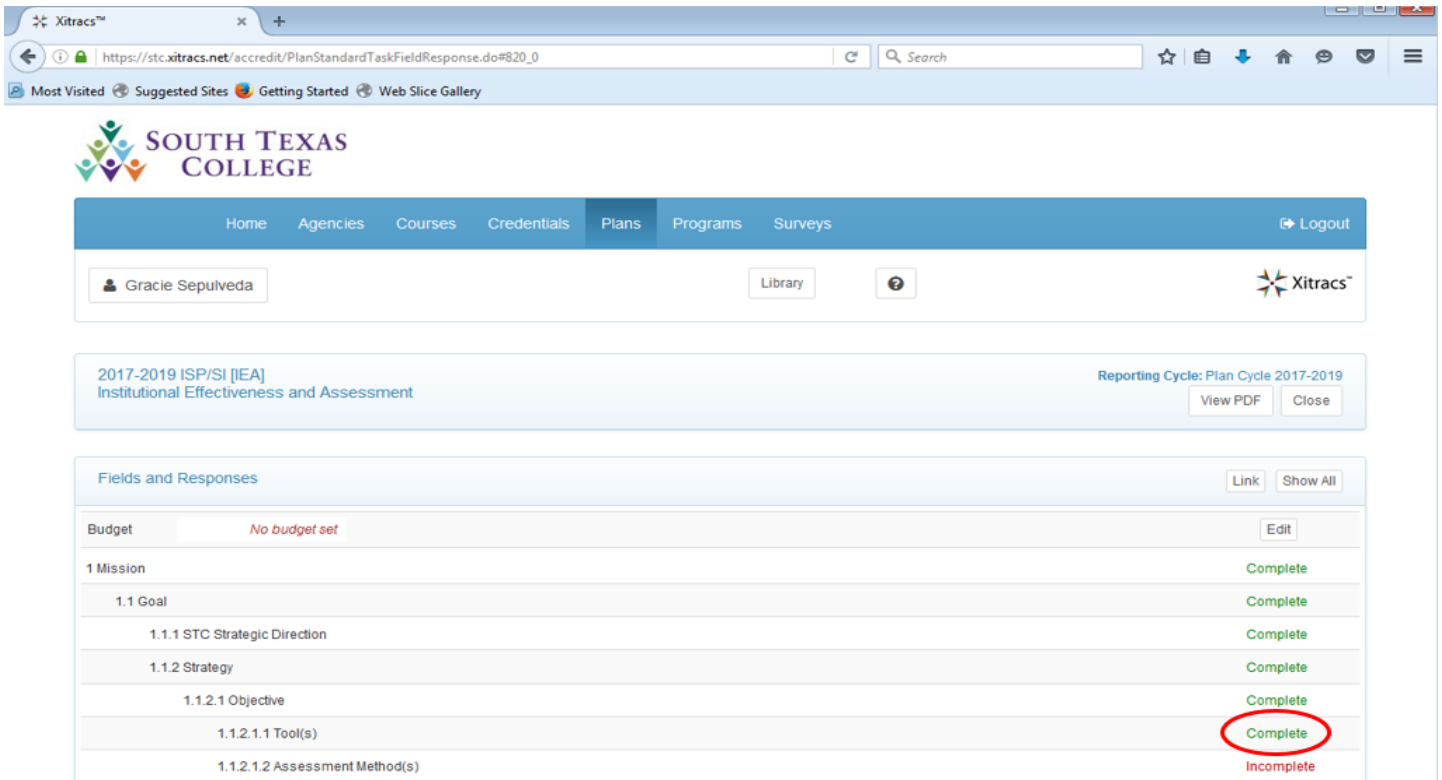
The screenshot shows the '1.1.2.1.1 Tool(s)' response window. The text area contains the following text:

The IEA Office will implement a new process for designing and writing plans that involves IEA staff more directly in the process. This will include the following four steps:

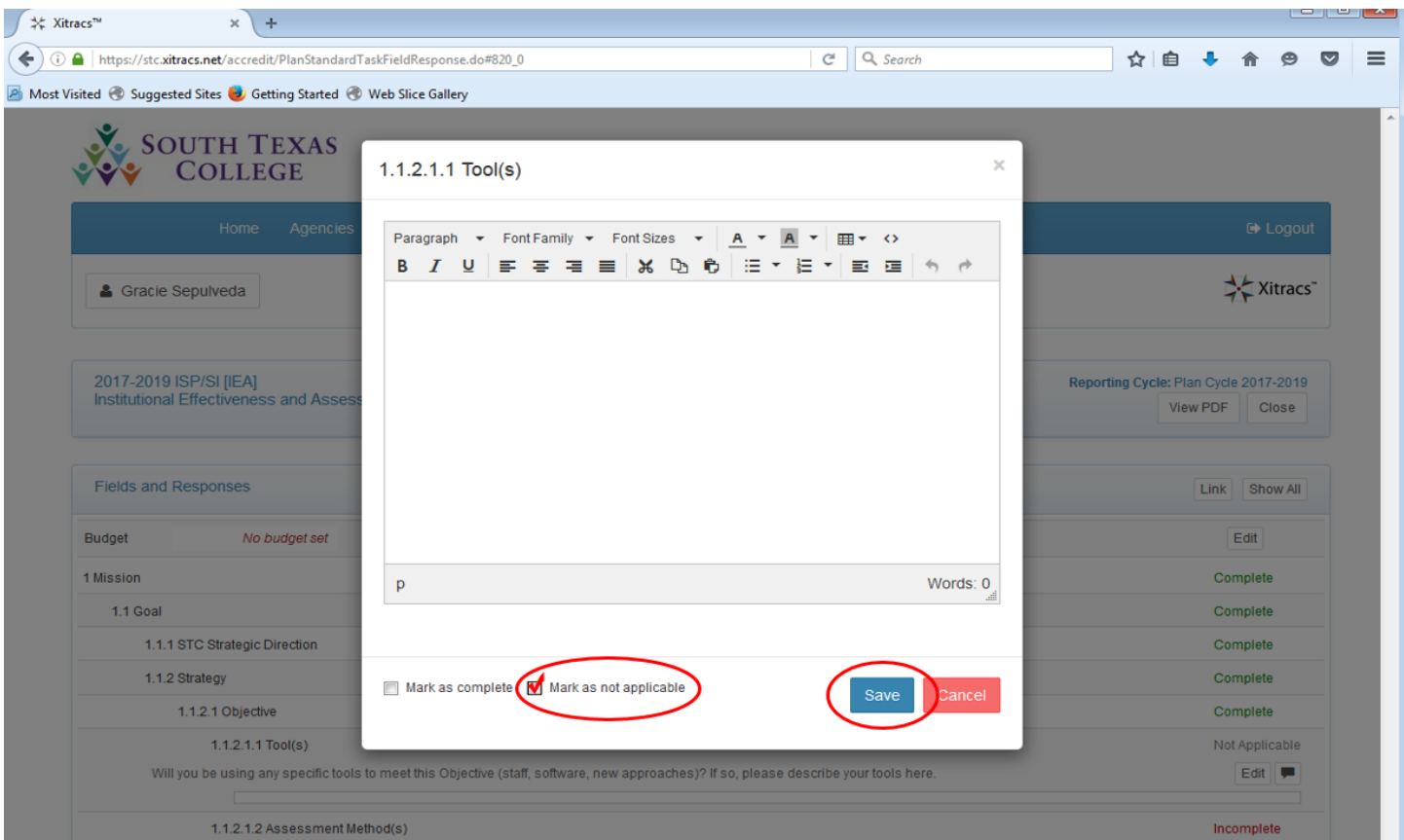
- 1.Initial Training
- 2.Consistent Contact and Assistance
- 3.More Scheduled Time(s) with Plan Writers
- 4.A Final Submission--Completed together with IEA staff and plan writers

At the bottom of the window, the 'Mark as complete' checkbox is checked and circled in red, and the 'Save' button is also circled in red.

Once you have checked off the **Mark as complete** box, and clicked on the **Save** button, the status of the **Tool(s)** field will now change to **Complete**.



On the other hand, if you do not have information to enter, you may leave the window blank, and check off the **Mark as not applicable** box, but do not forget to click on the **Save** button so that the **Tool(s)** field will not continue to appear as **Incomplete**.



If you did not enter any information, and checked off the **Mark as not applicable** box, the **Tool(s)** field will now appear as **Not Applicable**.

The screenshot shows the XitracS web application interface. At the top, there is a navigation bar with links for Home, Agencies, Courses, Credentials, Plans, Programs, and Surveys. Below this is a user profile for Gracie Sepulveda and a library icon. The main content area displays the '2017-2019 ISP/SI [IEA] Institutional Effectiveness and Assessment' reporting cycle. A table titled 'Fields and Responses' lists various assessment categories and their completion status. The '1.1.2.1.1 Tool(s)' field is circled in red and shows 'Not Applicable'.

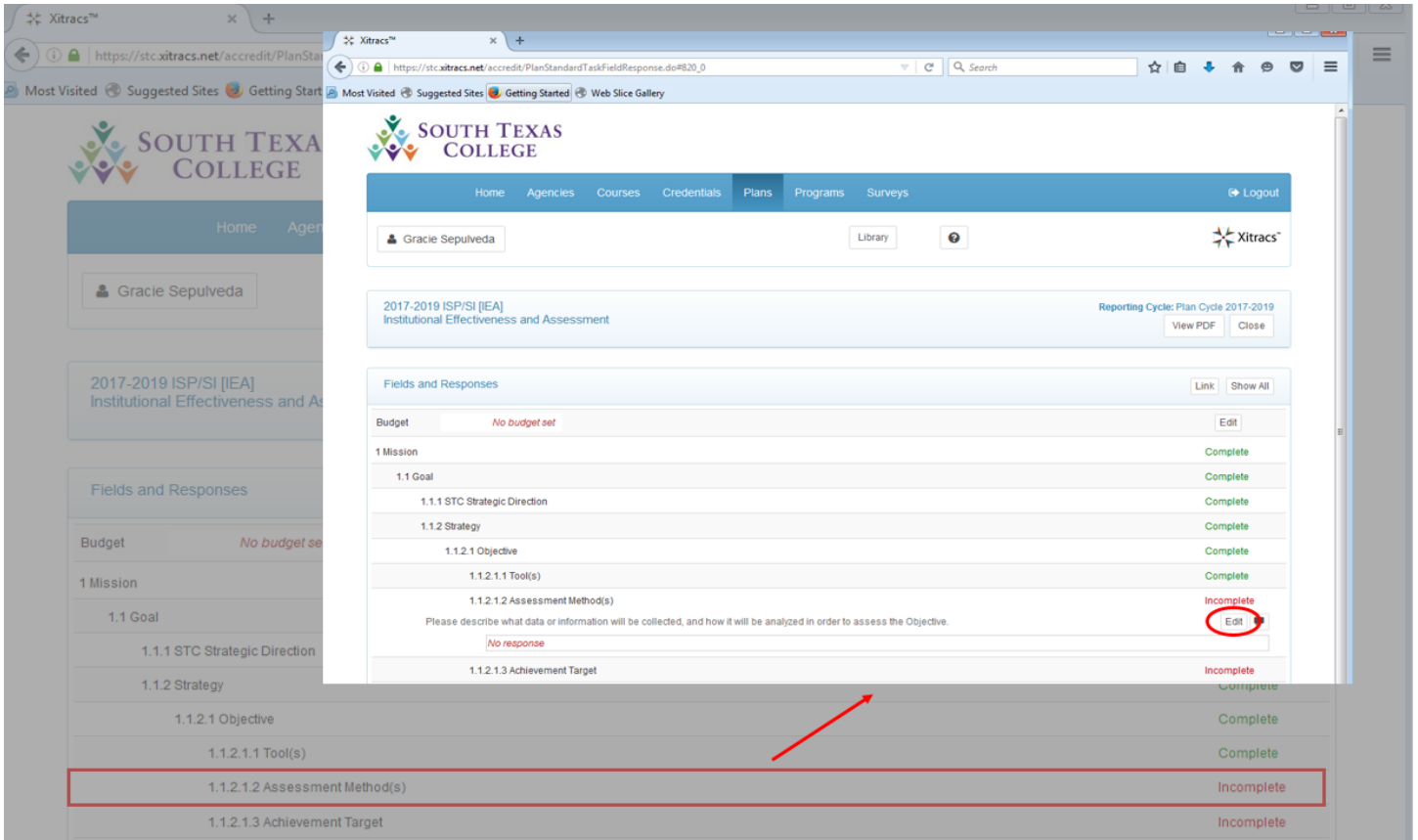
Field	Status
Budget	No budget set
1 Mission	Complete
1.1 Goal	Complete
1.1.1 STC Strategic Direction	Complete
1.1.2 Strategy	Complete
1.1.2.1 Objective	Complete
1.1.2.1.1 Tool(s)	Not Applicable
1.1.2.1.2 Assessment Method(s)	Incomplete

The second category under the **Objective** field is **Assessment Method(s)**. To enter your information in this section, begin by clicking anywhere on that field so that you can view the **Edit** button.

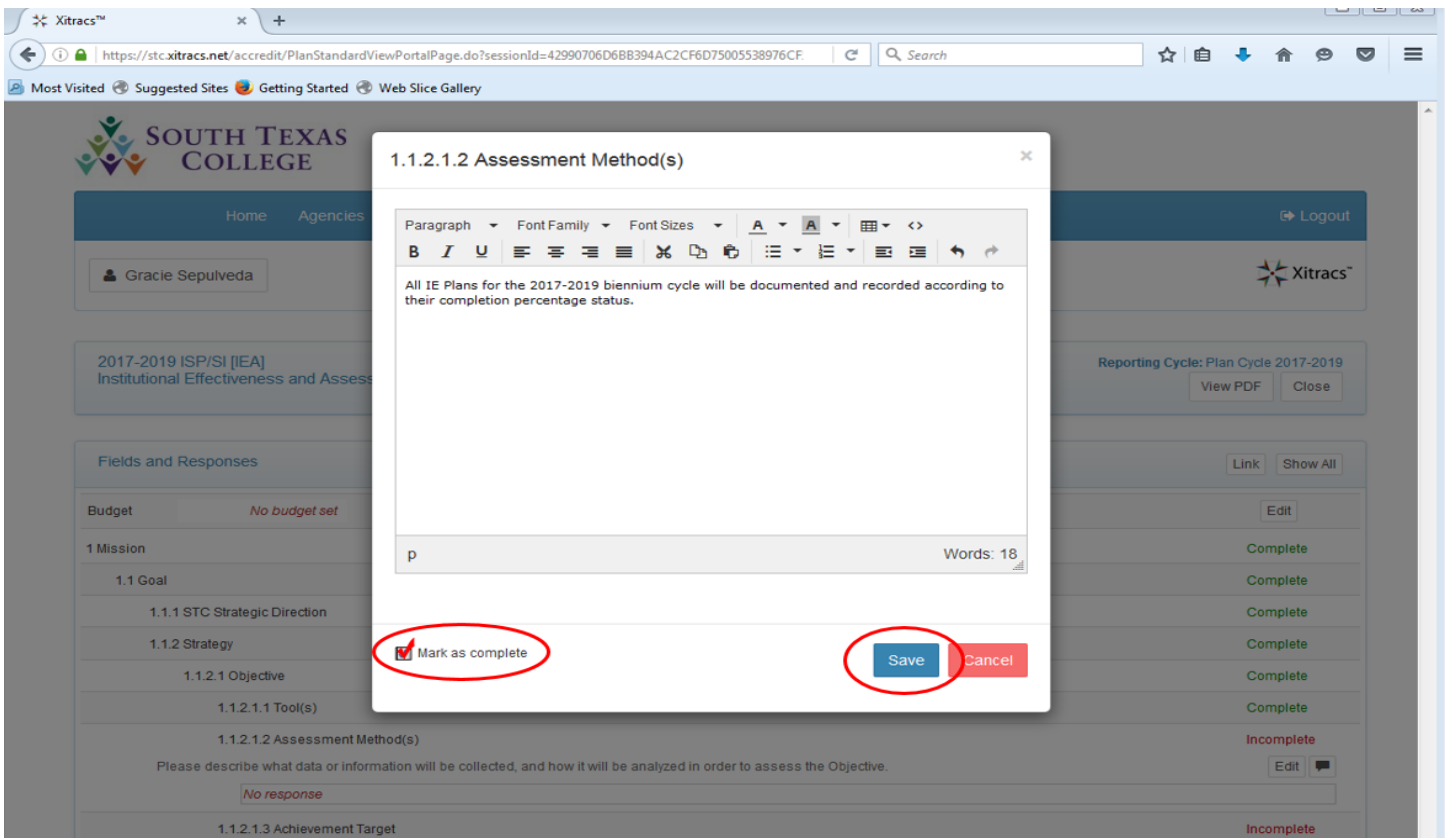
This screenshot is similar to the one above, but the '1.1.2.1.2 Assessment Method(s)' field is highlighted with a red box. This field is currently marked as 'Incomplete'.

Field	Status
Budget	No budget set
1 Mission	Complete
1.1 Goal	Complete
1.1.1 STC Strategic Direction	Complete
1.1.2 Strategy	Complete
1.1.2.1 Objective	Complete
1.1.2.1.1 Tool(s)	Complete
1.1.2.1.2 Assessment Method(s)	Incomplete
1.1.2.1.3 Achievement Target	Incomplete

Once you have clicked on the **Assessment Method(s)** field, remember to click on the **Edit** button so that you may begin entering your information.



After clicking on the **Edit** button, a new window will appear. Enter your response on this window, and check off the **Mark as complete** box. Also, click on the **Save** button so that your answer can be recorded.



The third category under the **Objective** field is **Achievement Target**. To enter your information in this field, begin by clicking anywhere on that field so that you can view the **Edit** button.

The screenshot shows the XitracS interface for South Texas College. The 'Fields and Responses' table is as follows:

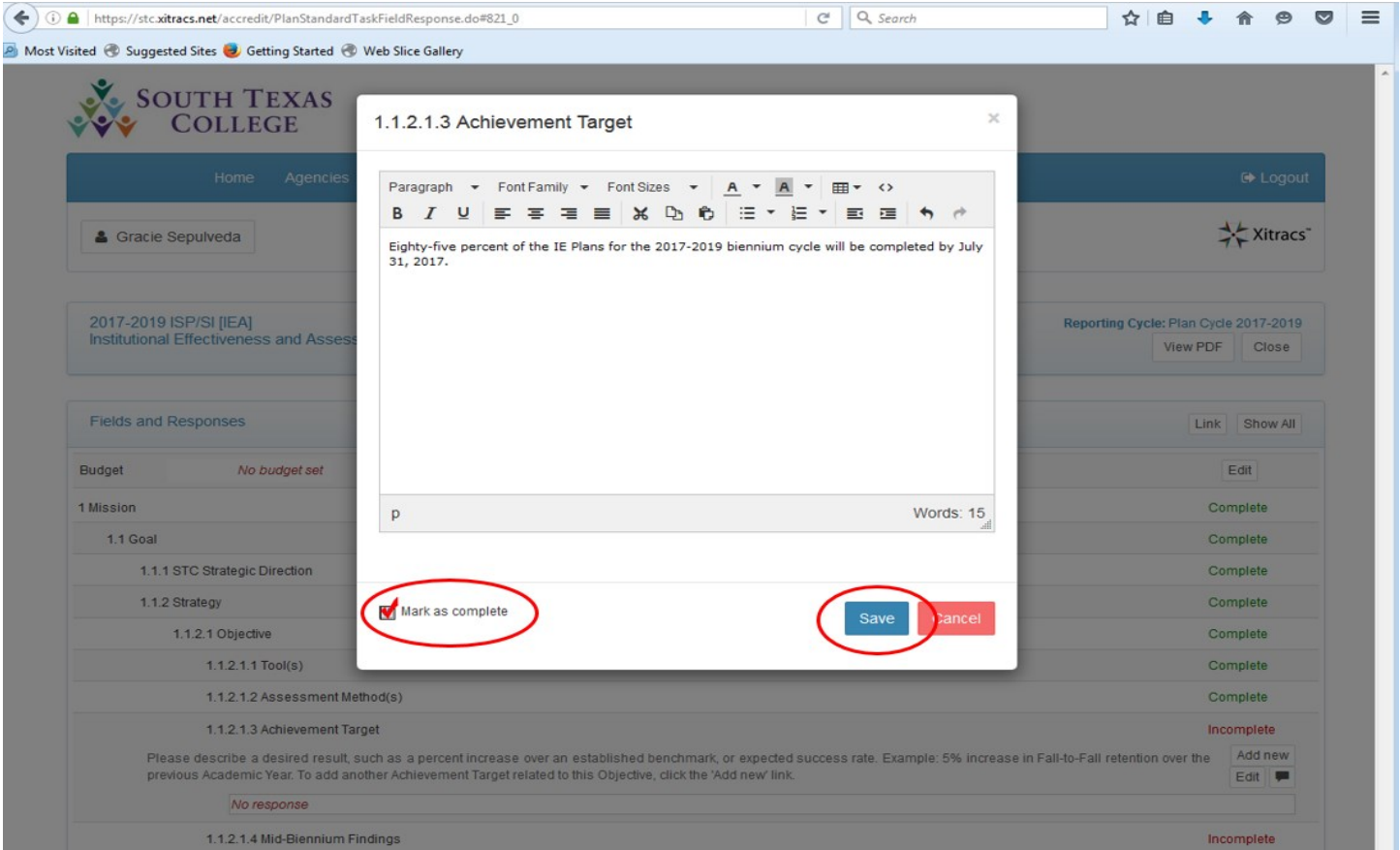
Field	Status	Action
Budget	No budget set	Edit
1 Mission	Complete	
1.1 Goal	Complete	
1.1.1 STC Strategic Direction	Complete	
1.1.2 Strategy	Complete	
1.1.2.1 Objective	Complete	
1.1.2.1.1 Tool(s)	Complete	
1.1.2.1.2 Assessment Method(s)	Complete	
1.1.2.1.3 Achievement Target	Incomplete	
1.1.2.1.4 Mid-Biennium Findings	Incomplete	

Once you have clicked on the **Achievement Target** field, remember to click on the **Edit** button so that you may begin entering your information.

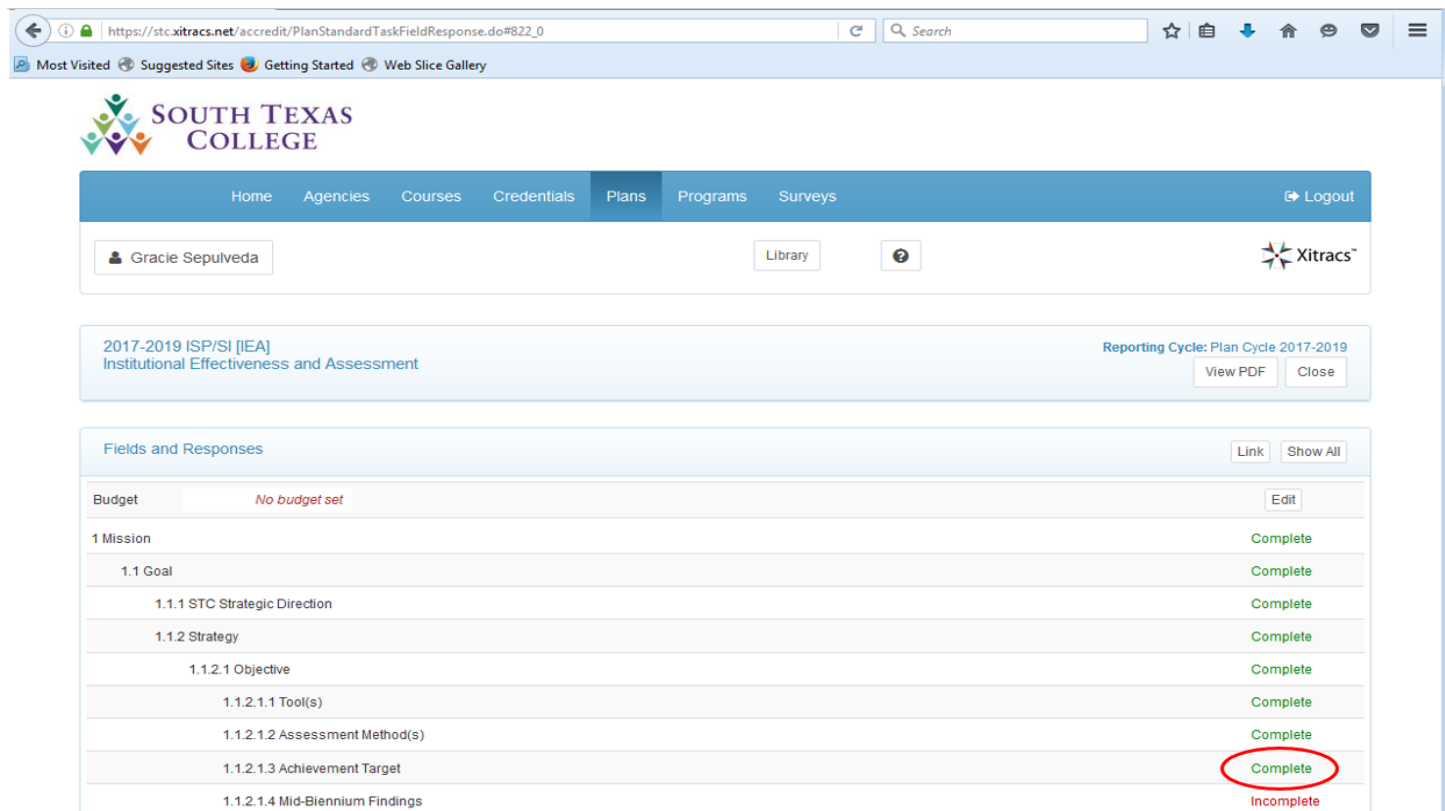
The screenshot shows the '1.1.2.1.3 Achievement Target' field expanded with the following text: "Please describe a desired result, such as a percent increase over an established benchmark, or expected success rate. Example: 5% increase in Fall-to-Fall retention over the previous Academic Year. To add another Achievement Target related to this Objective, click the 'Add new' link." Below this text is a "No response" entry. The "Edit" button is circled in red. Below the screenshot, a red arrow points to the "1.1.2.1.3 Achievement Target" row in the table below:

1.1.2.1.3 Achievement Target	Incomplete	
1.1.2.1.4 Mid-Biennium Findings	Incomplete	

After clicking on the **Edit** button, a new window will appear. Enter your response on this window, and check off the **Mark as complete** box. Also, click on the **Save** button so that your response can be recorded.



Once you have checked off the **Mark as complete** box, and clicked on the **Save** button, the status of the **Assessment Target** field will now change to **Complete**.



You can also add more achievement targets under each objective if you would like to do so. To do that, simply click anywhere on the **Achievement Target** field to view the **Add new** option.

The screenshot shows the XitracS web application interface. At the top, there is a navigation bar with the South Texas College logo and a menu with items: Home, Agencies, Courses, Credentials, Plans, Programs, Surveys, and Logout. Below the navigation bar, the user's name 'Gracie Sepulveda' is displayed. The main content area shows the '2017-2019 ISP/SI [IEA] Institutional Effectiveness and Assessment' reporting cycle. A table titled 'Fields and Responses' lists various assessment components and their completion status. The row for '1.1.2.1.3 Achievement Target' is highlighted with a red border.

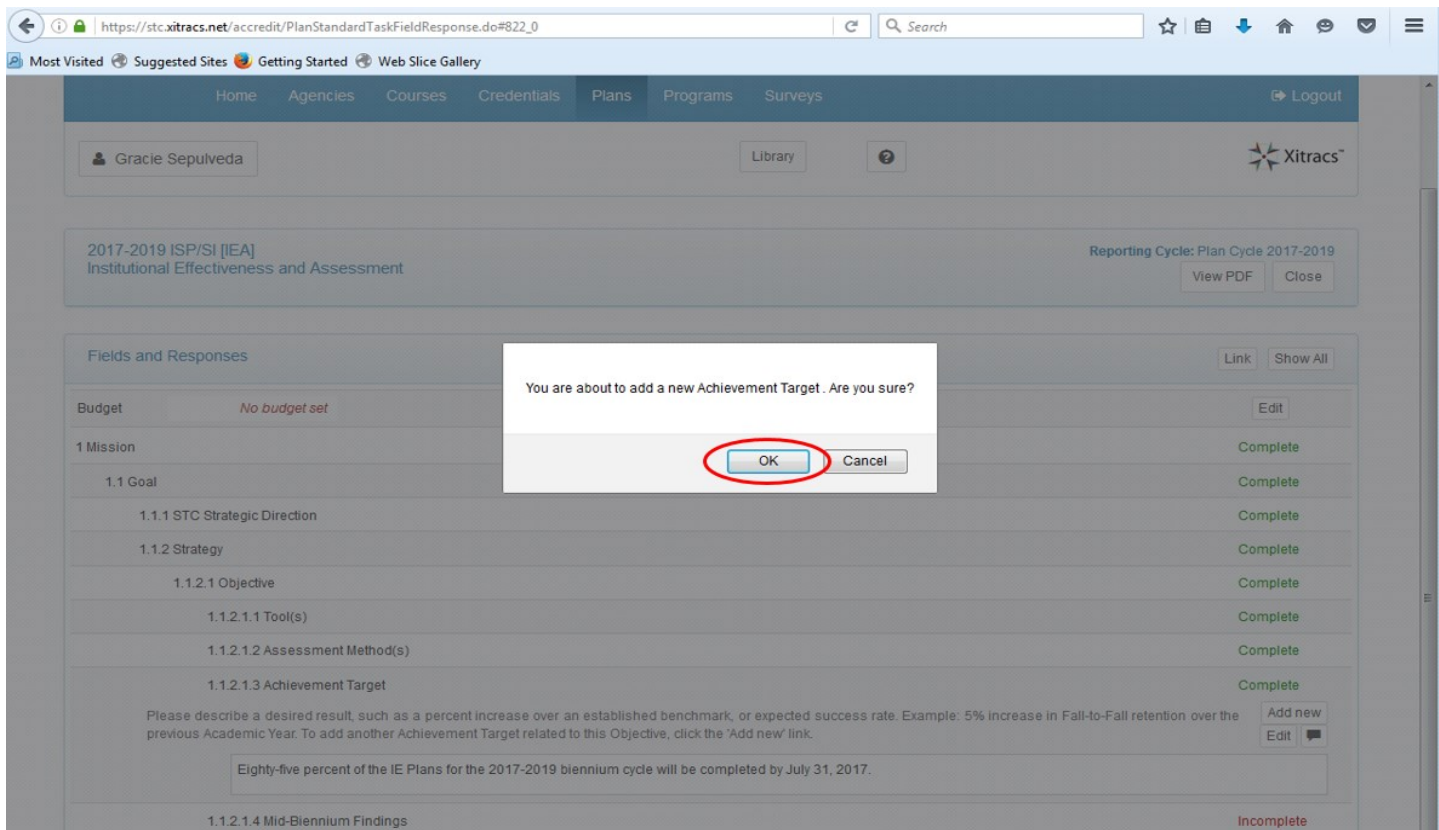
Field	Status
Budget	No budget set
1 Mission	Complete
1.1 Goal	Complete
1.1.1 STC Strategic Direction	Complete
1.1.2 Strategy	Complete
1.1.2.1 Objective	Complete
1.1.2.1.1 Tool(s)	Complete
1.1.2.1.2 Assessment Method(s)	Complete
1.1.2.1.3 Achievement Target	Complete
1.1.2.1.4 Mid-Biennium Findings	Incomplete

After clicking on the **Achievement Target** field, you will be able to view the **Add new** button. Click on that button so that you can begin working on a new achievement target for that same objective.

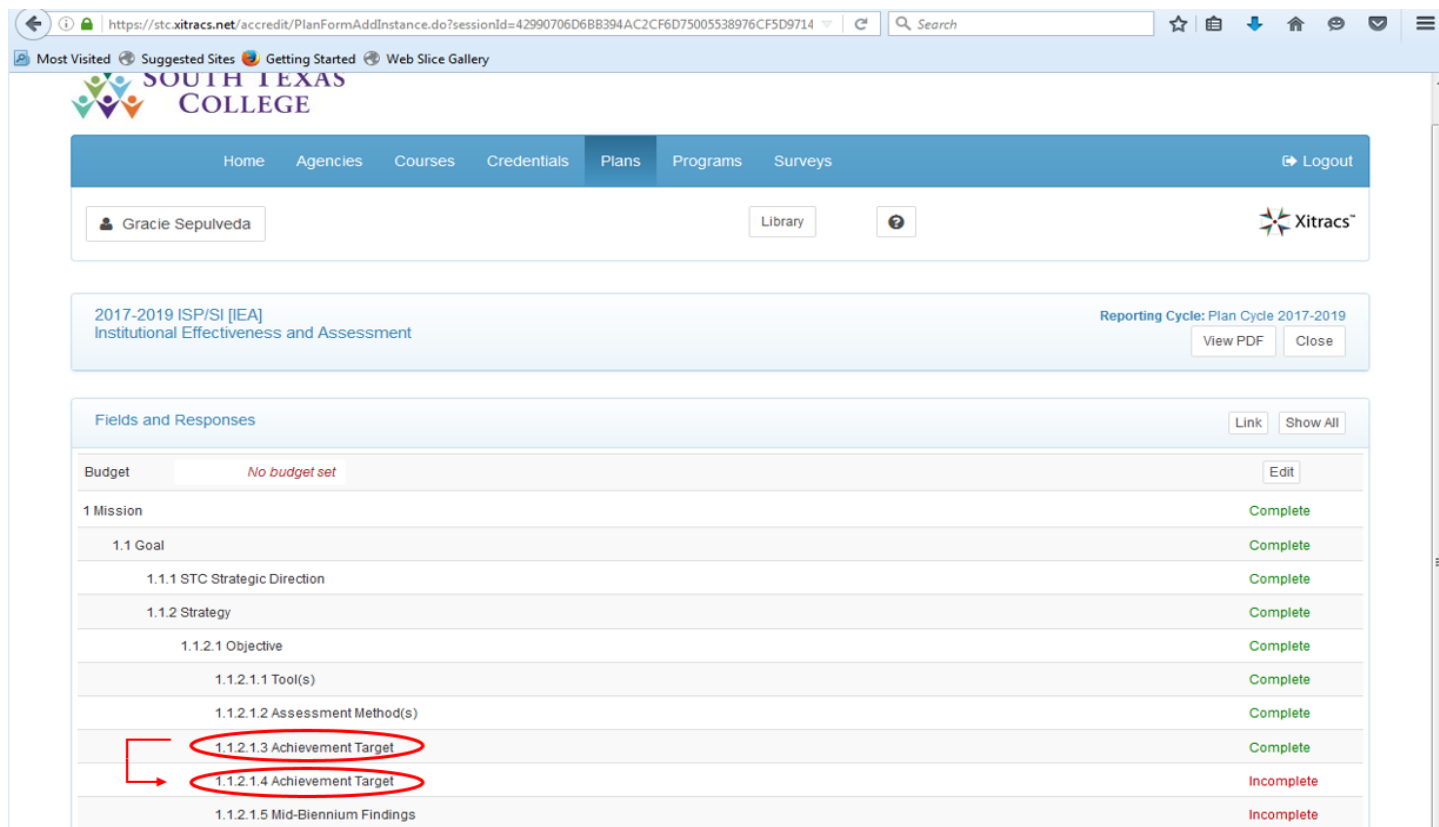
This screenshot shows the same XitracS web application interface as the previous one, but with a modal window open for the '1.1.2.1.3 Achievement Target' field. The modal window contains a text area with the following text: 'Please describe a desired result, such as a percent increase over an established benchmark, or expected success rate. Example: 5% increase in Fall-to-Fall retention over the previous Academic Year. To add another Achievement Target related to this Objective, click the 'Add new' link.' The 'Add new' link is circled in red. A red arrow points from the 'Add new' link back to the '1.1.2.1.3 Achievement Target' row in the table below.

Field	Status
Budget	No budget set
1 Mission	Complete
1.1 Goal	Complete
1.1.1 STC Strategic Direction	Complete
1.1.2 Strategy	Complete
1.1.2.1 Objective	Complete
1.1.2.1.1 Tool(s)	Complete
1.1.2.1.2 Assessment Method(s)	Complete
1.1.2.1.3 Achievement Target	Complete
1.1.2.1.4 Mid-Biennium Findings	Incomplete

You will also be asked to confirm that you intended to add a new achievement target. If so, simply click the **OK** button. Otherwise, hit **Cancel** to go back to the main screen.



Once you click on the **Add new** button, and confirm by clicking **OK**, notice the new achievement target will appear below the first achievement target. Follow the same instructions as performed on the first achievement target.



If you change your mind, and wish to remove the new achievement target you have just created, you may do so by first clicking anywhere on the new **Achievement Target** field so that you can view the **Delete** button.

The screenshot shows the XitracS interface for South Texas College. The user is logged in as Gracie Sepulveda. The page displays the '2017-2019 ISP/SI [IEA] Institutional Effectiveness and Assessment' with a reporting cycle of 'Plan Cycle 2017-2019'. Under the 'Fields and Responses' section, a table lists various assessment components. The row for '1.1.2.1.4 Achievement Target' is highlighted with a red border, indicating it is the focus of the instruction. Its status is 'Incomplete'.

Field	Status
Budget	No budget set
1 Mission	Complete
1.1 Goal	Complete
1.1.1 STC Strategic Direction	Complete
1.1.2 Strategy	Complete
1.1.2.1 Objective	Complete
1.1.2.1.1 Tool(s)	Complete
1.1.2.1.2 Assessment Method(s)	Complete
1.1.2.1.3 Achievement Target	Complete
1.1.2.1.4 Achievement Target	Incomplete
1.1.2.1.5 Mid-Biennium Findings	Incomplete

Once you click on the **Achievement Target** field (the one you just added), you will have the option to delete it. If that is what you would like to do, simply click on the **Delete** button.

This screenshot shows the same XitracS interface, but with the '1.1.2.1.4 Achievement Target' row selected. A red arrow points to the 'Delete' button in the 'Edit' dropdown menu for this row. The 'Delete' button is circled in red. The text below the row reads: 'Please describe a desired result, such as a percent increase over an established benchmark, or expected success rate. Example: 5% increase in Fall-to-Fall retention over the previous Academic Year. To add another Achievement Target related to this Objective, click the 'Add new' link.' Below this text is a 'No response' input field.

Field	Status
Budget	No budget set
1 Mission	Complete
1.1 Goal	Complete
1.1.1 STC Strategic Direction	Complete
1.1.2 Strategy	Complete
1.1.2.1 Objective	Complete
1.1.2.1.1 Tool(s)	Complete
1.1.2.1.2 Assessment Method(s)	Complete
1.1.2.1.3 Achievement Target	Complete
1.1.2.1.4 Achievement Target	Incomplete
1.1.2.1.5 Mid-Biennium Findings	Incomplete

After clicking on the **Delete** button, you will be asked to confirm that you want to delete the new achievement target you had just created. Click **OK** to confirm you want to delete it.

The screenshot shows the XitracS interface for South Texas College. A modal dialog box is displayed in the center, asking for confirmation to delete the field '1.1.2.1.4 Achievement Target'. The dialog text reads: 'You are about to remove the field: 1.1.2.1.4 Achievement Target. Are you sure? Note that the field numbering will be updated automatically after this action in order to maintain the correct sequence. Therefore 1.1.2.1.4 may be reassigned to another field.' The 'OK' button is circled in red. The background interface shows a navigation menu with 'Plans' selected, a user profile for Gracie Sepulveda, and a table of fields and responses. The '1.1.2.1.4 Achievement Target' row is highlighted in red, and its status is 'Incomplete'.

The fourth category under the **Objective** section is **Mid-Biennium Findings**. To enter your information in this field, begin by clicking anywhere on that field so that you can view the **Edit** button.

The screenshot shows the XitracS interface for South Texas College. The 'Fields and Responses' table is visible, with the '1.1.2.1.4 Mid-Biennium Findings' row highlighted in red. The table has the following structure:

Field Name	Status
Budget	No budget set
1 Mission	Complete
1.1 Goal	Complete
1.1.1 STC Strategic Direction	Complete
1.1.2 Strategy	Complete
1.1.2.1 Objective	Complete
1.1.2.1.1 Tool(s)	Complete
1.1.2.1.2 Assessment Method(s)	Complete
1.1.2.1.3 Achievement Target	Complete
1.1.2.1.4 Mid-Biennium Findings	Incomplete
1.1.2.1.5 Final Report	Incomplete

Once you have clicked on the **Mid-Biennium Findings** field, remember to click on the **Edit** button so that you may begin entering your information.

The screenshot shows the XitracS interface for South Texas College. The main content area displays a list of fields and their completion status. The '1.1.2.1.4 Mid-Biennium Findings' field is highlighted with a red box, and its 'Edit' button is circled in red. A red arrow points from the 'Edit' button to the highlighted field.

Field	Status
Budget	No budget set
1 Mission	Complete
1.1 Goal	Complete
1.1.1 STC Strategic Direction	Complete
1.1.2 Strategy	Complete
1.1.2.1 Objective	Complete
1.1.2.1.1 Tool(s)	Complete
1.1.2.1.2 Assessment Method(s)	Complete
1.1.2.1.3 Achievement Target	Complete
1.1.2.1.4 Mid-Biennium Findings	Incomplete
1.1.2.1.5 Final Report	Incomplete
1.1.2.1.2 Assessment Method(s)	Complete
1.1.2.1.3 Achievement Target	Complete
1.1.2.1.4 Mid-Biennium Findings	Incomplete
1.1.2.1.5 Final Report	Incomplete

After clicking on the **Edit** button, a new window will appear. Enter your response on this window, and check off the **Mark as complete** box. Also, click on the **Save** button so that your answer can be recorded.

The screenshot shows the XitracS interface with a modal window open for editing the '1.1.2.1.4 Mid-Biennium Findings' field. The modal window contains a text editor with the text 'All departmental IE Plans have been completed on time.' and a 'Words: 9' counter. At the bottom of the modal, the 'Mark as complete' checkbox is checked and circled in red, and the 'Save' button is also circled in red.

1.1.2.1.4 Mid-Biennium Findings

Paragraph Font Family Font Sizes A A [Icons]

All departmental IE Plans have been completed on time.

Words: 9

Mark as complete Save Cancel

Once you have checked off the **Mark as complete** box, and clicked on the **Save** button, the status of the **Mid-Biennium Findings** field will now change to **Complete**.

The screenshot shows the XitracS interface with the 'Plans' tab selected. The user is Gracie Sepulveda. The reporting cycle is '2017-2019 ISP/SI [IEA] Institutional Effectiveness and Assessment'. The 'Fields and Responses' table is displayed with the following data:

Field	Status
Budget	No budget set
1 Mission	Complete
1.1 Goal	Complete
1.1.1 STC Strategic Direction	Complete
1.1.2 Strategy	Complete
1.1.2.1 Objective	Complete
1.1.2.1.1 Tool(s)	Complete
1.1.2.1.2 Assessment Method(s)	Complete
1.1.2.1.3 Achievement Target	Complete
1.1.2.1.4 Mid-Biennium Findings	Complete
1.1.2.1.5 Final Report	Incomplete

Another option you have under each **Mid-Biennium Findings** field is to upload a file. These files can serve as documentation used to support your findings, provide better clarification, or offer a graphic explanation of your findings. You may upload as many files as necessary. To do that, click anywhere on the **Mid-Biennium Findings** field to view the **File +** button.

This screenshot is identical to the one above, showing the same 'Fields and Responses' table. The row for '1.1.2.1.4 Mid-Biennium Findings' is highlighted with a red border, indicating it is the focus of the instruction.

After clicking on the **Mid-Biennium Findings** field, you will be able to view the **File +** button. Click on that button so that you can begin uploading your file.

The screenshot shows the XitracS interface for the 2017-2019 Institutional Effectiveness and Assessment (IEA) cycle. The 'Fields and Responses' table is as follows:

Field	Status
Budget	No budget set
1 Mission	Complete
1.1 Goal	Complete
1.1.1 STC Strategic Direction	Complete
1.1.2 Strategy	Complete
1.1.2.1 Objective	Complete
1.1.2.1.1 Tool(s)	Complete
1.1.2.1.2 Assessment Method(s)	Complete
1.1.2.1.3 Achievement Target	Complete
1.1.2.1.4 Mid-Biennium Findings	Complete
1.1.2.1.5 Final Report	Incomplete

After clicking on the **File +** button, a new window will appear. Click on the **Browse** button to search for the file you wish to upload.

The modal window titled '1.1.2.1.4 Mid-Biennium Findings' contains the following text:

Add a file

Browse... No file selected.

Save Cancel

Once you have selected the file you want to upload, click on the **Save** button, and then click anywhere **outside** of that window to go back to the main screen.

1.1.2.1.4 Mid-Biennium Findings

Add a file

Browse... 2017-2019 - IE Plans Completed.pdf

Save Cancel

Field	Status
Budget	No budget set
1 Mission	Complete
1.1 Goal	Complete
1.1.1 STC Strategic Direction	Complete
1.1.2 Strategy	Complete
1.1.2.1 Objective	Complete
1.1.2.1.1 Tool(s)	Complete
1.1.2.1.2 Assessment Method(s)	Complete
1.1.2.1.3 Achievement Target	Complete
1.1.2.1.4 Mid-Biennium Findings	Complete
1.1.2.1.5 Final Report	Incomplete

The fifth category under the **Objective** section is **Final Report**. To enter your information on this field, begin by clicking anywhere on that field so that you can view the **Edit** button.



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Fields and Responses Link Show 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 Objective		Complete
1.1.2.1.1 Tool(s)		Complete
1.1.2.1.2 Assessment Method(s)		Complete
1.1.2.1.3 Achievement Target		Complete
1.1.2.1.4 Mid-Biennium Findings		Complete
1.1.2.1.5 Final Report		Incomplete
1.1.2.1.5.1 Objective Met		Incomplete
1.1.2.1.5.2 Action Plan		Incomplete

Once you have clicked on the **Final Report** field, remember to click on the **Edit** button so that you may begin entering your information.

The screenshot shows the Xitrac interface for South Texas College. The main content area is titled '2017-2019 ISP/SI [IEA] Institutional Effectiveness and Assessment'. Below this, there is a 'Fields and Responses' section. The hierarchy is as follows: 1 Mission (Complete), 1.1 Goal (Complete), 1.1.1 STC Strategic Direction (Complete), 1.1.2 Strategy (Complete), 1.1.2.1 Objective (Complete), 1.1.2.1.1 Tool(s) (Complete), 1.1.2.1.2 Assessment Method(s) (Complete), 1.1.2.1.3 Achievement Target (Complete), 1.1.2.1.4 Mid-Biennium Findings (Complete), 1.1.2.1.5 Final Report (Incomplete). The '1.1.2.1.5 Final Report' row is highlighted with a red box. To the right of this row, the 'Edit' button is circled in red. A red arrow points from the 'Edit' button to the highlighted row.

After clicking on the **Edit** button, a new window will appear. Enter your response on this window, and check off the **Mark as complete** box. Also, click on the **Save** button so that your answer can be recorded.

The screenshot shows a modal window titled '1.1.2.1.5 Final Report'. It features a rich text editor with a toolbar containing options for Paragraph, Font Family, Font Sizes, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, and Outdent. The text area contains the following paragraph: 'One-hundred percent of IE Plans have been tracked and completed in a timely manner. In addition, the IEA Director and the Dean of Institutional Effectiveness & Assessment have held meetings with STC leadership to assess which initiatives currently underway are the main priorities, and produce optimal results.' Below the text area, there is a 'Words: 46' indicator. At the bottom of the window, there is a 'Mark as complete' checkbox which is checked, a 'Save' button, and a 'Cancel' button. Both the 'Mark as complete' checkbox and the 'Save' button are circled in red.

Once you have checked off the **Mark as complete** box, and clicked on the **Save** button, the status of the **Final Report** field will now change to **Complete**.



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Fields and Responses Link Show 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 Objective		Complete
1.1.2.1.1 Tool(s)		Complete
1.1.2.1.2 Assessment Method(s)		Complete
1.1.2.1.3 Achievement Target		Complete
1.1.2.1.4 Mid-Biennium Findings		Complete
1.1.2.1.5 Final Report		Complete
1.1.2.1.5.1 Objective Met		Incomplete
1.1.2.1.5.2 Action Plan		Incomplete

Another option you have under each **Final Report** is to upload a file. These files can serve as documentation used to support final findings regarding your objective, provide better clarification, or offer a graphic explanation of your final report. You may upload as many files as necessary. To do that, click anywhere on the **Final Report** field to be able to view the **File +** button.



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2017-2019 ISP/SI [IEA] Institutional Effectiveness and Assessment Reporting Cycle: Plan Cycle 2017-2019 View PDF Close

Fields and Responses Link Show 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 Objective		Complete
1.1.2.1.1 Tool(s)		Complete
1.1.2.1.2 Assessment Method(s)		Complete
1.1.2.1.3 Achievement Target		Complete
1.1.2.1.4 Mid-Biennium Findings		Complete
1.1.2.1.5 Final Report		Complete
1.1.2.1.5.1 Objective Met		Incomplete
1.1.2.1.5.2 Action Plan		Incomplete

After clicking on the **Final Report** field, you will be able to view the **File +** button. Click on that button so that you can begin uploading your file.

The screenshot shows the South Texas College Institutional Effectiveness and Assessment (IEA) system interface. The user is logged in as Gracie Sepulveda. The main content area displays the '2017-2019 ISP/SI [IEA] Institutional Effectiveness and Assessment' report. Under the 'Fields and Responses' section, the '1.1.2.1.5 Final Report' field is highlighted with a red box. A red arrow points from this field to a 'File +' button, which is also circled in red. The 'File +' button is located at the bottom right of the text input area for the '1.1.2.1.5 Final Report' field.

After clicking on the **File +** button, a new window will appear. Click on the **Browse** button to search for the file you wish to upload.

The screenshot shows the same South Texas College IEA system interface, but with a file upload dialog box open. The dialog box is titled '1.1.2.1.5 Final Report' and contains the text 'Add a file' and 'Browse... No file selected.' The 'Browse...' button is circled in red. At the bottom of the dialog box, there are 'Save' and 'Cancel' buttons. The background shows the '1.1.2.1.5 Final Report' field with a 'File +' button circled in red, indicating the source of the dialog box.

Once you have selected the file you want to upload, click on the **Save** button, and then click anywhere **outside** of that window to go back to the main screen.

The screenshot shows a web application interface for South Texas College. A modal dialog box titled "1.1.2.1.5 Final Report" is open, allowing file uploads. The dialog has a "Browse..." button, a text field containing "2017-2019 IE Plan Completion Rate.xlsx", and "Save" and "Cancel" buttons. The background dashboard shows a "Fields and Responses" table with various categories and their completion status.

Field	Status
Budget	No budget set
1 Mission	Complete
1.1 Goal	Complete
1.1.1 STC Strategic Direction	Complete
1.1.2 Strategy	Complete
1.1.2.1 Objective	Complete
1.1.2.1.1 Tool(s)	Complete
1.1.2.1.2 Assessment Method(s)	Complete
1.1.2.1.3 Achievement Target	Complete
1.1.2.1.4 Mid-Biennium Findings	Complete
1.1.2.1.5 Final Report	Complete
1.1.2.1.5.1 Objective Met	Incomplete
1.1.2.1.5.2 Action Plan	Incomplete

Under **Final Report** there are two subcategories. The first one of these is **Objective Met**. To make your selection, click anywhere on that field so that you can view the **Edit** button.



The screenshot shows the main dashboard of the South Texas College system. The "Fields and Responses" table is visible, with the "1.1.2.1.5.1 Objective Met" row highlighted in red. The table lists various fields and their completion status.

Field	Status
Budget	No budget set
1 Mission	Complete
1.1 Goal	Complete
1.1.1 STC Strategic Direction	Complete
1.1.2 Strategy	Complete
1.1.2.1 Objective	Complete
1.1.2.1.1 Tool(s)	Complete
1.1.2.1.2 Assessment Method(s)	Complete
1.1.2.1.3 Achievement Target	Complete
1.1.2.1.4 Mid-Biennium Findings	Complete
1.1.2.1.5 Final Report	Complete
1.1.2.1.5.1 Objective Met	Incomplete
1.1.2.1.5.2 Action Plan	Incomplete

Once you have clicked on the **Objective Met** field, remember to click on the **Edit** button so that you may select your response.

The screenshot shows the XitracS interface for South Texas College. The main content area displays a table titled 'Fields and Responses' with columns for field names and completion status. The following table represents the data shown in the screenshot:

Field Name	Status
Budget	No budget set
1 Mission	Complete
1.1 Goal	Complete
1.1.1 STC Strategic Direction	Complete
1.1.2 Strategy	Complete
1.1.2.1 Objective	Complete
1.1.2.1.1 Tool(s)	Complete
1.1.2.1.2 Assessment Method(s)	Complete
1.1.2.1.3 Achievement Target	Complete
1.1.2.1.4 Mid-Biennium Findings	Complete
1.1.2.1.5 Final Report	Complete
1.1.2.1.5.1 Objective Met	Incomplete
1.1.2.1.5.2 Action Plan	Incomplete

The '1.1.2.1.5.1 Objective Met' row is highlighted with a red box, and its 'Edit' button is circled in red. A red arrow points from the 'Edit' button to the highlighted row.

After you click on the **Edit** button, you will see the three options you have for this field. To view your choices, simply click on the drop down menu.

The screenshot shows a modal dialog box titled '1.1.2.1.5.1 Objective Met'. The dialog box has a dropdown menu with three options: 'Objective Met', 'Partially Met', and 'Not Met'. The 'Objective Met' option is selected and highlighted in blue. The 'Edit' button from the previous screenshot is circled in red.

Select the descriptor that most closely describes your findings. Then, check off the **Mark as complete** box, and click on the **Save** button.

The screenshot shows a modal window titled "1.1.2.1.5.1 Objective Met" with a close button (X). Inside the modal, there is a "Select an option" dropdown menu currently showing "Objective Met". Below the dropdown, there is a checkbox labeled "Mark as complete" which is checked. To the right of the checkbox are two buttons: "Save" (blue) and "Cancel" (red). Both the checkbox and the "Save" button are circled in red. The background of the page shows the South Texas College XitracS interface with a navigation bar, user information for Gracie Sepulveda, and a table of "Fields and Responses". The table lists various levels of the institution's mission and strategy, with their completion status. The "1.1.2.1.5.1 Objective Met" field is currently marked as "Incomplete".

Fields and Responses	Link	Show 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 Objective	Complete	
1.1.2.1.1 Tool(s)	Complete	
1.1.2.1.2 Assessment Method(s)	Complete	
1.1.2.1.3 Achievement Target	Complete	
1.1.2.1.4 Mid-Biennium Findings	Complete	
1.1.2.1.5 Final Report	Complete	
1.1.2.1.5.1 Objective Met	Incomplete	Edit
Based on the Findings, was the Objective met, partially met or not met?		
No response		
1.1.2.1.5.2 Action Plan	Incomplete	

Once you have checked off the **Mark as complete** box, and clicked on the **Save** button, the status of the **Objective Met** field will now change to **Complete**.

The screenshot shows the South Texas College XitracS interface after the update. The "1.1.2.1.5.1 Objective Met" field in the "Fields and Responses" table is now marked as "Complete" and is circled in red. The rest of the table remains the same as in the previous screenshot.

Fields and Responses	Link	Show 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 Objective	Complete	
1.1.2.1.1 Tool(s)	Complete	
1.1.2.1.2 Assessment Method(s)	Complete	
1.1.2.1.3 Achievement Target	Complete	
1.1.2.1.4 Mid-Biennium Findings	Complete	
1.1.2.1.5 Final Report	Complete	
1.1.2.1.5.1 Objective Met	Complete	
1.1.2.1.5.2 Action Plan	Incomplete	

The second category under **Final Report** is **Action Plan**. To enter your information, click anywhere on that field so that you can view the **Edit** button.

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Fields and Responses Link Show 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 Objective		Complete
1.1.2.1.1 Tool(s)		Complete
1.1.2.1.2 Assessment Method(s)		Complete
1.1.2.1.3 Achievement Target		Complete
1.1.2.1.4 Mid-Biennium Findings		Complete
1.1.2.1.5 Final Report		Complete
1.1.2.1.5.1 Objective Met		Complete
1.1.2.1.5.2 Action Plan		Incomplete
2 Notes/Remarks		Incomplete

Once you have clicked on the **Action Plan** field, remember to click on the **Edit** button so that you may begin entering your information.

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Fields and Responses Link Show 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 Objective		Complete
1.1.2.1.1 Tool(s)		Complete
1.1.2.1.2 Assessment Method(s)		Complete
1.1.2.1.3 Achievement Target		Complete
1.1.2.1.4 Mid-Biennium Findings		Complete
1.1.2.1.5 Final Report		Complete
1.1.2.1.5.1 Objective Met		Complete
1.1.2.1.5.2 Action Plan		Incomplete
Based on the Findings, please provide recommendations or action plans for further improvement. List any objectives that will be carried over to the next biennium cycle.		Edit
2 Notes/Remarks	No response	Incomplete

After clicking on the **Edit** button, a new window will appear. Enter your response on this window, and check off the **Mark as complete** box. Also, click on the **Save** button so that your answer can be recorded.

1.1.2.1.5.2 Action Plan

Paragraph Font Family Font Sizes A A <>

B *I* U [List Icons] [Undo] [Redo]

IE Analysts will provide training sessions that will address techniques on how to build effective evaluation plans for the various initiatives and interventions underway at the college.

Words: 27

Mark as complete

Save Cancel

Once you have checked off the **Mark as complete** box, and clicked on the **Save** button, the status of the **Action Plan** field will now change to **Complete**.

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Fields and Responses Link Show 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 Objective		Complete
1.1.2.1.1 Tool(s)		Complete
1.1.2.1.2 Assessment Method(s)		Complete
1.1.2.1.3 Achievement Target		Complete
1.1.2.1.4 Mid-Biennium Findings		Complete
1.1.2.1.5 Final Report		Complete
1.1.2.1.5.1 Objective Met		Complete
1.1.2.1.5.2 Action Plan		Complete
2 Notes/Remarks		Incomplete

Another option you have under each **Action Plan** is to upload a file. These files can serve as documentation used to support how you plan to improve the outcome of your objective, provide better clarification, or offer a graphic explanation of your plan of action. You may upload as many files as necessary. To do that, click anywhere on the **Action Plan** field to be able to view the **File +** button.

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Fields and Responses Link Show 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 Objective		Complete
1.1.2.1.1 Tool(s)		Complete
1.1.2.1.2 Assessment Method(s)		Complete
1.1.2.1.3 Achievement Target		Complete
1.1.2.1.4 Mid-Biennium Findings		Complete
1.1.2.1.5 Final Report		Complete
1.1.2.1.5.1 Objective Met		Complete
1.1.2.1.5.2 Action Plan		Complete
2 Notes/Remarks		Incomplete

After clicking on the **Action Plan** field, you will be able to view the **File +** button. Click on that button so that you can begin uploading your file.

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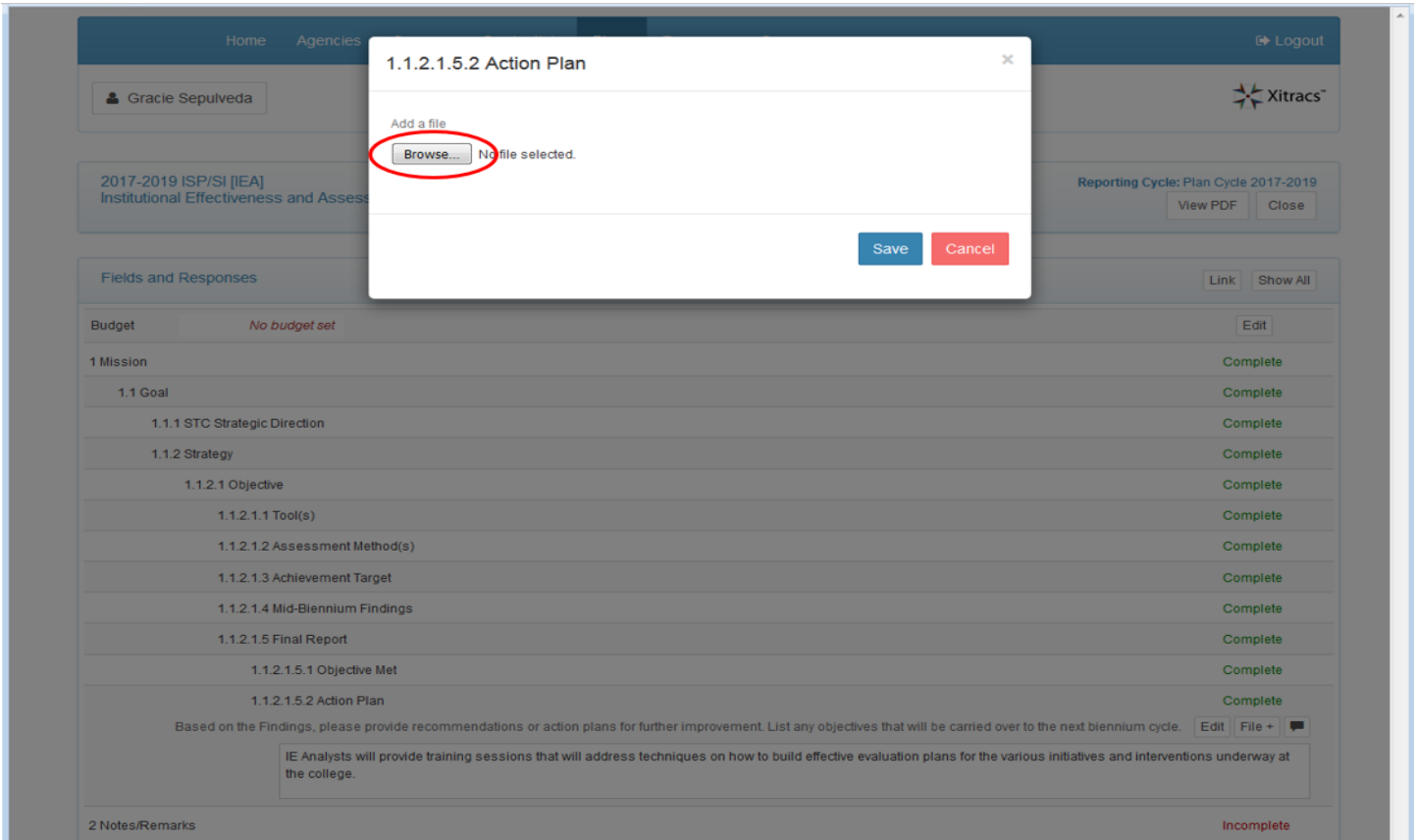
Gracie Sepulveda Library Xitracis

2017-2019 ISP/SI [IEA] Institutional Effectiveness and Assessment Reporting Cycle: Plan Cycle 2017-2019 View PDF Close

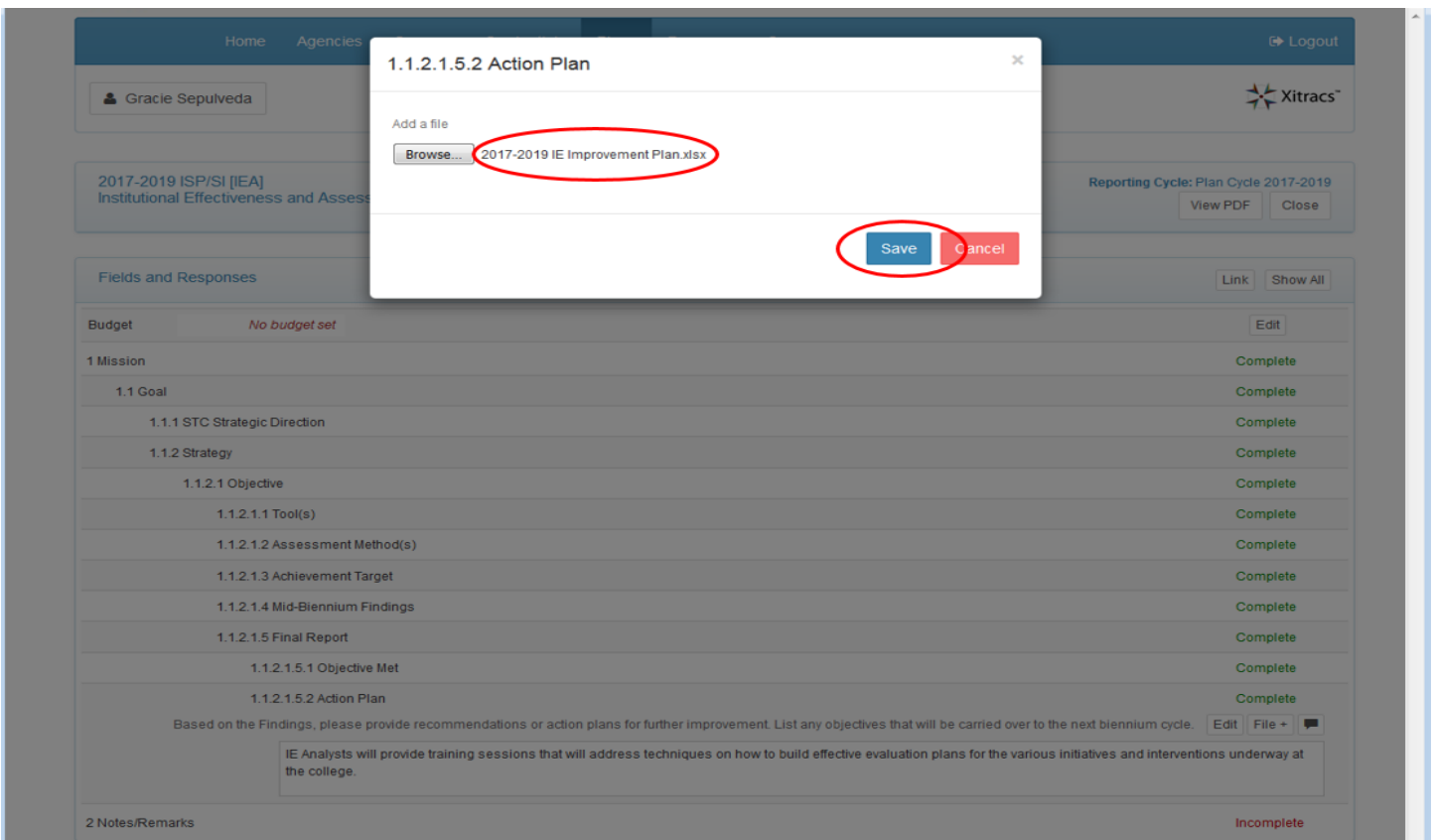
Fields and Responses Link Show All

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 Objective		Complete
1.1.2.1.1 Tool(s)		Complete
1.1.2.1.2 Assessment Method(s)		Complete
1.1.2.1.3 Achievement Target		Complete
1.1.2.1.4 Mid-Biennium Findings		Complete
1.1.2.1.5 Final Report		Complete
1.1.2.1.5.1 Objective Met		Complete
1.1.2.1.5.2 Action Plan	<p>Based on the Findings, please provide recommendations or action plans for further improvement. List any objectives that will be carried over to the next biennium cycle.</p> <p>IE Analysts will provide training sessions that will address techniques on how to build effective evaluation plans for the various initiatives and interventions underway at the college.</p>	Complete
2 Notes/Remarks		Incomplete
1.1.2.1.5 Final Report		Complete
1.1.2.1.5.1 Objective Met		Complete
1.1.2.1.5.2 Action Plan		Complete
2 Notes/Remarks		Incomplete

After clicking on the **File +** button, a new window will appear. Click on the **Browse** button to search for the file you wish to upload.



Once you have selected the file you want to upload, click on the **Save** button, and then click anywhere **outside** of that window to go back to the main screen.



Lastly, at the end of your IE plan there is a **Notes/Remarks** field. If you have anything else to add that would help clarify any upcoming plans, please feel free to add those notes here. If you decide to add a response, click anywhere on the **Notes/Remarks** field so that the **Edit** button can be viewed.



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Fields and Responses Link Show 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 Objective		Complete
1.1.2.1.1 Tool(s)		Complete
1.1.2.1.2 Assessment Method(s)		Complete
1.1.2.1.3 Achievement Target		Complete
1.1.2.1.4 Mid-Biennium Findings		Complete
1.1.2.1.5 Final Report		Complete
1.1.2.1.5.1 Objective Met		Complete
1.1.2.1.5.2 Action Plan		Complete
2 Notes/Remarks		Incomplete

Once you have clicked on the **Notes/Remarks** field, remember to click on the **Edit** button so that you may begin entering your information.

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

Gracie Sepulveda Library Xitrac's

2017-2019 ISP/SI [IEA] Institutional Effectiveness and Assessment Reporting Cycle: Plan Cycle 2017-2019 View PDF Close

Fields and Responses Link Show 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 Objective		Complete
1.1.2.1.1 Tool(s)		Complete
1.1.2.1.2 Assessment Method(s)		Complete
1.1.2.1.3 Achievement Target		Complete
1.1.2.1.4 Mid-Biennium Findings		Complete
1.1.2.1.5 Final Report		Complete
1.1.2.1.5.1 Objective Met		Complete
1.1.2.1.5.2 Action Plan		Complete
2 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.

No response Add new Edit

After clicking on the **Edit** button, a new window will appear. Enter your response on this window, and check off the **Mark as complete** box. Also, click on the **Save** button so that your answer can be recorded.

2 Notes/Remarks

Paragraph Font Family Font Sizes A A <>

B I U [List of icons]

All IEA staff attend both internal and external professional development trainings. Although this practice has been institutionalized, the IE department will continue to be part of internal trainings, such as the XitracS software system, and any others pertaining to best practices for IE planning.

p Words: 44

Mark as complete Mark as not applicable

Save Cancel

Once you have checked off the **Mark as complete** box, and clicked on the **Save** button, the status of the **Notes/Remarks** field will now change to **Complete**.

SOUTH TEXAS COLLEGE

Home Agencies Courses Credentials Plans Programs Surveys Logout

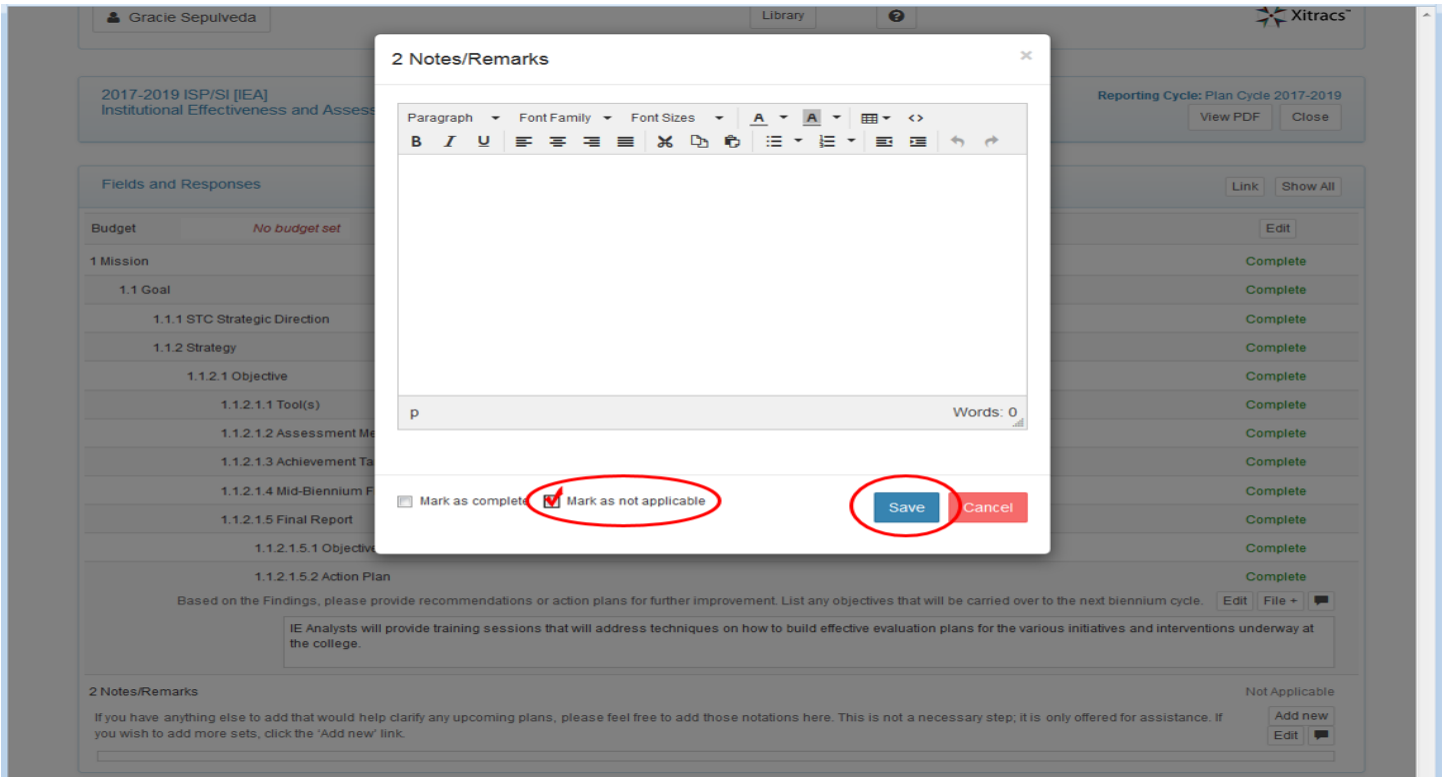
Gracie Sepulveda Library XitracS

2017-2019 ISP/SI [IEA] Institutional Effectiveness and Assessment Reporting Cycle: Plan Cycle 2017-2019 View PDF Close

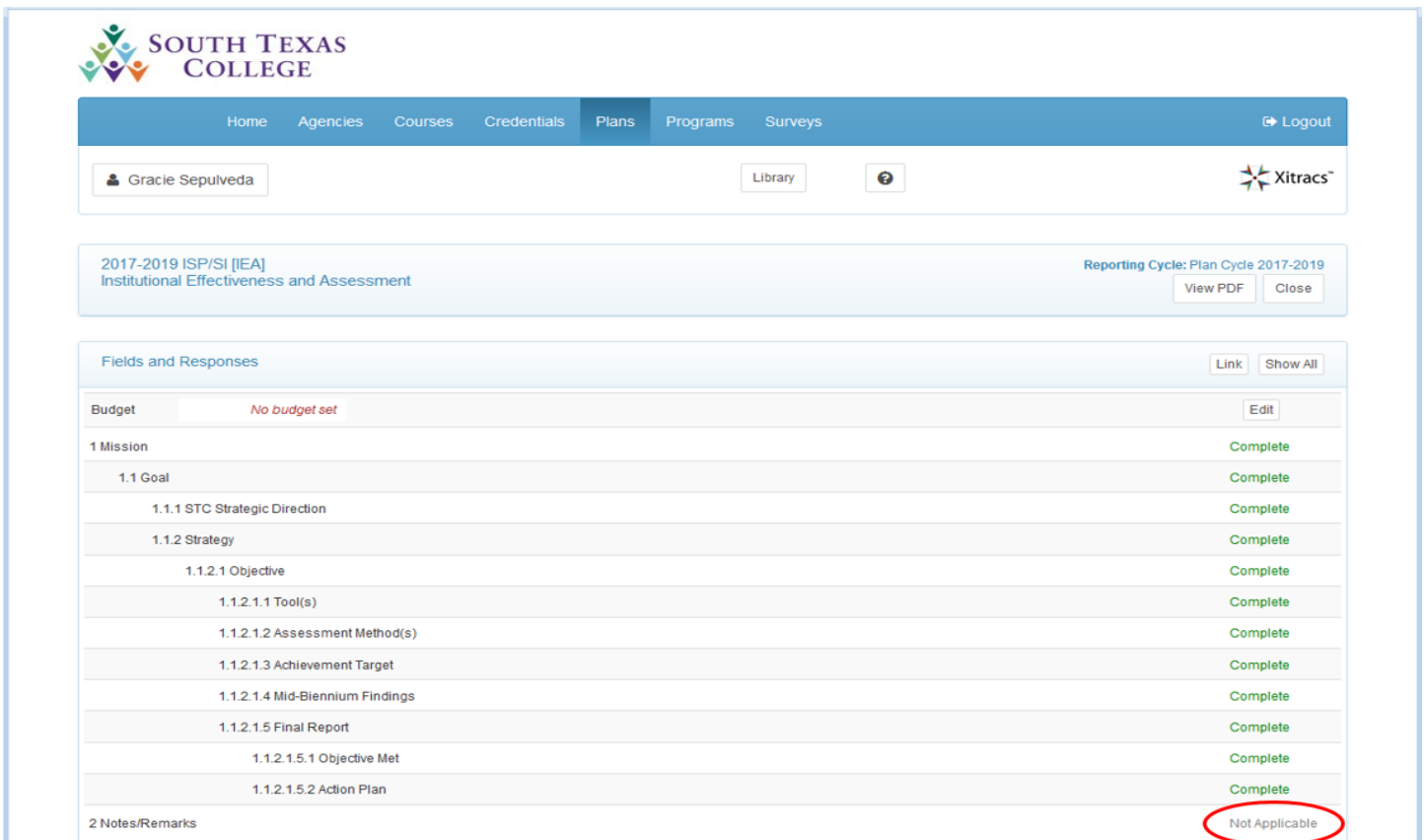
Fields and Responses Link Show All

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 Objective		Complete
1.1.2.1.1 Tool(s)		Complete
1.1.2.1.2 Assessment Method(s)		Complete
1.1.2.1.3 Achievement Target		Complete
1.1.2.1.4 Mid-Biennium Findings		Complete
1.1.2.1.5 Final Report		Complete
1.1.2.1.5.1 Objective Met		Complete
1.1.2.1.5.2 Action Plan		Complete
2 Notes/Remarks		Complete

Alternatively, if you do not have any information to enter, you may leave the window blank, and check off the **Mark as not applicable** box, but do not forget to click on the **Save** button so that the **Notes/Remarks** field will not continue to appear as **Incomplete**.



If you did not enter any information, and checked off the **Mark as not applicable** box, the **Notes/Remarks** field will now appear as **Not Applicable**.



You can also add more notes or remarks if you would like to do so. To do that, simply click anywhere on the **Notes/Remarks** field to view the **Add new** option.

The screenshot shows the South Texas College XitracS interface. At the top, there is a navigation bar with links for Home, Agencies, Courses, Credentials, Plans, Programs, and Surveys, along with a Logout button. Below this is a user profile for Gracie Sepulveda and a Library icon. The main content area displays the '2017-2019 ISP/SI [IEA] Institutional Effectiveness and Assessment' report, with a 'Reporting Cycle: Plan Cycle 2017-2019' and buttons for 'View PDF' and 'Close'. The 'Fields and Responses' section contains a table with the following structure:

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 Objective		Complete
1.1.2.1.1 Tool(s)		Complete
1.1.2.1.2 Assessment Method(s)		Complete
1.1.2.1.3 Achievement Target		Complete
1.1.2.1.4 Mid-Biennium Findings		Complete
1.1.2.1.5 Final Report		Complete
1.1.2.1.5.1 Objective Met		Complete
1.1.2.1.5.2 Action Plan		Complete
2 Notes/Remarks		Complete

The '2 Notes/Remarks' row is highlighted with a red border.

Once you have done that, notice the cell will expand allowing you to see the **Add new** button.

This screenshot shows the same interface as the previous one, but with the '2 Notes/Remarks' row expanded. The expanded view includes a text area with the following text: "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." Below the text area is an 'Add new' button, which is circled in red. A red arrow points from the bottom of the page towards the 'Add new' button.

After clicking on the **Add new** button, you will be asked to confirm that you actually intended to add new notes or remarks. If that is what you intended to do, simply click **OK**, and follow the same instructions you previously performed when you were adding your first **Notes/Remarks**. Otherwise, hit **Cancel**.

The screenshot shows the XitracS interface with a confirmation dialog box. The dialog box text is: "You are about to add a new Notes/Remarks. Are you sure?". Below the text are two buttons: "OK" and "Cancel". The "OK" button is circled in red. The background shows a table with the following structure:

Fields and Responses		Link	Show 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 Objective		Complete	
1.1.2.1.1 Tool(s)		Complete	
1.1.2.1.2 Assessment Method(s)		Complete	
1.1.2.1.3 Achievement Target		Complete	
1.1.2.1.4 Mid-Biennium Findings		Complete	
1.1.2.1.5 Final Report		Complete	
1.1.2.1.5.1 Objective Met		Complete	
1.1.2.1.5.2 Action Plan		Complete	
2 Notes/Remarks		Complete	

Once you click on the **Add new** button, and confirm by clicking **OK**, notice the new **Notes/Remarks** field will appear below the first **Notes/Remarks** field. Follow the same instructions as performed on the first set of notes.

The screenshot shows the XitracS interface with the 'Fields and Responses' table. The '2 Notes/Remarks' field is circled in red, and the '3 Notes/Remarks' field is also circled in red. A red arrow points from the '2 Notes/Remarks' field to the '3 Notes/Remarks' field. The table structure is as follows:

Fields and Responses		Link	Show 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 Objective		Complete	
1.1.2.1.1 Tool(s)		Complete	
1.1.2.1.2 Assessment Method(s)		Complete	
1.1.2.1.3 Achievement Target		Complete	
1.1.2.1.4 Mid-Biennium Findings		Complete	
1.1.2.1.5 Final Report		Complete	
1.1.2.1.5.1 Objective Met		Complete	
1.1.2.1.5.2 Action Plan		Complete	
2 Notes/Remarks		Complete	
3 Notes/Remarks		Incomplete	

If you change your mind, and wish to delete the new **Notes/Remarks** field, you may delete it at any time. Begin by first clicking anywhere on the new **Notes/Remarks** field so that you can view the **Delete** button.

The screenshot shows the XitracS interface for the '2017-2019 ISP/SI (IEA) Institutional Effectiveness and Assessment'. The 'Fields and Responses' section lists various components with their completion status:

Field Name	Status
Budget	No budget set
1 Mission	Complete
1.1 Goal	Complete
1.1.1 STC Strategic Direction	Complete
1.1.2 Strategy	Complete
1.1.2.1 Objective	Complete
1.1.2.1.1 Tool(s)	Complete
1.1.2.1.2 Assessment Method(s)	Complete
1.1.2.1.3 Achievement Target	Complete
1.1.2.1.4 Mid-Biennium Findings	Complete
1.1.2.1.5 Final Report	Complete
1.1.2.1.5.1 Objective Met	Complete
1.1.2.1.5.2 Action Plan	Complete
2 Notes/Remarks	Complete
3 Notes/Remarks	Incomplete

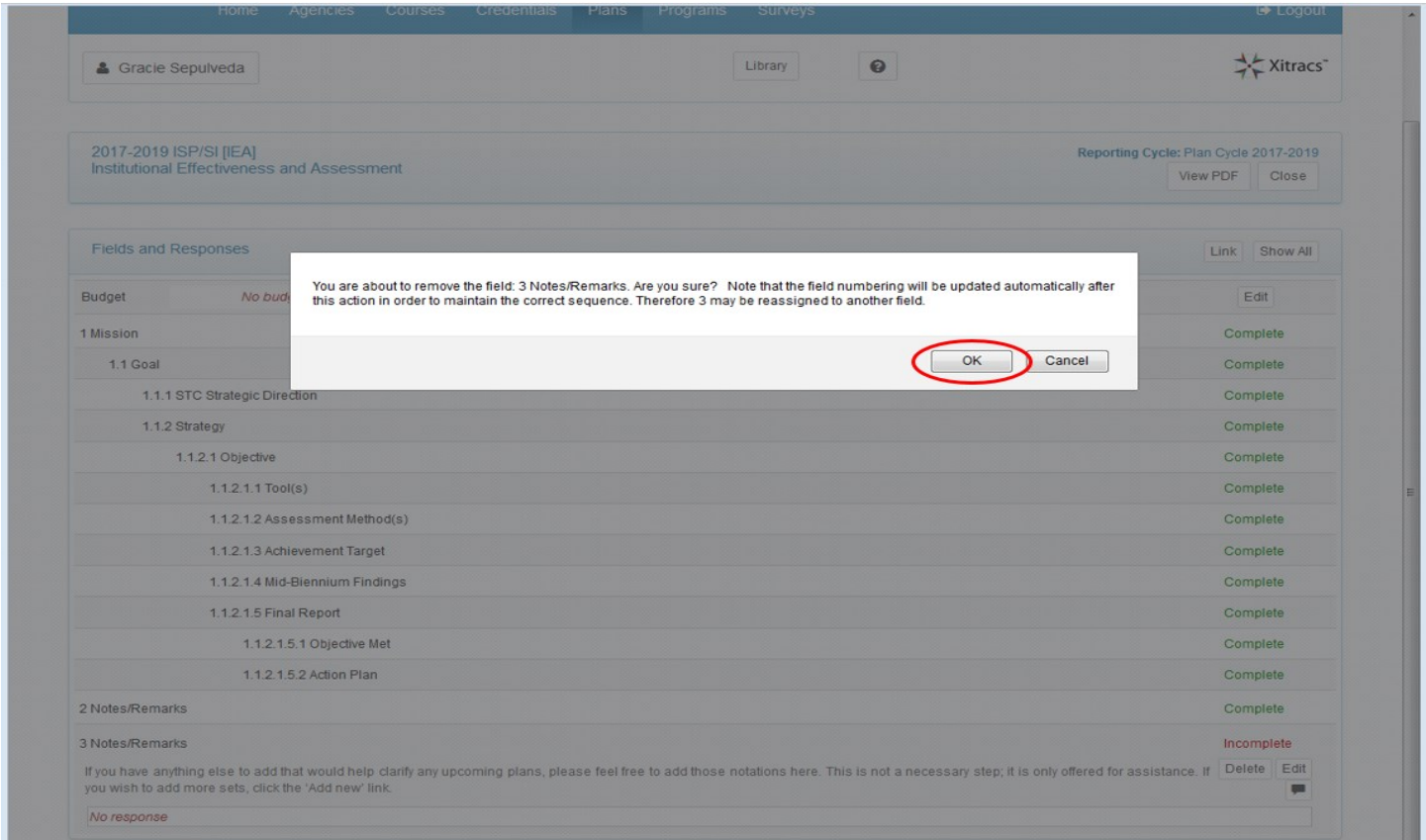
Once you do that, you will have the option to delete the new **Notes/Remarks** field. If you no longer wish to have that additional section as part of your IE Plan, simply click on the **Delete** button.

This screenshot shows the same 'Fields and Responses' section as above, but with a modal window open for the '3 Notes/Remarks' field. The modal contains the following text:

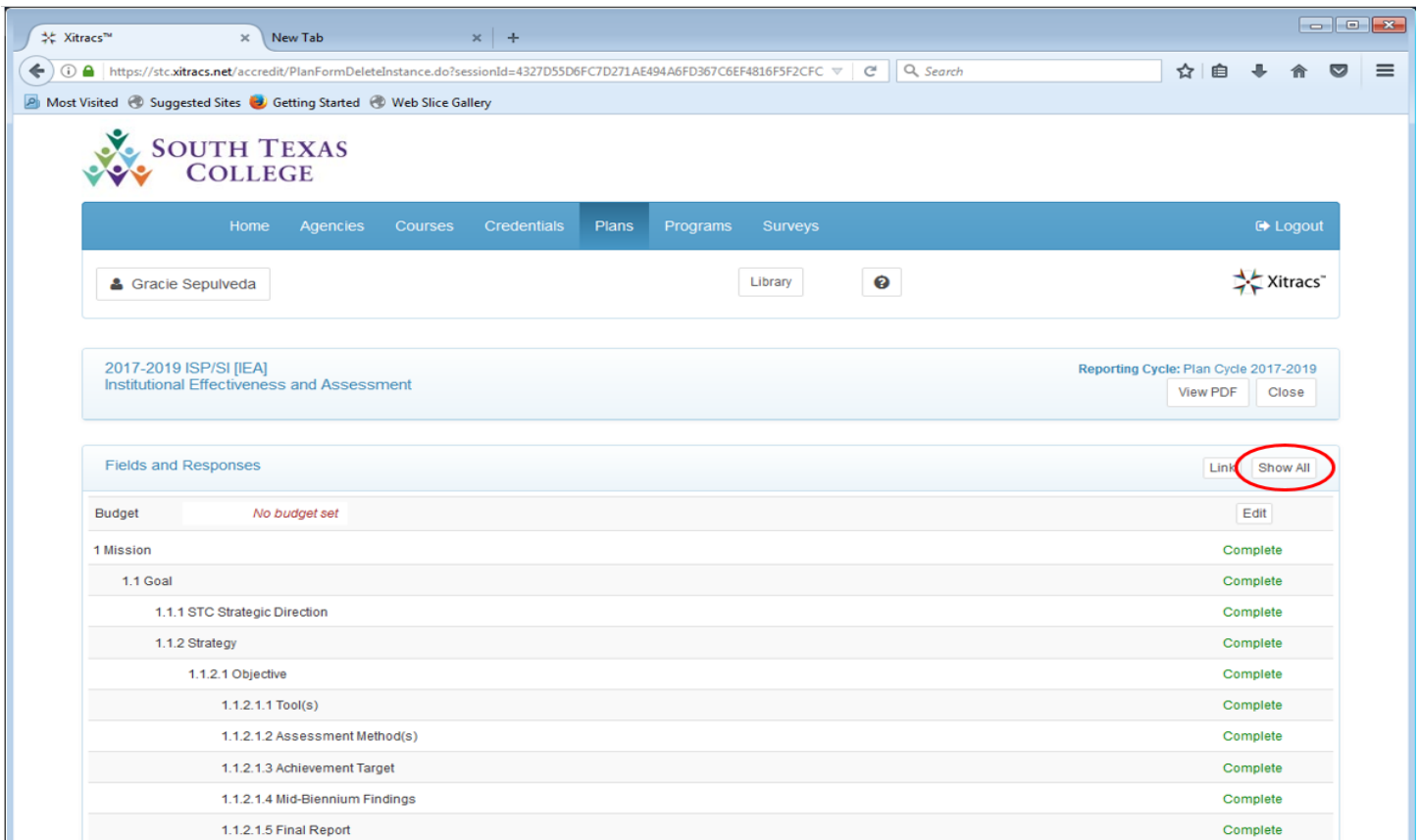
3 Notes/Remarks
 Incomplete
 If you have anything else to add that would help clarify any upcoming plans, please feel free to add those notations here. This is not a necessary step, it is only offered for assistance. If you wish to add more sets, click the 'Add new' link.
 No response

At the bottom right of the modal, there are two buttons: 'Delete' (circled in red) and 'Edit'. A red arrow points from the 'Delete' button in the modal to the '3 Notes/Remarks' row in the background table.

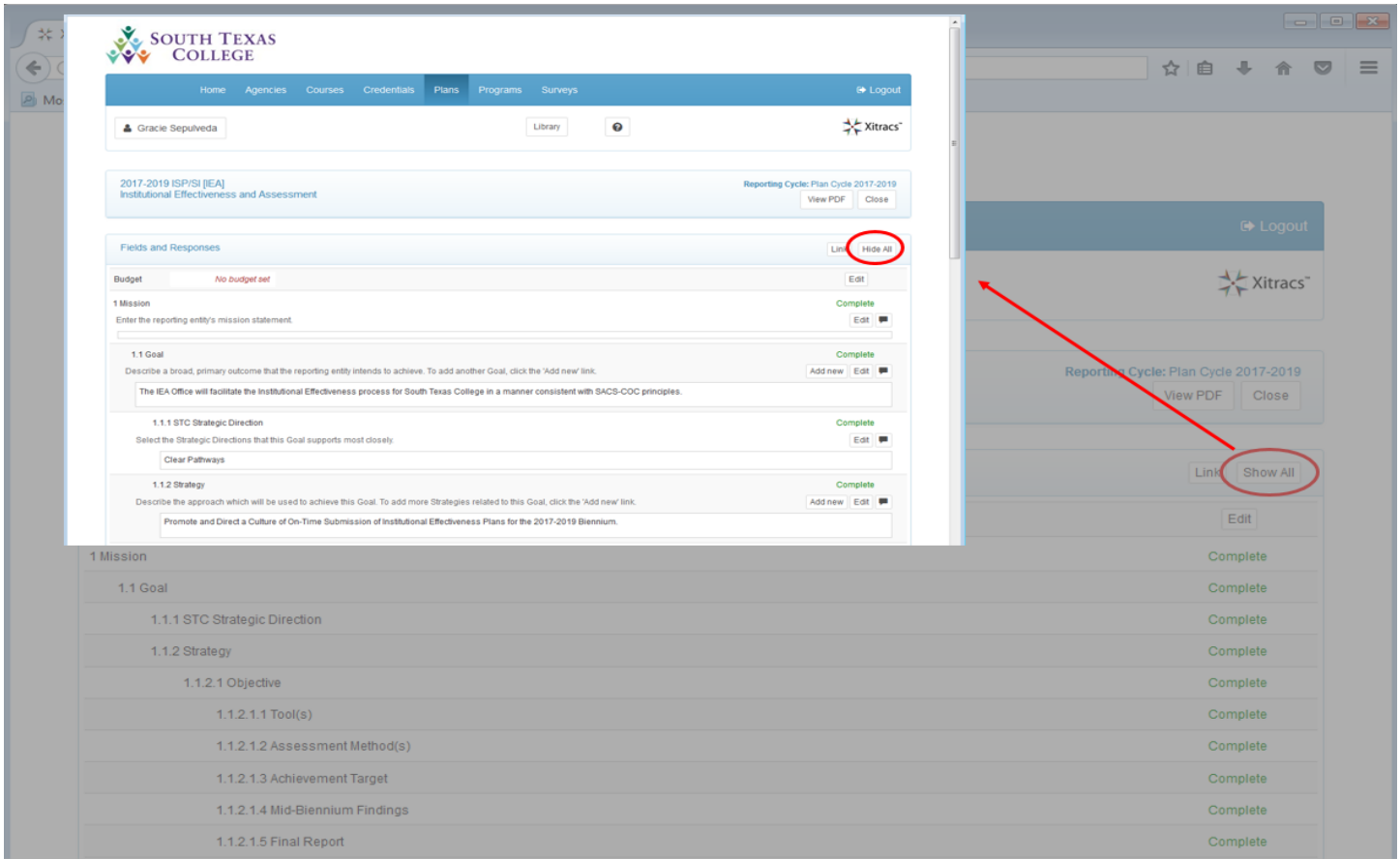
After clicking on the **Delete** button, you will be asked to confirm that you want to delete the new **Notes/Remarks** field you had created. Click **OK** to confirm you want to delete it.



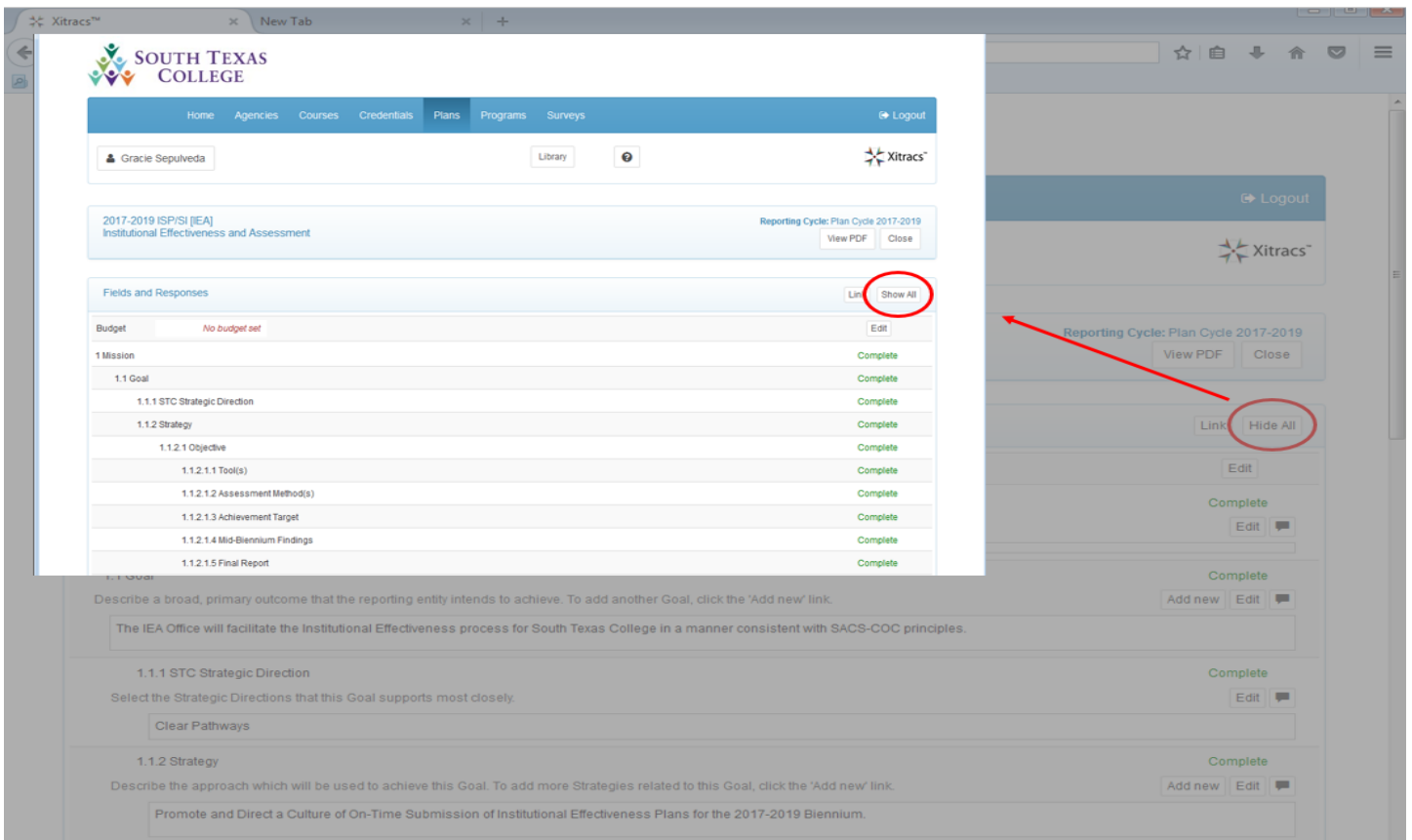
Please note, you can expand or collapse the plan you are writing at any point by clicking on the **Show All** button at the top right of the **Fields and Responses** section.



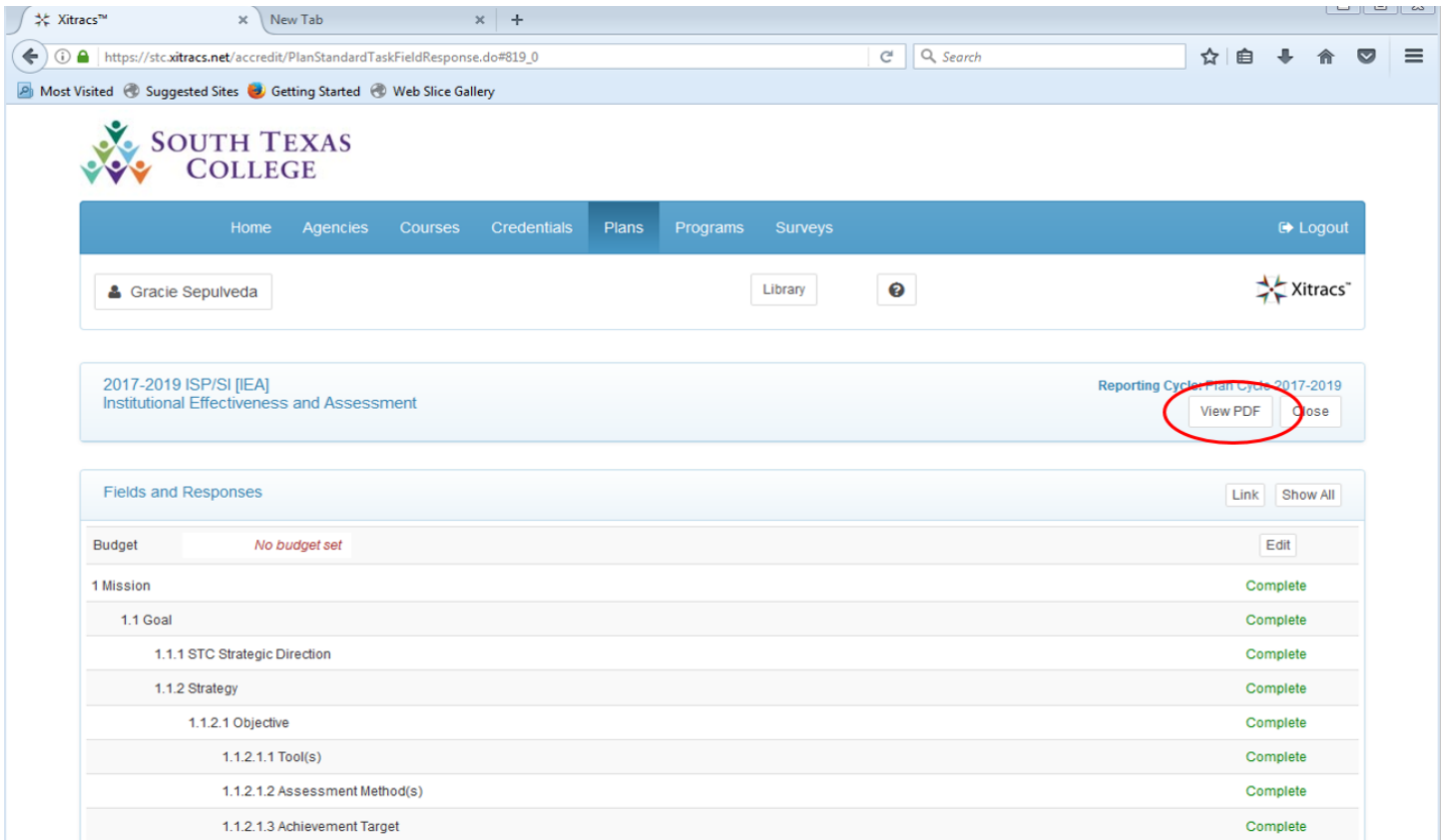
After clicking on the **Show All** button, you will be able to view all the entries you have made so far for every section of the plan. Notice the **Show All** button will now be displayed as **Hide All**.



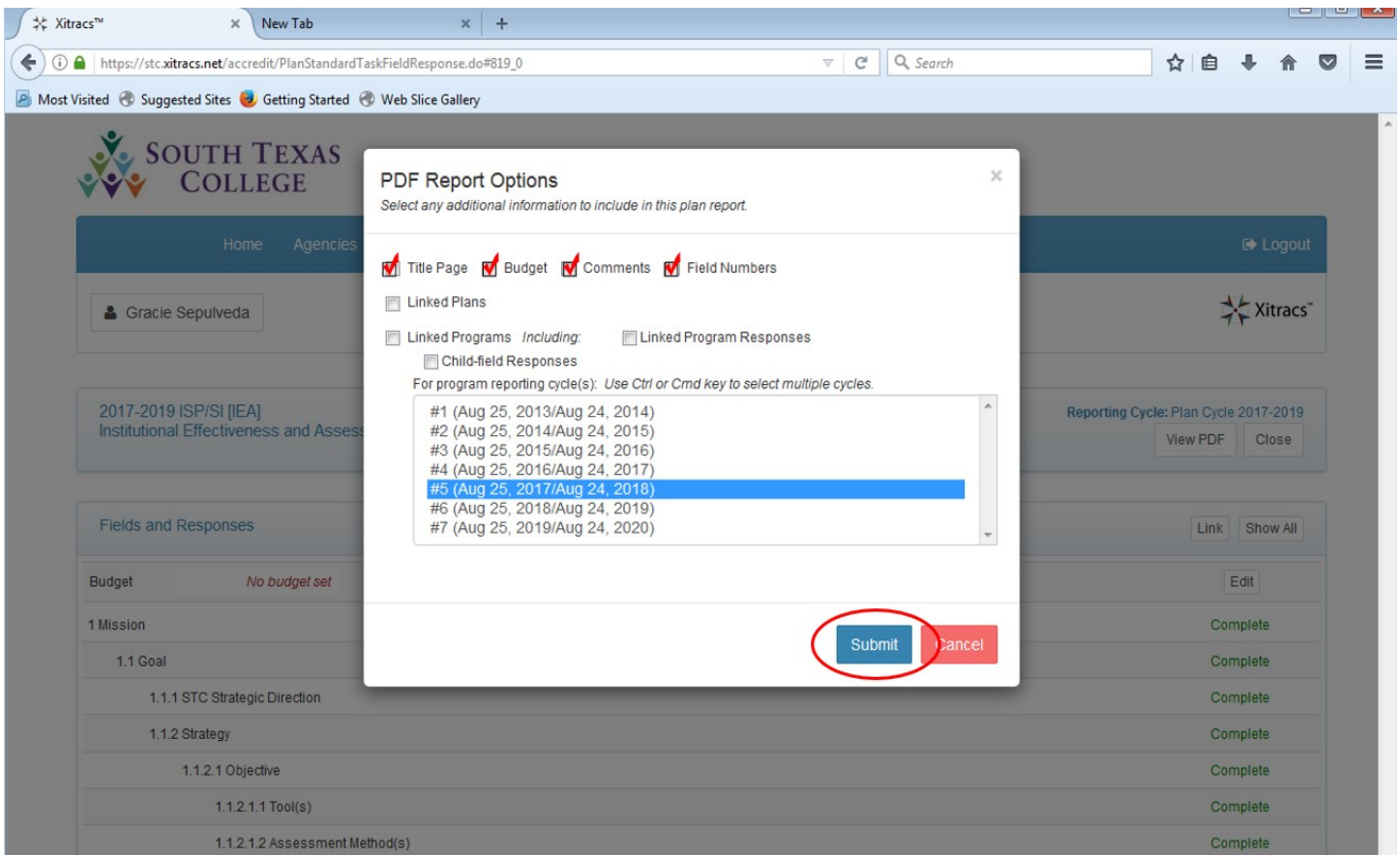
If you click on the **Hide All** button, the fields will contract, and you will see the **Show All** button again.



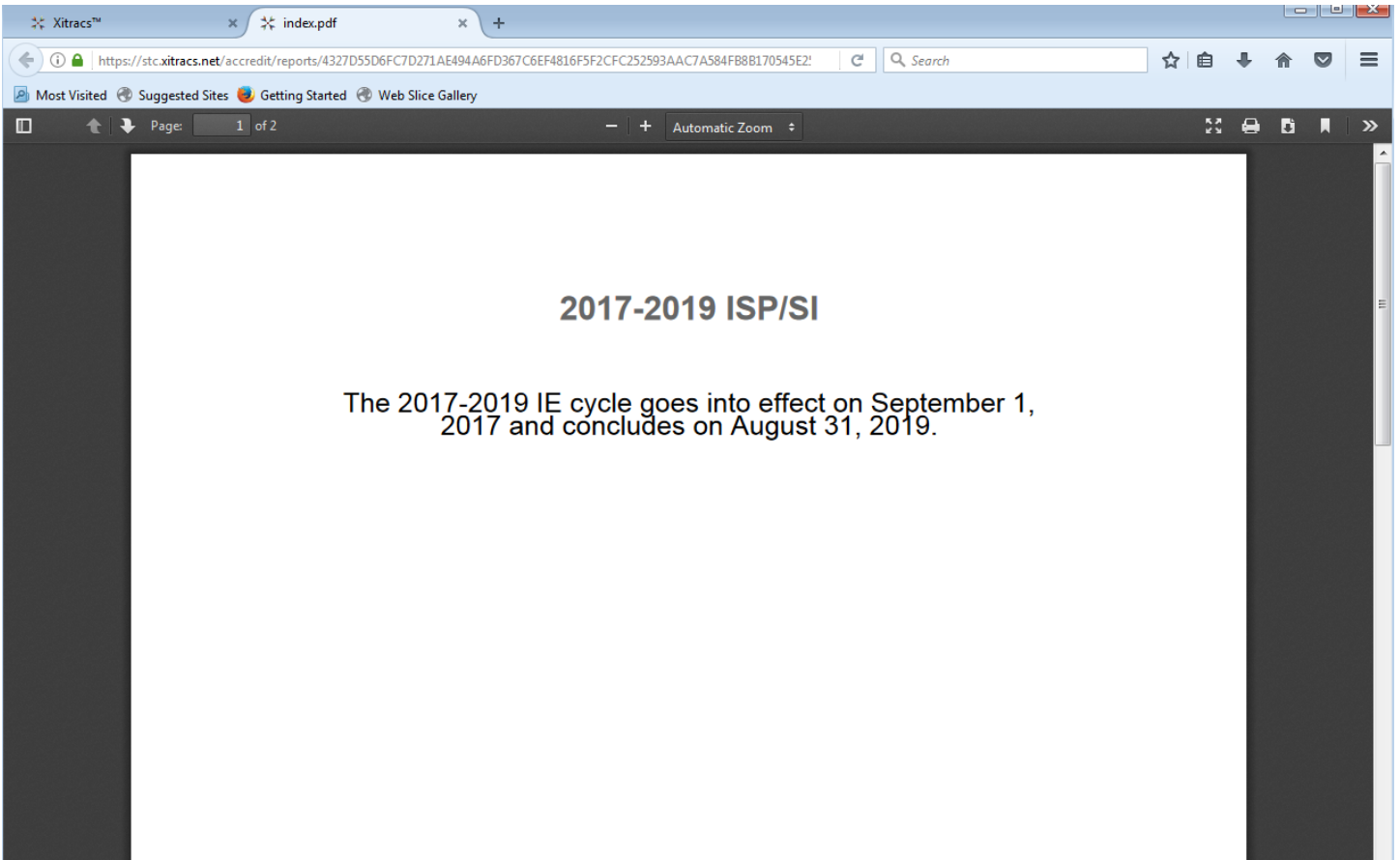
To create a **PDF** version of your plan, click on the **View PDF** button at the top of the main screen.



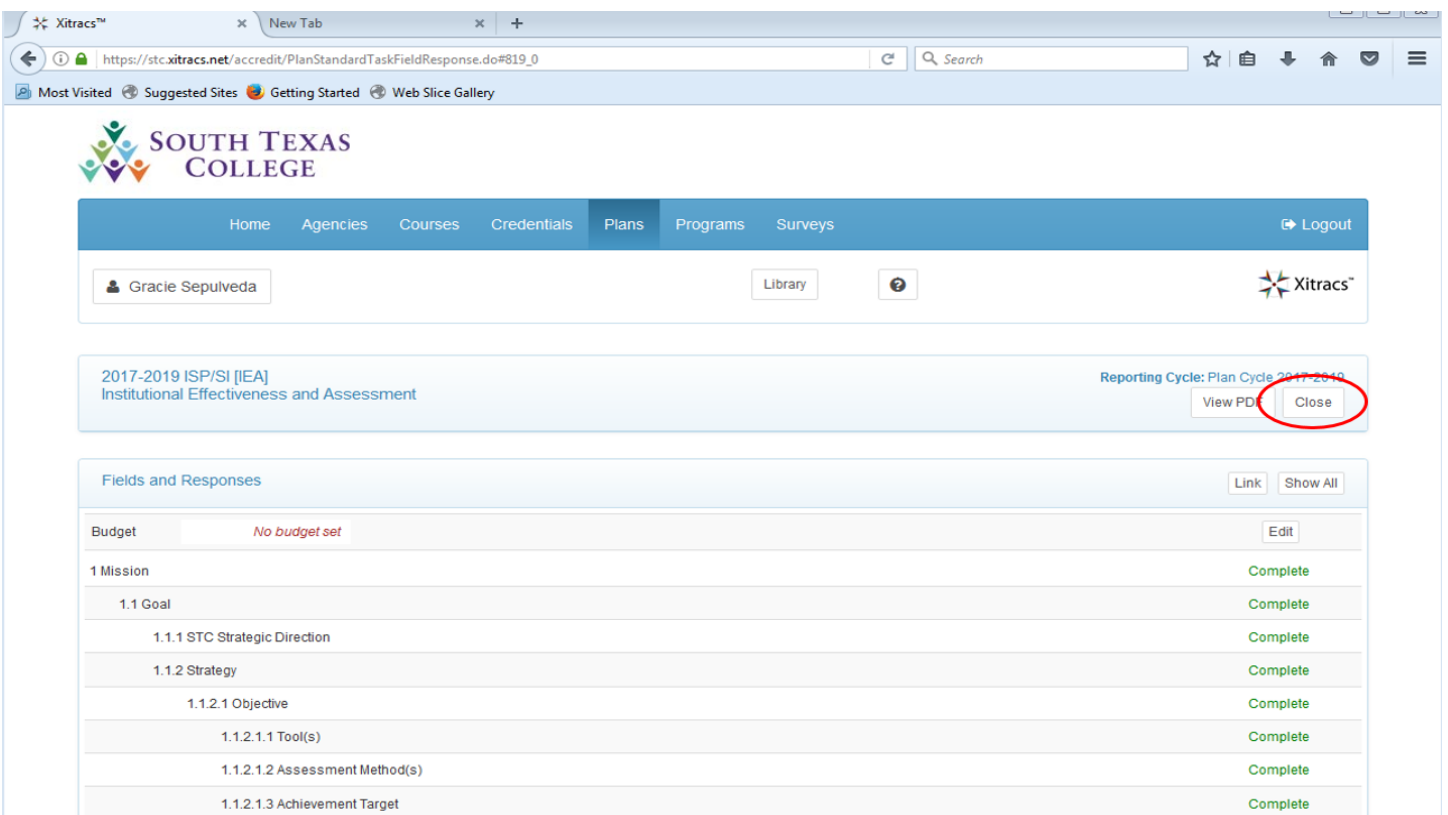
After clicking on the **View PDF** button, a new window will appear allowing you to select the components you would like to see on your PDF report. Check off as many as you want, and then press the **Submit** button.



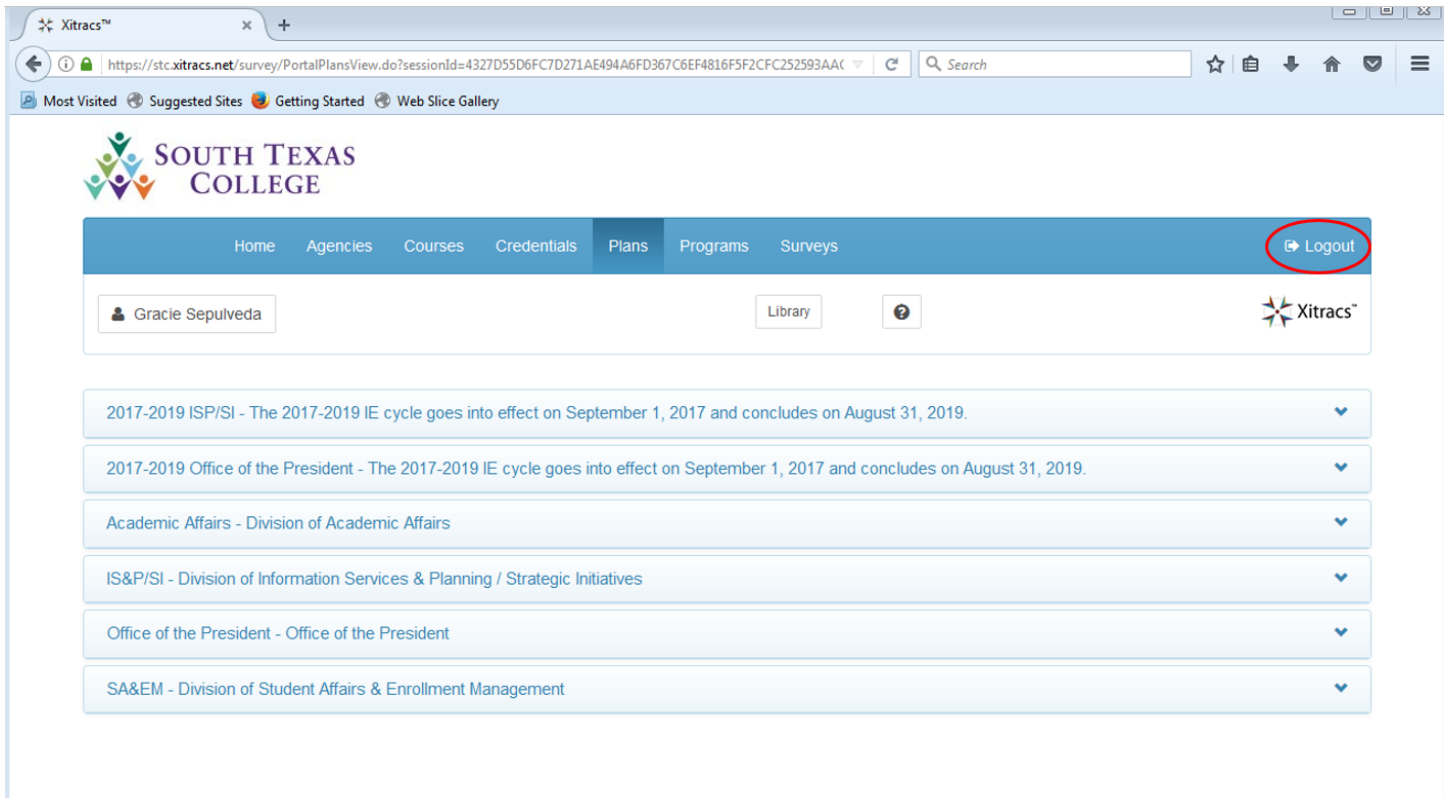
Once you press the **Submit** button, you will be able to view your PDF copy. The first page on your report will be the title page, and the actual report will begin on the second page.



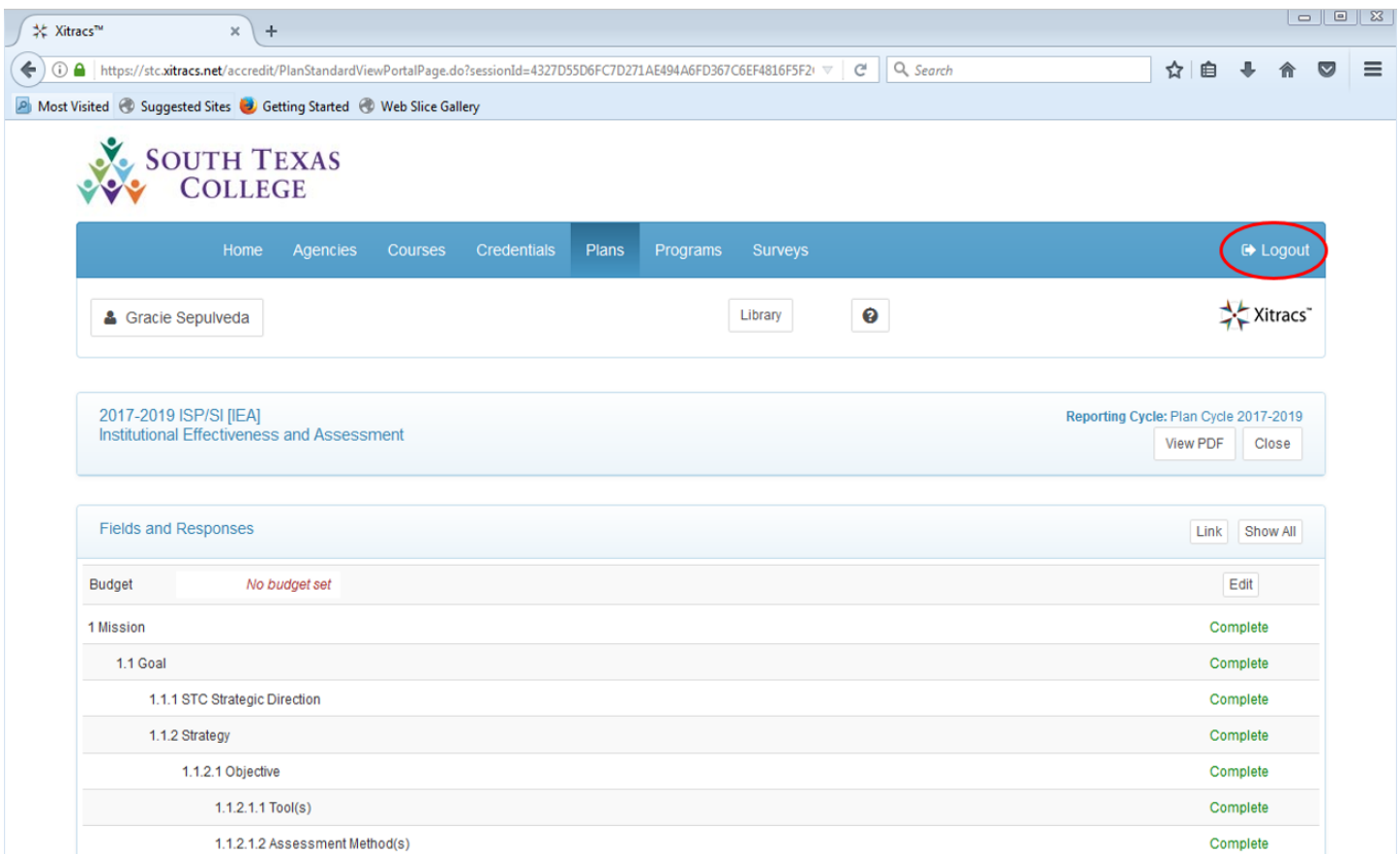
When you are finished editing your plan, simply click on the **Close** button on the upper right corner of the main page to exit that screen.



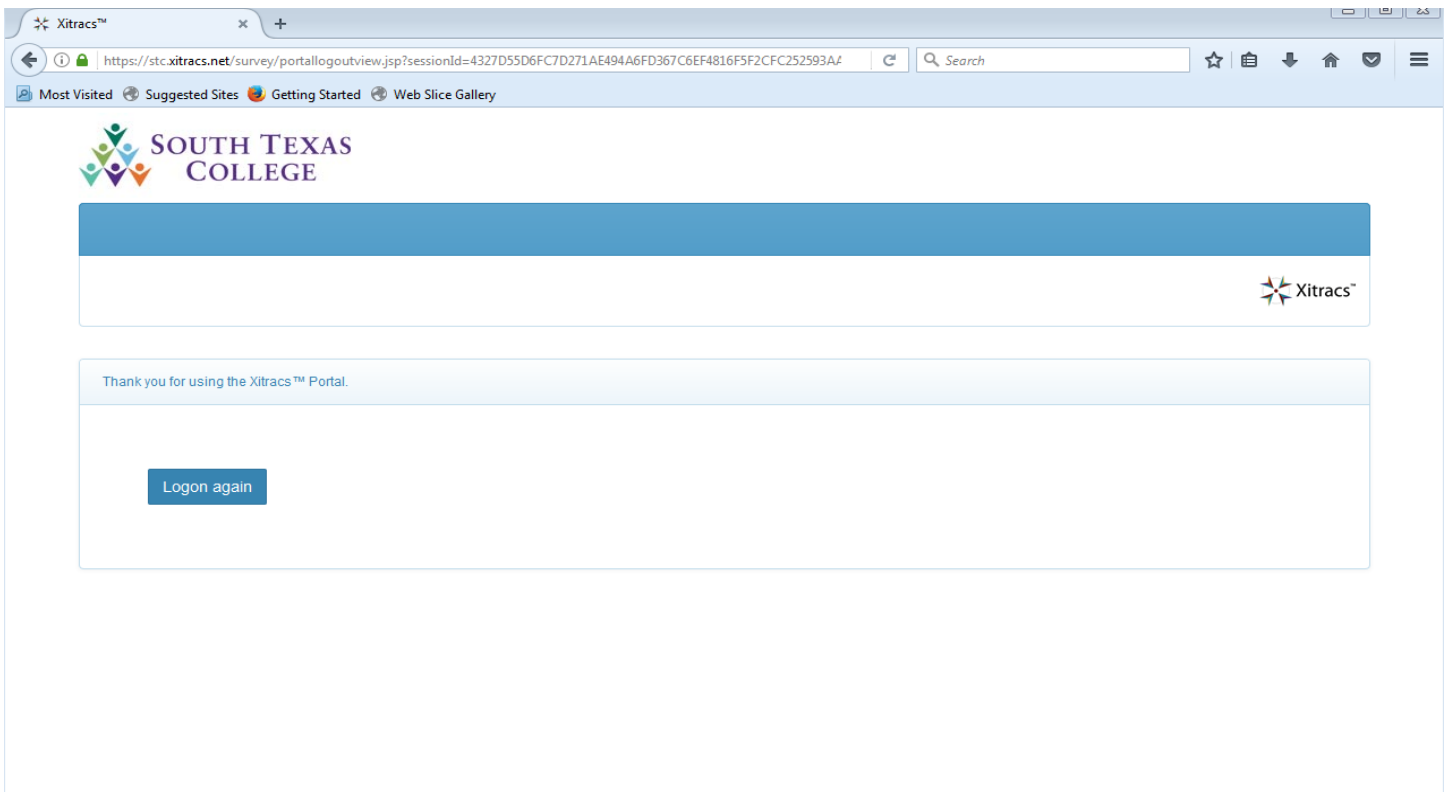
Once you do that, you will be taken back to the main menu. Click on the **Logout** button found at the right top corner to exit the program.



Alternatively, you can also log out directly from the plan screen by clicking on the **Logout** button located at the top right corner of your plan.



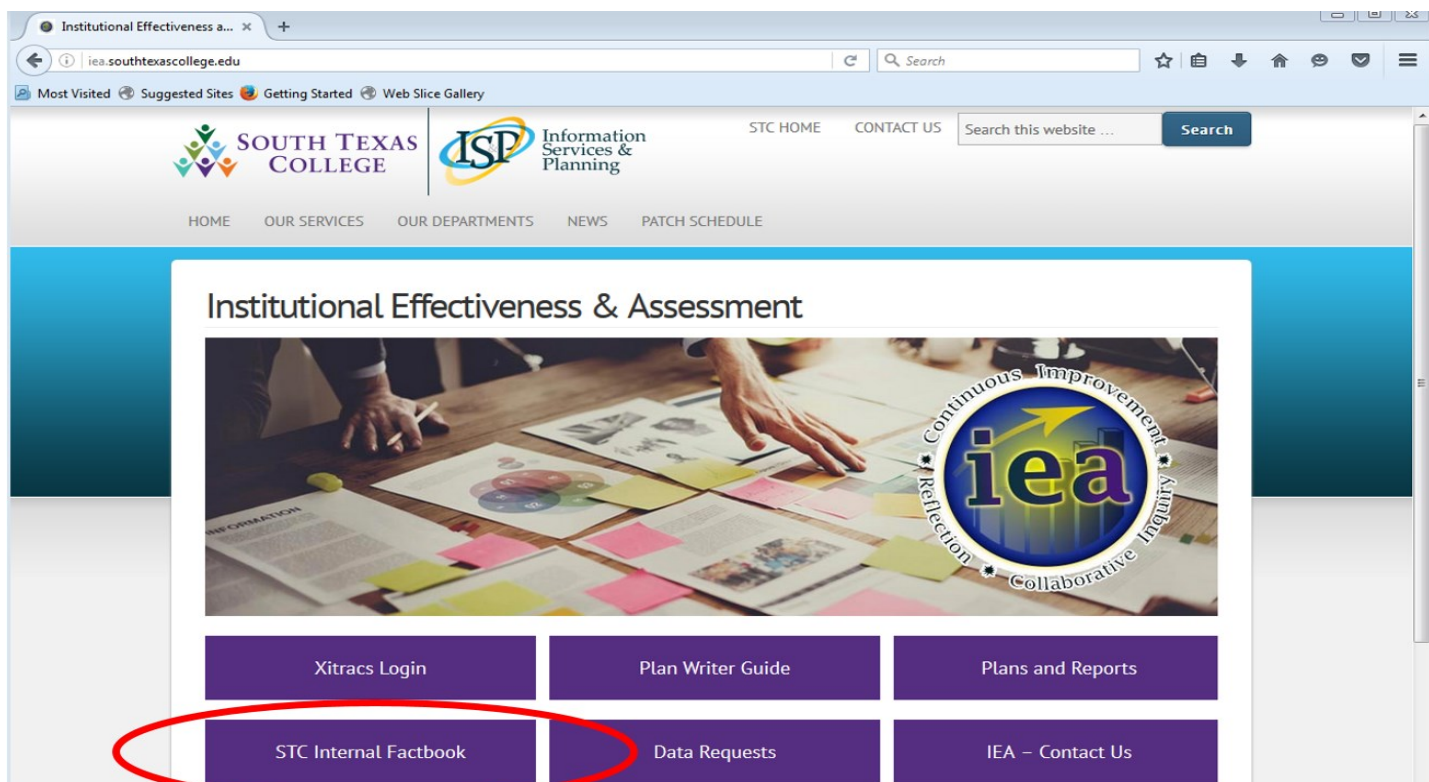
After clicking on the **Logout** button, you will have exited Xitracs.



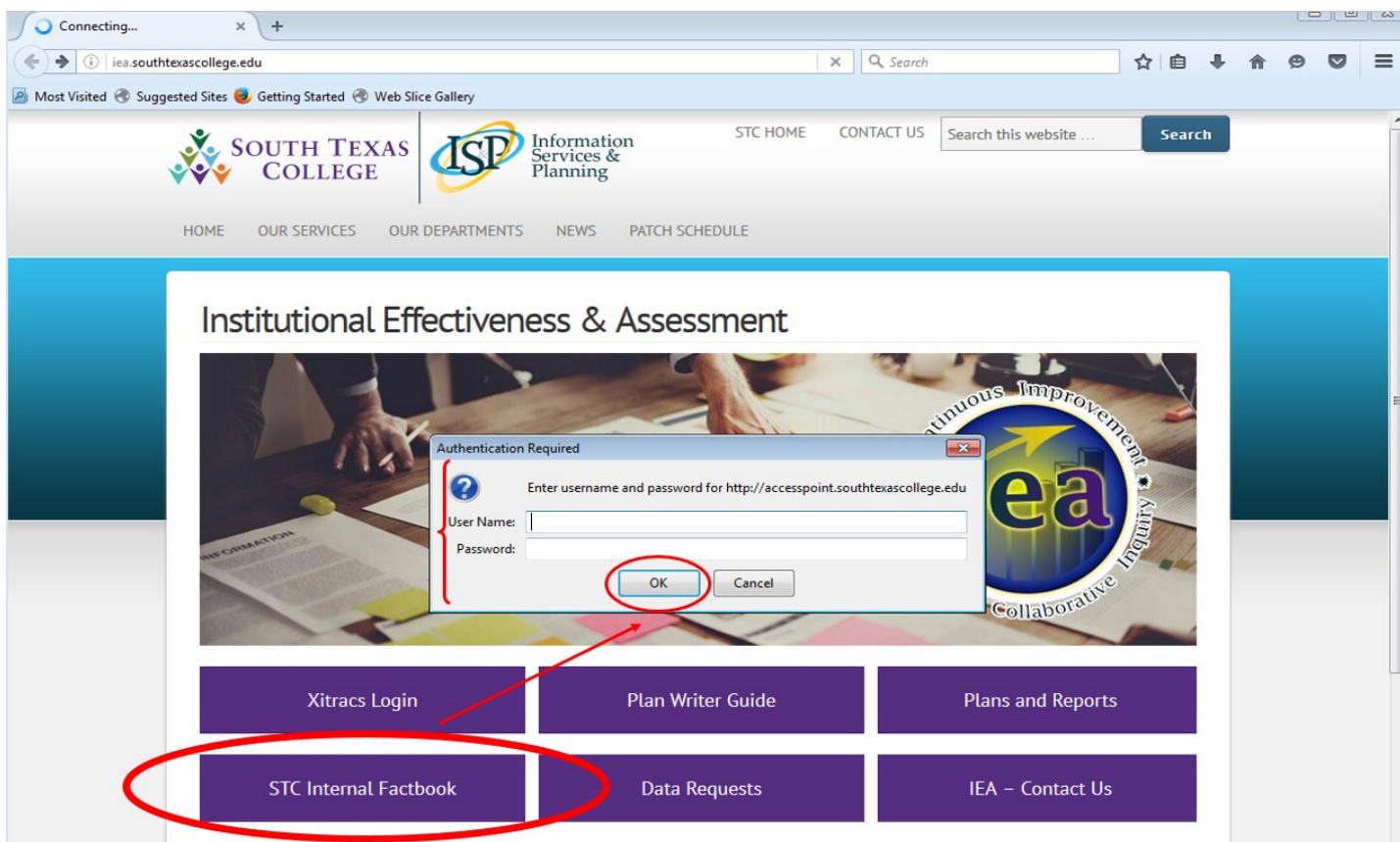
The screenshot shows a web browser window with the following elements:

- Browser Tab:** Xitracs™
- Address Bar:** <https://stc.xitracs.net/survey/portallogoutview.jsp?sessionId=4327D55D6FC7D271AE494A6FD367C6EF4816F5F2CFC252593A4>
- Navigation Bar:** Most Visited, Suggested Sites, Getting Started, Web Slice Gallery
- Header:** SOUTH TEXAS COLLEGE logo
- Content Area:**
 - A solid blue horizontal bar.
 - A white box containing the Xitracs™ logo in the bottom right corner.
 - A light blue box with the text "Thank you for using the Xitracs™ Portal."
 - A dark blue button labeled "Logon again".

Please note, statistical data can be found on the **STC Internal Factbook**. This information can be found on the IE website: iea.southtexascollege.edu. You may access that information, by clicking on the **STC Internal Factbook** button.



After clicking on the **STC Internal Factbook** button, a new window will open up. Type in your JagNet credentials (not Xitrac's), and click **OK**.



After entering your credentials, you will be taken to the main **FACTBOOK** page where you will have access to various types of information that could be useful when computing the findings for your IE Plan.

STC Fact Book

accesspoint.southtexascollege.edu/factbook/default.aspx

Most Visited Suggested Sites Getting Started Web Slice Gallery

FACTBOOK

Access Completion Transfer & Success Employment Success & Retention College Readiness Academic Progress Stakeholder Satisfaction Finance Facilities

Fact Book Home
About South Texas College
Evidence of Excellence
IE Plan Writer Guide
Research & Analytical Services
Research Briefs
Institutional Effectiveness & Assessment
IRE Training Materials
Data Release Timeline
Data Request Portal
FAQs
Glossary of Terms
Fact Book Archives

Contacting Us
The Office of Institutional Effectiveness and Assessment
2501 W. Pecan Blvd.
McAllen, TX 78501
(956) 872-3731

Welcome to South Texas College's Online Fact Book!

South Texas College generates and utilizes relevant, timely, and accurate data to guide decision making, and to assist with implementation and evaluation of institutional and instructional initiatives that promote student learning and student success. The new online Fact Book is a comprehensive data center designed for use by STC's administrators, faculty, and staff. We would like to hear your feedback on the new Fact Book. Please send your comments or questions to **Peng Lu**. Data and reports are organized by section (accessibly by clicking on the menu tabs above) according to the **Institutional Performance Indicators**. The following is a description of the information found within each section.

STC History
South Texas College's history along with the institutional profile can be found within this tab.

Access
Access measures whether the college and its services are widely available to the residents of the College District service area. All public colleges are required by the Texas Higher Education Coordinating Board to ensure equity of access by gender, ethnicity and similar characteristics that have historically been subject to bias in higher education. Within this tab you can find various reports and studies related to the college's enrollment.

Completion
STC closely monitors student completion; the finishing of a course, degree, or certificate program. Students complete a course when they finish the course with a letter grade or a Pass/No Pass grade. Course completion does not include those who withdraw from a course, which results in a grade of W. Successful course completion occurs when students finish a course by earning a course grade of "C" or better. At South Texas College, course pass rate is based on the percent of students successfully completing the course, earning a grade of "C" or better. The graduation rate is the proportion of a given group of students (cohort) who graduate within a specified period. The standard used for the federal (Department of Education) definition is the number of students from a first-time in college cohort who complete their program within one and one-half the

Success and Retention
Retention is defined as continued student enrollment at the College, often measured from the fall semester to the spring semester and from one fall semester to the fall semester of the following years. These retention rates give an indication of the number of students making progress towards completing a degree or certificate. Included in this section are reports on Fall to Fall retention and Fall to Spring retention. Data on the success and retention of students on suspension or probation are kept internally by the Counseling and Advising department.

College Readiness
College readiness refers to students' ability to succeed in the college level coursework as indicated by students passing the TSI approved college readiness tests. Included in this section are reports on the TSI completion rates of STC Developmental students in Reading, Writing, and Math areas. Other reports about students' college preparation and college going rate are also included in this section.

Academic Progress
Academic progress indicates if and how well students achieve their academic goals. Measures in this category include the continued success by students in consecutive or subsequent courses and student progress through the developmental studies sequence.

Stakeholder Satisfaction

Alternatively, if the information you are looking for is not contained on the Factbook, you may submit a data request. To do that, go to the main page of the IEA webpage (iea.southtexascollege.edu), and click on the **Data Requests** button.

Institutional Effectiveness a... x +

iea.southtexascollege.edu

Most Visited Suggested Sites Getting Started Web Slice Gallery

SOUTH TEXAS COLLEGE **ISP** Information Services & Planning

STC HOME CONTACT US Search this website ... Search

HOME OUR SERVICES OUR DEPARTMENTS NEWS PATCH SCHEDULE

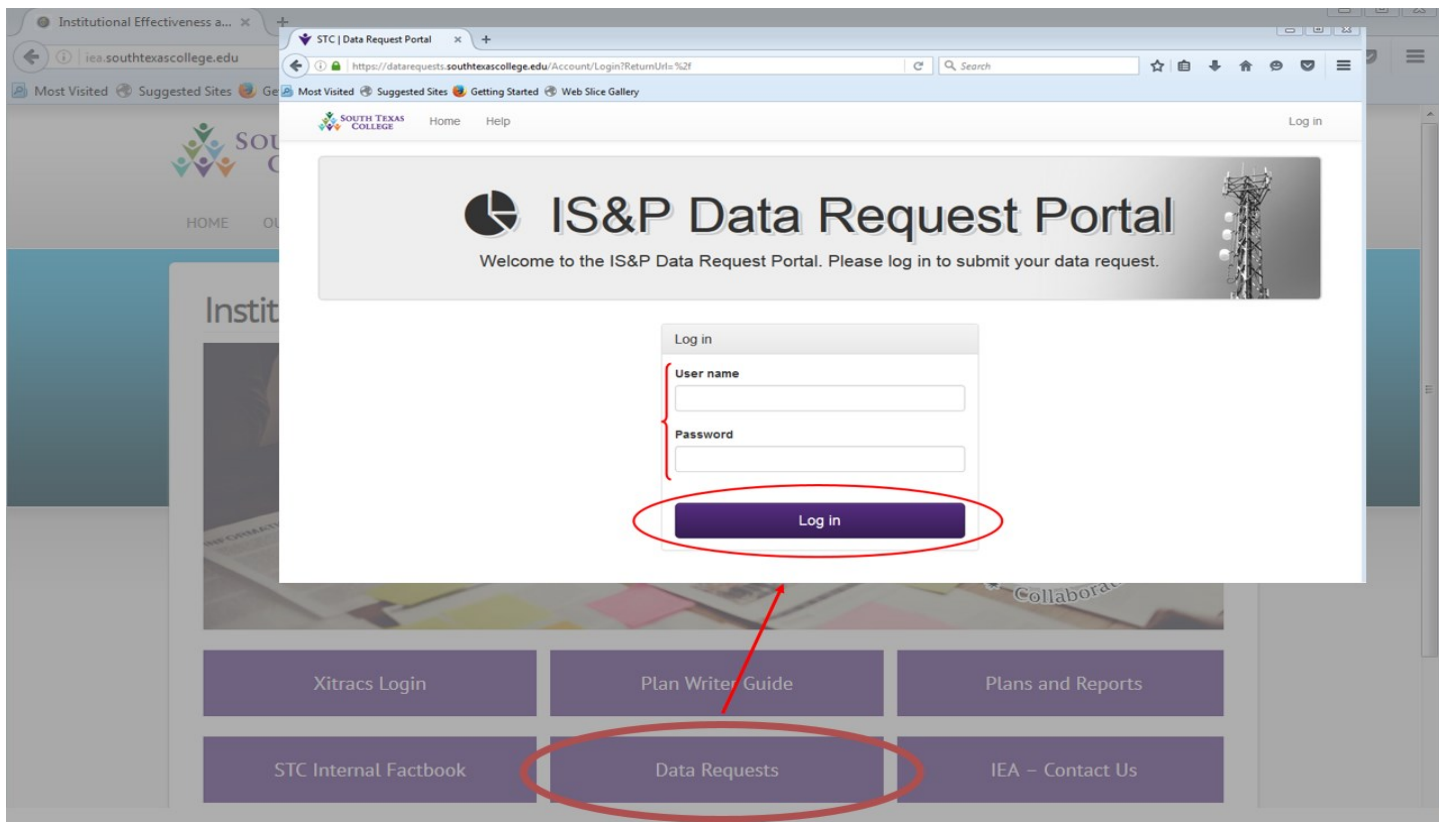
Institutional Effectiveness & Assessment

Continuous Improvement
iea
Reflection Collaborative Inquiry

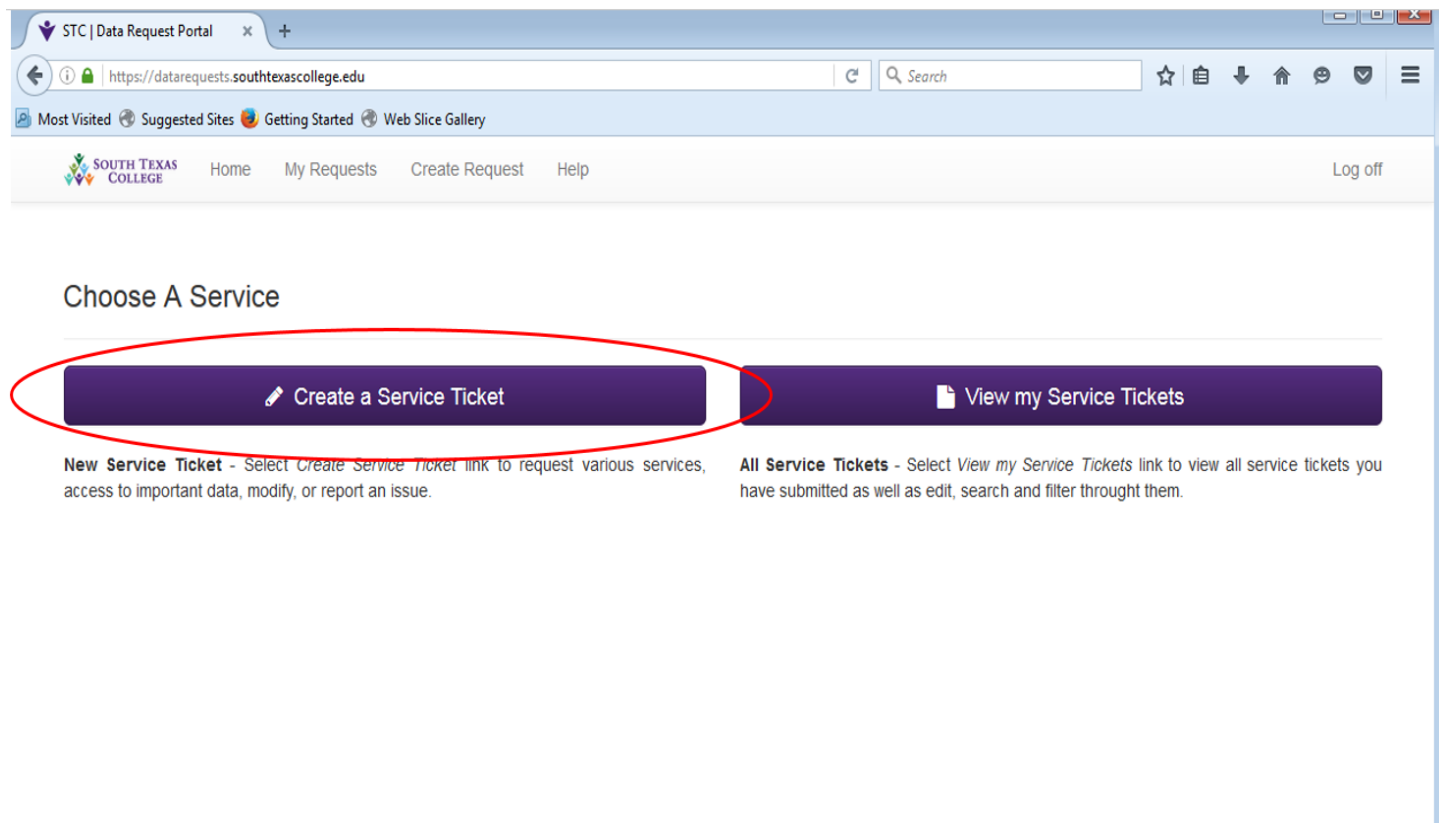
Xitrac Login Plan Writer Guide Plans and Reports

STC Internal Factbook **Data Requests** IEA - Contact Us

After clicking on the **Data Requests** button, a new window will open up. Enter your username and the password you use to log in to your JagNet account (not Xitracs), and click on the **Log in** button.



Once you have entered your credentials, and have clicked on the **Log in** button, you will be able to choose the type of service you are requiring. You may create new service tickets, and also view any data requests you have previously made. To begin a new data request, click on the **Create a Service Ticket** button.



Please remember, we are here to help. If you need further assistance, please contact the IEA department staff.



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