SPOL Glossary of Terms

Planning Module

Planning Unit: Objectives belong to a single Planning Unit. The Unit Manager is responsible for approving the Objective to add it to the Unit's plan.

Unit/School Objective Description: Fully state the objective (initiative, project, ect.) in SMART terms, the Objective Description should be Specific; Measureable; Aggressive, yet Attainable; Results-driven; and Time-limited.

Unit/School Objective Title: Short and descriptive, the Objective Title allows you to easily distinguish one Objective from another in a list.

Unit/School Objective Purpose: Multiple reasons may exist for writing Objectives. You may have been assigned an objective from the institutional or division strategic plan, or perhaps the objective will improve some aspect of departmental operations. The Objective Purpose allows you to identify the primary reason for the Objective. Institutional Goals: Use the Institutional Goals framework to house your institution's strategic, academic, infrastructural, and other high level plans. You can then create institutional context for Objectives by tying them back to one or more of these plans. The View Activity by Institutional Goals page provides a high-level view of all Objectives tied back to each plan.

Planning Unit Goals: You can create aspirational goals on the Planning Unit Homepage, and then identify when an Objective supports one or more of these Planning Unit Goals.

Planning Priorities: If your institution establishes annual priorities to guide planning, operations, and funding, add them to Planning Priorities. You can then identify when your Objectives support one or more institutional priorities. Objective Types: Populate Objective Types with other "tags" that you might apply to Objectives to indicate other important, reportable attributes of plans. How do you plan to do it?

Tasks: Use Tasks to document the actions necessary to complete the Objective. Use the Start and Due Date fields to create a timeline for your project. Identify the Priority (its criticality to the overall project) and periodically update the Status of each Task.

Task Assignments: Each Task can be assigned to the person(s) responsible for carrying it out. Assignments made to Users, Planning Units, and Non-User Contacts will generate emails to the assigned individuals.

Enhanced Budget Request: Consider if any of your Tasks will require additional funding to be carried out successfully. If so, you can create a detailed, multi-item Enhanced Budget Request for each Task, all of which add up to the overall budget estimate for the Objective.

Units Impacted: If you need some assistance from another department to successfully complete your Objective, select that Planning Unit in Units Impacted. SPOL will send an email to the Unit Manager, along with notes from you.

Intended Results (Unit/School Achievement Targets): What results do you expect to see from the Objective or from specific Tasks? Describe your performance expectations in Intended Results. Assessment Measures: Use Assessment Measures to describe how you will measure each of your Intended Results. Describe your data sources and data collection methodologies.

Assessment Measures: Describes how you will measure each of your intended results. Describe your data sources and data collection methodologies.

Associated Outcomes: Perhaps your Objective is intended to improve student learning or operational outcomes documented within the Assessment Module. If so, associate those Outcomes to the Objective.

Status Reports: Document your progress over time within Status Reports. The more detail your report, the more institutional intelligence you create. Remember to also update the Status of Tasks and the overall Objective.

Document Management: Upload relevant documents to the Objectives document repository and make the documents part of the record for the Objective within the Document Management section.

Link Management: Create hyperlinks to web-based artifacts within the Link Management web-link library.

Actual Results/Findings: Document your Actual Results at the end of the Planning Year and at the end of the life cycle of this Objective. Be sure to refer back to your intended Results and Assessment Measures for guidance in reporting Results. How will you use what you've learned?

Use Of Results: Close the loop on this Objective by documenting how you will use your results for continuous quality improvement.

Associated Standards: A carefully assessed and successfully completed Objective can provide excellent evidence for accreditation. Associate the Objective with one or more Standards within the Accreditation Module. The Objective will then be available to be used as evidence for the next self-study for any accrediting body where Standards have been associated.