



# Planning in SPOL

MARCH 22, 2021  
RAMAPO COLLEGE OF NEW JERSEY

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- Enable users to add outcomes, tasks, measures, and targets in SPOL.
- A refresher for SPOL users to refine their planning skills.
- Understand future training needs,

Q's will be taken at the end of the session.  
Send Q's through the chat.

**PURPOSE AND PROTOCOL**

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*Planning - Success of a goal lies in planning, also called "A Journey of Progression."*

*Definition - "process of thinking about the activities required to achieve a desired goal."*

*"That's one small step for a man, one giant leap for mankind." - Neil Armstrong*

**WHY PLANNING?**

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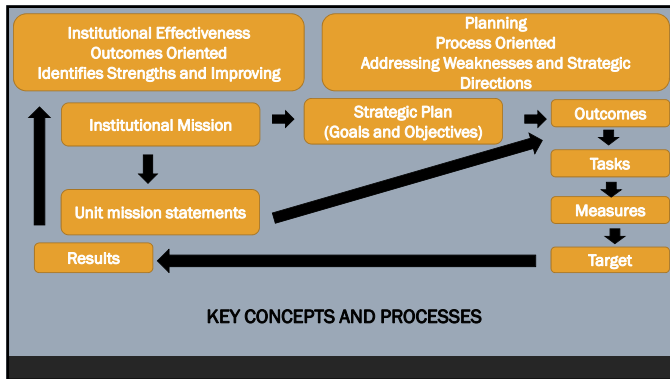
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Also referred as "Objectives"

Definition - What are you (or your unit) trying to achieve?

Time Frame - Single or multi-year

Formula -  
Outcome = target/subject + verb/action+ object + modifiers

Example -  
The Office of Admissions will continue to geographically diversify the first-year student class by fall 2021.

**OUTCOMES**

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*Start by selecting 3 - 5 outcomes*

- by consulting with your supervisor.
- a new endeavor that you or your unit are starting.
- ensure that the selected objective contributes to the Institutional strategic plan.
- ensure that the selected objective is related to the mission of your unit

*Ok! Let us start "SPOL-LING."*

**SELECTING OUTCOMES**

SPOL LOGIN:  
[HTTPS://RAMAPO\\_STRATEGICPLANNINGONLINE.COM/SPOLNET/DEFAULT.ASPX](https://RAMAPO_STRATEGICPLANNINGONLINE.COM/SPOLNET/DEFAULT.ASPX)

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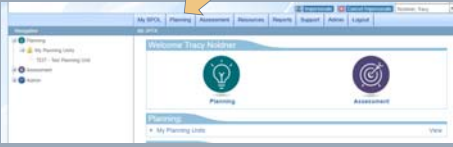
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Log onto SPOL



Click the Planning Tab

ADDING OUTCOMES TO PLANNING IN SPOL!

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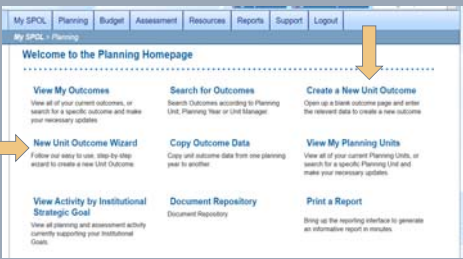
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YOU CAN USE EITHER THE "NEW UNIT OUTCOME WIZARD" OR "CREATE A NEW UNIT OUTCOME" FEATURE TO CREATE A NEW OUTCOME. THE WIZARD WALKS YOU THROUGH A STEP AT A TIME, WHEREAS THE "CREATE" FUNCTION PUTS ALL OF THE FIELDS ON A SINGLE TEMPLATE.

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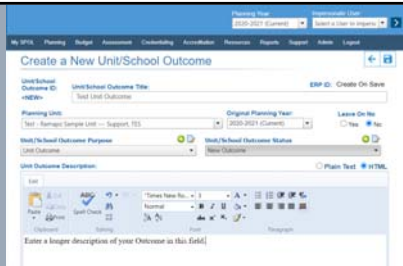
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EACH OUTCOME IS CREATED BY SELECTING FROM PREDETERMINED MENUS AND ADDING A TITLE AND DESCRIPTION. REMEMBER TO CLICK THE "SAVE" DISKETTE TO SAVE YOUR WORK.

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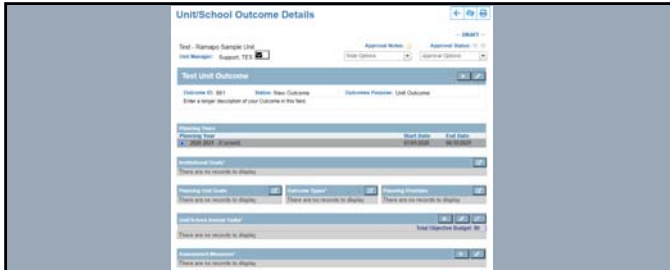
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EXAMPLE OF AN OUTCOME IN SPOL!

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Definition - *How will the unit achieve the outcome?*

- Unit tasks describe actions or strategies that work to achieve a unit outcome.
- One outcome may be accompanied by multiple Tasks.
- Tasks should result in measurable results.

Example -

- Grow population of first year students from outside of New Jersey.

**TASKS**

WHEN APPLICABLE, SHOULD CAPTURE BUDGET REQUIREMENT SPIF/BUDGET REQUESTS.

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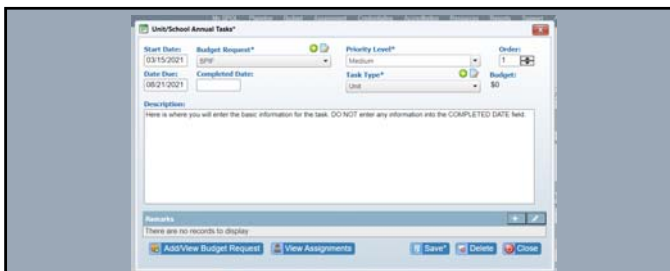
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TO CREATE A TASK, SELECT THE APPROPRIATE ENTRY FROM THE BUDGET REQUEST FIELD, THE PRIORITY LEVEL FIELD, AND THE TASK TYPE FIELD. THE DUE DATE IS OPTIONAL, BUT DO NOT ENTER A COMPLETED DATE.

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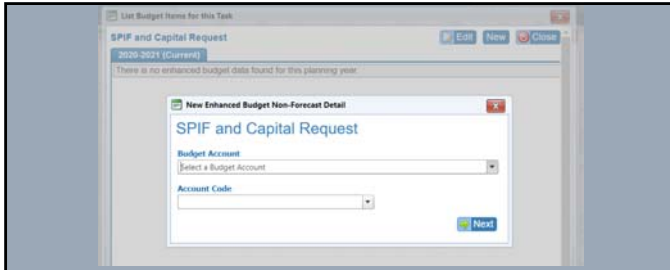
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TO MAKE A BUDGET REQUEST, CLICK THE ADD/VIEW BUDGET REQUEST BUTTON (SHOWN ON THE PREVIOUS SLIDE). NEXT CLICK THE "NEW" BUTTON ON THE "SPIF AND CAPITAL REQUEST" SCREEN. THE "NEW" BUTTON OPENS TWO MENU FIELDS - BUDGET ACCOUNT AND ACCOUNT CODE - WHERE YOU WILL MAKE YOUR SELECTIONS.

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Definition- What evidence will support the unit's work?

- Measures are the sources of evidence that capture if a unit outcome is being met.
- Measures should be reliable sources of data that are accessible to unit members.
- Feature a combination of direct and indirect measures.

Example -  
Ramapo College Fact Book: Place of Origin of All first-time degree seeking students.

**MEASUREMENT  
RELIABLE AND VALID**

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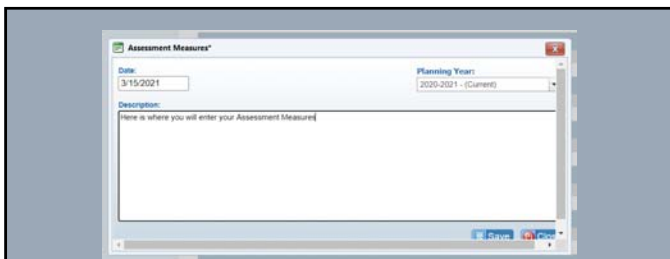
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TO ENTER YOUR ASSESSMENT MEASURES, CLICK THE + (THE "ADD" ICON) TO THE FAR RIGHT OF THE ASSESSMENT MEASURES FIELD. ENTER THE MEASURE DESCRIPTION IN THE "DESCRIPTION" FIELD AND CLICK THE "SAVE" BUTTON.

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Definition - How Will The Unit Know it is being effective?

- Targets are the yardstick by which a task is measured.
- Targets should be SMART and clearly connected to unit tasks.

Formula -  
Objective= Level + subject + action + object + modifiers + measure

Example -  
8% of the incoming freshmen class will reside outside of New Jersey as verified by the Ramapo College Fact Book.

**TARGET**

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**SMART TERMINOLOGY**

*Specific* - Clear and definite terms describing the knowledge, skills, values, and abilities.

*Measurable* - Is it feasible to get data?; Data are accurate and reliable; Multiple methods of assessment should be used. Recommended up to three measures.

*Aggressive but attainable* - The outcome has the potential to move the goal forward.

*Results-oriented* - Describe what results and standards are expected.

*Time-bound* - Describe a specified time period for accomplishing the outcome.

**SMART TARGETS**

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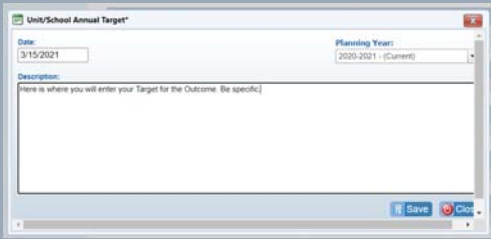
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TO ENTER YOUR ANNUAL TARGET, CLICK THE + (THE "ADD" ICON) TO THE FAR RIGHT OF THE ANNUAL TARGET FIELD. ENTER THE TARGET DESCRIPTION IN THE "DESCRIPTION" FIELD AND CLICK THE "SAVE" BUTTON.

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**NEXT STEPS**

- Review your plan in SPOL*
- Discuss it with your AAC Liaison*
- Discuss it with your Supervisor, as needed*
- Future Steps – Closing the Loop*

**PLANNING IS COMPLETE**

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**Assessment resources**

<https://www.ramapo.edu/assessment-committee/resources-for-aac-dec/>

**Primer for Administrative Assessment**

<https://www.ramapo.edu/assessment-committee/files/2019/02/Administrative-Assessment-Committee-Primer-FINAL.pdf>

**SPOL Resources – Template and Planning Manual**

<https://www.ramapo.edu/assessment-committee/other/>

**RESOURCES ON IR WEBSITE**

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*Questions, Answers, and Discussion!*

*Please type your questions in the chat box.*

**LET US TALK NOW!**

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*Please do not forget to complete the  
Evaluation form for this training.*

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[https://ramapo.az1.qualtrics.com/ife/form/SV\\_9BmYcOTwQi4kaTl](https://ramapo.az1.qualtrics.com/ife/form/SV_9BmYcOTwQi4kaTl)

THANK YOU!

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