Planning in SPOL

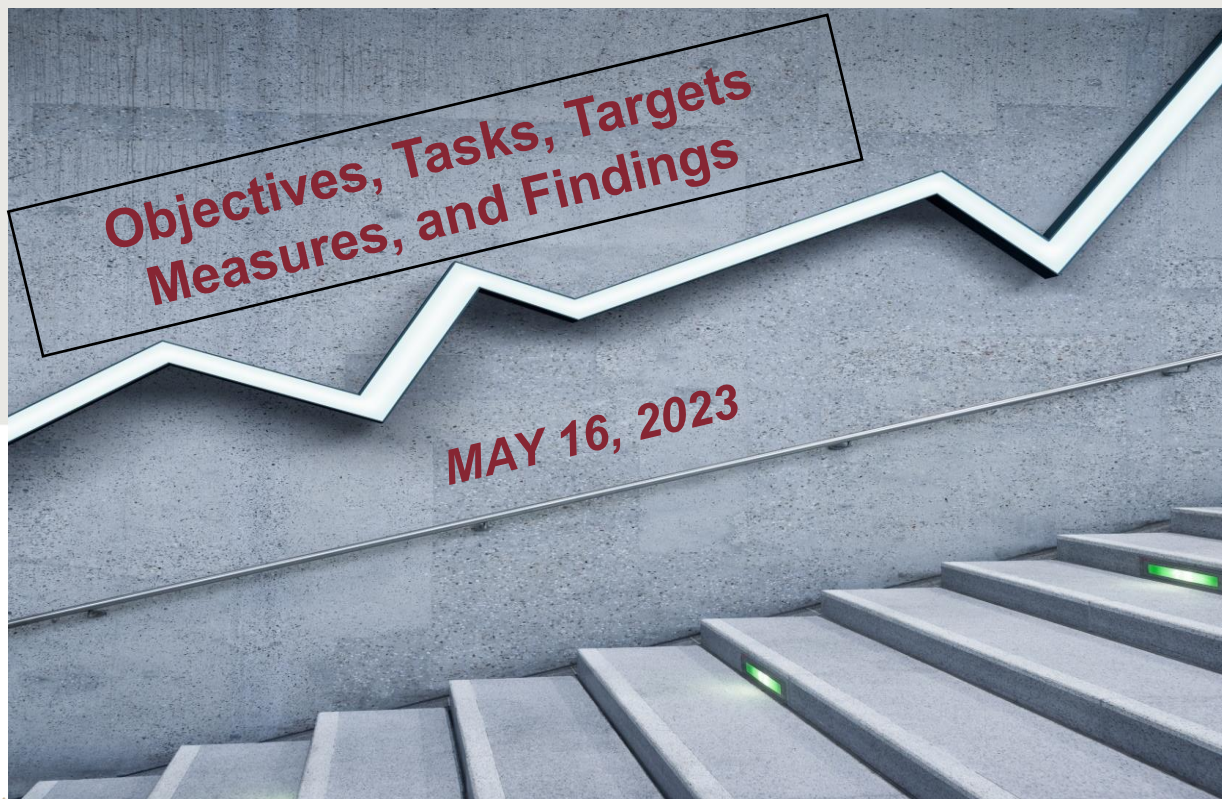Objectives, Tasks, Targets Measures, and Findings

MAY 16, 2023

RCNJ

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WELCOME!

Presenters and Role:

Introduction –
Dr. Brittany Williams Goldstein: Chief of Staff / Vice
President of Policy, Research, and Governance

SPOL Diamond – Features and Flow
Dr. Gurvinder Khaneja – Director,
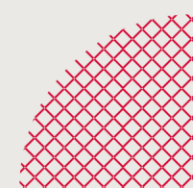*Office of Institutional Research*

SPOL – Process and Procedure
Mr. Alec O'Shea – SPOL Representative
Ms. Jayme Kerr – SPOL Representative

Please note – This session is being recorded to assist in the future.
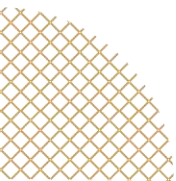
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- *Strengthen understanding the relationship between Planning and Assessment.*

- *Learn how to populate excel templates with objectives, tasks, targets, measures, and findings in SPOL-Diamond.*

- *Understand functionality of newly designed SPOL-Diamond.*

- *Populating SPOL- Diamond with information from Excel template*

Questions will be addressed at the end of the session.
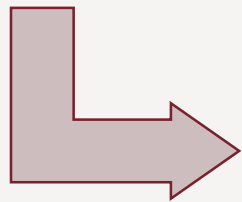**You can post your questions through the chat.**

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Boldly Ascending: Unit Effectiveness Planning as Continuous Learning and Improvement
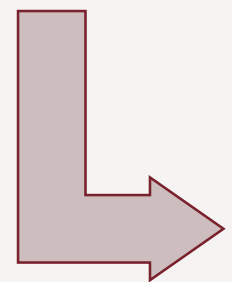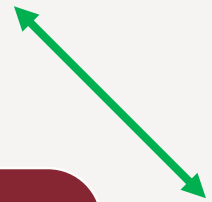
CONTINUOUS LEARNING AND IMPROVEMENT

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Mission

Vision

Values

Boldly Ascending

Key Performance Indicators

- 3 Goals
- 13 Objectives

Unit Effectiveness Plans

- Unit Purpose
- Unit Objectives
- Tasks
- Measures
- Targets
- Findings
- Use of Results

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BA **Goal** 3: Agile Stewardship
BA **Objectives**: 3a Institutional distinction, 3c Fiscal sustainability, 3d Organizational agility

Unit Objectives: Value-added institutional relationships with national membership organizations.

Tasks: 1. Audit of Institutional Memberships
2. Determine Membership Alignment
3. Cost Benefit Analyses of Memberships

Measure(s): a. Adaptive Insights YoY Institutional Memberships Report;
b. Annual Member Liaison Reports (A5)

Target: a. Year over Year expense reduction in membership fees (direct);
b. 60% of Annual Liaison Reports will report increased engagement with membership association for AY24; 75% for AY25 (indirect).

Findings: Partially met.
a. From FY23-FY24, membership fee expenses decreased by 5% through a combination of fee negotiations and membership discontinuations.
b. Forty percent of Annual Member Liaison Reports (N=45) reported increased engagement with membership associations for FY24 as verified by the Annual Member Liaison Reports.
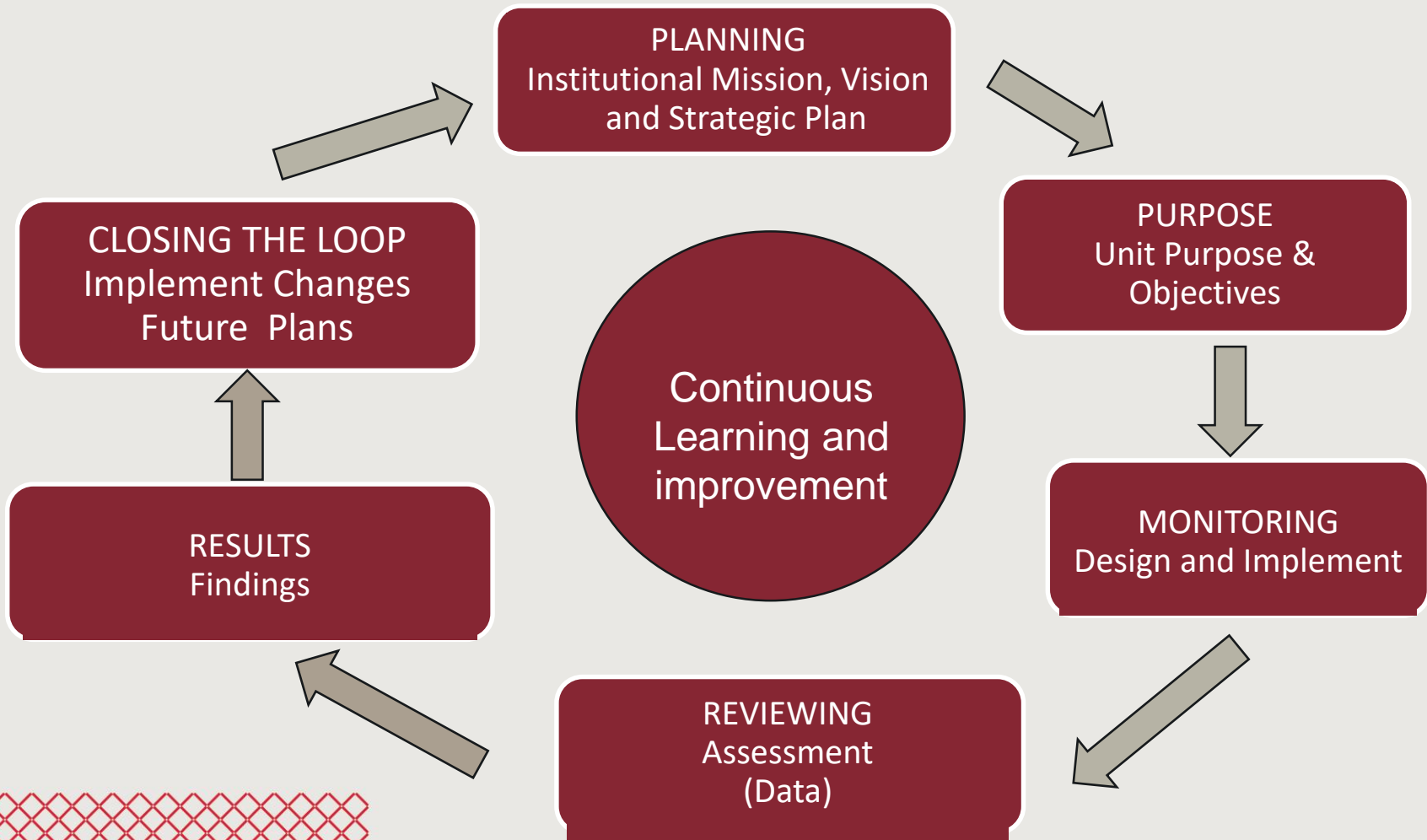
Use of Results:
a. Greater expense reductions were realized through membership fee negotiations than through discontinuation. As a result of this, the College will more routinely seek to negotiate membership fees.
b. Of the 60% (27) of Annual Member Liaison Reports (N=45) which did not report increased engagement with membership associations for FY24, the vast majority of the Reports also reported the association did not provide virtual engagement opportunities.
As a result, the Office of the President will 1) reconsider the target in light of current travel limitations, and 2) advance a "temporary suspension of membership" option to liaisons.

ORGANIZATIONAL EFFECTIVENESS

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PLANNING
Institutional Mission, Vision and Strategic Plan

PURPOSE
Unit Purpose & Objectives

CLOSING THE LOOP
Implement Changes
Future Plans

Continuous Learning and improvement

MONITORING
Design and Implement

RESULTS
Findings

REVIEWING
Assessment
(Data)

TYPES OF PLANNING AT AN INSTITUTION

Strategic Planning – Means/Process Oriented
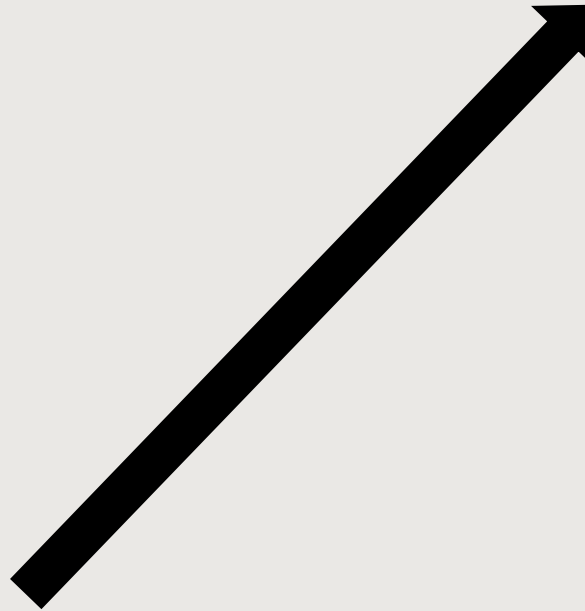
Institutional Effectiveness Planning - Ends/Outcomes Oriented

Institutional Mission

↓

Strategic Plan (Goals and Objectives)

↓

Unit Purpose Statements

Objective

↓

Tasks

↓

Measures

↓

Target

↓

Results

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START by selecting 3 - 5 unit objectives:

- *Consult with your unit/team manager or AAC representative.*

- *Strategic but not operational (demonstrating a new or adjusted endeavor).*

- *Ensure that the selected objective is linked to an objective in Boldly Ascending (Strategic Plan) and aligns with your unit purpose statement.*

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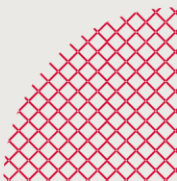
SPOL – Diamond
TEMPLATE FOR SPOL

NEXT POPULATE EXCEL TEMPLATE
- Information to be entered in SPOL

- *What is the need for a template?*

- *How does the template help?*

- *Let us review.*
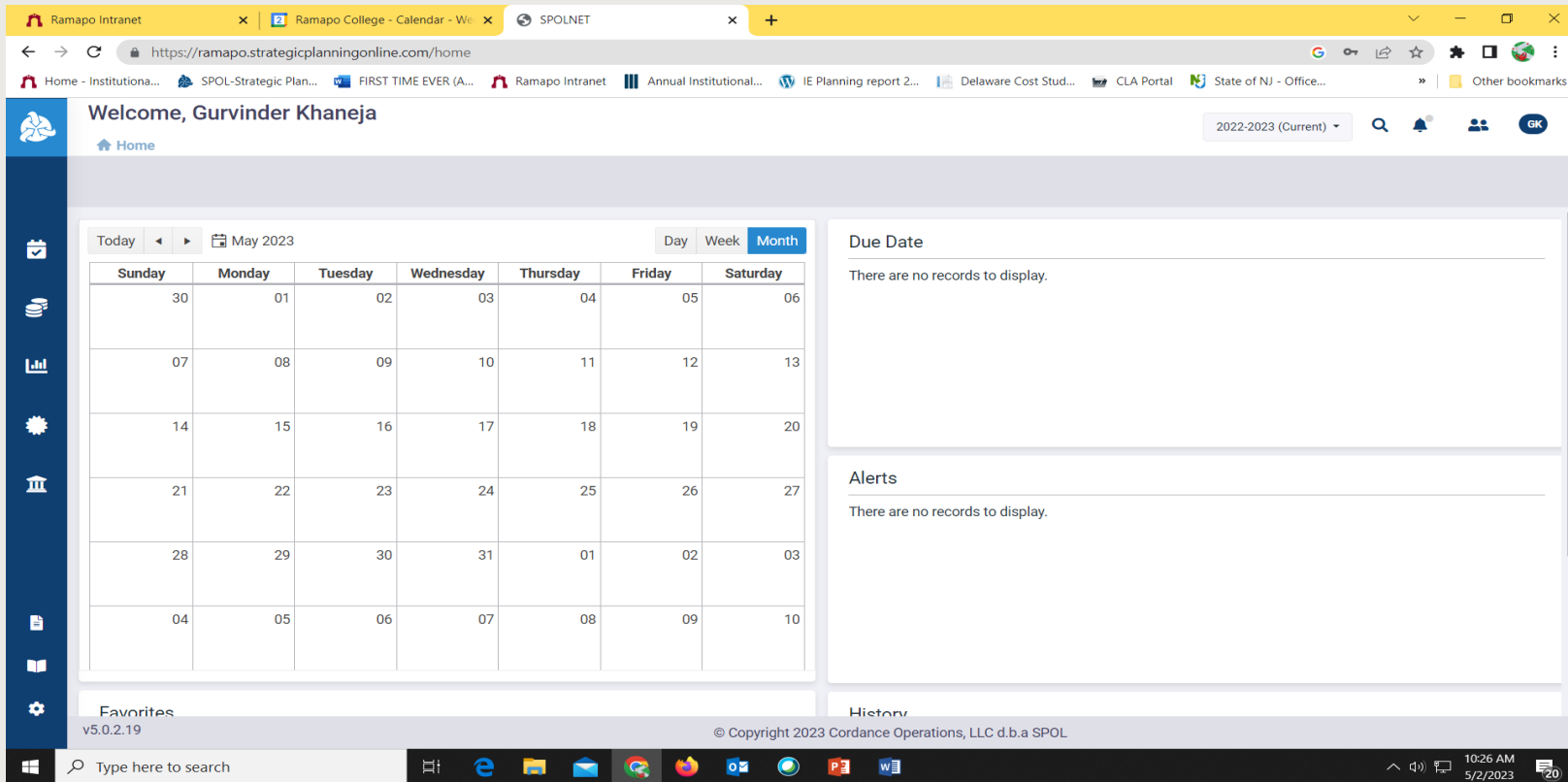
Ok! Let us start "SPOL-ING."

_____

SPOL Login:

https://ramapo.strategicplanningonline.com

Note - Remember to Bookmark the site.

SPOL – Diamond START HERE

Select the first icon on the left hand pane and select your Planning unit, Such as, "Executive Core/Institutional Research.

YEAH! - The fun begins here!

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*Click on your unit title, for example you can select "**Executive Core/ Institutional Research**.*
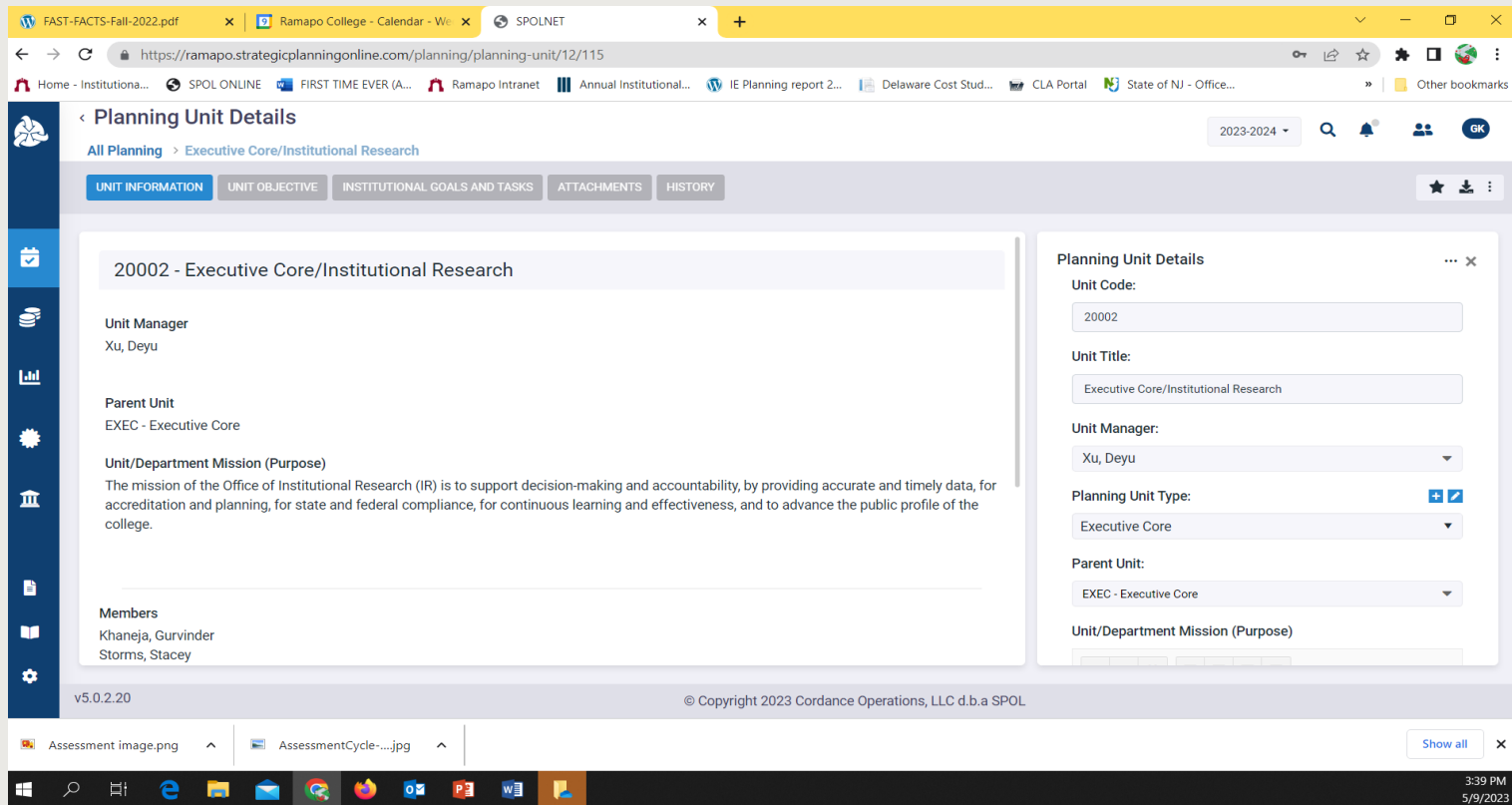
On this screen you are expected to:

➢ *Select the year 2023-24 on the top right.*

➢ *Enter your Unit Purpose*

➢ *Enter Unit Objectives*

➢ *Link to Strategic Plan Goals and Objectives*

AAC Members – Check that the names of all your CEC members are accurate per the list that was sent to you. If you need to add or delete any names, send an email to gkhaneja @Ramapo.edu

SPOL – Diamond
UNIT MISSION

Select the Core/Unit and you see the following screen:

Alec and Jayme will demonstrate how to enter information here.

SPOL – Diamond
LINKING UNIT OBJECTIVES TO STRATEGIC GOALS AND OBJECTIVES

If you have entered the unit objective, i.e. "Provide accurate and timely data for accreditation and planning." Double click on unit objective and you reach the screen where you can link unit Objective to Strategic Goals and Objectives

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The following tab allows you to enter

- *Assessment Cycle*

- *Tasks, Measures, Target and Resources*

- *Results, Findings and Reflections for next cycle*

SPOL – Diamond HELPFUL TABS

The other tabs on the screen are

- *Associations*

- *Attachments (Evidence)*

- *Additional Associations*

SPOL – Diamond RESOURCES

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Questions ????

For help Email: rcnj-ir@ramapo.edu

Materials Regarding SPOL Training are available on the Administrative Assessment Committee (AAC) website:
https://www.ramapo.edu/assessment-committee/

Next Meeting – Thursday May 18th @ 2.30 pm.

Bring your questions – simple or complex and we will answer!

THANK YOU!