



Planning & Self Study

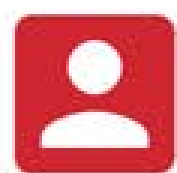
ADDING SPI GOALS & OUTCOMES



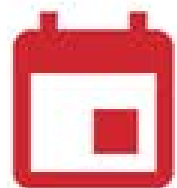
SWTJC Strategic Innovation & Research

How to Navigate to Planning & Self Study

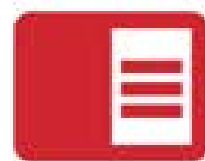
The image is a screenshot of the Southwest Texas Junior College (SWTJC) website. At the top left is the college's logo, featuring a white star on a blue background with the letters 'SWTJC' in white, and the full name 'Southwest Texas Junior College' below it. To the right of the logo is a dark blue navigation bar with white text and dropdown arrows for 'About', 'Admissions & Aid', 'Academics', 'Campus Life', 'Login', and 'COVID-19'. Above this bar, in a white area, are links for 'Future Students', 'Current Students', 'Faculty & Staff', 'Alumni', and 'Parents'. The 'Faculty & Staff' link is circled in red. A search icon is located to the right of these links. Below the navigation bar is a red banner with the word 'WELCOME' in white. The main content area features a large photograph of a stone wall with 'SOUTHWEST TEXAS JUNIOR COLLEGE' engraved on it. In front of the wall are several green bushes and a bed of red and yellow flowers. Overlaid on the bottom of the photograph is the text 'Enroll Today!' in a large, bold, white font, followed by the tagline 'We are Committed to Positively Impacting Student Success' in a smaller white font. At the very bottom of the page are two white buttons with black text: 'REGISTER ONLINE' and 'ADVISING APPOINTMENTS'.



My SWTJC



Academic Calendar



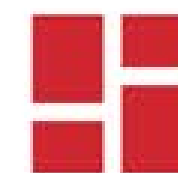
Policy Manual



Professional
Development



Watermark Navigator



Taskstream AMS

EMPLOYEE DIRECTORY →

FACULTY & STAFF BUSINESS OFFICE →

FACULTY HANDBOOK →

HUMAN RESOURCES →

STRATEGIC INNOVATION & RESEARCH
(FORMERLY OIE) →

INFORMER CLASS SCHEDULE (ON-CAMPUS) →

CAMPUS SAFETY →

FACILITIES WORK ORDERS →

BOOKSTORE →



Choose your Watermark Product Destination:

Course
Evaluations & Surveys

Faculty Success

Outcomes
Assessment Projects

Planning & Self-Study

System Administration



First Steps

The screenshot displays the 'watermark Planning & Self-Study' interface. The breadcrumb trail is 'Home > Office of Institutional Effectiveness'. The main heading is 'Office of Institutional Effectiveness' with the user 'Jane Doe, Krystal Ballesteros' listed below. A left sidebar contains navigation options: 'In Progress' (highlighted with a red arrow), 'Unit Information', 'Actions', and 'Docs & Reports'. The main content area is titled 'Projects In Progress' and includes a sub-header 'Continuous Improvement Project(s) 2 projects'. Two project cards are shown: 'Strategic Plan Initiatives' (highlighted with a red arrow) and '2021-2026 Strategic Plan'. Each card has a 'DETAILS' section with fields for Status, Due, Last Update, and Last Update by. The 'Strategic Plan Initiatives' card also has a 'QUICK STATS' section showing 0 Outcomes, 0 Measures, and 0 Actions Proposed. The '2021-2026 Strategic Plan' card has a 'QUICK STATS' section showing 3 Strategic Goals and 8 Strategic Objectives. A legend at the bottom right indicates 'Not Mapped' (grey) and 'Mapped' (purple).

Home > Office of Institutional Effectiveness

Office of Institutional Effectiveness

Jane Doe, Krystal Ballesteros

- In Progress
- Unit Information
- Actions
- Docs & Reports

Projects In Progress

Access, monitor and track this organization's projects that are active and in progress from this page.

Continuous Improvement Project(s) 2 projects

Strategic Plan Initiatives

DETAILS

Status:	Due:	Last Update:	Last Update by:
In Progress	08/18/2023	01/17/2023	Me

QUICK STATS

0 Outcomes 0 Measures 0 Actions Proposed

Outcome Progress and Results

There are no outcomes for this plan. Outcomes progress and results will be displayed when outcomes are added.

2021-2026 Strategic Plan

DETAILS

Status:	Last Update:	Last Update by:
In Progress	01/12/2023	Me

QUICK STATS

3 Strategic Goals 8 Strategic Objectives

Outcomes Mapped to Strategic Objectives

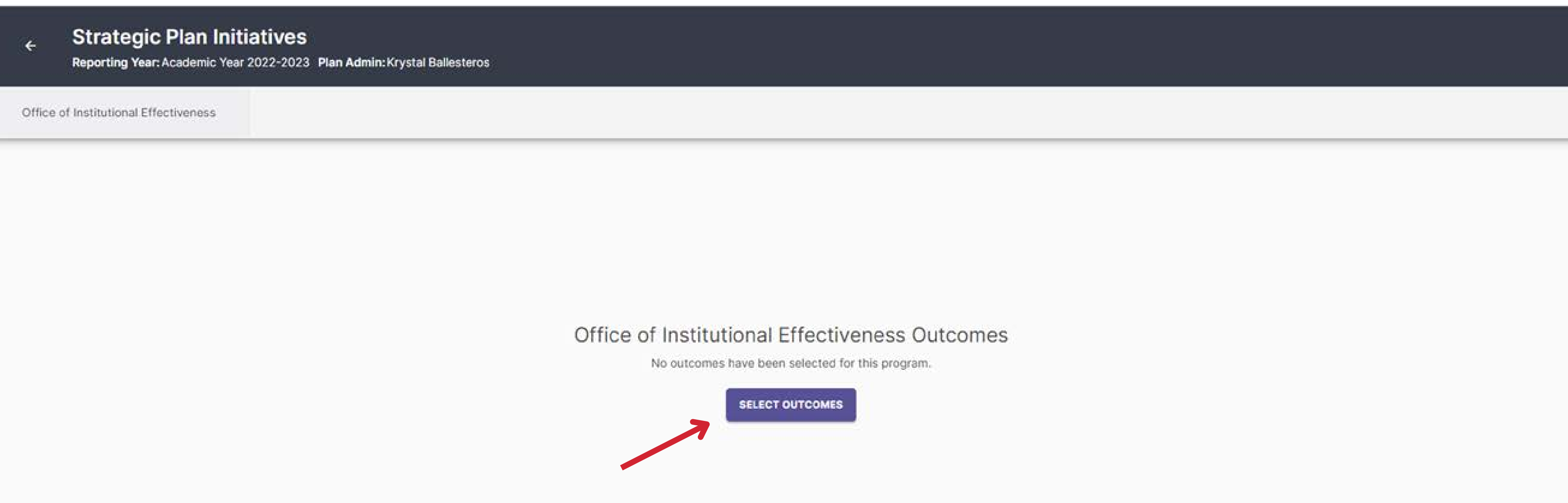
■ Not Mapped ■ Mapped

This is your home page. From here you will take these steps to look at your current SPI project:

- Make sure you are on the "In Progress" tab
- Detail (Click) into the "Strategic Plan Initiatives" Project

Adding Outcomes

If it is your first time in the system, you will not have any outcomes. Choose "Select Outcomes" so you can create your new outcomes on the next page.



Office of Institutional Effectiveness
Select outcomes for assessment for Academic Year 2022-2023.

Office of Institutional Effectiveness SPI Outcomes
Outcomes that articulate the knowledge, skills, and dispositions attained by students through learning and/or co-curricular experiences.

No learning outcomes created yet.

CREATE NEW OUTCOME

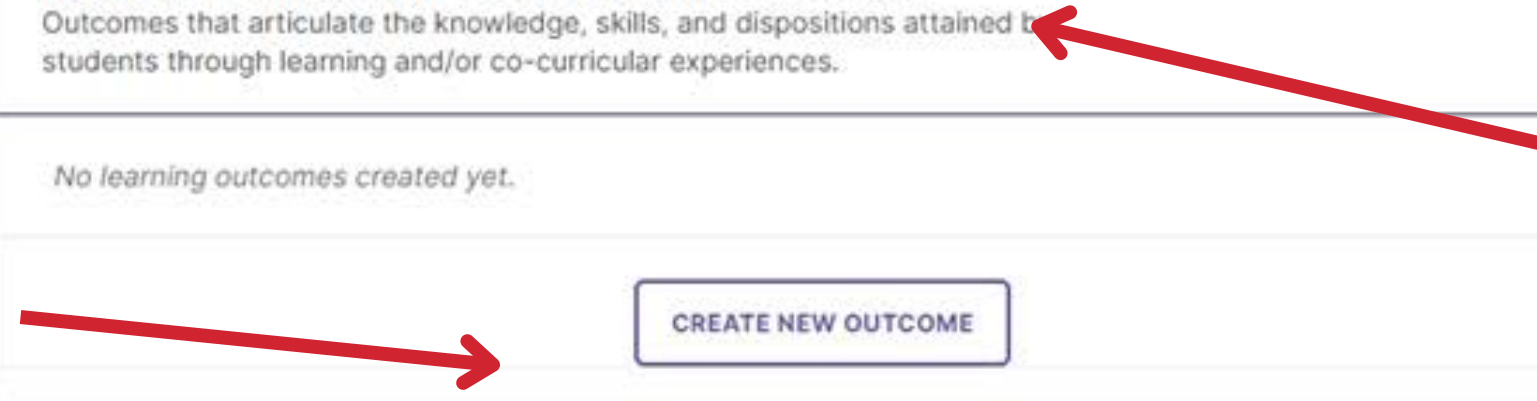
Office of Institutional Effectiveness Success Outcomes
Outcomes that articulate other indicators of student success that are not directly tied to mastery of learning outcomes.

No success outcomes created yet.

CREATE NEW OUTCOME

Create a new outcome here

Note: This defaults to [Office Name] Learning Outcomes. I have edited it to say SPI Outcomes as a preference.





Office of Institutional Effectiveness

Select outcomes for assessment for Academic Year 2022-2023.

Office of Institutional Effectiveness SPI Outcomes

Outcomes that articulate the knowledge, skills, and dispositions attained by students through learning and/or co-curricular experiences.

Fields marked with * are required.

Create New Outcome

Outcome Title*

SPI 1 - Short Title

Label the outcome by proficiency area if applicable. e.g. Written Communication, Critical Thinking, Civil Engagement.

Outcome Description

The SIR department will provide data literacy training to all faculty and staff.

Tags

Enter Tag

0/30

Tags added: 0/5

Tags allow you to track outcomes across organizations using Bloom's Taxonomy or your own institutional labels. You can add up to 5 tags.

CANCEL

CREATE



Office of Institutional Effectiveness

Select outcomes for assessment for Academic Year 2022-2023.

Office of Institutional Effectiveness SPI Outcomes (1)

Outcomes that articulate the knowledge, skills, and dispositions attained by students through learning and/or co-curricular experiences.

SPI 1 - Short Title

The SIR department will provide data literacy training to all faculty and staff.



CREATE NEW OUTCOME

Office of Institutional Effectiveness Success Outcomes

Outcomes that articulate other indicators of student success that are not directly tied to mastery of learning outcomes.

No success outcomes created yet.

CREATE NEW OUTCOME



Adding Measures

The screenshot shows a web application interface for managing Strategic Plan Initiatives. At the top, a dark header contains a back arrow, the title "Strategic Plan Initiatives", and a "REVIEW AND SUBMIT" button. Below this, a light gray bar shows the current page context: "Office of Institutional Effectiveness" and buttons for "ADD/EDIT OUTCOMES" and "ACTIONS". The main content area is titled "Office of Institutional Effectiveness SPI Outcomes" and displays a card for "SPI 1 - Short Title" with the description "The SIR department will provide data literacy training to all faculty and staff." Below the card is a large white box containing a blue plus sign icon and the text "New Measure". A red arrow points to this icon, indicating the action to add a new measure.

Strategic Plan Initiatives

Reporting Year: Academic Year 2022-2023 Plan Admin: Krystal Ballesteros

REVIEW AND SUBMIT

Office of Institutional Effectiveness

ADD/EDIT OUTCOMES ACTIONS

Office of Institutional Effectiveness SPI Outcomes

SPI 1 - Short Title

The SIR department will provide data literacy training to all faculty and staff.

New Measure

Choose your Measure Method

Strategic Plan Initiatives > Add Measure

Add Measure

ADD

Fields marked with * are required.

Definition Details of the measure activity

Method

Overall Course Grade Indirect

Outcome

SPI 1 - Short Title

Unit

Office of Institutional Effectiveness

Title*

Data Literacy Course Grade

Results Collection

Align this measure to results from another integrated system. If your results aren't being collected in an integrated system, simply skip this step.

ALIGN RESULTS

Target

80% of faculty/staff will score a 70 or better on the Data Literacy Course

For example, 80% of the students will achieve a score of 3 or above.

Description

Method Types | Direct vs Indirect

- Direct observation of outcomes through knowledge, skills, attitudes, or behaviors
- Examples:
 - Exams
 - Portfolio/Showcase
 - Performance Assessment
- Most often used with student learning outcomes, but not always

- Perceived application, or value of outcomes from stakeholders
- Examples:
 - Surveys
 - Focus Groups
 - Interviews
- Works well with larger groups, and/or when looking to provide qualitative data



You can always use mixed-methods as well as more than one measure



Add Measure

ADD

Fields marked with * are required.

Definition

Details of the measure activity

Method

Overall Course Grade Indirect

Outcome

SPI 1 - Short Title

Unit

Office of Institutional Effectiveness

Title*

Data Literacy Course Grade

Results Collection

Align this measure to results from another integrated system. If your results aren't being collected in an integrated system, simply skip this step.

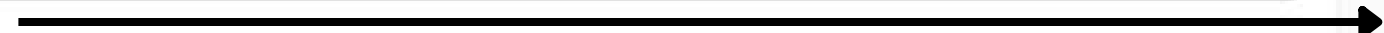
ALIGN RESULTS

Target

80% of faculty/staff will score a 70 or better on the Data Literacy Course

For example, 80% of the students will achieve a score of 3 or above.

Description





Add Measure

ADD

Fields marked with * are required.

Definition

Details of the measure activity

Method

Overall Course Grade

Indirect ▼

Outcome

Un

Tit

Results Collection

Align this measure to results from another integrated system. If your results aren't being collected in an integrated system, simply skip this step.

ALIGN RESULTS

Target

80% of faculty/staff will score a 70 or better on the Data Literacy Course

Continue to manage results?



Measure was successfully added.
Do you want to manage results for this measure now?

NO, CONTINUE LATER

YES, MANAGE RESULTS NOW

Select, "Yes" to enter data and analysis from your results

SAVE & CLOSE

Data Literacy Course Grade

Fields marked with * are required.

Definition

Details of the measure activity

Method: Overall Course Grade
Outcome: SPI 1 - Short Title
Unit: Office of Institutional Effectiveness
Title: Data Literacy Course Grade
Target: 80% of faculty/staff will score a 70 or better on the Data Literacy Course
Description: Faculty and staff will participate in a Data Literacy Training Series, with a component on Canvas. The course will be graded and weighted.

ATTACH DESCRIPTION DOCUMENTS

0 of 5 Files

Accepted file types: .pdf, .txt, .log, .xml, .doc, .docx, .xls, .xlsx, .ppt, .pptx, .gif, .jpg, .jpeg, .png, .csv

Edit

Minor changes that will appear in all plans in which this measure version is used.

Revise

Significant changes that will be recorded as a new version in the history of this measure.

Results

Evaluation of the measure activity

Select the results format that you would like to use for this measure.
You will also be able to include a summary once results have been added.



Options to edit or revise your measure

X Data Literacy Course Grade

SAVE & CLOSE



Description: Faculty and staff will participate in a Data Literacy Training Series, with a component on Canvas. The course will be graded and weighted.

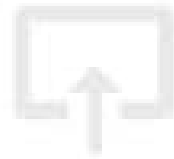
ATTACH DESCRIPTION DOCUMENTS 0 of 5 Files

Accepted file types: .pdf, .txt, .log, .xml, .doc, .docx, .xls, .xlsx, .ppt, .pptx, .gif, .jpg, .jpeg, .png, .csv

Results

Evaluation of the measure activity

Select the results format that you would like to use for this measure. You will also be able to include a summary once results have been added.



I want to upload the assessment results files



I want to enter the count of students who meet/do not meet the criteria



Collect results from another system

Findings

Analysis of the results

PAST FINDINGS

Measure Status

Select Measure Status

× Data Literacy Course Grade

SAVE & CLOSE

Description: Faculty and staff will participate in a Data Literacy Training Series, with a component on Canvas. The course will be graded and weighted.

ATTACH DESCRIPTION DOCUMENTS 0 of 5 Files

Accepted file types: .pdf, .txt, .log, .xml, .doc, .docx, .xls, .xlsx, .ppt, .pptx, .gif, .jpg, .jpeg, .png, .csv

Results

Evaluation of the measure activity

Change Collection Method

Enter overall counts for this measure

If you do not have values for some of the categories, you can leave them blank.

Met

72

Met Total: 72

Not Met

22

Not Met Total: 22

VIEW RESULTS

Include result files and a summary of results (optional)

Findings

Analysis of the results

PAST FINDINGS

Measure Status

Select Measure Status

Data Literacy Course Grade

SAVE & CLOSE

Results

Evaluation of the measure activity

[Change Collection Method](#)

Overall Proficiency

Met Not Met



0% Met Total: 77% Not Met Total: 23% 100%

EDIT RESULTS

Include result files and a summary of results (optional)

Findings

Analysis of the results

PAST FINDINGS

Measure Status

Select Measure Status

Analysis

Please enter a narrative analysis of the results

× Data Literacy Course Grade



FILES

SUMMARY

Summary

Summarize the results of the measure activity



Findings

Analysis of the results

PAST FINDINGS

Measure Status

Select Measure Status

Analysis

Please enter a narrative analysis of the results



Actions

There are no actions for this measure

⊕ ADD NEW ACTION

Strategic Plan Initiatives

Reporting Year: Academic Year 2022-2023 | Plan Admin: Krystal Ballesteros

REVIEW AND SUBMIT

Office of Institutional Effectiveness

ADD/EDIT OUTCOMES

ACTIONS

Office of Institutional Effectiveness SPI Outcomes

SPI 1 - Short Title

The SIR department will provide data literacy training to all faculty and staff.

Data Literacy Course Grade

Student counts added.

ANALYZE RESULTS



New Measure



Add additional outcomes here, if needed

Add additional methods here, if needed

Office of Institutional Effectiveness

Jane Doe, Krystal Ballesteros

In Progress

Unit Information

Actions

Docs & Reports

Projects In Progress

Access, monitor and track this organization's projects that are active and in progress from this page.

Continuous Improvement Project(s) 2 projects

Strategic Plan Initiatives

DETAILS

Status:	Due:	Last Update:	Last Update by:
In Progress	08/18/2023	01/17/2023	Me

QUICK STATS

1 Outcome 1 Measure 0 Actions Proposed

Outcome Progress and Results

■ Not Started ■ In Progress ■ Met ■ Not Met



Values are not shown when too close to each other.
Click or use arrow keys to see details.

2021-2026 Strategic Plan

DETAILS

Status:	Last Update:	Last Update by:
In Progress	01/12/2023	Me

QUICK STATS

3 Strategic Goals 8 Strategic Objectives

Outcomes Mapped to Strategic Objectives

■ Not Mapped ■ Mapped



Map Outcomes & Update Progress on Assigned Tactics

Select Strategic Objectives to map outcomes or update progress toward tactics.

Choose specific the Goal/Tactic that aligns with your SPI



Goal 1. Start/Enroll

2 Strategic Objectives

1-1: Increase the efficiency and capacity of student enrollment

+ No Outcomes mapped

1-2: Enhance students' sense of connection to SWTJC

Enhance students' sense of connection to SWTJC as identified by: -Pride -Ownership -Culture -Identity - Inclusivity

+ No Outcomes mapped

Goal 2. Persist/Succeed

2 Strategic Objectives

Map Outcomes & Update Progress on Assigned Tactics

Select Strategic Objectives to map outcomes or update progress toward tactics.

Goal 1. Start/Enroll

2 Strategic Objectives

1-1: Increase the efficiency and capacity of student enrollment

+ No Outcomes mapped

1-2: Enhance students' sense of connection to SWTJC

Enhance students' sense of connection to SWTJC as identified by: -Pride -Ownership -Culture -Identity -Inclusivity

+ No Outcomes mapped

Goal 2. Persist/Succeed

2 Strategic Objectives

STRATEGIC OBJECTIVE MAPPING Office of Institutional Effectiveness

Map the following outcomes to the selected Strategic Objective.

Office of Institutional Effectiveness SPI Outcomes

- SPI 1 - Short Title
The SIR department will provide data literacy training to all faculty and staff.



Check the box next to your Outcome to map

Office of Institutional Effectiveness

Jane Doe, Krystal Ballesteros

In Progress

Unit Information

Actions

Docs & Reports

Projects In Progress

Access, monitor and track this organization's projects that are active and in progress from this page.

Continuous Improvement Project(s) 2 projects

Strategic Plan Initiatives

DETAILS

Status:	Due:	Last Update:	Last Update by:
In Progress	08/18/2023	01/17/2023	Me

QUICK STATS

1 Outcome 1 Measure 0 Actions Proposed

Outcome Progress and Results

■ Not Started ■ In Progress ■ Met ■ Not Met



Values are not shown when too close to each other.
Click or use arrow keys to see details.

2021-2026 Strategic Plan

DETAILS

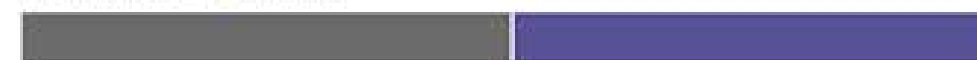
Status:	Last Update:	Last Update by:
In Progress	01/12/2023	Me

QUICK STATS

3 Strategic Goals 8 Strategic Objectives

Outcomes Mapped to Strategic Objectives

■ Not Mapped ■ Mapped



Strategic Plan Initiatives

Reporting Year: Academic Year 2022-2023 | Plan Admin: Krystal Ballesteros

REVIEW AND SUBMIT

Office of Institutional Effectiveness

ADD/EDIT OUTCOMES

ACTIONS

Office of Institutional Effectiveness SPI Outcomes

SPI 1 - Short Title

The SIR department will provide data literacy training to all faculty and staff.

Data Literacy Course Grade

Student counts added.

ANALYZE RESULTS



New Measure

When all outcomes & measures are ready, click "Review and Submit"