



Updating Your SACS Goals Made Easy

Here's the How – To!

- Include or update your departmental mission, vision, and values statements (if applicable).
- Select SACS Goals that correlate directly with the University, Division, and Departmental strategic plans. More importantly, **select goals, strategies, and tactics that you've already included in your assessment and/or strategic plan!**
 - Recruitment and retention of undergraduate and graduate students
 - Student engagement
 - Persistence toward graduation
 - Staff engagement and retention
 - Facilities
 - Diversity
 - Learning outcomes and/or Program goals
- Ensure the goals are realistic, measurable and attainable!
- SACS Goals Reporting (this is part of the annual reporting process)
 - Provide multiple years of data showing progress towards goal
 - Conclude whether the goal has been reached or not, and
 - Provide information on how the department will continue to work towards the goal
 - If the goal **has been** achieved, provide evidence that the goal has been achieved and then introduce a new goal based on the fact that a goal has been achieved.
 - If the goal **has NOT** been achieved, provide evidence of progress towards meeting the goal
 - If, based on factual data, evidence, or circumstances, a goal is no longer valid, then
 - The department provides the evidence or provides a discussion of why the goal is no longer valid, and
 - The department may introduce a new goal based on the evidence or circumstances
- Assess, Assess, Assess! It is critical that you are able to demonstrate how you assessed your goals and closed the loop!

Frequently Asked Questions

Q1: What if my department is new or was reorganized and we haven't identified SACS Goals?

A1: No worries. This is your opportunity to create new mission, vision, and values statements as well as SACS goals and action plans. It will be important to provide an introductory narrative which explains the reason for the reorganization (backed up by supporting data and discussion) and demonstrate how the department will move forward. It might be helpful to include a copy of your new organizational chart as well.

Q2: What if I have SACS Goals that were written prior to my appointment and I cannot locate the necessary information to provide documentation?

A2: It will be important to make note of the change of leadership and create goals for which you are directly responsible. It is important to note that you will need baseline data for your new SACS goals!

Q3: What if I want to continue utilizing my current SACS goals because they still correspond to the new university, division, or departmental strategic plan AND we have not accomplished the goal(s) yet?

A3: You are welcome to continue using your current SACS goal(s) as long as they meet all stated requirements mentioned above. If you have accomplished a goal, it is important to make note of it and create a new SACS goal. This should be a relatively simple process if you plan to utilize any of your goals and strategies from your departmental strategic plan or assessment plans.

Q4: I need help thinking critically and demonstrating how my department contributes to any of the above stated metrics. Who should I seek for assistance?

A4: This would be a great time to meet with your Assessment Team liaison to help brainstorm. Often times we have trouble thinking big picture because we are intimately involved in the day-to-day details – let us help! If you are unable to meet with your liaison for any reason, feel free to contact me directly!

Q5: When will I need to submit my "new" SACS Goals and in what format?

A5: Ideally, it would be great to submit your new goals as an appendix in your 2011 – 2012 annual report. I believe it will be helpful for you and your department to get a clearer, new start and it will place us in alignment with the University's Top 25 strategic plan. I have provided a copy of the new SACS Goals tool for your use.