

SPOL User Guide For SAC Scores Mid-Year: Spring 2025

San Antonio College

The following is a step-by-step process for entering your Mid-Year Data. Note: Mid-Year SPOL entry takes place in February each year. If you need to enter a new Strategic Plan, please contact sac-strategicpl@alamo.edu

- Login into SPOL at <https://sac.strategicplanningonline.com/login>
 - Username: **This will be the same as your ACES username.**
 - Password: **Click "Forgot Password" to reset password.**
- **Please ensure you have selected the correct planning year for your data entry. To do this: locate the year drop down menu to the left of the search (magnifying glass) icon at the top of your screen. Please note, the default will be the current academic year. Please make any changes needed to the year using the drop down.**

Locate your planning unit: you can find your planning unit either on your login/home page under "Favorites" or by searching via the "planning" tab. To locate/search using the "planning" tab follow the instructions below.

- From the left side navigational toolbar click on the "Planning" tab. This is the icon located at the top of the navigational toolbar.
- Click on "All Planning".



- Your planning unit should appear on your list.
- Click on your planning unit to open.
- If you did not identify a priority objective in the Fall of 2024, you will need to do so now. Your priority objective is the objective you wish to highlight. To identify an objective as a priority objective, please follow the steps below:
 - Open the objective you wish to highlight as your priority objective.
 - Click on the objective information. This will allow you to edit these fields. Under 'objective purpose' select priority plan objective and save.

< Objective Details

All Planning > TEST > 2029-DRAFT - TEST Objective

2024-2025 (Current) 🔍 🔔 👤 SS

INFO BUDGET INFORMATION FINDINGS AND ANALYSIS ASSOCIATIONS ATTACHMENTS HISTORY

- DRAFT -

2029 - TEST Objective

Planning Unit	Planning Unit Manager	
TEST2025 - TEST	Strategic Planning, SAC ✉	
Objective Status	Objective Purpose	Planning Year
In Progress	Unit Plan Objective	2024-2025
Description	TEST	

Planning Unit: TEST

Planning Year: Continue to next year
2024-2025 (Current)

Objective Purpose: Objective Status:

Unit Plan Object In Progress

Priority Unit Plan Objective

Unit Plan Objective

B I U

Paragraph

- Next, open each of your objectives.
- Once you have opened your unit's objectives add the following answers for Mid-Year.
 - Targets Mid-Year
 - Action Plan Mid-Year
 - Mid-Year Findings/Analysis

INFO BUDGET INFORMATION FINDINGS AND ANALYSIS

There are no records to display.

Mid-Year Findings/Analysis ⓘ
There are no records to display.

Year-End Findings/Analysis ⓘ
There are no records to display.

There are no records to display.

Planning Unit Goals
There are no records to display.

Targets - Mid- and Year-End ⓘ
There are no records to display.

Action Plan - Mid- and Year-End ⓘ
There are no records to display.

Note: If you are going to edit your action plan, please enter the new or revised action plan within your description for your mid-year findings and analysis.

FOR YOUR PRIORITY OBJECTIVE: For **only** your priority objective, you will be asked to answer the following questions under the **priority objectives** tab.

INFO BUDGET INFORMATION FINDINGS AND ANALYSIS PRIORITY OBJECTIVE QUESTIONS ATTACHMENTS ASSOCIATIONS HISTORY

- DRAFT -

Finding/Analysis (Use the 2024-2025 Planning Cycle): ⓘ
There are no records to display.

Action Plan (Use the 2024-2025 Planning Cycle): ⓘ
There are no records to display.

Internal or External Influences ⓘ
There are no records to display.

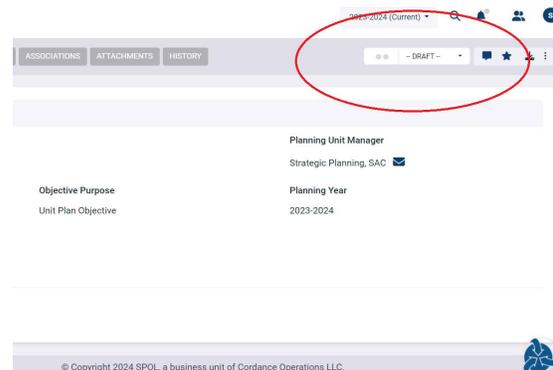
Describe Improvement/Action Plan: ⓘ
There are no records to display.

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1. Findings/Analysis (Use the 2024-2025 Planning Cycle): What specifically did your review and analysis show regarding the progress made toward achieving the ONE IDENTIFIED priority, goal, objective, measure, and target at this point in the planning cycle? You did, or did not, achieve your intended target.
2. Action Plan (Use your 2024-2025 Planning Cycle): (Copy and paste the Action Plan for the ONE IDENTIFIED priority, goal, objective, measure, and target). What specifically did your review and analysis show regarding the ONE IDENTIFIED priority, goal, objective, measure and target that will require extra attending during the remainder of this planning cycle, i.e., what opportunities for improvement (OFIs) were identified, and how might you best address them? If a 2024-2025 Action Plan was not created for the ONE IDENTIFIED indicate that information below.
3. In addition are there any recent internal or external influences (i.e. enrollment, budget, accreditation) that have impacted this goal, or identified a gap, and the need for a modified or new goal?
4. Describe Improvement/Action Plan: (Use the 2024-2025 Planning Cycle): (Based on whether you have met, or not met, the **ONE IDENTIFIED** priority, goal, objective, measure, and target.) What specific action will you take to improve progress on the initiative during the remainder of this planning cycle? If the target was met, what is your new target?

Once the above steps are completed, you will have to submit the updates to each of your objectives for approval. To do this open each objective one at a time and locate the "Draft" drop-down in the top right hand corner of your screen. Select "approve objective".

Note: You will need to repeat this process for each objective you have.



Once you have entered the information above and submitted all of your objectives for approval your Mid-Year Strategic Plan entry is complete.

Please feel free to contact sac-strategicpl@alamo.edu with any questions.