

# **S.M.A.R.T. GOALS**

## **Sustaining Learning**



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# OVERVIEW

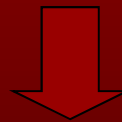
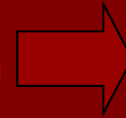
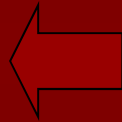
1. Background on Strategic Planning Process and Timeline
2. Review Strategic Directions
3. Developing SMART Goals
4. Tools
5. Timeline



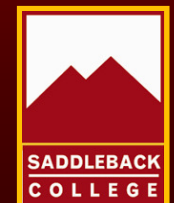
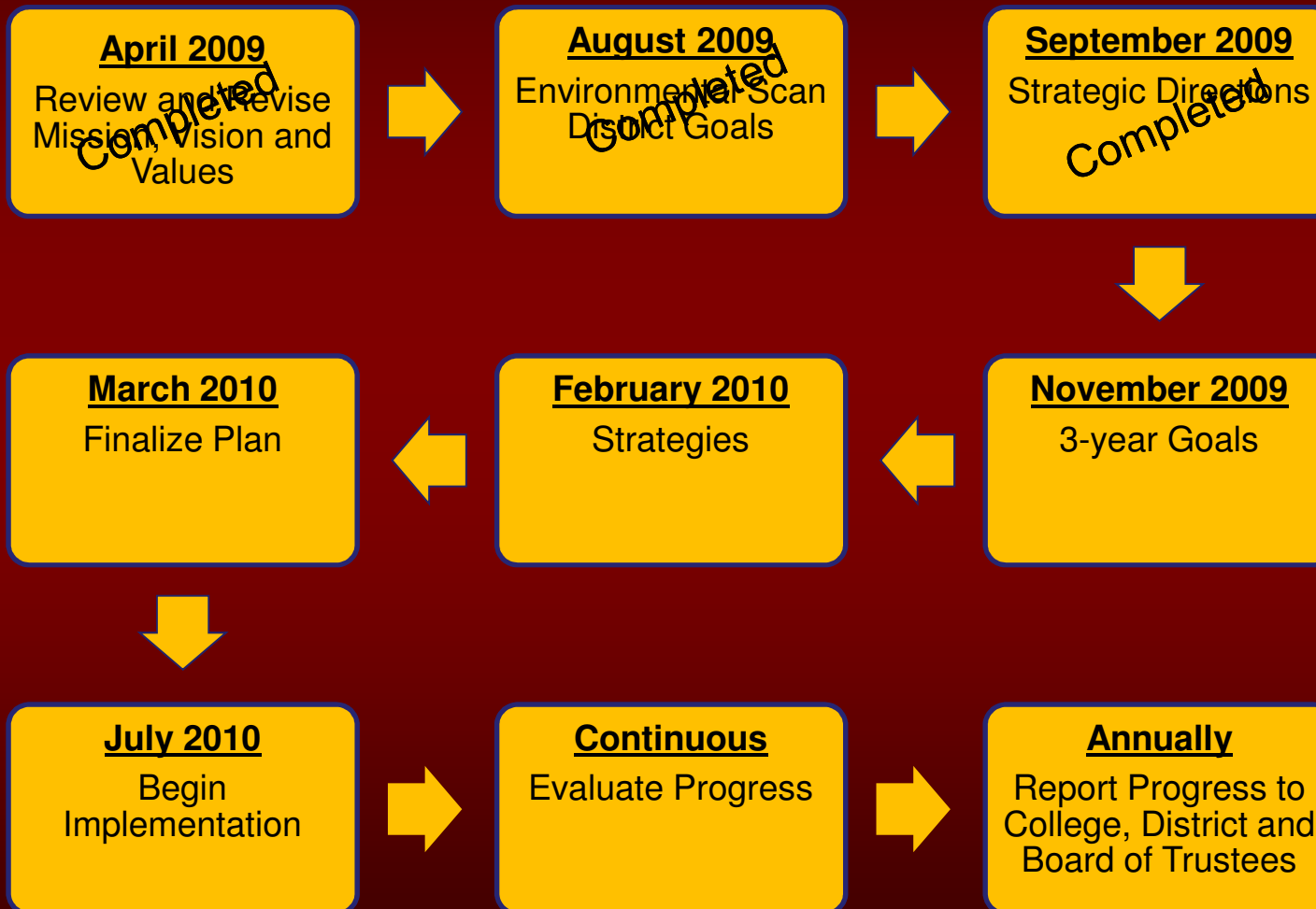
SLOs  
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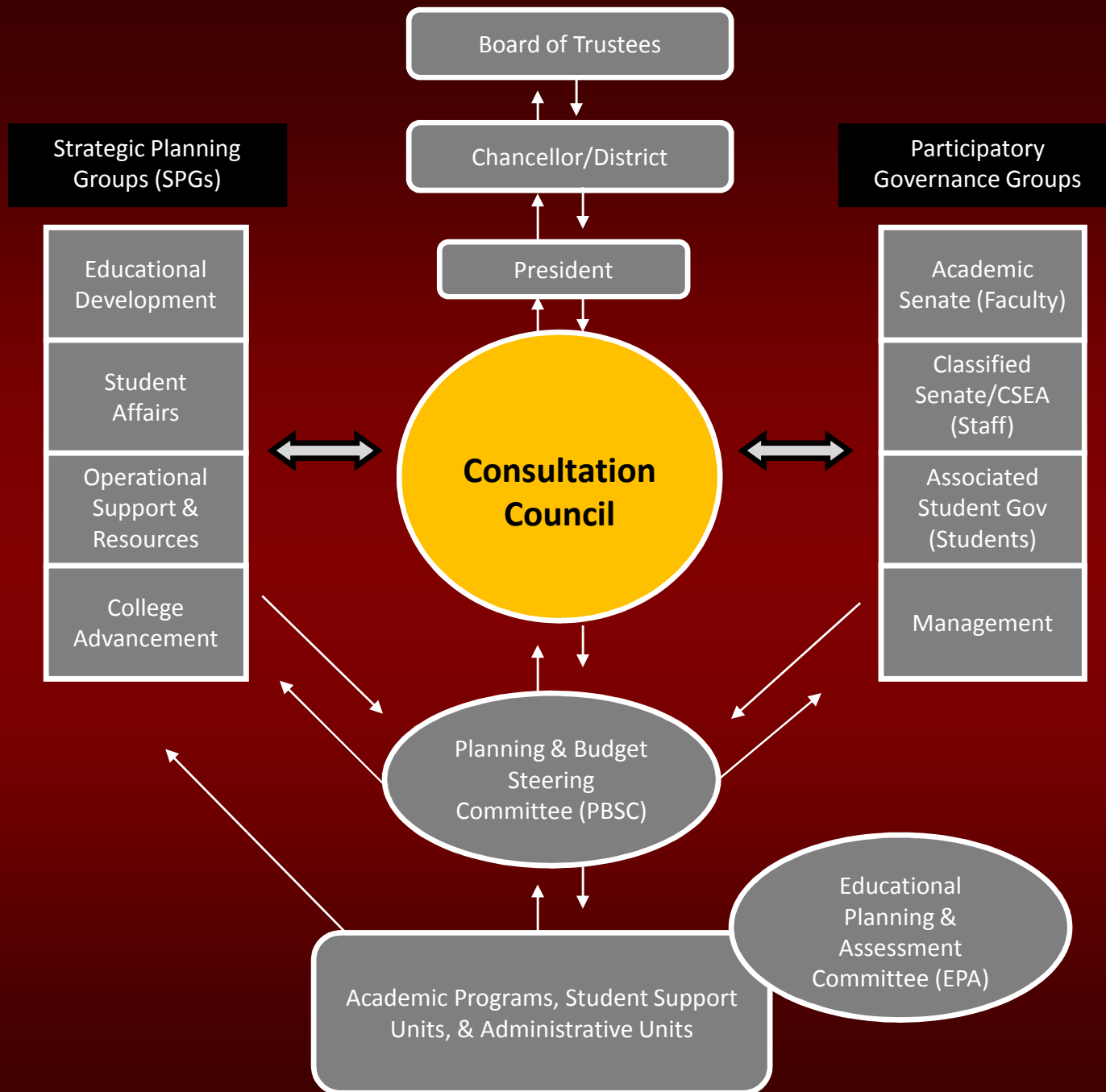
External Scan  
Internal Scan  
Other Documents

Mission,  
Vision, and  
Values



# Strategic Planning Process





# Vision and Mission

## **Mission**

Saddleback College enriches its students and the south Orange County community by providing a comprehensive array of high-quality courses and programs that foster student learning and success in the attainment of academic degrees and career technical certificates, transfer to four-year institutions, improvement of basic skills, and lifelong learning.

## **Vision**

Saddleback College will be the first choice of students who seek a dynamic, innovative, and student-centered postsecondary education.



# STRATEGIC DIRECTIONS

- **Improve Student Preparedness**

Saddleback College will ensure that students gain the foundational skills necessary to complete college level work and achieve career goals.

- **Foster Innovation**

Saddleback College will employ innovative teaching and technology to enhance instruction and student services.

- **Excel in College Transfers**

Saddleback College will increase student transfers to four-year colleges and universities.

- **Enhance Resources**

Saddleback College will improve its ability to expand and develop alternative sources of revenue to support college priorities.



# Goal Development Process

- The strategic planning groups will develop goals based on the strategic directions identified above. These groups will use the college's mission statement, vision statement, values, and relevant planning documents, which will serve to guide college decision making for the next three years.
- As your group develops goals, you should also solicit feedback from as wide a representation of the college community as possible. This can be accomplished by obtaining recommendations from other college committees and subject matter experts in relation to specific Strategic Directions.
- Once developed, the goals should be listed on the SMART Goals Worksheet and then forwarded to the PBSC for review.

# Choosing the right kind of goals

**Goals are the “center to the mystery of school’s success, mediocrity or failure.”**  
**Rosenholz**

**“The one accomplishment that would foster longer-range actions would be *a goal worthy of commitment.*”**

**All district, college, and classroom goals should be rooted in our missions, visions, and values.**



# SMART goals by “Altitude”

**“SMART goals that define focus also vary by the system level where they’re created—district, college, classroom. At each level, SMART goals address vision, mission, values, and strategic directions; together, these elements are the elastic that binds the goals together and ensures we are focusing improvement on high-leverage areas.”**



# UNDERSTANDING PROCESS GOALS AND RESULTS GOALS

Goals must be

**SPECIFIC**

and

**MEASURABLE**



# SMART goals...

**S**pecific

**M**easurable

**A**ttainable

**R**ealistic

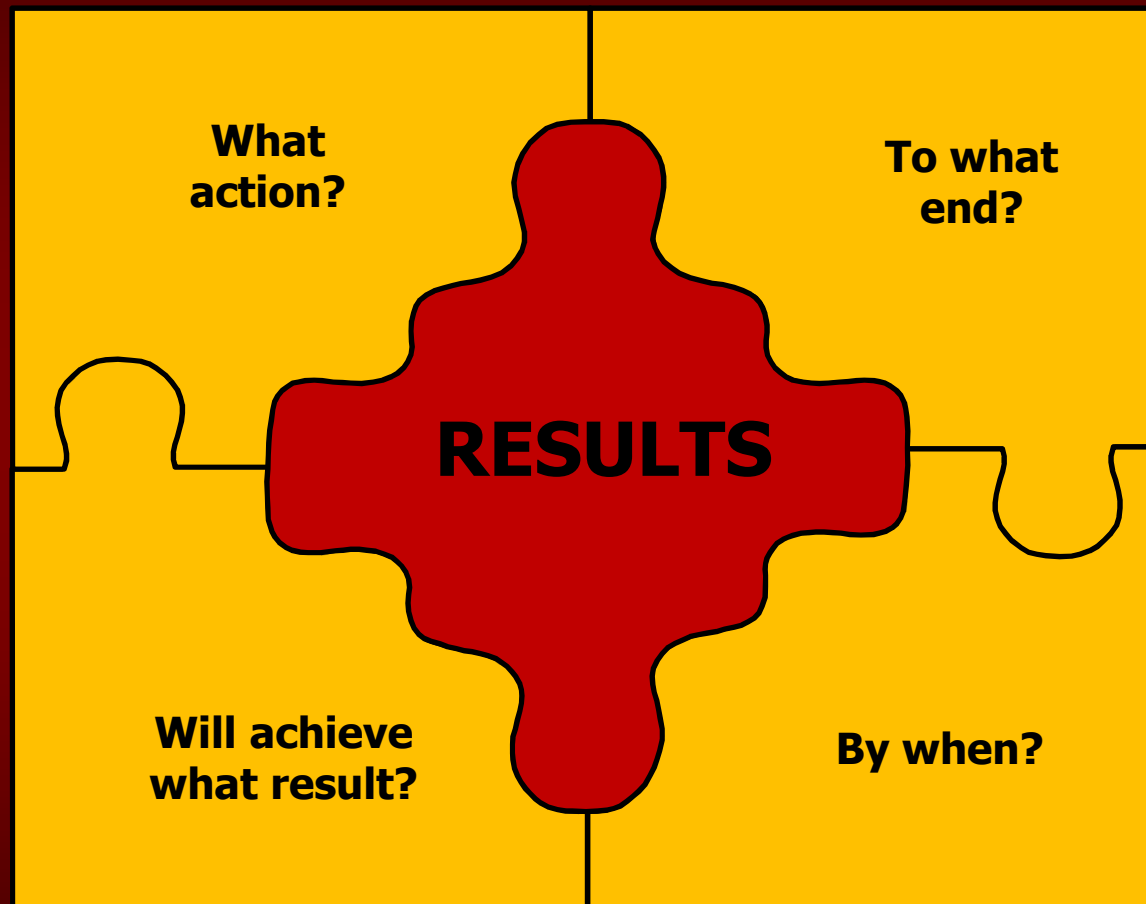
**T**imely



**To set SMART goals at the college level, ask broad questions about your planning group's areas of focus.**



# Take Action



# SMART goal example

**“Within the next two years, reduce by 50% the number of students needing remedial reading assistance (over the past five years, \_\_\_\_\_ students have required this assistance).”**



# Data's Role in SMART Goal Setting

- **Ensure the targets you've set are realistic.**
- **Data is the key.**
- **Make a highly strategic decision to pursue an *“incremental improvement”* or a *“breakthrough improvement.”***
- **Focus improvement efforts on the *“essential issues”*.**



# A “SMART” Process for Improvement



# SMART Goal

**“Within the next two years, reduce by 50% the number of students needing remedial (over the past five years, \_\_\_% of students have required this assistance).”**

## **Specific:**

**Goal focuses on students and deals with basic skills, a strategic direction from the college.**



# SMART Goal

**“Within the next two years, reduce by 50% the number of students needing remedial (over the past five years, \_\_\_% of students have required this assistance).”**

## **Measurable:**

**The school knows how many students have required assistance in the past and will be able to determine if that number drops by 50%.**



# SMART Goal

**“Within the next two years, reduce by 50% the number of students needing remedial (over the past five years, \_\_\_\_\_% of students have required this assistance).”**

## **Attainable:**

**Current data confirms that this goal is neither so conservative to be uninspiring nor so high that people will think it's impossible to achieve.**



# SMART Goal

**“Within the next two years, reduce by 50% the number of students needing remedial (over the past five years, \_\_\_% of students have required this assistance).”**

## **Realistic:**

**The goal describes the desired outcome, not the process or activity that might contribute to attaining this outcome.**



# SMART Goal

**“Within the next two years, reduce by 50% the number of students needing remedial (over the past five years, \_\_\_% of students have required this assistance).”**

**Timely:**

**The goal sets a deadline for accomplishment.**



# NEXT STEPS

- Planning Groups will begin meeting next week...
- Each group will develop proposed goals using the SMART Goal Worksheet.
- Planning and Budget Steering Committee will review the proposed goals and make recommendations to Consultation Council for adoption.
- The approved goals will then come back to the Planning Groups to develop Strategies (action steps) to achieve each goal.



## SMART Goal Worksheet

Planning Group: \_\_\_\_\_

Goal Statement: \_\_\_\_\_

Link to Strategic Direction: \_\_\_\_\_

### **Verify that your goal is SMART**

**Specific:** *What exactly will be accomplished?*

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**Measurable:** *How will we know when we have reached this goal?*

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**Achievable:** *Is achieving this goal realistic with effort and commitment? Does the college have the resources to achieve this goal? If not, how will we get them?*

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**Results-Oriented:** *What is the ultimate outcome of achieving this goal? How will it contribute to our Strategic Directions?*

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**Timely:** *By when will we achieve this goal?*

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**This goal is important because:**

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**The benefits of achieving this goal will be:**

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**GOALS AND STRATEGIES**  
**Name of the Strategic Planning Group**

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**STRATEGIC DIRECTION:**

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**GOAL:**

<b>STRATEGIES</b> <small>(Please include the target date in chronological order and identify the responsible person/group for each activity)</small>	<b>TARGET DATE</b>	<b>RESPONSIBLE PERSON/GROUP</b>	<b>ESTIMATED BUDGET</b>	<b>EXPECTED OUTCOME</b>	<b>METHOD OF ASSESSMENT</b>	<b>STATUS</b>

Approval Date: 6/23/09  
Revisions: 7/24/09

For more information.....

<http://www.saddleback.edu/gov/sp/index.html>

Or call

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