

SJA OKR Worksheet

<p>SECTION 1: Mission</p> <p><u>Objective:</u> Ensure the campus community is familiar with the mission, purpose and goals of the SCP</p>	<p>Key Results</p> <p>1. Promote the mission statement</p>	<p>Activities</p> <ul style="list-style-type: none"> • Develop a new, colorful brochures • Include brochures in orientations • Ensure program mission is on program webpages • include mission in presentations and department reports and documents. 	<p>People Involved:</p> <ul style="list-style-type: none"> • SJA Team 	<p>Time Frame:</p> <p>Winter 2024</p>
<p>SECTIONS 2 & 9:</p> <p><u>Objective:</u> Renew and revise Student Affairs AP/BPs.</p>	<p>Key Results</p> <p>1. Submit for approval revision of AP 5500, 5510, 5520 and 5530.</p>	<p>Activities</p> <ul style="list-style-type: none"> • Assemble AP/BP policy work group • Discuss proposed revisions to policies • Revise policy documents • The SCP, in conduction with the district and Foothill college, must review relevant polices biennially to ensure they are in line with current state and federal policies and regulations. 	<p>People Involved</p> <ul style="list-style-type: none"> • AP/BP Workgroup • SCP/SJA Team 	<p>Timeframe:</p> <p>Spring and Fall 2023</p>

SECTION 2 & 11 <u>Objective:</u> Ensure that SCP policies and procedures are clearly outlined, established and followed.	Key Results 1. Work on developing and solidifying our program structure and framework.	Activities <ul style="list-style-type: none"> Develop a document that includes the operational and functional aspects of implementing AP policies. 	People Involved: <ul style="list-style-type: none"> SJA Team 	Timeframe: Summer and Fall 2023 and Winter 2024
	Key Results 2. Develop a training plan for SCP that includes operational documents to reinforce program standards	Activities <ul style="list-style-type: none"> Determine areas where training is needed. Develop training materials for the appropriate constituencies. Ensure SCP staff have access to ongoing training on the use of Maxient and any new feature or updates to the system. 	People Involved: <ul style="list-style-type: none"> SJA Team 	Timeframe: Summer 2023
SECTION 3 <u>Objective:</u> Enhance SLOs for SCP/SJA	Key Results 1. Create updated Student Learning Outcomes.	Activities <ul style="list-style-type: none"> Determine appropriate ICCs. Write updated SLO statements. 	People Involved: <ul style="list-style-type: none"> SJA Team 	Timeframe: Fall 2023

	<p>Key Results</p> <p>2. Develop strategies for student learning development and success.</p>	<p>Activities</p> <ul style="list-style-type: none"> • Develop activities to facilitate student learning and development • Continue to develop our Canvas page and add more quizzes, learning modules, etc. • Develop survey by Summer 2023 to be implemented in Fall 2023 to assess students' learning impact of our program. • Surveys will be sent to students who went through the conduct hearing process to evaluate and assess program impact and receive feedback on judicial procedures and process. 	<p>People Involved:</p> <ul style="list-style-type: none"> • SJA Team 	<p>Time Frame</p> <p>Summer & Fall 2023 and ongoing</p>
<p>SECTION 4</p> <p><u>Objective:</u> Develop SCP Assessment Plan</p>	<p>Key Results</p> <p>1. Review and identify goals, outcomes, and objectives for assessment process.</p>	<p>Activities</p> <ul style="list-style-type: none"> • Develop SCP assessment goals • Determine Assessment methods • Establish metrics to measure progress on goals 	<p>People Involved:</p> <ul style="list-style-type: none"> • SJA Team 	<p>Timeframe:</p> <p>2023-2024 Academic Year</p>

	<p>Key Results</p> <p>2. Identify assessment methods and metrics for assessment plan.</p>	<p>Activities</p> <ul style="list-style-type: none"> • Establish assessment priorities • Establish processes for gathering, interpreting and evaluating data 	<p>People Involved:</p> <ul style="list-style-type: none"> • SJA Team 	<p>Timeframe:</p> <p>2023-2024 Academic Year</p>
<p>SECTION 4</p> <p><u>Objective:</u> The SCP needs to develop an overall assessment plan for program evaluation and improvement.</p>	<p>Key Results</p> <p>1. Utilize assessment data for program improvement.</p>	<p>Activities</p> <ul style="list-style-type: none"> • Process data • Interpret and review findings • Determine areas of strength and weaknesses 	<p>People Involved:</p> <ul style="list-style-type: none"> • SJA Team 	<p>Timeframe</p> <p>2023-2024 Academic Year</p>
	<p>Key Results</p> <p>2. Report results and implement improvement.</p>	<p>Activities</p> <ul style="list-style-type: none"> • Create reporting mechanism • Create program improvement plan • Determine strategies to strengthen areas of development and maintain areas of strength 	<p>People Involved:</p> <ul style="list-style-type: none"> • SJA Team 	<p>Timeframe:</p> <p>Ongoing</p>
<p>SECTION 5: Access, Equity, Diversity and Inclusion</p> <p><u>Objective:</u> Promote equity in all phases and operational areas of SCP</p>	<p>Key Results</p> <p>1. Ensure that SPC program reflects and promotes diversity, equity and inclusion in hiring, training, and the implementation of all program services and activities</p>	<p>Activities</p> <ul style="list-style-type: none"> • Ongoing training on various aspects of equity, diversity and inclusion would be beneficial to remain current in this area. • Ensure all hiring processes promote equity, diversity, and inclusion in the selection of new employees 	<p>People Involved:</p> <ul style="list-style-type: none"> • SJA Team 	<p>Timeframe:</p> <p>Ongoing</p>

<p>SECTIONS: 6, 7 & 8</p> <p><u>Objective:</u> Expand SCP program Team</p>	<p>Key Results</p> <p>1. Develop organization chart and plan for additional staffing.</p>	<p>Activities</p> <ul style="list-style-type: none"> • Develop Job descriptions and position justifications. • Hire a full-time Judicial Affairs Officer/Department Manager to allow SCP more opportunities to hold trainings and workshops for faculty and staff across the campus. 	<p>People Involved:</p> <ul style="list-style-type: none"> • SJA Team 	<p>Timeframe:</p> <p>2023-2024 Academic Year</p>
<p>SECTION 10</p> <p><u>Objective:</u> Obtain institutional funding for an increased ongoing departmental budget.</p>	<p>Key Results:</p> <p>1. Develop an itemized budget plan to identify and detail program funding needs</p>	<p>Activities</p> <ul style="list-style-type: none"> • Determine program components that require additional or new funding. • Forecast salaries, benefits and discretionary costs. 	<p>People Involved:</p> <ul style="list-style-type: none"> • SJA Team 	<p>Timeframe:</p> <p>2023-2024 Academic Year</p>
	<p>2. Receive budget allocations for program services and activities</p>	<ul style="list-style-type: none"> • Write up budget justifications with appropriate data and detailed information • Submit the budget plan and request to the Program Allocation Committee (PAC) 	<p>People Involved:</p> <ul style="list-style-type: none"> • SJA Team 	<p>Timeframe:</p> <p>2023-2024 Academic Year</p>

<p>SECTION 12</p> <p><u>Objective:</u> Obtain appropriate and adequate SCP office space to support program operations</p>	<p>Key Results</p> <p>1. Finalize the floorplan for the Office of Student Development in the new Student Services building scheduled to be completed by mid-2025</p>	<p>Activities</p> <ul style="list-style-type: none"> • Provide input and feedback on department plans • Inform architects of the program needs 	<p>People Involved:</p> <ul style="list-style-type: none"> • SJA Team 	<p>Timeframe:</p> <p>Winter & Spring 2025</p>
---	--	---	--	---

SAMPLE OBJECTIVE

Verb + What you're going to do + In order to / so that (business value) Implement Strategy ...

Implement a Strategy in order to Make More Money for the Owners

SAMPLE KEY RESULTS

Verb + What you're going to track/count + From X to Y Implement a Strategy in order to Make money for the Owners Win Super Bowl during the 2019-2020 season

Increase ticket sales from 70% to 88%