**SMART Goals**

**Specific**: Goal is well-defined and describes precisely what the outcome will be.

**Measurable**: Goal is quantifiable, with clear metrics for determining success.

**Attainable**: Goal is realistic and within reach, given the available resources and timeline.

**Relevant**: Goal aligns with the college and/or program mission.

**Timely/Tangible**: Goal can be achieved within the parameters set by the document (three years for the self-study, one year for the program updates).

Examples of poorly written goals

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| **Goal**: | **Problem**: The goal fails to meet two or more of the criteria |
| Increase student mental health services. | Goal is neither specific nor measurable. No way to determine if it’s attainable within the three-year cycle. |
| Make students more aware of online tutoring | Goal cannot be effectively measured, with no metrics to determine success |
| All department faculty will meet together once a week for two hours | Goal is not realistic, outcome not specific. |
| Buy new office furniture | Goal is not clearly relevant to college or program mission, not specific |
| Close achievement gap for student populations identified in the Equity Plan | Goal cannot be achieved in the stated time frame, not clearly measurable |

Examples of more effectively written goals: (*note: assumption is that the time -frame for all goals is within the three-year PIPR report cycle*)

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| --- | --- |
| Develop handbook and training plan for how to respond to students in crisis. | S – handbook and training plan  M – completed drafts of both  A – step by step process  R – addresses mission and strategic plan, SAO  T - product completed within three year PIPR cycle |
| Student usage of online tutoring will increase by 5% yearly. | S – increase of usage  M – compare year to year’s usage  A – plan can be recalibrated every year  R – addresses mission and strategic plan, PLOs, SLOs  T – yearly time frame |
| Establish monthly department meetings, with plan for inclusion of PT faculty | S – meeting schedule  M – schedule, plan for inclusion of PT  A – consistent schedule  R – addresses mission and strategic plan, SLOs  T – monthly time frame |
| Buy new bookshelves to house and display materials for Transfer Center | S – purchase order  M – delivery and set up  A – one-time effort, regular maintenance  R – addresses mission and strategic plan, SAOs  T – one and done |
| Develop training for program personnel on how to collect and interpret data in order addressing achievement gap in student populations identified in the Equity Plan. | S – training needs identified  M – training plan developed  A – yearly time frame  R – addresses mission and strategic plan  T – plan can be developed in one year |