

## PAIC Definitions of Blueprint Terms

**Blueprint** – a planning and performance document that provides an outline of mission-focused priority goals, initiatives that will be implemented to accomplish them, and performance indicators that will describe results of evaluating the extent to which goals and initiatives are achieved. From year to year, blueprints should document how results of evaluation of achievement of initiatives and goals (performance indicator data) have been used to shape improvement of programs and services.

**Division Blueprint** outlines goals and outcomes expected to be achieved by the division; provides a framework for Department Blueprints.

**Mission:** The unit's roles and functions described in a concise statement. The statement should convey the unit's unique identity and reflect the larger mission of the University.

**Example: SA-AS Mission** – *The Division of Student Affairs and Academic Support collaborates with campus and external constituents to provide access, facilitate students' progress and persistence, and advance learning at the University of South Carolina and in the higher education community.*

**Vision:** The 'big idea' expressed in a single sentence. Statement should convey a compelling image of how the unit will be perceived by the objective viewer in the not-too-distant future. Generally will focus on how the unit aspires to be recognized for excellence.

**Example: SA-AS Vision** – *The Division of Student Affairs and Academic Support collaborates with university and higher education partners to create an optimal learning environment that supports students, faculty, and staff; contributes to students' achievement of learning goals; and enhances the educational experience for all constituents.*

**Division Goals:** Broad measurable results the division intends to achieve; these contribute to achievement of the corresponding university goal.

**Example:** Goal #1: Teaching and Learning - *Enhance the richness of the student experience in and beyond the classroom and provide excellent educational experiences for all constituents.*

**Division Outcomes:** Specific measurable results the division will achieve (primarily through the work of departments) that, collectively, represent achievement of the corresponding division goal. (The outcomes collectively define the content of the goal).

**Example:** 1 (B) Students are engaged in academic courses and in educationally purposeful activities beyond classroom.

**Department Goal:** Broad measurable results the department intends to achieve to contribute to the division's accomplishment of corresponding outcome and/or goal.

**Example:** ACE Goal: Increase student persistence and academic success by expanding and improving academic coaching and academic deficiency initiatives. (contributes to division Goal #1; outcome B)

**Department Initiatives:** Specific activities in which a department will engage to achieve its corresponding department goal. Multiple initiatives may contribute to one goal.

**Example:** Academic Standards/Academic Recovery Initiative - ACE will provide academic coaching/mentoring sessions for all first-year students who are academically deficient (below a 2.0 GPA) for the Fall semester; students are required to participate during the Spring semester to continue enrollment for the next Fall semester.

**Key Performance Indicators (KPI):** Specific data that will indicate magnitude and relative success of initiative. (May be transactional data, or results of measures of learning or behavior change).

Example of Planning Blueprint (beginning of year) KPIs:

- number of students who are identified as academically deficient;
- number of academically deficient students who attend ACE sessions;
- number of students who continue enrollment after participating in ACE sessions;
- number of students who are suspended for academic reasons;
- change in these numbers from previous years.

Example of Performance Blueprint (End-of-Year Update) KPIs:

- 218 first-year students were identified as academically deficient (based on GPA and/or hours completed) in the Fall semester.
- 80% of 218 freshmen completed ACE appointments;
  - o 140 students were eligible to continue enrollment
  - o 78 participants were suspended
  - o academic suspensions were reduced by about 40% under the new policy.

**Analysis** of KPI data is also expected in the Performance Blueprint; an Executive Summary of the department's blueprint should describe the unit's relative strengths and areas for improvement as indicated by KPI data reported in the blueprint, and plans for improvement in the upcoming year that are guided by KPI data. Areas for improvement might include needs for facilities or personnel, as documented by systematic evaluation of achievement of initiatives and thoughtful analysis of results of such evaluation. The Executive Summary should also include analysis of the impact of external variables that affected the unit's achievement of initiatives in the current year, or that will be considered in plans for the upcoming year.

Example Analysis to contribute to Department's Executive Summary: This ACE initiative achieved the target goal of improving the retention rate of freshmen who were academically deficient after the Fall semester. The 20% who did not participate most often indicated week-day time constraints due to employment as their reason for non-participation; next Fall, ACE will survey students' interest/ability to participate in academic mentoring/coaching sessions on Saturday afternoons and offer sessions at these times if students indicate interest/availability.

**KPI Method:** Method or procedure used to collect data (recommended but not required in blueprint).

Example: For this ACE Initiative, the Registrar will identify students who are academically deficient after Fall semester; TutorTrac will provide records (number) of ACE appointments made and kept; Registrar will identify enrollment status of students for semester following ACE intervention; ACE office will keep records to provide year to year comparisons of participation and results.