



San Bernardino  
**Valley College**

# ASPIRE: All Services and Programs Resources & Engagement Process

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## GOALS & PLANNING

# \*1<sup>st</sup> YEAR ASPIRE TIMELINE

Each year the ASPIRE process will follow the same timeline. While Steps 1 and 2 may be carried over from year to year, the Step 3 SWOT analysis focus changes each year to provide an extended comprehensive review.

Year 1

Every Year

## STEP 1 Description

Describe your program or area - what is your purpose, who do you serve?

1

## STEP 2 Mission, Vision, Values

How does your program or area serve the mission, vision, and values of the college?

2

## STEP 3 SWOT Analysis

Considering one aspect of your program, What are your internal strengths and weakness? What external opportunities and threats should you consider? Focus changes each year.

3

4

## STEP 4 Goals & Planning

What planning goals arise from your SWOT analysis? What are the necessary action steps and timelines?

5

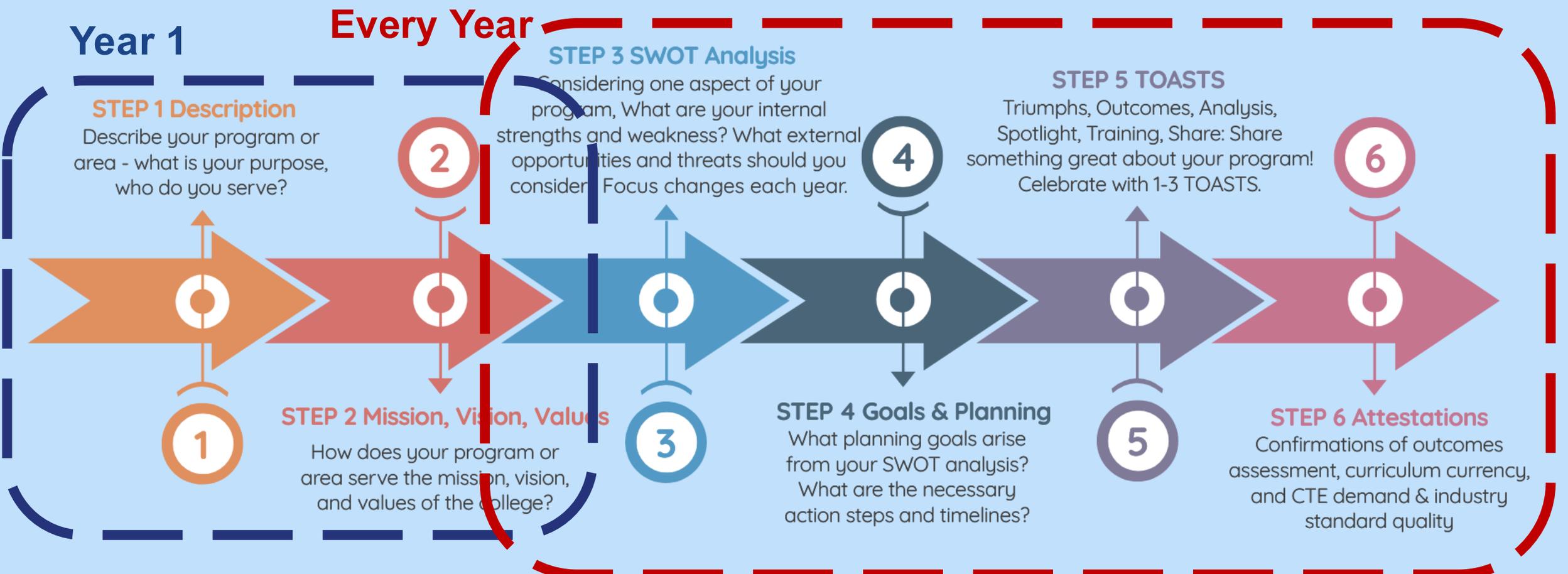
## STEP 5 TOASTS

Triumphs, Outcomes, Analysis, Spotlight, Training, Share: Share something great about your program! Celebrate with 1-3 TOASTS.

6

## STEP 6 Attestations

Confirmations of outcomes assessment, curriculum currency, and CTE demand & industry standard quality



# ASPIRE Program Review Six-Year Process

## Program Description

Describe the department: What do you do? Who do you serve?

## Connection to Mission, Vision, & Values

How does your work support or align with the college's mission, vision, and values?

## SWOT Analysis

Evaluate your program's internal strengths and weaknesses and consider what external threats or opportunities may impact your program concerning:

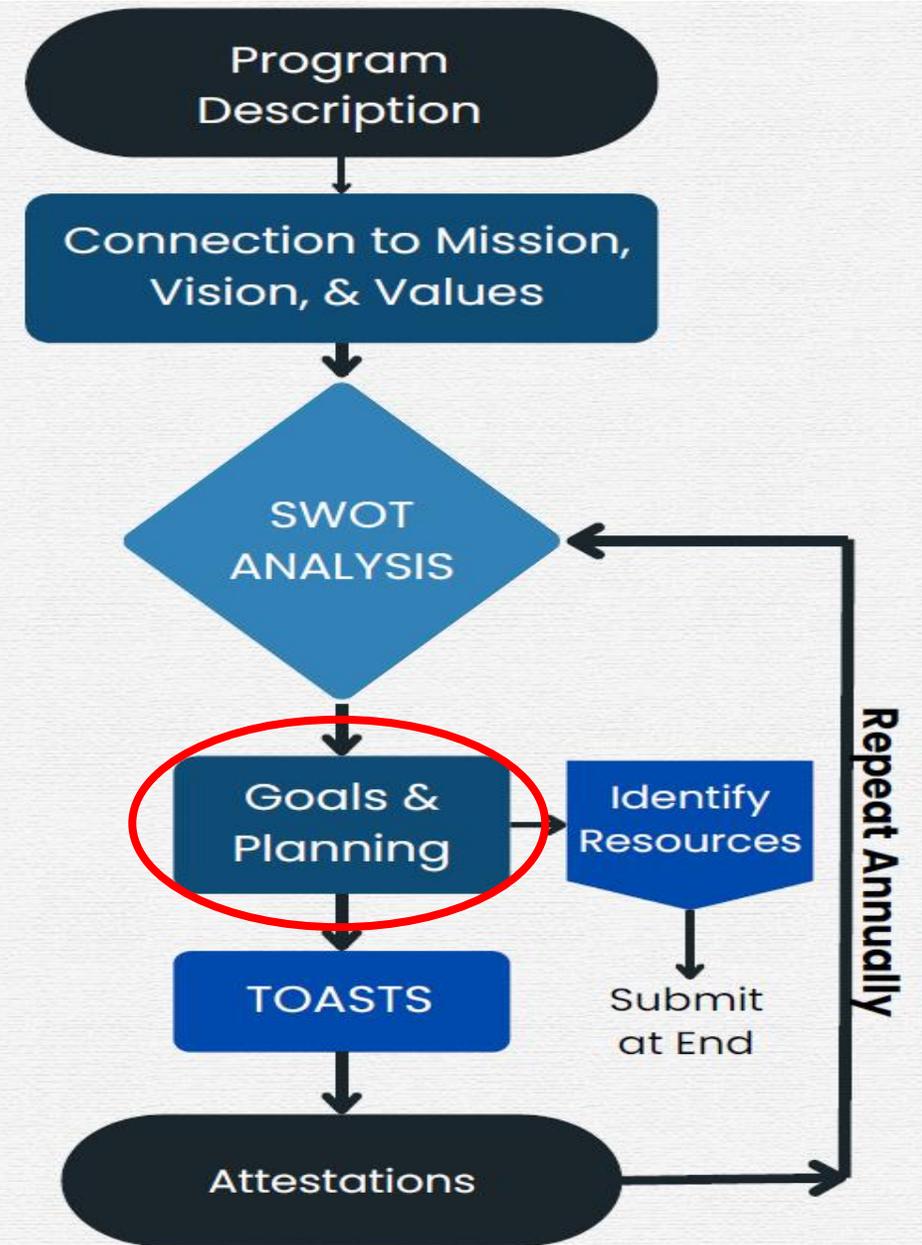
<b>SWOT</b>	<b>1</b> Program Overview	<b>4</b> Productivity & Growth
<b>Focus By Year</b>	<b>2</b> DEIA	<b>5</b> Outcomes Assessment
	<b>3</b> Demand & Currency	<b>6</b> Reflection

## Goals & Planning

Based on your SWOT analysis, set or adjust your program's 5-year goals and identify action plans & resources needed

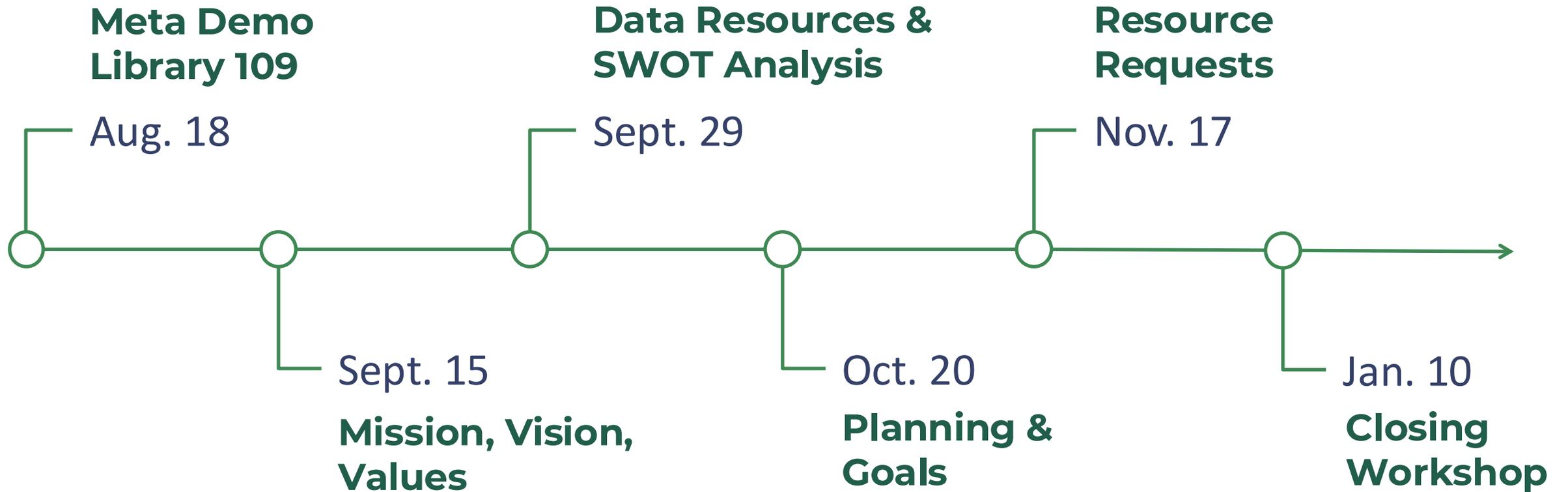
## TOAST & Attestations

Share program highlights (TOASTS) from the previous year! Attest to currency of curriculum, outcomes assessment, & meeting CTE industry and quality requirements



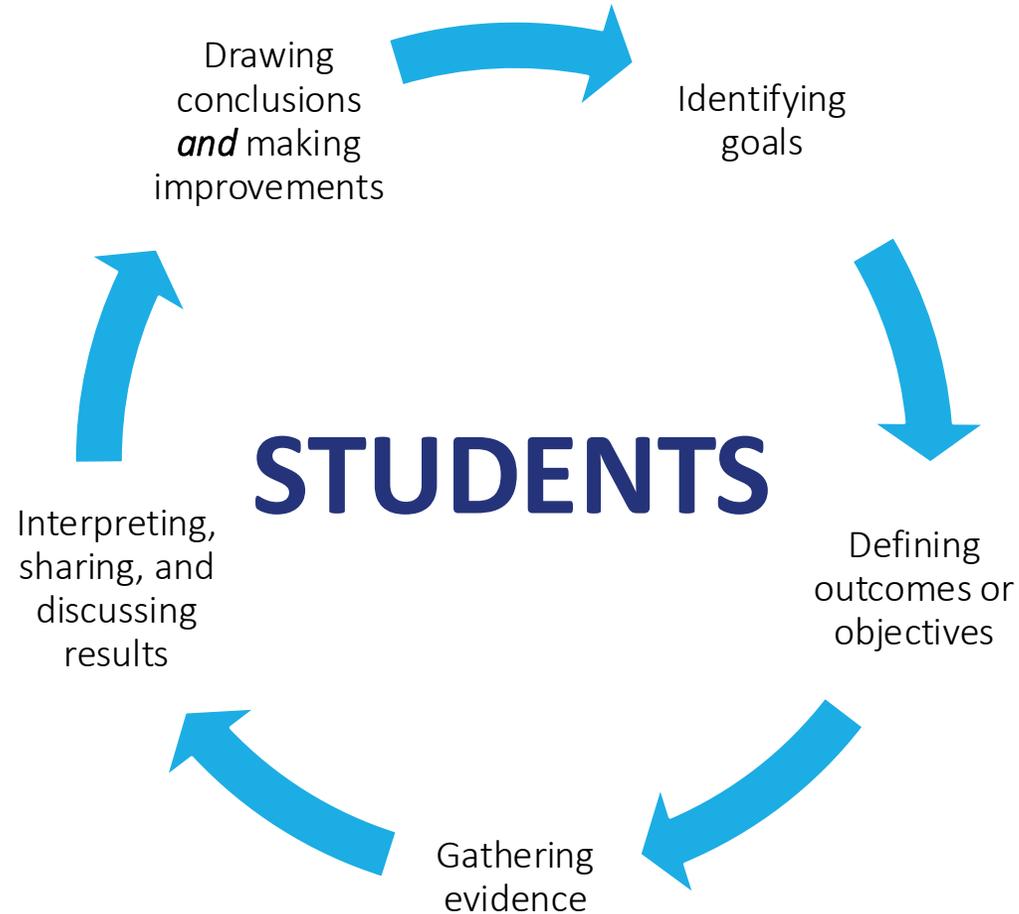
# Timeline

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# Goals & Planning Purpose

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# Goals & Planning Driving Questions

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- What planning goals arise from your SWOT analysis? *(To Dr. Blacksher's point regarding alignment to the EMP, this may be an appropriate place to indicate such.)*
- What are the necessary action steps and timeline?
- How might you assess or track your progress towards attaining your identified goals?
- What resources might support you in attaining your goals?

# From SWOT to Goals & Planning

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## 1. Review the SWOT Analysis

Start by thoroughly reviewing the SWOT analysis for your program/department. Ensure that you have identified all relevant strengths, weaknesses, opportunities, and threats. Get curious! What do you notice? What stands out?

## 2. Identify and Prioritize Program/Department Goals

Based on what you learned through the SWOT process, determine overarching goals for your program/department. These should align with the program's purpose (see Program Overview) and address key findings from the SWOT analysis.

Your goals should be SMART—specific, measurable, achievable, relevant, and time-bound—and provide a clear and quantifiable direction for your program.

Once your goals are established, prioritize them, considering importance and feasibility. Focus on a limited number of high-priority goals to ensure resources and efforts are concentrated effectively.

# From SWOT to Goals & Planning

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## 3. Develop an Action Plan

Create a detailed action plan for each goal. These plans should outline the specific steps, responsible parties, *needed resources*, and timelines for achieving the goals. Action plans ensure that the goals are translated into actionable tasks.

## 4. Request Resources

*In META, this is a separate step.*



# Resource Requests in META

**Resource Requests**

Do you want to request resources? Yes

How does the department and the request(s) align with the Mission, Vision, and Values of the College?

body Words: 0, Characters: 0

**Requests**

- Equipment

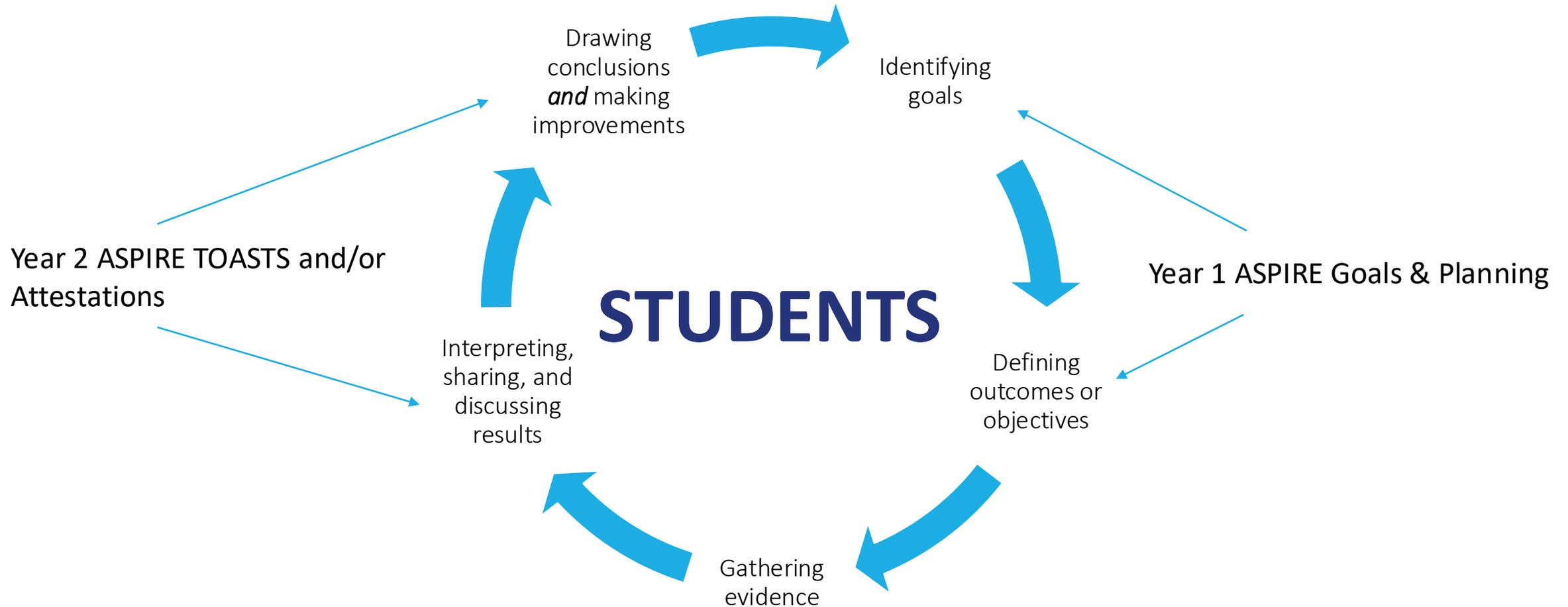
Amount Requested

Referencing the department's data and planning documents provide a rationale each item requested.

- **Resource Requests**
- Request resources? Yes/No
- How do requests align with dept. serving college mission, vision, values?
- Equipment, Facilities, Tech, Budget?
- Personnel: Faculty, Classified?
- Amount requested
- Referencing data & planning, provide rationale for request

# Year 1 Goals & Planning, the ASPIRE Process, & Closing the Loop

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# Reminders

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- Next support workshop:  
Friday, November 17th  
9 to 10:30 AM  
B-100
- Our Canvas discussion boards are LIVE!  
Feel free to share any of your drafted materials with your cohort team members for feedback.
- Canvas enrollment



## Resources Available in Canvas:

- List of Cohorts & Cohort Coaches
- Examples
- ASPIRE Year 1 Timeline
- Ways to get additional support