

Setting SMART goals

The reason for setting SMART goals is to have a few concrete actions the programme team can be working upon for the next semester's delivery to make it an even more valuable learning experience for everyone.

In a PEP you are asked to review the last PEP's SMART goals. If any goals have not yet been met, did you need to extend the period for achievement or was the timeframe not met? If not, why not and what can you do differently to achieve the goal? Revise the wording, making sure to document the change, and set new timeframes.

Then set new goals going forward.

The SMART goals you set should directly correlate with the "specific actions" you find yourself identifying under each KEQ. Overall, which 3-5 of those specific actions, if turned into a SMART goal would make a difference to the programme going forward? (You do not, if you have more than 3-5 actions, need to set SMART goals for them all; focus on which ones would have the best impact.)

S - specific

M - measurable

A - agreed upon and achievable

R – realistic and relevant

T - time-bound, timely, trackable

Some examples of effective SMART goals from the Interim 2018 PEPs include:

Yr/No	Action	Who	By when	Considered successful when (intended outcome)	Achievement to date
2017-5	Hold cultural competence workshops for all staff to improve capability in supporting the learning of Māori and Pacific students	AL/ Kaihautu	2018	Student course evaluation ratings for 'student felt course valued Māori beliefs, language, practices' improve. The number of Māori and Pacific students increases.	Commenced Sem 1 2018: 2.5 hours per week with staff development workshops
2018-2	Request support and advice to ensure literacy test uptake reaches TEC requirements, and add the numeracy test to the programme.	AL	Semester 2 2018	All students are taking the numeracy test and literacy uptake meets TEC requirements	Reported to HoS. Conversation held with Bridging Education.
2018-5	Feedback from teachers to students on Moodle needs to include suggestions for future improvement	Teaching team	Semester 2 2018	No longer being noted as an issue for students in mid- and end-of-course evaluations	

2018-6	Staff PD and workshops on compliance matters	Staff	April 2019	Staff able to ID and/or locate key compliance policies on the Nest, eg Code of Practice for International Students and are evidencing full compliance.	
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