

## Setting SMART goals

The reason for setting SMART goals is to have 3-5 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. But only the most urgent or significant 3-5 of those should become SMART goals – those that would make a real difference to the programme going forward. The PAQC will be tracking their progress; less is more.

**S** - specific

**M** - measurable

**A** - agreed upon and achievable

**R** – realistic and relevant

**T** - time-bound, timely, trackable

Some examples of effective SMART goals include:

Yr/No	Action	Who	By when	Considered successful when (intended outcome)	Achievement to date
2019 Interim 1	Create a tracker for graduate and industry feedback, especially re relevance of programme outcomes, and graduate destinations	AL and teaching team, with Heather Stonyer's team	Mid-S2	Folder and trackers will be created and the teaching team actively collating electronic communication.	
2019 -2	Connect with the School Champions to seek their help in following up and supporting students at risk of not completing their courses.	AL	12/9	All Champions have been contacted and are actively providing advice and help toward supporting our students.	
2019-3	Seek help to address the significant number of no shows and DNCs affecting SCC.	AL, TTK and enrolments	12/9	No show – they need to be monitored and withdrawn early. DNC – students who fail to submit assessments can be tracked and contacted by the Programme Coordinator and will be referred to the Success Champions if identified as a priority learner.	