## Entering a Goal into SPIMS

<u>Step 1</u>: Sign on to SPIMS through this <u>link</u> or from SPIMS Home Page

<u>Step 2</u>: Click on "Add Goal" on SPIMS Home Page (see screenshot #1)



Step 3: Click on desired Theme (see screenshot #2)

	SPIMS Access Reques	t Add Goal Pending Goals Goals Reports Search Admin Menu 👻
	Add Goal	Screenshot #2
	Select the Theme & Objective that	you want to add a goal for.
	Theme	Objective
1	1: Accountability and Integration of Core Values	UMB will systematically integrate the Core Values into the organizational culture through education and demonstrated behaviors so that internal and external takeholders clearly understand who we are as an organization and what we stand for.
	2: Student Growth and Success	UNB will design and implement collaborative, inclusive, respectful, and accessible academic learning environments that equitably support and develop students to become exemplary professionals and purposeful contributors to society.
	3: University Culture, Engagement and Belonging	UME will create a sustainable, equitable, and inclusive culture of care that collaboratively engages and embraces all members of the University community, and the broader community, with respect and in a manner that fosters belonging, understanding, trust, and equity.
	4: Innovation and Reimagination	UMB will foster an agile, creative, and risk-tolerant learning environment, boldly capitalizing on new opportunities, technologies, and the power of collaboration to discover meaningful solutions to the complex problems impacting UMB, its Schools, and its strategic partners, and communities.
	5: Community Partnership and Collaboration	UM will formalize and embrace a university-wide approach to community engagement and scholarship that fosters inclusive and equitable partnerships with our neighbors.
	6: Global Engagement and Education	MB will enhance its impact and reputation as a globally-engaged institution committed to improving the human condition through engagement, education, and research.
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<u>Step 4</u>: Click on desired Outcome (*see screenshot #3*). Selected Theme and associated Objective will be displayed.



<u>Step 5</u>: Select School / Organization from drop-down list, then select Department (*see screenshot #4*). Only those units and subunits assigned to you will appear as selections. Enter Goal Title (Max. 200 characters). Enter Goal Description (Max. 1,000 characters). Enter Progress Measurement Criteria (Max. 1,000 characters). Select at least one, but not more than five Keywords. Leave Comments field blank (*see screenshot #5*). This field is to be used during the review process to provide guidance on requested revisions.

<u>Note on Entering Text</u>: If you are copying and pasting text from another document, be mindful that not all formatting may transfer correctly. A better approach would be to copy and paste text into Notepad and then copy and paste from Notepad as plain text into the SPIMS text boxes. You will be prompted by SPIMS before continuing if text exceeds character limits.

Strategic Plan Tracking Sy	stem Access Request Add Goal	Pending Goals Goals Reports Search Admin Menu 👻					
Add Goal	S	creenshot #4					
professionals and purposeful contributors to s	ne: 2: Student Growth and Success ettve: UMB will design and implement collaborative, inclusive, respectful, and accessible academic learning environments that equitably support and develop students to become exemplar ssionals and purposeful contributors to society. ome: 3: UMB enhances student learning and innovation through creative and effective teaching methods developed through collaborative and agile faculty development initiatives.						
School/Organization	School of Pharmacy	~					
	Required						
Department	All Units	~					
	Required						
Goal Title		m to contribute meaningfully to campus and community life					
Goal Description	Required	scription					
	Required	<i>"</i> "					
Progress Measurement Criteria	1000 maximum characters Progress	s Measurement Criteria					
	Required	70					
Select any Keywords that are appropriate:	Keywords						
	Academic						
	Adminstrative / Administration	Alumni / Life Long Learning					
	Assessment / Evaluation	Baltimore / Local					
	Collaboration	Community					
	Culture	Diversity / Equity / Inclusion					
	Efficiency / Effectiveness	Empowerment					

<u>Step 6</u>: Select "Yes – Save as Draft" and click <u>Submit</u> to save Goal as draft for continued editing at future session by you or another user in the same sub-unit (*see Screenshot #5*). Goal can also be viewed by users with view-only access in the same sub-unit. Goal will appear in Pending Goals list with status "In Progress".

< OR >

Select "No - Submit" and click Submit to submit Goal for review by Administrator. If you are the Administrator, Goal will be submitted for technical review by IESPA staff. Users with view-only access can also view Goal. Goal will appear in Pending Goals list with status "Pending Review".

	Collaboration	Community
	Culture	Diversity / Equity / Inclusion
Screenshot #5	Efficiency / Effectiveness	Empowerment
Screenshot #3	Engagement	Faculty
	Financial	Fundraising / Philanthropy
	Global	Grants Management
	Infrastructure	Innovative / Innovation
	Inter-Professional	Leadership / Management
	Learning / Instruction	Maryland / State-Wide
	Multi-Disciplinary	Organizational Development
	Partnership / Partnering	Patient-Centered Care
	Public & Private / Tech Transfer	Public Health / Population Health
	Public Service	
	Regulations / Regulatory	Reporting
	Research - Basic	Research - Translational
	Safety / Well-Being	□ Scholarship
	Social Justice	Staff / Employees
	Strategic / Long-Range	□ Students
	Sustainable / Green	Technology / Equipment
	Training / Development	University System of Maryland
	□ Values / Core Values	

SPIMS Guidance – Entering Goals

Version 1.1

April 6, 2022