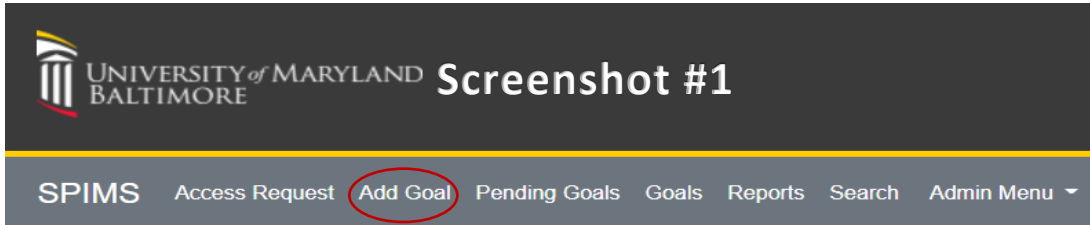


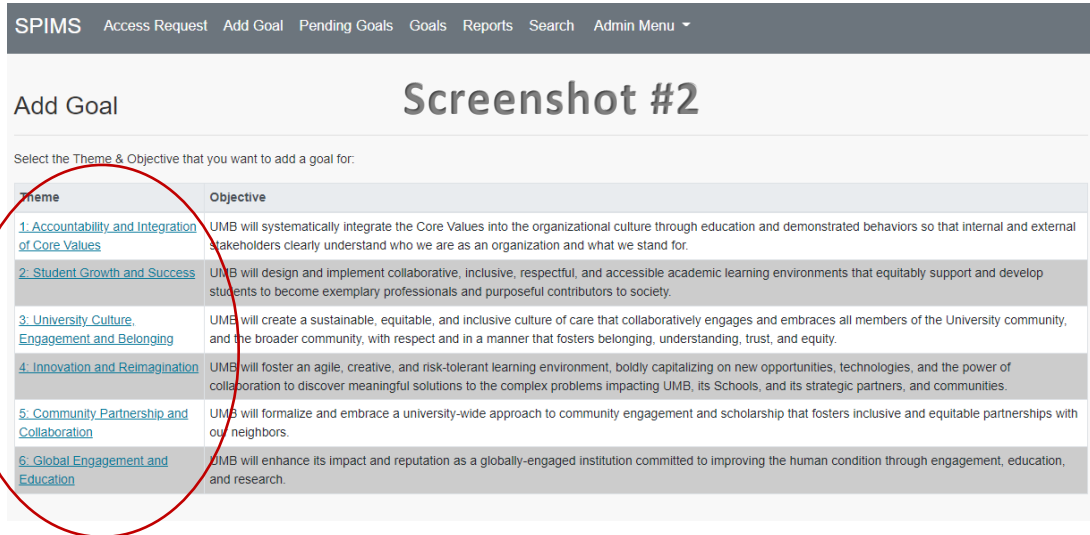
Entering a Goal into SPIMS

Step 1: Sign on to SPIMS through this [link](#) or from SPIMS Home Page

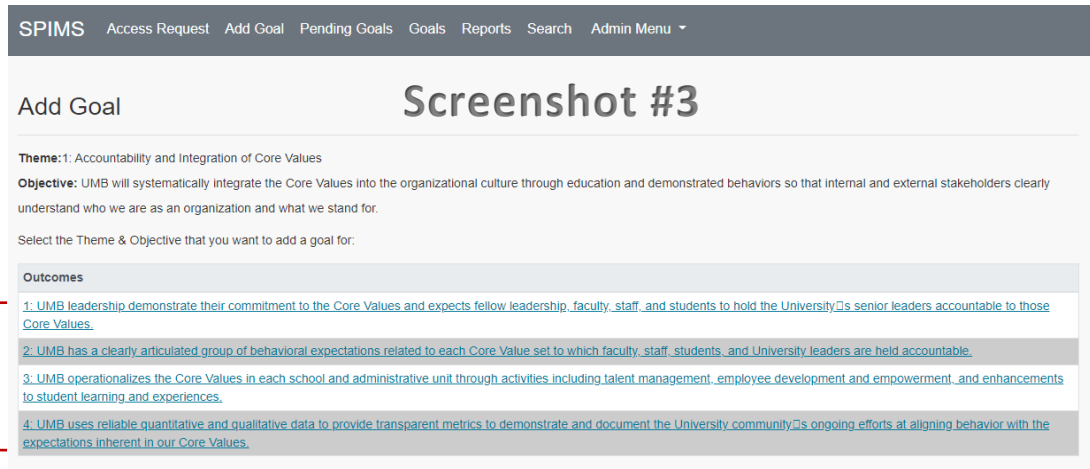
Step 2: Click on “Add Goal” on SPIMS Home Page (see screenshot #1)



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



Step 4: Click on desired Outcome (see screenshot #3). Selected Theme and associated Objective will be displayed.



Step 5: 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.

Note on Entering Text: 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 System Access Request Add Goal Pending Goals Goals Reports Search Admin Menu

Screenshot #4

Add Goal

Theme: 2: Student Growth and Success
Objective: UMB 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.
Outcome: 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: Develop students and empower them to contribute meaningfully to campus and community life (Required)

Goal Description: 1000 maximum characters Goal Description (Required)

Progress Measurement Criteria: 1000 maximum characters Progress Measurement Criteria (Required)

Select any Keywords that are appropriate:

Keywords	
<input type="checkbox"/> Academic	<input type="checkbox"/> Accreditation
<input type="checkbox"/> Administrative / Administration	<input type="checkbox"/> Alumni / Life Long Learning
<input type="checkbox"/> Assessment / Evaluation	<input checked="" type="checkbox"/> Baltimore / Local
<input type="checkbox"/> Collaboration	<input checked="" type="checkbox"/> Community
<input type="checkbox"/> Culture	<input type="checkbox"/> Diversity / Equity / Inclusion
<input type="checkbox"/> Efficiency / Effectiveness	<input type="checkbox"/> Empowerment

Step 6: Select “Yes – Save as Draft” and click **Submit** 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”.

Screenshot #5

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

Comments

Save As Draft?

Optional

- Yes - Save as Draft
- No - Submit

SPIMS Guidance – Entering Goals

Version 1.1

April 6, 2022