

Inputting 2019-20 Program Review Update in SPOL

Program review update is entered in the Planning Module of SPOL

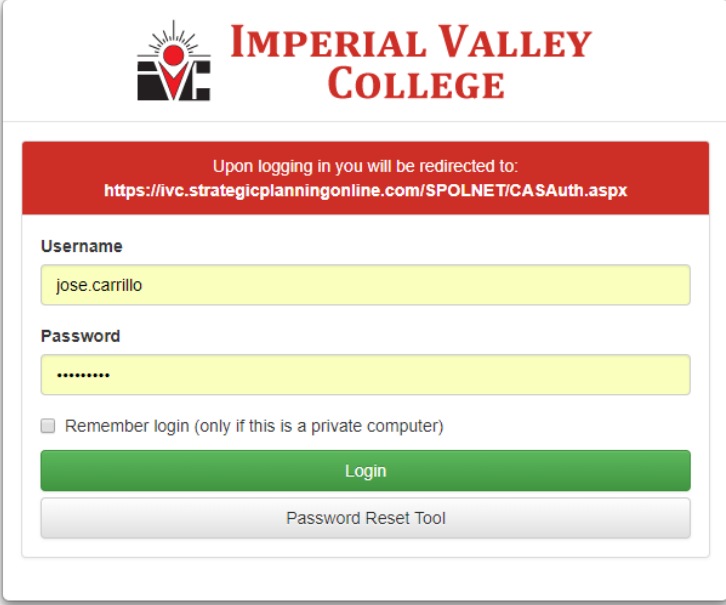
There are two components of the program review update:


Past Goals – 2018-19 Goals must be updated in Planning Module

Future Goals – 2020-21 objectives will be inputted in Planning Module

Below is a quick outline of the inputting process:

1. Log in to SPOL: <https://spol.imperial.edu> , it will redirect you to the IVC sign-on screen. Log in using IVC credentials as seen below (@imperial.edu not needed).



 **IMPERIAL VALLEY
COLLEGE**

Upon logging in you will be redirected to:
<https://ivc.strategicplanningonline.com/SPOLNET/CASAuth.aspx>

Username
jose.carrillo

Password
.....

Remember login (only if this is a private computer)

Login

Password Reset Tool

Past Goals

- By default, you will be in the 2019-20 Planning year, so you need to go to 2018-19, click on my planning units, and continue clicking on the triangles until you find the 18-19 objectives as seen below:

Strategic Planning Online™
Empower Your Planning Process®

Friday, September 13, 2019

Search

Jose G Carrillo
Director of Institutional Research - Imperial Valley College

Planning Year: 2018-2019 (Current)

Impersonate Select a User to Imperso

My SPOL Planning Budget Assessment Credentialing Accreditation Resources Reports Support Admin Logout

Navigation My SPOL

- Planning
- Budget
- Assessment
- Credentialing
- Accreditation
- Admin

Welcome Jose G Carrillo

Planning Budgeting Assessment Credentialing Accreditation

Planning:

My Planning Units View

Planning Unit	Planning Unit Manager	Approval Status	View
Institutional Research	Carrillo, Jose G	●●	View
Objective ID	Objective Title	Approval Status	DOC LNK
1188	Make three scorecard presentations to campus commu	●●	DOC LNK
1189	Request for Student Employment Funds to assist the Office of Institutional Research	●●	DOC LNK
1128	Strengthen IVC's ability to compete for Grants	●●	DOC LNK
1187	Update IVC Factbook	●●	DOC LNK
Strategic Educational Master Plan Committee (SEMPC)	Carrillo, Jose G	●●	View

3. Double click on each objective and update the areas shown with the arrows on the screenshot below. Include an update on the narrative of any information that you need to convey in regards to the task or objective. Make sure you update **all** tasks on every objective and **all** objectives for the 2017-18 planning year. These objectives are the PAST objectives that were to be completed by June 30, 2018. If the objective was not completed, you can carry over an objective to the next year. Please provide a status update in the narrative.

The screenshot shows a web interface for 'Objective Descriptors'. At the top right, there are buttons for '+ Add', 'Edit', and 'Delete'. An orange arrow points to the 'Edit' button. Below this is a header for 'Objective ID: 983', 'Status: In Progress', and 'Objective Purpose: 3 Program Review'. The main text reads: 'Office of Institutional Research will conduct three presentations to campus community to present the Scorecard findings'.

Below the objective description is a 'Planning Years' section with a table:

Planning Year	Start Date	End Date
<input checked="" type="radio"/> 2017-2018	07/01/2017	06/30/2018

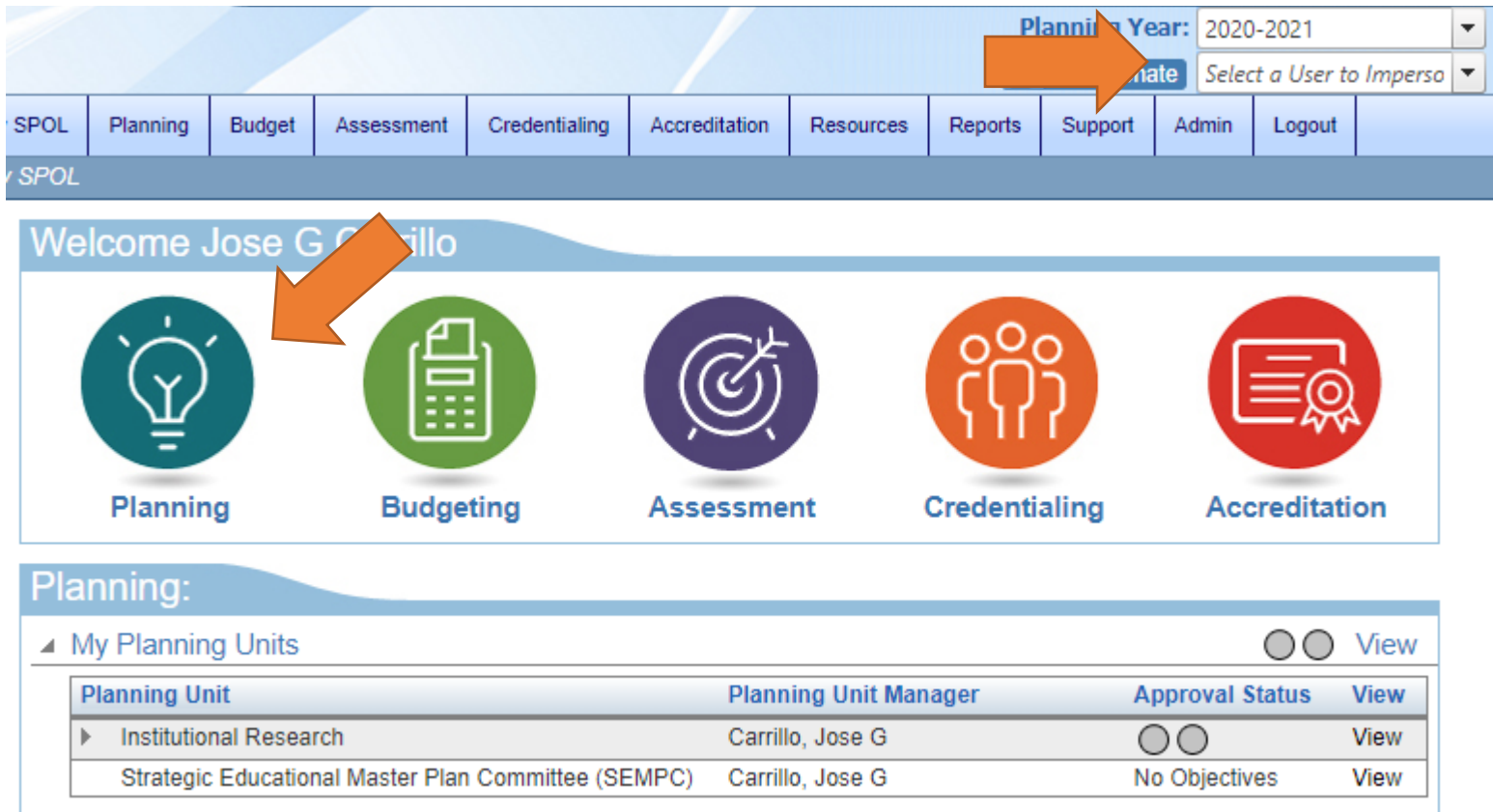
There are three sections for 'Planning Unit Goals', 'Resource Plans', and 'Planning Priorities', each with a 'Select' or 'Add/Edit' button. 'Planning Unit Goals' and 'Resource Plans' show 'There are no records to display'. 'Planning Priorities' shows 'Accreditation Compliance'.

Below is the 'Institutional Goals' section with an 'Add/Edit' button. It lists '2012-15 Educational Master Plan' and '1.2 Goal One - Institutional Mission and Effectiveness --> Use of Institutional Scorecard to drive planning'.

At the bottom is the 'Tasks or Steps to Accomplish Objective' section with '+ Add', 'Edit', and 'Expand All' buttons. An orange arrow points to the 'Edit' button. The task is 'Make a powerpoint on latest scorecard figures'. Below the task are fields for 'Start Date: 03/24/2017', 'Type: Qualitative', 'Priority: High', 'Budget: \$0', 'Due Date: 07/01/2017', 'Completion Date:', 'Status: In Progress', and 'More >>'. At the bottom right, it says 'Total Objective Budget: \$0'.

Future Goals

4. For Future Goals, change the planning year to 2020-21 in SPOL. Click on planning circle.



The screenshot shows the SPOL system interface. At the top right, the "Planning Year" dropdown is set to "2020-2021". Below the navigation bar, the user is welcomed as "Jose G Carrillo". A row of five circular icons represents different system functions: Planning (lightbulb), Budgeting (calculator), Assessment (target), Credentialing (people), and Accreditation (certificate). The Planning icon is highlighted with an orange arrow. Below this, the "Planning:" section is expanded to show "My Planning Units".

Planning Unit	Planning Unit Manager	Approval Status	View
▶ Institutional Research	Carrillo, Jose G	<input type="radio"/> <input type="radio"/>	View
Strategic Educational Master Plan Committee (SEMPC)	Carrillo, Jose G	No Objectives	View

5. Click on create new objective.

The screenshot shows the 'My SPOL > Planning' homepage. At the top is a navigation menu with links: My SPOL, Planning, Budget, Assessment, Credentialing, Accreditation, Resources, Reports, Support, Admin, and Logout. Below the menu is a breadcrumb trail 'My SPOL > Planning'. The main content area is titled 'Welcome to the Planning Homepage' and contains several interactive cards:

- View My Planning Units**: View all of your current Planning Units, or search for a specific Planning Unit and make your necessary updates.
- View My Objectives**: View all of your current objectives, or search for a specific Objective and make your necessary updates.
- Search for Objectives**: Search Objectives according to Planning Unit, Planning Year or Unit Manager.
- Create a New Objective**: Open up a blank Objective page and enter the relevant data to create a new Objective. (An orange arrow points to this card.)
- Copy Objective Data**: Copy objective data from one planning year to another.
- New Objective Wizard**: Follow our easy to use, step-by-step wizard to creating a new Objective.
- View All Planning Units**: View all Planning Units, or search for a specific Planning Unit and make your necessary updates.
- View All Objectives**: View all objectives, or search for a specific Objective and make your necessary updates.
- View Activity by Institutional Goal**: View all planning and assessment activity currently supporting your Institutional Goals.
- Document Repository**: Document Repository.
- Print a Report**: Bring up the reporting interface to generate an informative report in minutes.

6. These instructions also show how to transfer from paper template to SPOL. If you are not using paper template as a guide, complete the areas shown with the arrows below. If you are using paper, please refer to next page.

Enter objective title, select your planning unit/dept, chose 2020-21 for original planning year, select an objective purpose, select 3-Program Review as an objective purpose, choose Planning under Objective status, and describe your objective under the Objective Description area. Once you have finished click on the floppy/save icon to proceed to the new set of questions on creating tasks and measuring your objective.

The screenshot shows the 'Create a New Objective' form in a web application. The navigation bar at the top includes 'My SPOL', 'Planning', 'Budget', 'Assessment', 'Credentialing', 'Accreditation', 'Resources', 'Reports', 'Support', 'Admin', and 'Logout'. The breadcrumb trail is 'My SPOL > Planning > Create a New Objective'. The form title is 'Create a New Objective' with a save icon to its right. The form contains several fields: 'Objective ID' (set to '<NEW>'), 'Objective Title' (text input with placeholder 'The title for my objective goes here'), 'ERP ID' (set to 'Create On Save'), 'Planning Unit' (dropdown menu showing '15000 - Institutional Research --- Carrillo, Jose G'), 'Original Planning Year' (dropdown menu showing '2019-2020'), and 'Leave on "No"' (radio buttons for 'Yes' and 'No', with 'No' selected). Below these are 'Objective Purpose' (dropdown menu showing '3 Program Review') and 'Objective Status' (dropdown menu showing 'Planning'). The 'Objective Description' section has radio buttons for 'Plain Text' and 'HTML' (selected). It features a rich text editor with a toolbar containing 'Clipboard' (Cut, Copy, Paste, Print), 'Editing' (Spell Check), 'Font' (font face, size, bold, italic, underline, text color, background color), and 'Paragraph' (bulleted list, numbered list, indent, outdent, link, unlink, table border). The text area contains the placeholder text: 'This is where I describe in detail what I plan to accomplish and why is needed'. Orange arrows point to the save icon, the Objective Title field, the Planning Unit dropdown, the Objective Purpose dropdown, the Objective Status dropdown, and the text area.

If using paper template, see below:

2019-20 PROGRAM OBJECTIVE(S)		INSTITUTIONAL GOAL(S) <small>(Select 1 primary goal)</small>
Identify 2019-20 FUTURE Objective(s): Objective Description:		<input type="checkbox"/> A) Student Success <small>(primary?)</small> <input type="checkbox"/> A1 <input type="checkbox"/> A4 <input type="checkbox"/> A7 <input type="checkbox"/> A2 <input type="checkbox"/> A5 <input type="checkbox"/> A3 <input type="checkbox"/> A6
Task(s) one or more tasks to complete the objective/goal		<input type="checkbox"/> B Teaching & Learning Effectiveness <small>(primary?)</small> <input type="checkbox"/> B1 <input type="checkbox"/> B3 <input type="checkbox"/> B2
A.		<input type="checkbox"/> C Access & Growth <small>(primary?)</small> <input type="checkbox"/> C1 <input type="checkbox"/> C2
Timeline/Target Date for Completion:		<input type="checkbox"/> D Community, Econ & Workforce Dev. <small>(primary?)</small> <input type="checkbox"/> D1 <input type="checkbox"/> D2
B.		<input type="checkbox"/> E Organizational Effectiveness <small>(primary?)</small> <input type="checkbox"/> E1 <input type="checkbox"/> E7 <input type="checkbox"/> E2 <input type="checkbox"/> E8 <input type="checkbox"/> E3 <input type="checkbox"/> E9 <input type="checkbox"/> E4 <input type="checkbox"/> E10 <input type="checkbox"/> E5 <input type="checkbox"/> E11 <input type="checkbox"/> E6
Timeline/Target Date for Completion:		
C.		
Timeline/Target Date for Completion:		
How will this objective be measured?		
How will the completion of tasks identified above improve student/program success?		
Who are the responsible parties and assignees?		
Please fill the section below only if your objective requires a budget enhancement request – if you have more than one task requiring a resource request, please indicate the task and paste the sections below.		
Identify Task:		
<input type="checkbox"/> Facilities <input type="checkbox"/> Marketing <input type="checkbox"/> Technical <input type="checkbox"/> Professional Development <input type="checkbox"/> Staffing <input type="checkbox"/> Administrative		
Timeline/Target Date for Completion:		
Expense Type (mark all that apply)		
<input type="checkbox"/> One-Time <input type="checkbox"/> Recurring <input type="checkbox"/> Legally Mandated		
Funding Type		
<input type="checkbox"/> General District <input type="checkbox"/> Categorical (Specify)		
Budget Request		
<input type="checkbox"/> \$		
If you have more than one objective, please duplicate the sections above.		

My SPOL > Planning > Create a New Objective

Select a User to Impersonate

My SPOL > Planning > Create a New Objective

Create a New Objective

Objective ID: Objective Title: Objective ID: Create On Save

Planning Unit: Original Planning Year: Leave on "No": Yes No

Objective Purpose: Objective Status:

Objective Description:

Plain Text HTML

This is where I describe in detail what I plan to accomplish and why is needed

7. Choose the Vision for Success goal that your activity best supports, you can choose one or more. Select your institutional goal that best supports your activity, add a new task (see next page), and complete the measurements, intended results and associated accreditation standards. The associated accreditation standard ties your last comprehensive program review (program health or SWOT) to this year's objective. Please make sure you select the cycle were you last completed a comprehensive review for this section and the appropriate standard.

Objective Details
My objective title goes here

15000 - Institutional Research
Unit Manager: Carrillo, Jose G
Email Unit Manager: [Send Email](#)

Approval Notes: Approval Status:
Note Options: Approval Options:

Objective Descriptors
Objective ID: 1500 Status: In Progress Objective Purpose: Program Review
test

Planning Years
Planning Year: 2020-2021 Start Date: 07/01/2020 End Date: 06/30/2021

DO NOT USE: There are no records to display
Resource Plans (only for Budget Enhancement Requests): There are no records to display
Vision for Success Goals: There are no records to display

Institutional Goals
There are no records to display

Tasks or Steps to Accomplish Objective
Total Objective Budget: \$0
There are no records to display

What Measurement Tools or Methodologies Will You Use for this Objective?
There are no records to display

Explain how your intended results impact student success, program effectiveness and VF-S goals
There are no records to display

Which area of your comprehensive program review is this objective addressing?
There are no records to display

Associate this objective with SLO's, SLO's, or Other Outcomes
There are no records to display

Documents with Supportive Information
There are no records to display

Links with Supportive Information
There are no records to display

How will this objective be measured?

How will the completion of tasks identified improve work efficiency, reduce costs, or improve student success?

Who are the responsible party(ies) and assigned user(s)?

11. Adding a task and/or budget enhancement request:

2017	PROGRAM OBJECTIVE #1
Identify 2017-18 Objective(s):	
Objective Description:	
Task(s) one or more tasks to complete this objective/goal	
A.	
Timeline/Target Date for Completion:	
B.	
Timeline/Target Date for Completion:	
C.	
Timeline/Target Date for Completion:	
How will this objective be measured?	
How will the completion of tasks identified improve student/program success?	
Who are the responsible parties and assigned user(s)?	

- a) Click on Add under the tasks/steps section
- b) the first date should be the start date and the end date should be the date due. For example if Fall 2020, is listed on the timeline, start will be August 1, 2020 with and end date of December 31, 2020.
- c) Choose High for priority level
- d) Under type, choose Qualitative/Qualitative for how the objective will be measured.
- e) Choose status of the objective from the dropdown menu. Most will be planning unless it is a multi-year objective
- f) You do not need to fill in completed date/order number.
- g) Click on Save.

12. If there is a budget enhancement tied to this task, you need to complete following:

Tasks or Steps to Accomplish Objective

Start Date: 11/10/2014 Type: Qualitative Priority Level: Medium Order: 4

Date Due: 11/18/2014 Completed Date: Status: Incomplete Budget: \$0

Description:
hvjvhj

Remarks
There are no records to display

View Budget View Assignments Save Delete Close

- a) Click on view budget
- b) Click on new
- c) Select budget account
- d) Select the GL code for corresponding request, if the GL code is not listed select new GL code, click next

the

List Budget Items for this Task

Enhanced Budget Items

2015-2016

There is no enhanced budget data found for the following year.

New Enhanced Budget Non-Financial Item Detail

New Enhanced Budget Item

Budget Account
Research Planning and Grants Admin. O General Inst Support Services

GL Code
6590 - Capital Equipment DEP Asset (Forecast)

Next

- e) Under the Enhanced Budget forecast detail screen, select high for priority
- f) state the task on to description
- g) Select the commodity type from the Resource Committee that best describes your budget enhancement request
- h) Select if this a classroom related expense
- i) Select if this is a legal requirement
- j) Enter the cost of the expense under the proposed section
- k) Enter a justification if one is stated
- l) Click on save, then close, and close on the new window.

Note: The description and justification will be used to prioritize, budget enhancement request, please make sure these are thorough and well-written.

- 13. If you have supporting documentation to enter, click add on Documents with Supportive information. Click on the objective folder and select upload, choose your file and upload. Click on close.
- 14. When completed, go to the approval status options drop down menu and submit for approval.
- 15. If you have more objectives, go to my SPOL, planning, and create a new objective under the 2020-21 year.
- 16. All legally mandated budget enhancements must have attached documentation to support it.