Inputting Comprehensive Program Review in SPOL

Program review must be entered using two different modules in SPOL.

Past Goals – 2015-16 Goals must be updated in Planning Module

Present Analysis – Current program analysis will be entered in 16-17 Program Review Cycle in Accreditation module

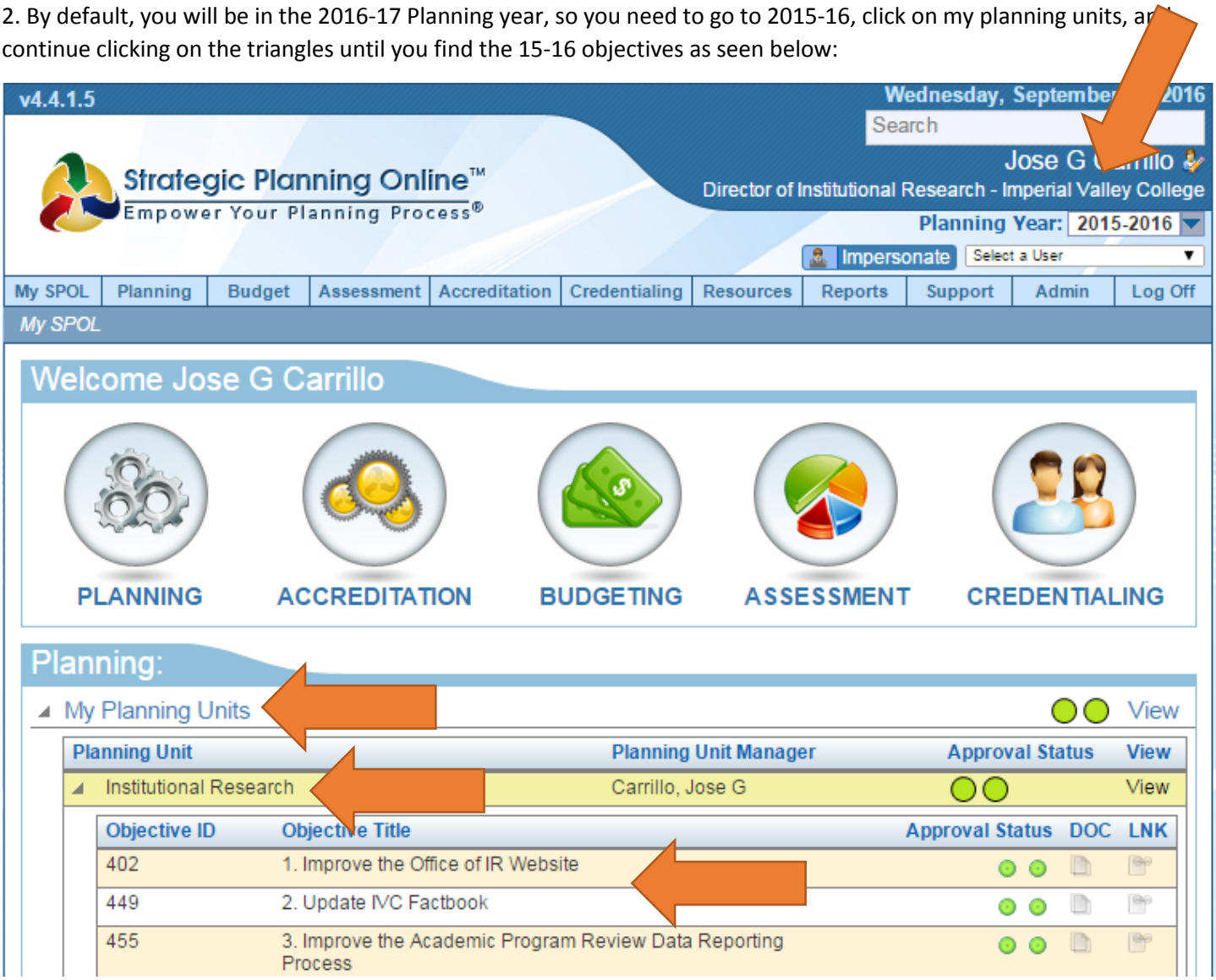
Future Goals – 2017-18 objectives will be inputted in Planning Module

Below is a quick outline of the inputting process:

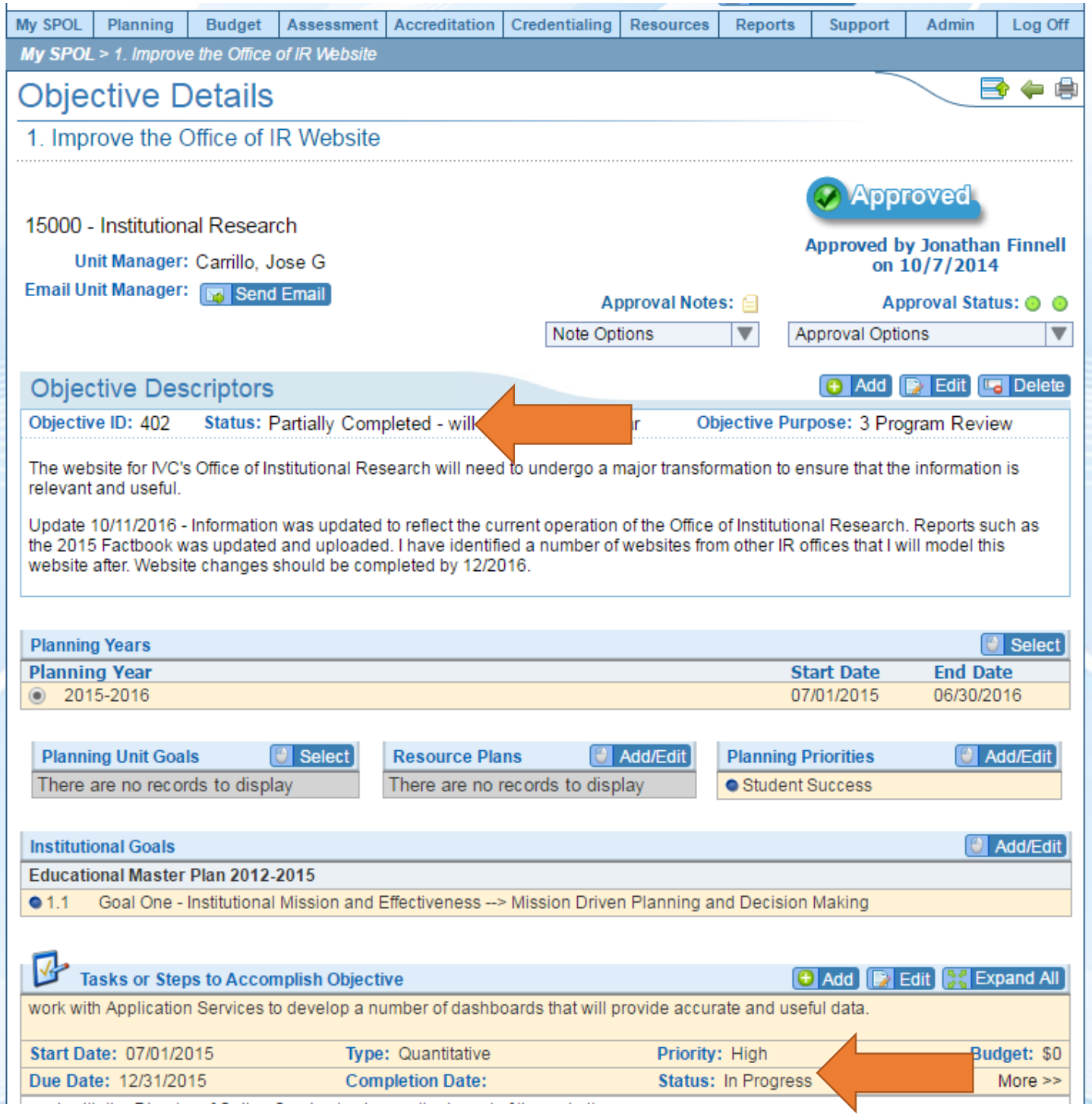
1. Log in to SPOL: https://spol.imperial.edu (some users have experienced issues in SPOL when utilizing older browser versions of Internet Explorer, Firefox, and Chrome, so make sure your browsers have been updated)

Past Goals

2. By default, you will be in the 2016-17 Planning year, so you need to go to 2015-16, click on my planning units, and continue clicking on the triangles until you find the 15-16 objectives as seen below:



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 2015-16 planning year. These objectives are the PAST objectives that were to be completed by June 30, 2016. If the objective was not completed, you can carry over an objective to the next year. Please provide a status update in the narrative.

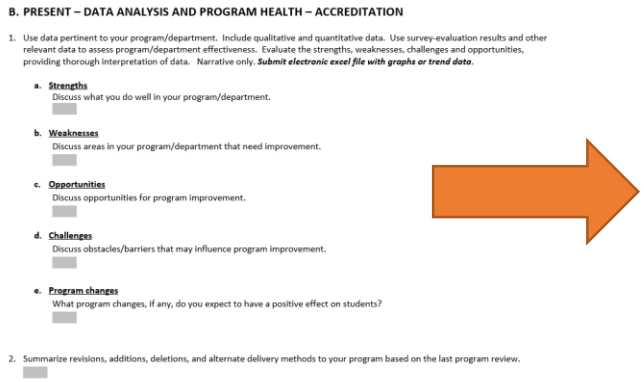


Present Analysis

4. The present analysis of your program is done in SPOL's Accreditation Module. Go to my SPOL, under Accreditation click under my standards until you see 2016-17 Program Review cycle, as shown on the next page:

Under Accreditation, open up 2016-17 Program Review. The standards will be listed to correspond to your program review.

The picture shows the standards for Service Area. Program Review, the Academic Standards are different.



B. PRESENT – DATA ANALYSIS AND PROGRAM HEALTH – ACCREDITATION

1. Use data pertinent to your program/department. Include qualitative and quantitative data. Use survey-evaluation results and other relevant data to assess program/department effectiveness. Evaluate the strengths, weaknesses, challenges and opportunities, providing thorough interpretation of data. Narrative only. ***Submit electronic excel file with graphs or trend data.***

   a. **Strengths**
   Discuss what you do well in your program/department.

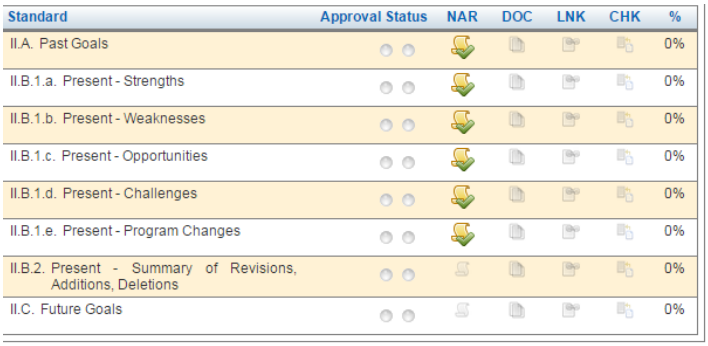
   b. **Weaknesses**
   Discuss areas in your program/department that need improvement.

   c. **Opportunities**
   Discuss opportunities for program improvement.

   d. **Challenges**
   Discuss obstacles/barriers that may influence program improvement.

   e. **Program changes**
   What program changes, if any, do you expect to have a positive effect on students?

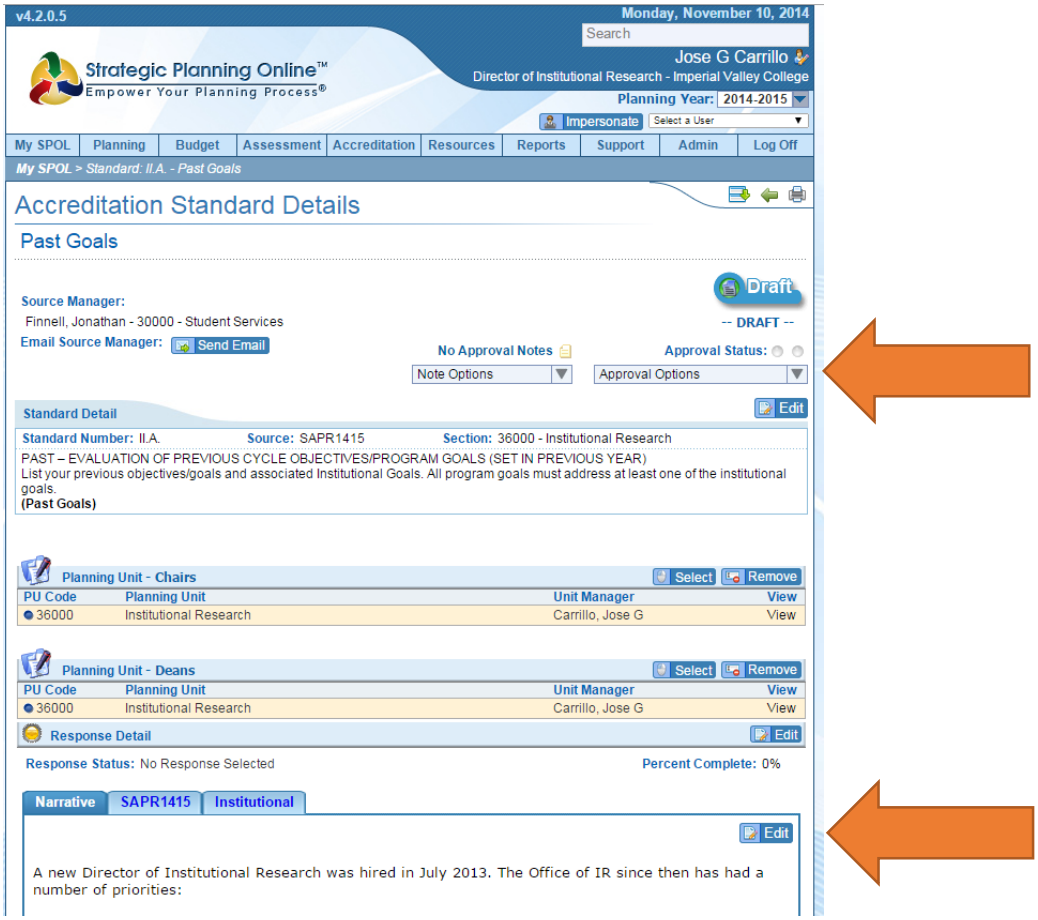
2. Summarize revisions, additions, deletions, and alternate delivery methods to your program based on the last program review.



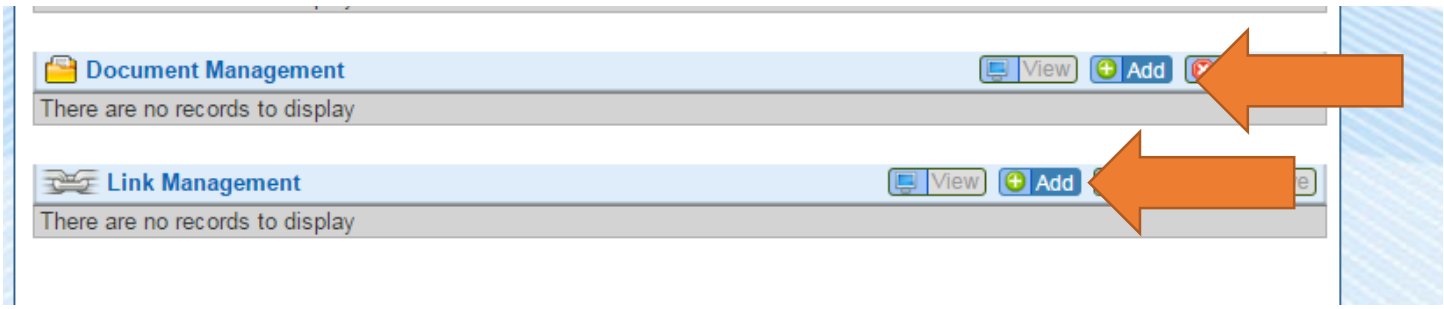
Standard	Approval Status	NAR	DOC	LNK	CHK	%
II.A. Past Goals						0%
II.B.1.a. Present - Strengths						0%
II.B.1.b. Present - Weaknesses						0%
II.B.1.c. Present - Opportunities						0%
II.B.1.d. Present - Challenges						0%
II.B.1.e. Present - Program Changes						0%
II.B.2. Present - Summary of Revisions, Additions, Deletions						0%
II.C. Future Goals						0%

4. Double click on your first “standard”, scroll down to the Narrative section, and answer that particular prompt.

The paper format was created to match standards in SPOL, so respond to each standard/question in the corresponding section in SPOL. After inputting, select submit for approval and click submit for every standard.



If you have any documents to upload or any web links to attach, you can do this at the bottom of the page:



Future Goals

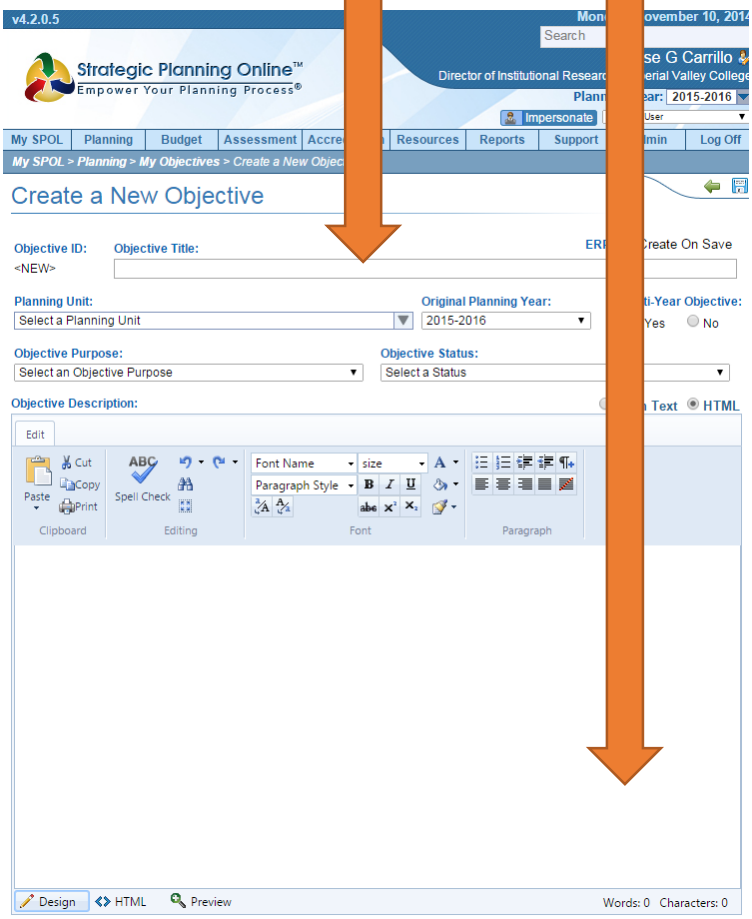
6. For Future Goals, change the planning year to 2017-18 in SPOL. Click on planning tab up on the top, then click on view my objectives.

7. Click on new objective

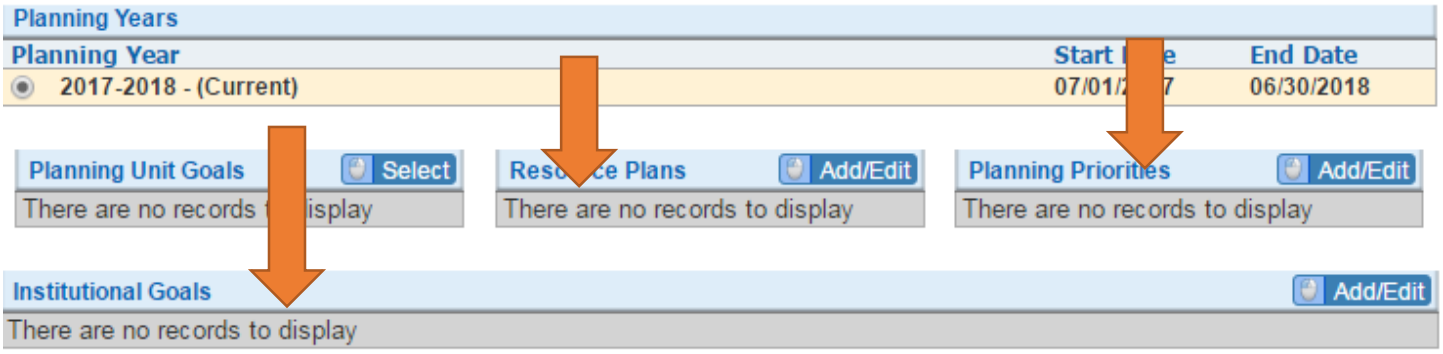
8. The instructions show how to transfer from paper template to SPOL. If you are not using paper template as a guide, complete the blanks on the “create new objective” wizard.

Enter objective title, select your planning unit/dept, chose 2017-18 for original planning year, indicate if it’s a multi-year goal, select an objective purpose, select an 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.

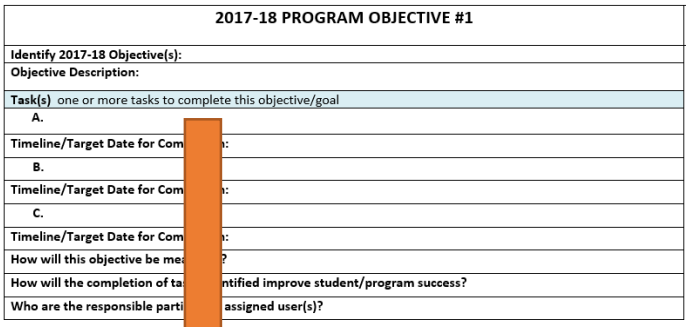
2017-18 PROGRAM OBJECTIVE #1	INSTITUTIONAL GOAL(S) (Select 1 primary goal)
Identify 2017-18 Objective(s):	☐ **1 Mission & Effectiveness** (primary?) ☐ 1.1 ☐ 1.3 ☐ 1.2 ☐ 1.4
Objective Description:	
Task(s) one or more tasks to com e this objective/goal	
A.	☐ **2 Student Learning Outcomes** (primary?) ☐ 2.1 ☐ 2.4 ☐ 2.2 ☐ 2.5 ☐ 2.3 ☐ 2.6
Timeline/Target Date for Comple :	
B.	
Timeline/Target Date for Comple :	
C.	☐ **3 Resources** (primary?) ☐ 3.1 ☐ 3.4 ☐ 3.2 ☐ 3.5 ☐ 3.3
Timeline/Target Date for Comple :	
How will this objective be measu ?	
How will the completion of tasks ntified improve studen ogram success?	
Who are the responsible parties assigned user(s)?	☐ **4 Leadership &**

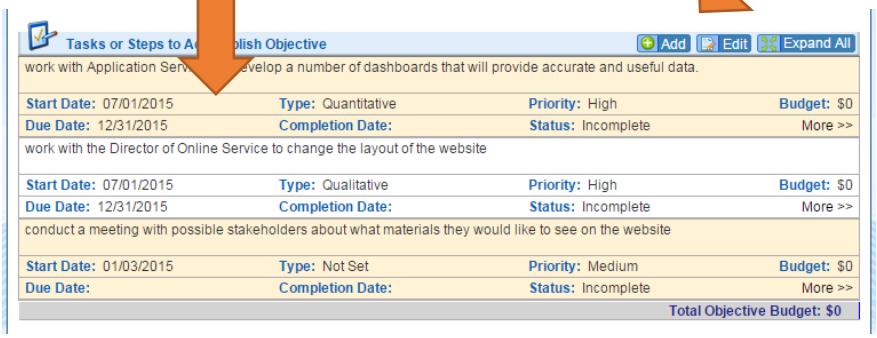


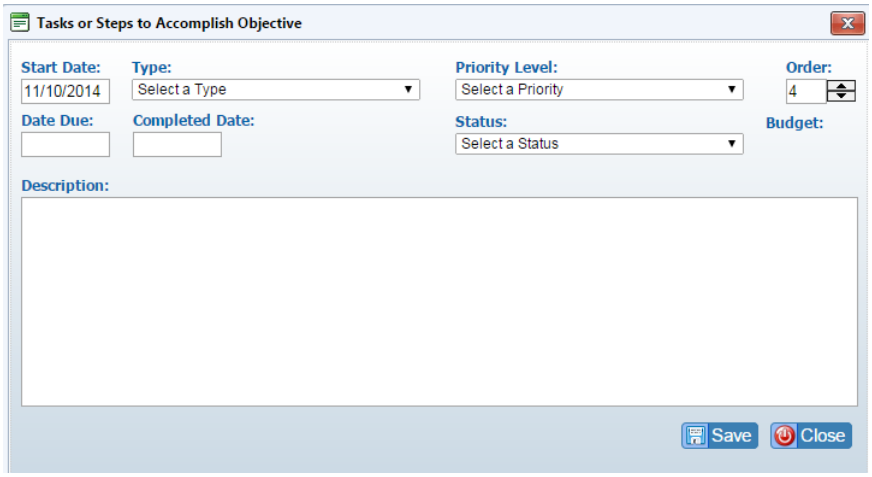
a) Copy 2017-18 Objective and paste under objective title
b) Copy Objective and paste under objective description
c) Under planning unit chose your department or division from the dropdown menu
d) If the objective will be carried out over multiple years, mark yes in SPOL
e) Under Objective Purpose, choose Program Review
f) Select current stage of the objective under objective status
g) Save the objective, click on floppy disk icon
h) Leave planning unit goals blank
i) If any of your tasks will require budget enhancement requests, choose resource committee under resource plan
j) Under planning priorities choose the selection that best describes your objective
k) Select the institutional goal
l)



9. Tasks need to be inputted individually as they also serve as an indication for budget enhancement requests.

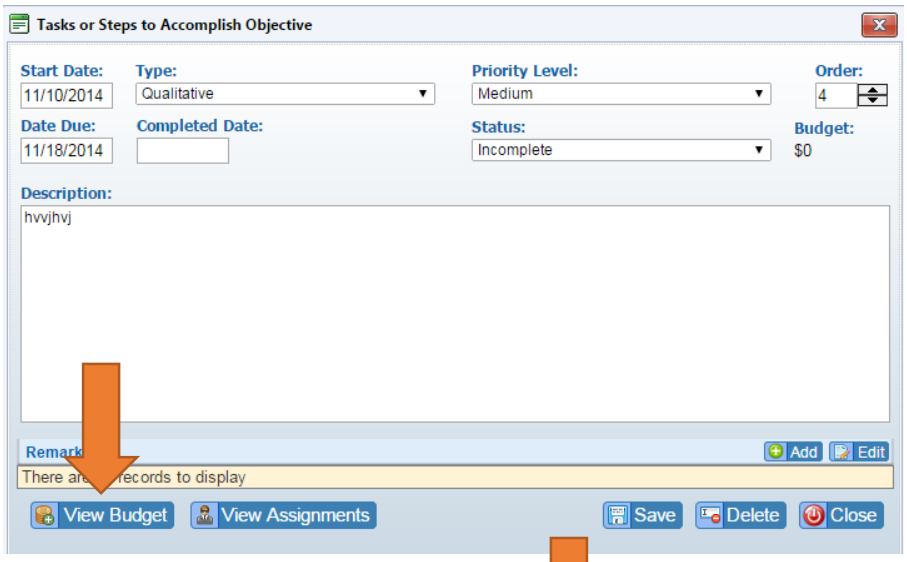


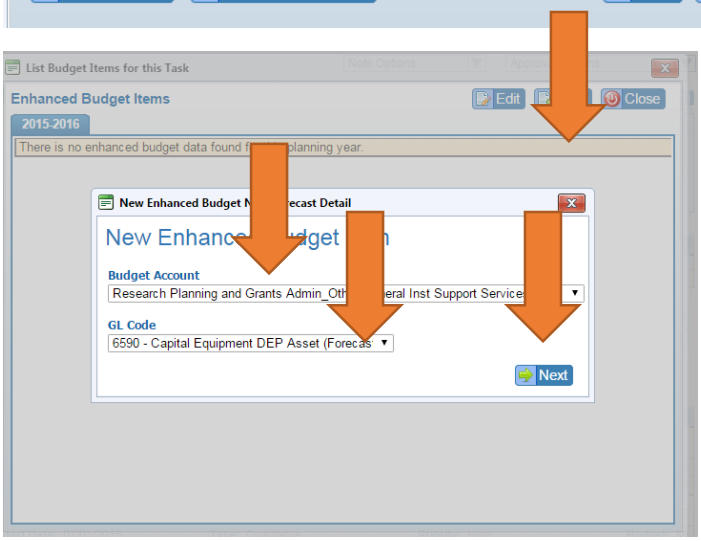




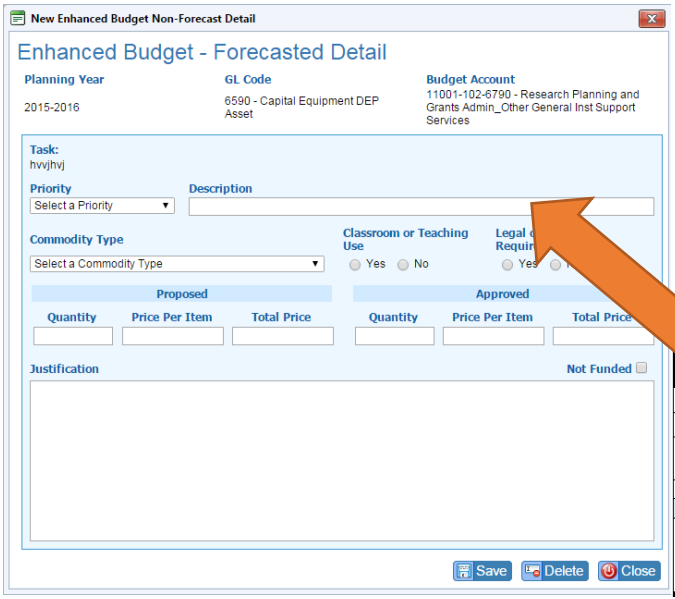
a) Click on Add under the tasks/steps section, copy and paste from the hard copy
b) From the paper version timeline, the first date should be the start date and the end date should be the date due. For example if Fall 2016, is listed on the timeline, start will be August 1, 2016 with and end date of December 31, 2016.
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.

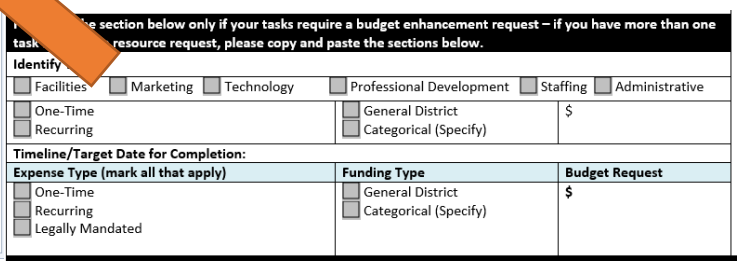
10. If there is a budget enhancement tied to this task, you need to complete the following:



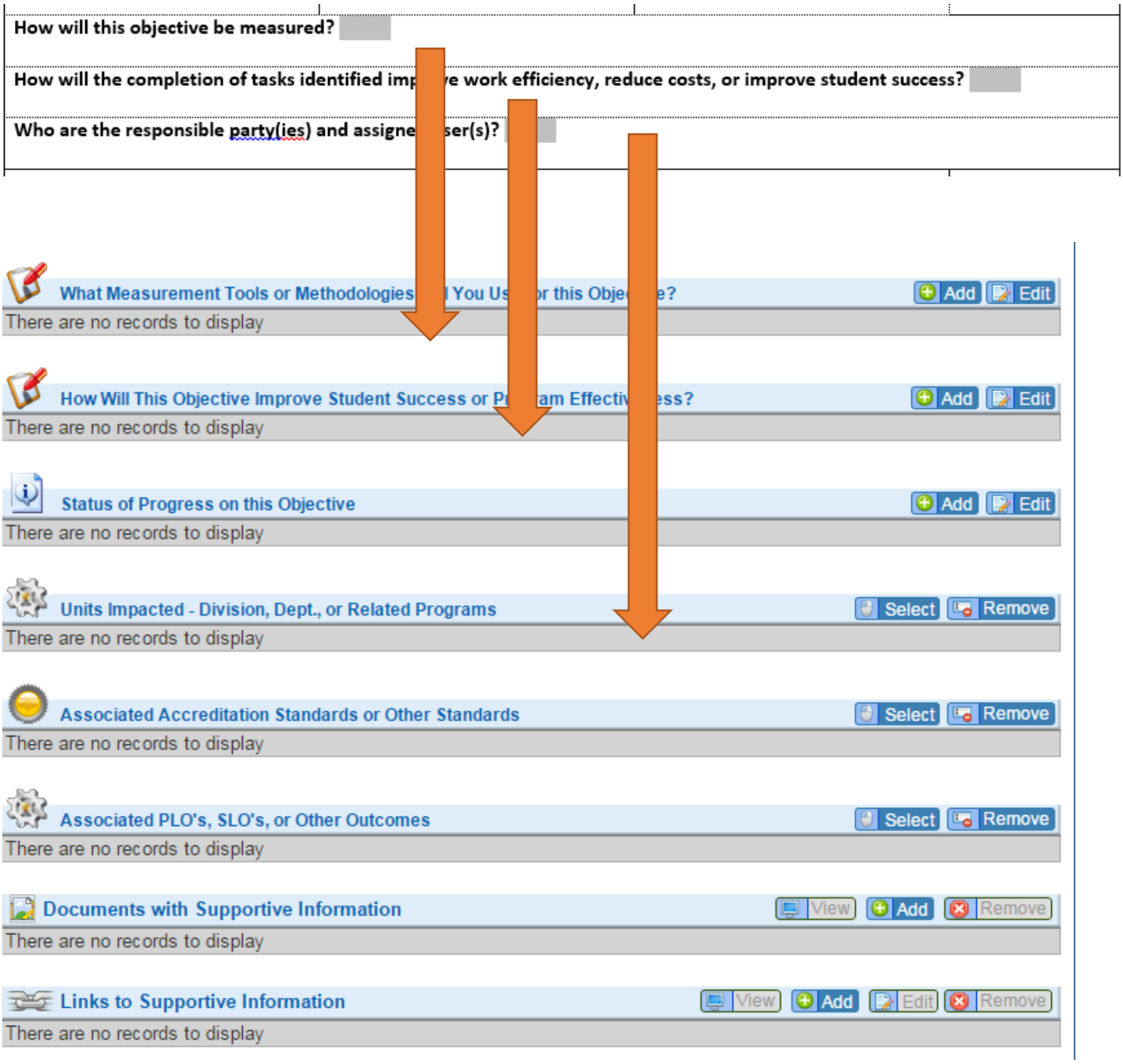


a) Click on view budget
b) Click on new
c) Select budget account
d) Select the GL code for corresponding request, if the GL code is not listed select new GL code, click next
e) Under the Enhanced Budget forecast detail screen, select high for priority
f) Copy and paste the task on to description
g) Select the commodity type from the drop-down menu
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





11. The rest of the questions are a direct copy and paste from the form to SPOL.



12. 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.

13. When completed, go to the approval status options drop down menu and submit for approval.