

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:

v4.4.1.5

Wednesday, September 23, 2016

Search

Jose G Carrillo
Director of Institutional Research - Imperial Valley College

Planning Year: 2015-2016

Impersonate Select a User

My SPOL | Planning | Budget | Assessment | Accreditation | Credentialing | Resources | Reports | Support | Admin | Log Off

My SPOL

Welcome Jose G Carrillo

PLANNING ACCREDITATION BUDGETING ASSESSMENT CREDENTIALING

Planning:

My Planning Units View

Planning Unit	Planning Unit Manager	Approval Status	View
Institutional Research	Carrillo, Jose G	<input checked="" type="radio"/> <input checked="" type="radio"/>	View

Objective ID	Objective Title	Approval Status	DOC	LNK
402	1. Improve the Office of IR Website	<input checked="" type="radio"/> <input checked="" type="radio"/>		
449	2. Update IVC Factbook	<input checked="" type="radio"/> <input checked="" type="radio"/>		
455	3. Improve the Academic Program Review Data Reporting Process	<input checked="" type="radio"/> <input checked="" type="radio"/>		

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.

My SPOL | Planning | Budget | Assessment | Accreditation | Credentialing | Resources | Reports | Support | Admin | Log Off

My SPOL > 1. Improve the Office of IR Website

Objective Details

1. Improve the Office of IR Website

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

Approved
 Approved by Jonathan Finnell on 10/7/2014
 Approval Status: ● ●

Approval Notes: Note Options Approval Options

Objective Descriptors

Objective ID: 402 **Status:** Partially Completed - will **Objective Purpose:** 3 Program Review

The website for IVC's Office of Institutional Research will need to undergo a major transformation to ensure that the information is relevant and useful.

Update 10/11/2016 - Information was updated to reflect the current operation of the Office of Institutional Research. Reports such as the 2015 Factbook was updated and uploaded. I have identified a number of websites from other IR offices that I will model this website after. Website changes should be completed by 12/2016.

Planning Years [Select](#)

Planning Year	Start Date	End Date
<input checked="" type="radio"/> 2015-2016	07/01/2015	06/30/2016

Planning Unit Goals [Select](#) **Resource Plans** [Add/Edit](#) **Planning Priorities** [Add/Edit](#)

There are no records to display There are no records to display ● Student Success

Institutional Goals [Add/Edit](#)

Educational Master Plan 2012-2015

● 1.1 Goal One - Institutional Mission and Effectiveness --> Mission Driven Planning and Decision Making

Tasks or Steps to Accomplish Objective [Add](#) [Edit](#) [Expand All](#)

work with Application Services to develop a number of dashboards that will provide accurate and useful data.

Start Date: 07/01/2015	Type: Quantitative	Priority: High	Budget: \$0
Due Date: 12/31/2015	Completion Date:	Status: In Progress	More >>

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:

v4.4.1.5 Friday, October 07, 2016

Strategic Planning Online™ Empower Your Planning Process®

Director of Institutional Research - Imperial Valley College

Jose G Carrillo

Planning Year: 2015-2016

My SPOL | Planning | Budget | Assessment | Accreditation | Credentialing | Resources | Reports | Support | Admin | Log Off

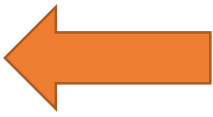
Welcome Jose G Carrillo

PLANNING ACCREDITATION BUDGETING ASSESSMENT CREDENTIALING

Planning: My Planning Units View

Accreditation: My Standards View

Source	Source Manager					
Service Area Program Review	Jaime, Victor					
Accreditation Cycle						
2016-17 Service Area Program Review						
Section						
10000 - President's Division						
Section						
15000 - Institutional Research						
Standard	Approval Status	NAR	DOC	LNK	CHK	%
II.A. Past Goals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0%
II.B.1.a. Present - Strengths	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0%
II.B.1.b. Present - Weaknesses	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0%
II.B.1.c. Present - Opportunities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0%



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

- 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.**
 - Strengths**
Discuss what you do well in your program/department.
 - Weaknesses**
Discuss areas in your program/department that need improvement.
 - Opportunities**
Discuss opportunities for program improvement.
 - Challenges**
Discuss obstacles/barriers that may influence program improvement.
 - Program changes**
What program changes, if any, do you expect to have a positive effect on students?
- 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	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0%
II.B.1.a. Present - Strengths	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0%
II.B.1.b. Present - Weaknesses	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0%
II.B.1.c. Present - Opportunities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0%
II.B.1.d. Present - Challenges	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0%
II.B.1.e. Present - Program Changes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0%
II.B.2. Present - Summary of Revisions, Additions, Deletions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0%
II.C. Future Goals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	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.

v4.2.0.5 Monday, November 10, 2014

Search Jose G Carrillo
 Director of Institutional Research - Imperial Valley College

Planning Year: 2014-2015

Impersonate Select a User

My SPOL | Planning | Budget | Assessment | Accreditation | Resources | Reports | Support | Admin | Log Off

My SPOL > Standard: II.A. - Past Goals

Accreditation Standard Details

Past Goals

Source Manager: Finnell, Jonathan - 30000 - Student Services
 Email Source Manager: [Send Email](#)

Draft
-- DRAFT --

No Approval Notes Approval Status:
 Note Options Approval Options:

Standard Detail [Edit](#)

Standard Number: II.A. Source: SAPR1415 Section: 36000 - Institutional Research

PAST – EVALUATION OF PREVIOUS CYCLE OBJECTIVES/PROGRAM GOALS (SET IN PREVIOUS YEAR)
 List your previous objectives/goals and associated Institutional Goals. All program goals must address at least one of the institutional goals.
(Past Goals)

Planning Unit - Chairs [Select](#) [Remove](#)

PU Code	Planning Unit	Unit Manager	View
36000	Institutional Research	Carrillo, Jose G	View

Planning Unit - Deans [Select](#) [Remove](#)

PU Code	Planning Unit	Unit Manager	View
36000	Institutional Research	Carrillo, Jose G	View

Response Detail [Edit](#)

Response Status: No Response Selected Percent Complete: 0%

Narrative | SAPR1415 | Institutional [Edit](#)

A new Director of Institutional Research was hired in July 2013. The Office of IR since then has had a number of priorities:



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

Document Management [View](#) [Add](#) [Delete](#)

There are no records to display

Link Management [View](#) [Add](#) [Delete](#)

There are no records to display



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.

v4.4.1.3 Monday, September 21, 2015

Search
Jose G Carrillo
Director of Institutional Research - Imperial Valley College

Planning Year: 2016-2017

Impersonate Select a User

My SPOL | Planning | Budget | Assessment | Accreditation | Credentialing | Resources | Reports | Support | Admin | Log Off

My SPOL > Planning

Welcome to the Planning Homepage



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...



Copy Objective Data

Copy objective data from one planning year...



New Objective Wizard

Follow our easy to use step by step...

7. Click on new objective

v4.4.1.3 Monday, September 21, 2015

Search
Jose G Carrillo
Director of Institutional Research - Imperial Valley College

Planning Year: 2016-2017

Impersonate Select a User

My SPOL | Planning | Budget | Assessment | Accreditation | Credentialing | Resources | Reports | Support | Admin | Log Off

My SPOL > Planning > My Objectives

My Objectives for Planning Year: 2016-2017

My Planning Units

Planning Unit	Planning Unit Manager	Approval Status	View
Institutional Research	Carrillo, Jose G	● ●	View

[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):		<input type="checkbox"/> 1 Mission & Effectiveness (primary?) <input type="checkbox"/> 1.1 <input type="checkbox"/> 1.3 <input type="checkbox"/> 1.2 <input type="checkbox"/> 1.4
Objective Description:		<input type="checkbox"/> 2 Student Learning Outcomes (primary?) <input type="checkbox"/> 2.1 <input type="checkbox"/> 2.4 <input type="checkbox"/> 2.2 <input type="checkbox"/> 2.5 <input type="checkbox"/> 2.3 <input type="checkbox"/> 2.6
Task(s) one or more tasks to complete this objective/goal		<input type="checkbox"/> 3 Resources (primary?) <input type="checkbox"/> 3.1 <input type="checkbox"/> 3.4 <input type="checkbox"/> 3.2 <input type="checkbox"/> 3.5 <input type="checkbox"/> 3.3
A.		<input type="checkbox"/> 4 Leadership &
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 assigned user(s)?		

The screenshot shows the 'Create a New Objective' page in the Strategic Planning Online system. The interface includes a navigation menu with options like 'My SPOL', 'Planning', 'Budget', 'Assessment', 'Accreditation', 'Resources', 'Reports', 'Support', 'Admin', and 'Log Off'. The main form contains the following fields:

- Objective ID:** A dropdown menu with '<NEW>' selected.
- Objective Title:** A text input field.
- Planning Unit:** A dropdown menu with 'Select a Planning Unit'.
- Original Planning Year:** A dropdown menu with '2015-2016' selected.
- Objective Purpose:** A dropdown menu with 'Select an Objective Purpose'.
- Objective Status:** A dropdown menu with 'Select a Status'.
- Objective Description:** A rich text editor with a toolbar containing options like Cut, Copy, Paste, Bold, Italic, Underline, and Paragraph Style.

- 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)

Planning Years

Planning Year	Start Date	End Date
2017-2018 - (Current)	07/01/2017	06/30/2018

Planning Unit Goals <input type="button" value="Select"/>	Resource Plans <input type="button" value="Add/Edit"/>	Planning Priorities <input type="button" value="Add/Edit"/>
There are no records to display	There are no records to display	There are no records to display

Institutional Goals

There are no records to display

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

2017-18 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 task identified improve student/program success?	
Who are the responsible parties assigned user(s)?	

Tasks or Steps to Accomplish Objective

work with Application Services to develop a number of dashboards that will provide accurate and useful data.

Start Date: 07/01/2015	Type: Quantitative	Priority: High	Budget: \$0
Due Date: 12/31/2015	Completion Date:	Status: Incomplete	More >>

work with the Director of Online Service to change the layout of the website

Start Date: 07/01/2015	Type: Qualitative	Priority: High	Budget: \$0
Due Date: 12/31/2015	Completion Date:	Status: Incomplete	More >>

conduct a meeting with possible stakeholders about what materials they would like to see on the website

Start Date: 01/03/2015	Type: Not Set	Priority: Medium	Budget: \$0
Due Date:	Completion Date:	Status: Incomplete	More >>

Total Objective Budget: \$0

- Click on Add under the tasks/steps section, copy and paste from the hard copy
- 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.
- Choose High for priority level
- Under type, choose Qualitative/Qualitative for how the objective will be measured.
- Choose status of the objective from the dropdown menu. Most will be planning unless it is a multi-year objective
- You do not need to fill in completed date/order number.
- Click on Save.

Tasks or Steps to Accomplish Objective

Start Date: 11/10/2014	Type: Select a Type	Priority Level: Select a Priority	Order: 4
Date Due:	Completed Date:	Status: Select a Status	Budget:

Description:

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

Enter the section below only if your tasks require a budget enhancement request – if you have more than one task, please copy and paste the sections below.

Identify		
<input type="checkbox"/> Facilities	<input type="checkbox"/> Marketing	<input type="checkbox"/> Technology
<input type="checkbox"/> Professional Development	<input type="checkbox"/> Staffing	<input type="checkbox"/> Administrative
<input type="checkbox"/> One-Time	<input type="checkbox"/> General District	\$
<input type="checkbox"/> Recurring	<input type="checkbox"/> Categorical (Specify)	
Timeline/Target Date for Completion:		
Expense Type (mark all that apply)	Funding Type	Budget Request
<input type="checkbox"/> One-Time	<input type="checkbox"/> General District	\$
<input type="checkbox"/> Recurring	<input type="checkbox"/> Categorical (Specify)	
<input type="checkbox"/> Legally Mandated		

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

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 assigner(s)?	

 What Measurement Tools or Methodologies do You Use for this Objective? + Add Edit	
There are no records to display	
 How Will This Objective Improve Student Success or Program Effectiveness? + Add Edit	
There are no records to display	
 Status of Progress on this Objective + Add Edit	
There are no records to display	
 Units Impacted - Division, Dept., or Related Programs Select Remove	
There are no records to display	
 Associated Accreditation Standards or Other Standards Select Remove	
There are no records to display	
 Associated PLO's, SLO's, or Other Outcomes Select Remove	
There are no records to display	
 Documents with Supportive Information View + Add Remove	
There are no records to display	
 Links to Supportive Information View + Add Edit Remove	
There are no records to display	

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.