

Inputting Comprehensive Program Review in SPOL

Program review utilizes two of the five modules in SPOL, Planning and Accreditation.

**Past Goals** – 2016-17 Goals must be updated in Planning Module

**Present Analysis** – Current program analysis will be entered in 17-18 Program Review Cycle in Accreditation module

**Future Goals** – 2018-19 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:

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

My SPOL

Welcome Jose G Carrillo

PLANNING | ACCREDITATION | ASSESSMENT | BUDGETING | CREDENTIALING

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
589	Create a quarterly newsletter	● ●	📄	📄
614	Hire a research analyst	● ●	📄	📄
577	Improve Program Review Data Process	● ●	📄	📄

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 2016-17 planning year. These objectives are the PAST objectives that were to be completed by June 30, 2017. 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

[Add](#) | [Edit](#) | [Delete](#)

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
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 2017-18 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

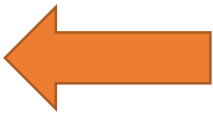
Welcome Jose G Carrillo

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 2017-18 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.  
[Text input field]
  - Weaknesses**  
Discuss areas in your program/department that need improvement.  
[Text input field]
  - Opportunities**  
Discuss opportunities for program improvement.  
[Text input field]
  - Challenges**  
Discuss obstacles/barriers that may influence program improvement.  
[Text input field]
  - Program changes**  
What program changes, if any, do you expect to have a positive effect on students?  
[Text input field]
- Summarize revisions, additions, deletions, and alternate delivery methods to your program based on the last program review.  
[Text input field]



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	<a href="#">View</a>

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

PU Code	Planning Unit	Unit Manager	View
● 36000	Institutional Research	Carrillo, Jose G	<a href="#">View</a>

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 2018-19 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

v4.4.2.4 Thursday, August 10, 2017

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

Planning Year: 2018-2019

Impersonate Select a User to Impersonate

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

My SPOL > Planning > My Objectives

### My Objectives for Planning Year: 2018-2019



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

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)
<b>Identify 2017-18 Objective(s):</b>		<input type="checkbox"/> <b>1 Mission &amp; Effectiveness</b> (primary?) <input type="checkbox"/> 1.1 <input type="checkbox"/> 1.3 <input type="checkbox"/> 1.2 <input type="checkbox"/> 1.4
<b>Objective Description:</b>		<input type="checkbox"/> <b>2 Student Learning Outcomes</b> (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
<b>Task(s) one or more tasks to complete this objective/goal</b>		<input type="checkbox"/> <b>3 Resources</b> (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
<b>A.</b>		<input type="checkbox"/> <b>4 Leadership &amp;</b>
<b>Timeline/Target Date for Completion:</b>		
<b>B.</b>		
<b>Timeline/Target Date for Completion:</b>		
<b>C.</b>		
<b>Timeline/Target Date for Completion:</b>		
<b>How will this objective be measured?</b>		
<b>How will the completion of tasks identified improve student program success?</b>		
<b>Who are the responsible parties assigned user(s)?</b>		

v4.2.0.5

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### Create a New Objective

Objective ID:  Objective Title:

Planning Unit:  Original Planning Year:

Objective Purpose:  Objective Status:

Objective Description:

Design | HTML | Preview

Words: 0 Characters: 0

- a) Copy 2018-19 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

**Planning Years**

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

<b>Planning Unit Goals</b> <input type="button" value="Select"/>	<b>Resource Plans</b> <input type="button" value="Add/Edit"/>	<b>Planning Priorities</b> <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 2018, is listed on the timeline, start will be August 1, 2018 with and end date of December 31, 2018.
- 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:

**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: hvjhvj

Remarks: There are 1 records to display

Buttons: 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
- 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

**List Budget Items for this Task**

Enhanced Budget Items

2015-2016

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

New Enhanced Budget Non-Forecast Detail

Budget Account: Research Planning and Grants Admin\_Other General Inst Support Services

GL Code: 6590 - Capital Equipment DEP Asset (Forecast)

Next

**New Enhanced Budget Non-Forecast Detail**

Enhanced Budget - Forecasted Detail

Planning Year: 2015-2016    GL Code: 6590 - Capital Equipment DEP Asset    Budget Account: 11001-102-6790 - Research Planning and Grants Admin\_Other General Inst Support Services

Task: hvjhvj

Priority: Select a Priority    Description: [Text Field]

Commodity Type: Select a Commodity Type    Classroom or Teaching Use:  Yes  No    Legal Requirement:  Yes  No

Proposed			Approved		
Quantity	Price Per Item	Total Price	Quantity	Price Per Item	Total Price

Justification: [Text Area]    Not Funded

Buttons: Save, Delete, Close

**Identify**

Facilities     Marketing     Technology     Professional Development     Staffing     Administrative

One-Time     General District    \$

Recurring     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.

<b>How will this objective be measured?</b>	
<b>How will the completion of tasks identified improve work efficiency, reduce costs, or improve student success?</b>	
<b>Who are the responsible party(ies) and assigner(s)?</b>	

 <b>What Measurement Tools or Methodologies do You Use for this Objective?</b> <span data-bbox="1258 625 1437 655">+ Add Edit</span>	
There are no records to display	
 <b>How Will This Objective Improve Student Success or Program Effectiveness?</b> <span data-bbox="1258 760 1437 789">+ Add Edit</span>	
There are no records to display	
 <b>Status of Progress on this Objective</b> <span data-bbox="1258 894 1437 924">+ Add Edit</span>	
There are no records to display	
 <b>Units Impacted - Division, Dept., or Related Programs</b> <span data-bbox="1177 1029 1437 1058">Select Remove</span>	
There are no records to display	
 <b>Associated Accreditation Standards or Other Standards</b> <span data-bbox="1177 1163 1437 1192">Select Remove</span>	
There are no records to display	
 <b>Associated PLO's, SLO's, or Other Outcomes</b> <span data-bbox="1177 1297 1437 1327">Select Remove</span>	
There are no records to display	
 <b>Documents with Supportive Information</b> <span data-bbox="1079 1411 1437 1440">View + Add Remove</span>	
There are no records to display	
 <b>Links to Supportive Information</b> <span data-bbox="982 1545 1437 1575">View + Add Edit Remove</span>	
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.