

Inputting Program Review in SPOL

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

Past Goals – inputted in current year (2014-15) under Accreditation Module

Future Goals – inputted for next year (2015-16) under 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)

2. The inputting process is facilitated when you have both the word file of the program review and SPOL opened simultaneously as you will be required to go back and forth using the cut and paste functions.

Open the word file, process to the past goals section, select and copy all past goals

A. 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.

1	PAST PROGRAM GOAL #1	INSTITUTIONAL GOAL(S) <small>(Select one primary goal.)</small>
Identify Program Goal and Budget request, if any, from the Program Review completed in 2013-2014 (Section II C): <input type="text"/>		<input type="checkbox"/> 1 Mission & Effectiveness <input type="checkbox"/> 1.1 <input type="checkbox"/> 1.3 <input type="checkbox"/> 1.2 <input type="checkbox"/> 1.4
<input type="checkbox"/> Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Not Met		<input type="checkbox"/> 2 Student Learning Outcomes <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
Describe how this program goal increased student achievement and/or program effectiveness in 2014-2015: <input type="text"/>		<input type="checkbox"/> 3 Resources <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 <input type="checkbox"/> 4 Leadership & Governance <input type="checkbox"/> 4.1 <input type="checkbox"/> 4.4 <input type="checkbox"/> 4.2 <input type="checkbox"/> 4.5 <input type="checkbox"/> 4.3

3. In SPOL, for Planning Year 2014-15 (shown below), under Accreditation click under my standards until you see the area you wish to input the Program Review:

Planning year is 2014-15
for past goals and present
analysis

The screenshot shows the Strategic Planning Online (SPO) interface. At the top, it displays the version number 'v4.2.0.5' and the date 'Monday, November 10, 2014'. The user is identified as 'Jose G Carrillo', Director of Institutional Research at Imperial Valley College. The 'Planning Year' is set to '2014-2015'. The navigation menu includes 'My SPO', 'Planning', 'Budget', 'Assessment', 'Accreditation', 'Resources', 'Reports', 'Support', 'Admin', and 'Log Off'. The main content area is titled 'Welcome Jose G Carrillo' and features four icons: 'PLANNING', 'ACCREDITATION', 'BUDGETING', and 'ASSESSMENT'. Below this, there are sections for 'Planning:' and 'Accreditation:'. The 'Accreditation:' section is expanded to show 'My Standards'. A table lists various standards, including 'II.A. Past Goals' and 'II.B.1.a. Present - Strengths', with columns for 'Approval Status', 'NAR', 'DOC', 'LNK', 'CHK', and '%'. Two orange arrows point from the text boxes to the 'Accreditation' and 'My Standards' sections of the interface.

Under Accreditation, open
up 2014-15 Program
Review. The standards will
be listed to correspond to
your program review.

4. Open the past goals standard in SPOL, scroll down to the Narrative section, open and paste. Make sure all the information transfers over to SPOL, including institutional goals and basic formatting.

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](#)

No Approval Notes [Note Options](#) Approval Status: [Approval Options](#)

[Draft](#)
-- DRAFT --

[Edit](#)

Standard Detail

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:



5. Proceed using the copy and paste functions for rest of the standards:

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	<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"/>					0%
II.B.1.b. Present - Weaknesses	<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"/>					0%
II.B.1.d. Present - Challenges	<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"/>					0%
II.B.2. Present - Summary of Revisions, Additions, Deletions	<input type="radio"/> <input type="radio"/> <input type="radio"/>					0%
II.C. Future Goals	<input type="radio"/> <input type="radio"/> <input type="radio"/>					0%

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

6. For Future Goals, change the planning year to 2015-16 in SPOL. Click on Planning tab up on the top, then click on view my objectives.

v4.2.0.5

Monday, November 10, 2014

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 | 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 the relevant data to create a new Objective.

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.

Print a Report

Bring up the reporting interface to generate an informative report in minutes.

7. Click on new objective

v4.2.0.5

Monday, November 10, 2014

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 | Resources | Reports | Support | Admin | Log Off

My SPOL > Planning > My Objectives

My Objectives for Planning Year: 2015-2016

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

8.

FUTURE PROGRAM GOALS (Describe future program goals. List in order of budget priority.) You are not required to list 3 goals. Only list/identify goals that are viable in one year's time or can be carried over a number of program cycles. Objectives should either: 1. Increase work efficiency; 2. Reduce costs; or 3. Contribute to student enrollment and/or success.		INSTITUTIONAL GOAL(S) (Select one primary institutional goal)
1	2015-2016 PROGRAM GOAL #1 Budget Priority #1	INSTITUTIONAL GOAL(S)
Identify Future Global Goal:		<input type="checkbox"/> 1 Mission & Effectiveness
Objective:		<input type="checkbox"/> 1.1 <input type="checkbox"/> 1.3
		<input type="checkbox"/> 1.2 <input type="checkbox"/> 1.4
RESOURCE PLAN (Check all that apply.)		<input type="checkbox"/> 2 Student Learning Outcomes
<input type="checkbox"/> Facilities	<input type="checkbox"/> Marketing	<input type="checkbox"/> 2.1 <input type="checkbox"/> 2.4
<input type="checkbox"/> Technology	<input type="checkbox"/> Professional Development	<input type="checkbox"/> 2.2 <input type="checkbox"/> 2.5
	<input type="checkbox"/> Staffing	

Monday, November 10, 2014

Strategic Planning Online™
Empower Your Planning Process®

My SPOL > Planning > My Objectives > Create a New Objective

Objective ID: Objective Title ERP ID: Create On Save

Planning Unit: Select a Planning Unit Original Planning Year: 2015-2016 Multi-Year Objective: Yes No

Objective Purpose: Select an Objective Purpose Objective Status: Select an Objective Status

Objective Description: Plain Text HTML

Design HTML Preview Words: 0 Characters: 0

Objective ID	Status	Objective Purpose	Unit/Departmental Goals/Program Review
402	Initiated		
The website for IVC's Office of Institutional Research will need to go through a major transformation to ensure that the information is relevant and useful.			
Planning Year	Status	End Date	Select
2015-2016	07/01/15	06/30/2016	
Institutional Goals	Resource Plans	Planning Priorities	
<input checked="" type="radio"/> Goal One - Institutional Mission and Effectiveness - Mission Driven Planning and Decision Making	There are no records to display	<input checked="" type="radio"/> Student Success	

- Copy Global goal and paste under objective title
- Copy Objective and paste under objective description
- Under planning unit chose your department or division from the dropdown menu
- If the objective will be carried out over multiple years, mark yes in SPOL
- Select Student Success for Objective Purpose
- Select current stage of the objective under objective status
- Save the objective
- Select institutional goals
- Select Resource Plan if a budget enhancement request is needed
- Select Student Success for Planning Priority

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

Task(s)

A. []

Timeline: []

Expense Type: [] One-Time [] Recurring

Funding Type: [] General District [] Categorical (Specify)

Budget Request: \$ []

B. []

Timeline: []

Expense Type: [] One-Time [] Recurring

Funding Type: [] General District [] Categorical (Specify)

Budget Request: \$ []

- 2.2
- 2.3
- 2.5
- 2.6
- 3 Resources
- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 4 Leadership & Governance
- 4.1
- 4.2
- 4.3
- 4.4
- 4.5

Area Program []

314

C. []

Timeline: []

Expense Type: [] One-Time [] Recurring

Funding Type: [] General District [] Categorical (Specify)

Budget Request: \$ []

How will the objective be measured? []

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

Who are the responsible parties and assigned user(s)? []



Task	Steps to Accomplish Objective	Add	Edit	Expand All
work with Information Services to develop a number of dashboards that will provide accurate and useful data.	Start Date: 01/2015 Due Date: 11/2015	Type: Quantitative	Priority: High	Budget: \$0
work with Director of Office of Information Services to change the layout of the website	Start Date: 01/2015 Due Date: 11/2015	Type: Qualitative	Priority: High	Budget: \$0
conduct a meeting with potential stakeholders about what materials they would like to see on the website	Start Date: 03/2015 Due Date: []	Type: Not Set	Priority: Medium	Budget: \$0
Total Objective Budget: \$0				

Tasks to Accomplish Objective

Start Date: 11/10/20 []

Type: []

Priority Level: []

Order: 4

Date Due: []

Completion Date: []

Status: []

Budget: []

Description: []

Save Close

- a) Click on add under the tasks 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 2015, is listed on the timeline, start will be August 1, 2015 with and end date of December 31, 2015.
- 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 nor order number.
- g) Click on Save.

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:
hvvjhvj

Remarks:
There are no 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 this 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: 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: hvvjhvj Priority: Select a Priority Description: hvvjhvj

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

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

Justification: Not Funded

(Check all that apply.)

Faculty Marketing Technology Professional Development Staffing


Task(s):

Timeline:


Expense Type	Funding Type	Budget Request
<input type="checkbox"/> One-Time	<input type="checkbox"/> General District	\$ _____
<input type="checkbox"/> Recurring	<input type="checkbox"/> Categorical (Specify)	

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 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.