

Inputting Program Review in SPOL

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

Past Goals – 2014-15 Goals must be updated in Planning Module

Present – Current program analysis will be entered in 15-16 Program Review Cycle in Accreditation module


Future Goals – 2016-17 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)
2. By default, you will be in the 2014-15 Planning year, click on my planning units, and continue clicking on the triangles until you find the 14-15 objectives as seen below:

v4.4.1.3 Monday, September 21, 2015

Search

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Empower Your Planning Process®

Jose G Carrillo 
Director of Institutional Research - Imperial Valley College


Planning Year: 2014-2015 ▼


 Impersonate


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	● ●	View
Objective ID	Objective Title	Approval Status	DOC LNK
9	Develop the Office of Institutional Research Website	● ●	 
5	Improve Program Review Data Process	● ●	 
28	Update the 12-13 Fact Book	● ●	

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 2014-15 planning year. These objectives are the PAST objectives that were to be completed by June 30, 2015.

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

My SPOL > Develop the Office of Institutional Research Website

Objective Details

Develop the Office of Institutional Research Website

15000 - Institutional Research

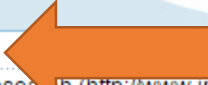
Unit Manager: Carrillo, Jose G
Email Unit Manager: [Send Email](#)

Approved
Approved by Jonathan Finnell on 2/26/2015
Approval Status: ● ●

Approval Notes: Note Options Approval Options ▼

Objective Descriptors

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

Objective ID: 9 Status: Complete  Objective Purpose: 3 Program Review

The current website for the Office of Institutional Research (<http://www.imperial.edu/about/institutional-research/>) is outdated and does not provide adequate resources to its visitors. By June 30, 2015 the Office of Institutional Research will have a functional website that contains updated reports, links, up-to-date information, and a system to track data requests in order to increase the use of data on campus. Update: June 5, 2015 - Website has been updated and new documents have been uploaded.

Planning Years

[Select](#)

Planning Year	Start Date	End Date
<input checked="" type="radio"/> 2014-2015 - (Current)	07/01/2014	06/30/2015

Planning Unit Goals

[Select](#)

There are no records to display

Resource Plans

[Add/Edit](#)

There are no records to display

Planning Priorities

[Add/Edit](#)

There are no records to display

Institutional Goals


[Add/Edit](#)

Educational Master Plan 2012-2015

1	Goal One - Institutional Mission and Effectiveness
<input checked="" type="radio"/> 1.4	Goal One - Institutional Mission and Effectiveness --> Systems for Institutional Effectiveness

Tasks or Steps to Accomplish Objective

[Add](#) [Edit](#) [Expand All](#)

1) Research websites from other Offices of Institutional Research to find commonalities in content.			
Start Date: 08/01/2014	Type: Qualitative	Priority: High	Budget: \$0
Due Date: 09/01/2014	Completion Date: 10/06/2014	Status: Complete	 More >>
2) Conduct informal interviews with key data users to create a list of reports and data that is commonly requested.			

4. The present analysis of your program is done in SPOL's Accreditation Module, under Accreditation click under my standards until you see 2015-16 Program Review cycle, as shown on the next page:

v4.2.0.5 Monday, November 10, 2014

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Jose G Carrillo

Planning Year: 2014-2015

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

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PLANNING ACCREDITATION BUDGETING ASSESSMENT

Planning:
My Planning Units View

Accreditation:
My Standards View

Source	Source Manager	Approval Status				
Service Area Program Review	Carrillo, Jose G					
Service Area Program Review 2014-2015	Finnell, Jonathan					
2014-2015 Service Area Program Review						
30000 - Student Services Division						
36000 - Institutional Research						
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%



Under Accreditation, open up 2015-16 Program Review. The standards will be listed to correspond to your program review.

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.

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 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



6. For Future Goals, change the planning year to 2016-17 in SPOL. Click on Planning tab up on the top, then click on view my objectives.

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Planning Year: 2016-2017

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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

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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



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 2016-17 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.

FUTURE PROGRAM GOALS		INSTITUTIONAL GOAL(S)
(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.		(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
		<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
RESOURCE PLAN (Check all that apply.)		
<input type="checkbox"/> Facilities	<input type="checkbox"/> Marketing	<input type="checkbox"/> Technology
	<input type="checkbox"/> Professional Development	<input type="checkbox"/> Staffing

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

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

Objective ID: Objective Title ERP ID: Create On Save

Planning Unit: Original Planning Year: Multi-Year Objective: Yes No

Objective Purpose: Objective Status:

Objective Description: Plain Text HTML

Design HTML Preview Words: 0 Characters: 0

- 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

Objective Descriptors

Objective ID: 402 Status: Initiated Objective Purpose: Unit/Departmental Goals/Program Review

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	Initiated	06/30/2016	Select

Institutional Goals Add/Edit
Goal One - Institutional Mission and Effectiveness - Mission Driven Planning and Decision Making

Resource Plans Add/Edit
There are no records to display

Planning Priorities Add/Edit
Student Success

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

Task(s)

A. []

Timeline: []

Expense Type: []

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

Budget Request: \$ []

B. []

Timeline: []

Expense Type: []

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

Budget Request: \$ []

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

Area Program []

014

C. []

Timeline: []

Expense Type: []

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

Budget Request: \$ []

How will the objective be measured? []

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

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



Task	Start Date	Type	Priority	Budget
work with Information Services to develop a number of dashboards that will provide accurate and useful data.	01/2015	Quantitative	High	\$0
	01/2015	Completion Date:	Status: Incomplete	More >>
work with Director of Office of Information Services to change the layout of the website	01/2015	Qualitative	High	\$0
	01/2015	Completion Date:	Status: Incomplete	More >>
conduct a meeting with potential stakeholders about what materials they would like to see on the website	03/2015	Not Set	Medium	\$0
	03/2015	Completion Date:	Status: Incomplete	More >>
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:
hvjhvj

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.

Buttons: Edit, New, Close

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: hvjhvj Priority: Select a Priority Description:

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)	


Buttons: Save, Delete, Close

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.