

Inputting 2019-20 Comprehensive Program Review in SPOL

Program review is entered in two different modules in SPOL, planning and accreditation.

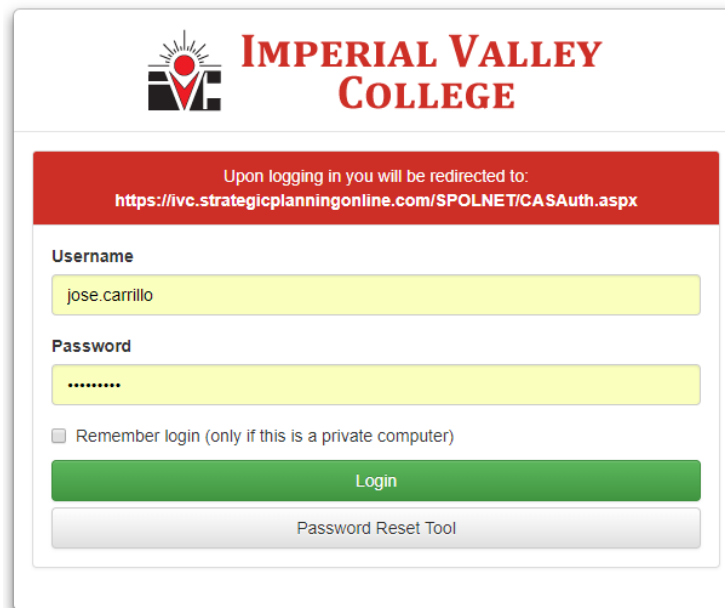
Past Goals – 2018-19 Goals must be updated in Planning Module


Present Analysis – Current program analysis will be entered in 2019-20 Academic or Service Area Program Review Cycle in Accreditation module

Future Goals – 2020-21 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> , it will redirect you to the IVC sign-on screen. Log in using IVC credentials as seen below (@imperial.edu not needed).



 **IMPERIAL VALLEY COLLEGE**

Upon logging in you will be redirected to:
<https://ivc.strategicplanningonline.com/SPOLNET/CASAuth.aspx>

Username
jose.carrillo

Password
.....

Remember login (only if this is a private computer)

Login

Password Reset Tool

Past Goals

- By default, you will be in the 2019-20 Planning year, so you need to go to 2018-19, click on my planning units, and continue clicking on the triangles until you find the 18-19 objectives as seen below:

Strategic Planning Online™
Empower Your Planning Process®

Friday, September 13, 2019

Search

Jose G Carrillo
Director of Institutional Research - Imperial Valley College

Planning Year: 2018-2019 (Current)

Impersonate Select a User to Imperso

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

Navigation My SPOL

- Planning
- Budget
- Assessment
- Credentialing
- Accreditation
- Admin

Welcome Jose G Carrillo

Planning Budgeting Assessment Credentialing Accreditation

Planning: My Planning Units View

Planning Unit	Planning Unit Manager	Approval Status	View																									
<table border="1"> <thead> <tr> <th>Objective ID</th> <th>Objective Title</th> <th>Approval Status</th> <th>DOC</th> <th>LNK</th> </tr> </thead> <tbody> <tr> <td>1188</td> <td>Make three scorecard presentations to campus commu</td> <td>● ●</td> <td>DOC</td> <td>LNK</td> </tr> <tr> <td>1189</td> <td>Request for Student Employment Funds to assist the Office of Institutional Research</td> <td>● ●</td> <td>DOC</td> <td>LNK</td> </tr> <tr> <td>1128</td> <td>Strengthen IVC's ability to compete for Grants</td> <td>● ●</td> <td>DOC</td> <td>LNK</td> </tr> <tr> <td>1187</td> <td>Update IVC Factbook</td> <td>● ●</td> <td>DOC</td> <td>LNK</td> </tr> </tbody> </table>	Objective ID	Objective Title	Approval Status	DOC	LNK	1188	Make three scorecard presentations to campus commu	● ●	DOC	LNK	1189	Request for Student Employment Funds to assist the Office of Institutional Research	● ●	DOC	LNK	1128	Strengthen IVC's ability to compete for Grants	● ●	DOC	LNK	1187	Update IVC Factbook	● ●	DOC	LNK	Carrillo, Jose G	● ●	View
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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 2017-18 planning year. These objectives are the PAST objectives that were to be completed by June 30, 2018. If the objective was not completed, you can carry over an objective to the next year. Please provide a status update in the narrative.

Objective Descriptors + Add Edit Delete

Objective ID: 983 Status: In Progress Objective Purpose: 3 Program Review
 Office of Institutional Research will conduct three presentations to campus community to present the Scorecard findings

Planning Years

Planning Year	Start Date	End Date
<input checked="" type="radio"/> 2017-2018	07/01/2017	06/30/2018

Planning Unit Goals Select **Resource Plans** Add/Edit **Planning Priorities** Add/Edit

There are no records to display There are no records to display ● Accreditation Compliance

Institutional Goals Add/Edit

2012-15 Educational Master Plan
 ● 1.2 Goal One - Institutional Mission and Effectiveness --> Use of Institutional Scorecard to drive planning

Tasks or Steps to Accomplish Objective Add Edit Expand All

Make a powerpoint on latest scorecard figures

Start Date: 03/24/2017	Type: Qualitative	Priority: High	Budget: \$0
Due Date: 07/01/2017	Completion Date:	Status: In Progress	More >>

Total Objective Budget: \$0

Present Analysis

4. The present analysis of your program is done in SPOL's Accreditation Module. Go to my SPOL, under Accreditation click under "Standards Assigned to Me" and continue until you find your planning unit and then the Standard Section. Double Click on each standard to begin inputting your information. We have added the Vision for Success and SLO/SAO/PLO questions to have a way to document the linkage between our planning efforts and current assessment of SLOs/SAOs.

The screenshot displays the SPOL Accreditation Module interface with the following sections and navigation elements:

- Planning:** My Planning Units (View)
- Budget:** My Planning Units (View)
- Assessment:**
 - My Programs (0.0% View)
 - Programs that I Am a Member Of (0.0% View)
- Accreditation:** Standards Assigned to Me (View)

Under the Accreditation section, the following hierarchy is shown:

- Source: Service Area Program Review (Source Manager: Garcia, Martha)
- Accreditation Cycle:
 - SAPR - 2014-15 Service Area Program Review
 - SAPR - 2015-16 Service Area Program Review
 - SAPR - 2016-17 Service Area Program Review
 - SAPR - 2017-18 Service Area Program Review
 - SAPR - 2019-20 Service Area Program Review
- Section: 10000 - President's Division
 - Section: 15000 - Institutional Resources

Standard	Approval Status	NAR	DOC	LNK	CHK	%
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. VFS Goals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0%
II.C. Service Area Outcomes Learning Outcomes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0%

Orange arrows in the image point to the following elements:

- The "Standards Assigned to Me" section header.
- The "15000 - Institutional Resources" section.
- The "II.B.1.d. Present - Challenges" standard.
- The "II.C. Service Area Outcomes Learning Outcomes" standard.

If you are using the paper template, on the next page you can see where the information should be entered.

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 for your program based on the last program review.
[]

	C	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%



If you are using paper template as a guide, this is where you input the Program Health (enrollment, fill, etc.) for Academic program review or SWOT Analysis for service area program review

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

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.

The screenshot displays the SPOL interface with three planning unit sections and a narrative section. Each planning unit section includes a title, a 'Select' button, a 'Remove' button, and a table with columns for 'PU Code', 'Planning Unit', 'Unit Manager', and 'View'. The 'Narrative' section shows a text area with the message 'There is no Narrative Entered.' and an 'Edit' button, which is highlighted by a large orange arrow.

Planning Unit - Chair/Director			
PU Code	Planning Unit	Unit Manager	View
● 15000	Institutional Research	Carrillo, Jose G	View

Planning Unit - Dean/VP Approval			
PU Code	Planning Unit	Unit Manager	View
● 15000	Institutional Research	Carrillo, Jose G	View

Planning Unit - VP or President Approvals			
PU Code	Planning Unit	Unit Manager	View
● 10000	Superintendent/President	Garcia, Martha	View

Response Detail Edit

Response Status: No Response Selected Percent Complete: 0%

Narrative **SAPR** **Institutional**

There is no Narrative Entered. Edit

If you have any documents to upload or any web links to attach, you can do this at the bottom of the page, under document management or link management.

6. Please make sure you submit your objective for approval after completing your standards.

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

My SPOL > Standard: II.B.1.a. - Pre

Accreditation Standard Details

Present - Strengths

Source Manager:
Garcia, Martha - 10000 - Superintendent/President

Email Source Manager: [Send Email](#)

Accreditation Cycle:
2017-18 Service Area Program Review

No Approval Notes **Approval Status:**

Note Options *Approval Options*

[Edit](#)

Standard Detail

Standard Number: II.B.1.a. **Source:** SAPR **Section:** 15000 - Institutional Research

PRESENT – DATA ANALYSIS AND PROGRAM HEALTH – ACCREDITATION - STRENGTHS

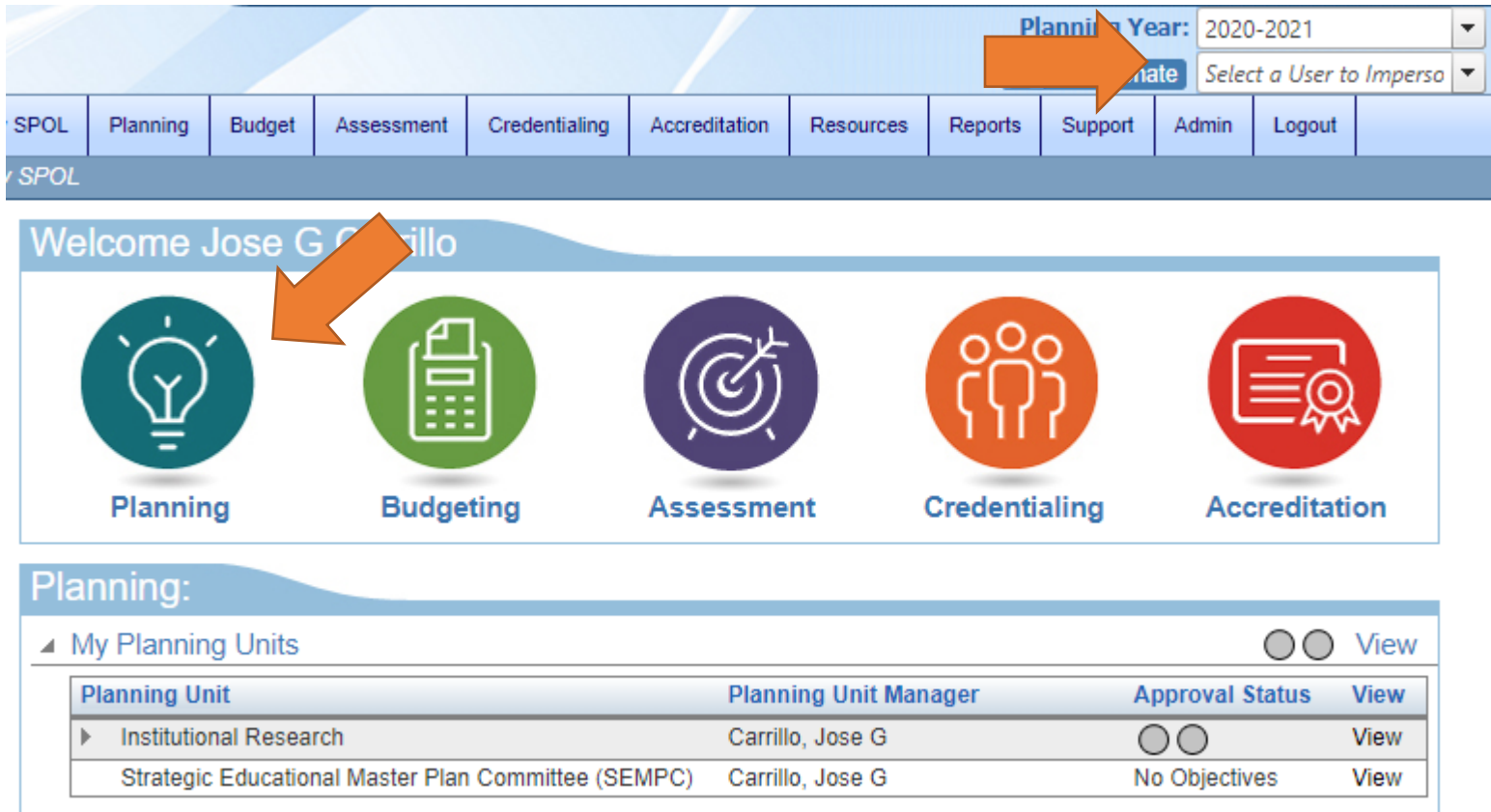
1. Use data pertinent to your program/department. Include qualitative and quantitative data. Use survey-evaluation results and other relevant data to assess program/department effectiveness. Evaluate the strengths, weaknesses, challenges and opportunities, providing thorough interpretation of data. Narrative only. Attach electronic excel file with graphs or trend data, do not include them in the narrative below.

a. Strengths
Discuss what you do well in your program/department. **(Present - Strengths)**

Complete all Standards and submit for approval.

Future Goals

7. For Future Goals, change the planning year to 2020-21 in SPOL. Click on planning circle.



The screenshot shows the SPOL system interface. At the top right, the "Planning Year" dropdown is set to "2020-2021". Below this is a navigation menu with tabs for SPOL, Planning, Budget, Assessment, Credentialing, Accreditation, Resources, Reports, Support, Admin, and Logout. The "Planning" tab is selected. Below the navigation menu, a welcome message reads "Welcome Jose G Carrillo". A row of five circular icons represents different functions: Planning (lightbulb), Budgeting (calculator), Assessment (target), Credentialing (people), and Accreditation (certificate). The "Planning" icon is highlighted with an orange arrow. Below this row, the "Planning:" section is expanded to show "My Planning Units".

Planning Unit	Planning Unit Manager	Approval Status	View
▶ Institutional Research	Carrillo, Jose G	<input type="radio"/> <input type="radio"/>	View
Strategic Educational Master Plan Committee (SEMPC)	Carrillo, Jose G	No Objectives	View

8. Click on create new objective.

The screenshot shows the 'My SPOL > Planning' homepage. At the top is a navigation menu with links: My SPOL, Planning, Budget, Assessment, Credentialing, Accreditation, Resources, Reports, Support, Admin, and Logout. Below the menu is a breadcrumb trail 'My SPOL > Planning'. The main content area is titled 'Welcome to the Planning Homepage' and contains several interactive cards:

- 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. (An orange arrow points to this card.)
- 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.
- View Activity by Institutional Goal**: View all planning and assessment activity currently supporting your Institutional Goals.
- Document Repository**: Document Repository.
- Print a Report**: Bring up the reporting interface to generate an informative report in minutes.

9. These instructions also show how to transfer from paper template to SPOL. If you are not using paper template as a guide, complete the areas shown with the arrows below. If you are using paper, please refer to next page.

Enter objective title, select your planning unit/dept, chose 2020-21 for original planning year, select an objective purpose, select 3-Program Review as an objective purpose, choose Planning under 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.

The screenshot shows a web application interface for creating a new objective. At the top, there is a navigation menu with tabs: My SPOL, Planning, Budget, Assessment, Credentialing, Accreditation, Resources, Reports, Support, Admin, and Logout. Below the menu is a breadcrumb trail: My SPOL > Planning > Create a New Objective. The main heading is "Create a New Objective" with a save icon (floppy disk) to its right, indicated by an orange arrow. The form contains several fields: "Objective ID:" with a dropdown menu showing "<NEW>"; "Objective Title:" with a text input field containing "The title for my objective goes here"; "ERP ID:" with the text "Create On Save"; "Planning Unit:" with a dropdown menu showing "15000 - Institutional Research --- Carrillo, Jose G", indicated by an orange arrow; "Original Planning Year:" with a dropdown menu showing "2019-2020", indicated by an orange arrow; "Leave on 'No'" with radio buttons for "Yes" and "No" (selected); "Objective Purpose:" with a dropdown menu showing "3 Program Review", indicated by an orange arrow; and "Objective Status:" with a dropdown menu showing "Planning", indicated by an orange arrow. Below these fields is the "Objective Description:" section, which has radio buttons for "Plain Text" and "HTML" (selected). It features a rich text editor toolbar with options for Edit, Paste, Copy, Print, Spell Check, Font (including Times New Roman, size 3, bold, italic, underline, color, background color), and Paragraph (including bulleted list, numbered list, indent, outdent, link, unlink). The text area contains the placeholder text "This is where I describe in detail what I plan to accomplish and why is needed", indicated by an orange arrow.

If using paper template, see below:

2019-20 PROGRAM OBJECTIVE(S)

Identify 2019-20 FUTURE 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 tasks identified above improve student/program success?

Who are the responsible parties and assigner(s)?

Please fill the section below only if your objective requires a budget enhancement request – if you have more than one task requiring a resource request, please repeat the sections below.

Identify Task:

Facilities Marketing Technical Professional Development Staffing Administrative

Timeline/Target Date for Completion:

Expense Type (mark all that apply)

One-Time Recurring Legally Mandated

Funding Type

General District Categorical (Specify)

Budget Request \$

If you have more than one objective, please duplicate the sections above.

INSTITUTIONAL GOAL(S)
(Select 1 primary goal)

A) Student Success (primary?)
 A1 A4 A7
 A2 A5
 A3 A6

B) Teaching & Learning Effectiveness (primary?)
 B1 B3
 B2

C) Access & Growth (primary?)
 C1 C2

D) Community, Econ & Workforce Dev. (primary?)
 D1 D2

E) Organizational Effectiveness (primary?)
 E1 E7
 E2 E8
 E3 E9
 E4 E10
 E5 E11
 E6

My SPOL Planning Budget Assessment Credentialing Accreditation Resources Reports Select a User to Impersonate Admin Logout

My SPOL > Planning > Create a New Objective

Create a New Objective

Objective ID: <NEW> Objective Title: The title for my objective goes here Objective ID: Create On Save

Planning Unit: 15000 - Institutional Research --- Carrillo, Jose G Original Planning Year: 2019-2020 Leave on "No" Yes No

Objective Purpose: 3 Program Review Objective Status: Planning

Objective Description: Plain Text HTML

This is where I describe in detail what I plan to accomplish and why is needed

10. Choose the Vision for Success goal that your activity best supports, you can choose one or more. Select your institutional goal that best supports your activity, add a new task (see next page), and complete the measurements, intended results and associated accreditation standards. The associated accreditation standard ties your last comprehensive program review (program health or SWOT) to this year's objective. Please make sure you select the cycle were you last completed a comprehensive review for this section and the appropriate standard

Objective Details

My objective title goes here

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

Approval Notes: Approval Status:
Note Options: Approval Options:

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

Objective ID: 1500 Status: In Progress Objective Purpose: Program Review
test

Planning Years

Planning Year	Start Date	End Date
2020-2021	07/01/2020	06/30/2021

DO NOT USE [Add/Edit](#) [Remove](#) [Add](#) [Edit](#) [Delete](#)

There are no records to display

Resource Plans (only for Budget Enhancement Requests) [Add/Edit](#) [Remove](#)

There are no records to display

Vision for Success Goals [Select](#)

There are no records to display

Institutional Goals [Add/Edit](#)

There are no records to display

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

Total Objective Budget: \$0

There are no records to display

What Measurement Tools or Methodologies Will You Use for this Objective? [Add](#) [Edit](#)

There are no records to display

Explain how your intended results impact student success, program effectiveness and VF-S goals [Add](#) [Edit](#)

There are no records to display

Which area of your comprehensive program review is this objective addressing? [Select](#) [Remove](#)

There are no records to display

Associate O'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 with Supportive Information [View](#) [Add](#) [Edit](#) [Remove](#)

There are no records to display



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 assigned user(s)?

11. Adding a task and/or budget enhancement request:

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 tasks identified improve student/program success?	
Who are the responsible parties and assigned user(s)?	

- a) Click on Add under the tasks/steps section
- b) the first date should be the start date and the end date should be the date due. For example if Fall 2020, is listed on the timeline, start will be August 1, 2020 with and end date of December 31, 2020.
- 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.

12. If there is a budget enhancement tied to this task, you need to complete 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:
hvjvhj

Remarks
There are no records to display

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

the

List Budget Items for this Task

Enhanced Budget Items

2015-2016

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

New Enhanced Budget Non-Financial Item Detail

Budget Account
Research Planning and Grants Admin. O General Inst Support Services

GL Code
6590 - Capital Equipment DEP Asset (Forecast)

Next

- e) Under the Enhanced Budget forecast detail screen, select high for priority
- f) state the task on to description
- g) Select the commodity type from the Resource Committee that best describes your budget enhancement request
- 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, then close, and close on the new window.

Note: The description and justification will be used to prioritize, budget enhancement request, please make sure these are thorough and well-written.

- 13. 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.
- 14. When completed, go to the approval status options drop down menu and submit for approval.
- 15. If you have more objectives, go to my SPOL, planning, and create a new objective under the 2020-21 year.
- 16. All legally mandated budget enhancements must have attached documentation to support it.