

Inputting 2018-19 Comprehensive Program Review in SPOL

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

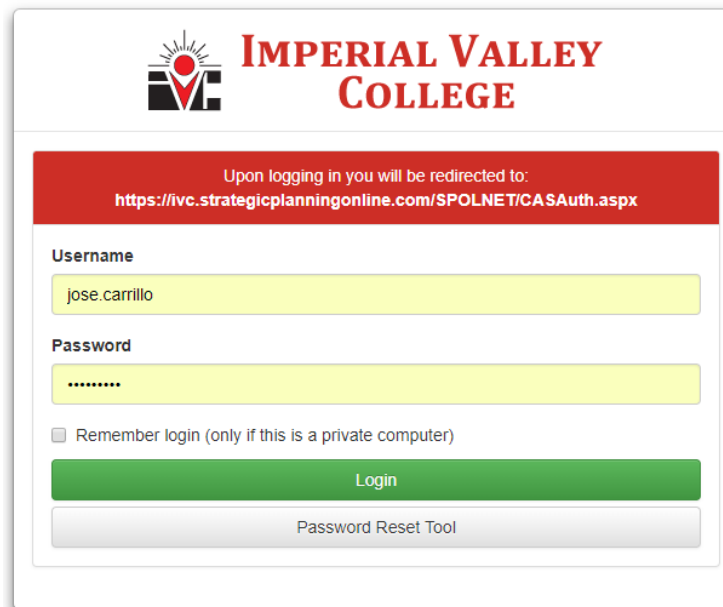
**Past Goals** – 2017-18 Goals must be updated in Planning Module


**Present Analysis** – Current program analysis will be entered in 18-19 Academic or Service Area Program Review Cycle in Accreditation module

**Future Goals** – 2019-20objectives 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 2018-19 Planning year, so you need to go to 2017-18, click on my planning units, and continue clicking on the triangles until you find the 17-18 objectives as seen below:

The screenshot shows the Strategic Planning Online (SPOL) interface. At the top left, the version is v4.5.0.7 and the date is Tuesday, October 2, 2018. The user is Jose G Carrillo, Director of Institutional Research - Imperial Valley College. The planning year is set to 2017-2018. The navigation menu includes My SPOL, Planning, Budget, Assessment, Credentialing, Accreditation, Resources, Reports, Support, Admin, and Logout. The main content area shows a welcome message and five icons for Planning, Budgeting, Assessment, Credentialing, and Accreditation. Below this is a section for Planning: My Planning Units, which contains a table of planning units and objectives.

Planning Unit	Planning Unit Manager	Approval Status	View	
Institutional Research	Carrillo, Jose G	<span style="color: green;">●</span> <span style="color: green;">●</span>	View	
Objective ID	Objective Title	Approval Status	DOC	LNK
929	Enhance IR website to improve data availability	<span style="color: green;">●</span> <span style="color: green;">●</span>		
823	Have readily available and current data for stakeholders	<span style="color: green;">●</span> <span style="color: green;">●</span>		
983	Make three scorecard presentations to campus community	<span style="color: green;">●</span> <span style="color: green;">●</span>		
984	Request for Student Employment Funds to assist the Office of Institutional Research	<span style="color: green;">●</span> <span style="color: green;">●</span>		

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

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**Planning Years**

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

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**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

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**Institutional Goals** Add/Edit

2012-15 Educational Master Plan

● 1.2 Goal One - Institutional Mission and Effectiveness --> Use of Institutional Scorecard to drive planning

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**Tasks or Steps to Accomplish Objective** Add Edit Expand All

Make a powerpoint on latest scorecard figures

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

**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.

The screenshot displays the SPOL Accreditation Module interface. At the top, there are five icons representing different stages: Planning (lightbulb), Budgeting (calculator), Assessment (target), Credentialing (people), and Accreditation (document with seal). Below these are four main sections: Planning, Budget, Assessment, and Accreditation. The Accreditation section is expanded to show 'Standards Assigned to Me'. Under this, there is a 'Source' section for 'Service Area Program Review' by 'Garcia, Martha'. This is further broken down into an 'Accreditation Cycle' with four entries (SAPR - 2014-15 to SAPR - 2017-18). A 'Section' section follows, showing '10000 - President's Division' and '15000 - Institutional Research'. Under '15000 - Institutional Research', there is a table of standards with columns for 'Standard', 'Approval Status', 'NAR', 'DOC', 'LNK', 'CHK', and '%'. The standards listed are II.B.1.a. Present - Strengths, II.B.1.b. Present - Weaknesses, II.B.1.c. Present - Opportunities, and II.B.1.d. Present - Challenges, all with 0% completion. Orange arrows point from the 'Assessment' section to 'Standards Assigned to Me', from 'Standards Assigned to Me' to 'Service Area Program Review', from 'Service Area Program Review' to '10000 - President's Division', and from '10000 - President's Division' to the 'Standard' column header.

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%

**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 'Select' button and a 'Remove' button. The narrative section shows 'Narrative', 'SAPR', and 'Institutional' tabs, with the 'Narrative' tab selected. The text 'There is no Narrative Entered.' is displayed, and an orange arrow points to the 'Edit' button.

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

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


Planning Unit - VP or President Approvals				Select	Remove
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**

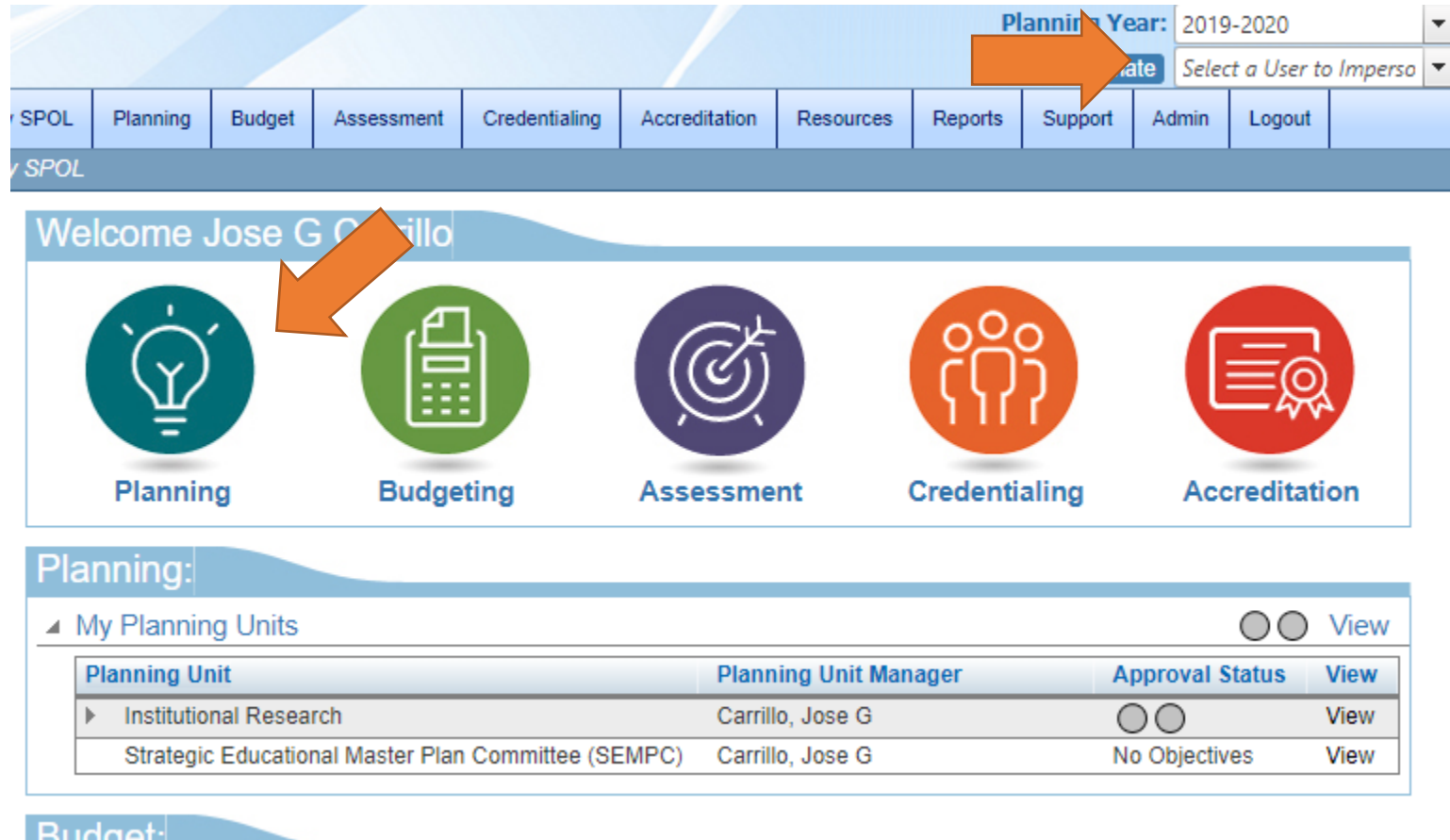
1. Use data pertinent to your program/department. Include qualitative and quantitative data. Use survey-evaluation results and other relevant data to assess program/department effectiveness. Evaluate the strengths, weaknesses, challenges and opportunities, providing thorough interpretation of data. Narrative 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 2019-20 in SPOL. Click on planning circle.



The screenshot shows the SPOL system interface. At the top right, the "Planning Year" dropdown is set to "2019-2020". Below the navigation bar, the user is welcomed as "Jose G Carrillo". A row of five circular icons represents different system functions: Planning (lightbulb), Budgeting (calculator), Assessment (target), Credentialing (people), and Accreditation (certificate). An orange arrow points to the Planning icon. Below this, 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 2019-20 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, the breadcrumb trail reads "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 the following fields and options:

- Objective ID:** <NEW>
- Objective Title:** A text input field containing "The title for my objective goes here".
- ERP ID:** Create On Save
- Planning Unit:** A dropdown menu showing "15000 - Institutional Research --- Carrillo, Jose G", indicated by an orange arrow.
- Original Planning Year:** A dropdown menu showing "2019-2020", indicated by an orange arrow.
- Leave on "No":** Radio buttons for "Yes" and "No", with "No" selected.
- Objective Purpose:** A dropdown menu showing "3 Program Review", indicated by an orange arrow.
- Objective Status:** A dropdown menu showing "Planning", indicated by an orange arrow.
- Objective Description:** A text area with a rich text editor toolbar. The toolbar includes sections for Clipboard (Paste, Print), Editing (Spell Check), Font (Font face: Times New Ro..., Size: 3, Bold, Italic, Underline, Color, Background Color), and Paragraph (Bulleted List, Numbered List, Indent, Outdent, Paragraph style). The text area contains the text "This is where I describe in detail what I plan to accomplish and why is needed", indicated by an orange arrow.
- Radio buttons for "Plain Text" and "HTML", with "HTML" selected.

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 assignees?

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 replicate 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

Edit

Cut Copy Paste Print Spell Check

Times New Roman 3 Normal B I U Font Paragraph

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

10. Leave Planning Unit Goals, Resource Plans, and Planning Priorities Blank. Select your institutional goal that best describes 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.

My SPOL > Planning > Create a New Objective > The title for my objective

### Objective Details

The title for my objective 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: 1273 Status: Planning Objective Purpose: 3 Program Review  
 This is where I describe in detail what I plan to accomplish and why is needed

Planning Year	Start Date	End Date
2019-2020	07/01/2019	06/30/2020

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

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

**How Intended Results Improve Student Success or Program Effectiveness?** [Add](#) [Edit](#)

There are no records to display

**Associated Accreditation Standards or Other Standards** [Select](#) [Remove](#)

There are no records to display

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**How will this objective be measured?**

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**How will the completion of tasks identified improve work efficiency, reduce costs, or improve student success?**

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**Who are the responsible party(ies) and assigned user(s)?**



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

2017-18 PROGRAM OBJECTIVE #1	
<b>Identify 2017-18 Objective(s):</b>	
<b>Objective Description:</b>	
<b>Task(s)</b> one or more tasks to complete this objective/goal	
A.	
<b>Timeline/Target Date for Completion:</b>	
B.	
<b>Timeline/Target Date for Completion:</b>	
C.	
<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 and assigned user(s)?</b>	

- 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 2019, is listed on the timeline, start will be August 1, 2019 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-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 2019-20 year.