

Inputting 2020-21 Comprehensive Program Review in SPOL

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

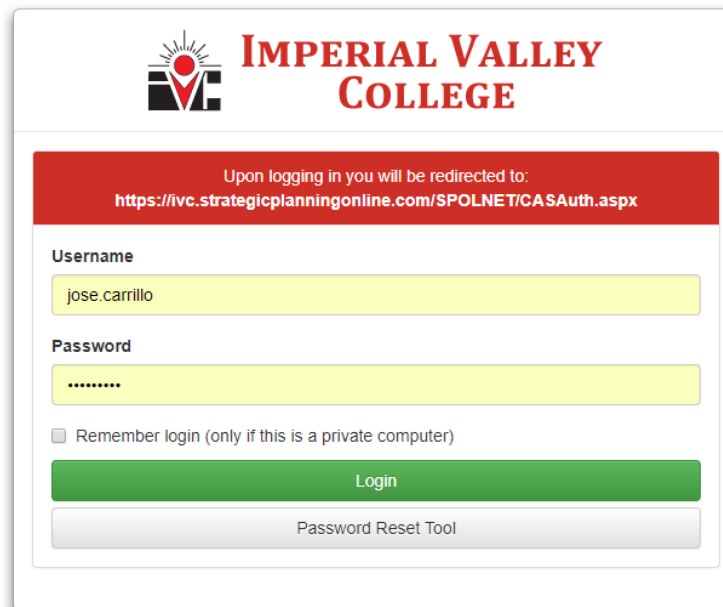
Past Goals – 2019-20 Goals must be updated in Planning Module


Present Analysis – Current program analysis will be entered in 2020-21 Academic or Service Area Program Review Cycle in Accreditation module

Future Goals – 2021-22 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:

v4.5.0.7 Sunday, August 30, 2020
 Search Jose G Carrillo
Director of Institutional Research - Imperial Valley College
 Planning Year: 2019-2020
 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 |
|------------------------|-----------------------|-----------------|------|
| Institutional Research | Carrillo, Jose G | ●● | View |

| Objective ID | Objective Title | Approval Status | DOC | LNK |
|--------------|---|-----------------|-----|-----|
| 1535 | Increase the use of data visualization tools for the office | ●● | 📄 | 📄 |
| 1536 | Inform campus community on latest data trends | ●● | 📄 | 📄 |
| 1425 | Request for Student Employment Funds to assist the Office of Institutional Research | ●● | 📄 | 📄 |
| 1463 | Strengthen IVC's ability to compete for Grants | ●● | 📄 | 📄 |

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 2019-20 planning year. These objectives are the PAST objectives that were to be completed by June 30, 2020. 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. For Academic Areas, you will see APR-2020-21 Academic Areas Program Review and for Service Areas you will see SAPR 2020-21 Service Area Program Review. 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. It is organized into several sections: Planning, Budget, Assessment, and Accreditation. The Accreditation section is expanded to show 'Standards Assigned to Me'. Within this section, the 'Service Area Program Review' is selected, and the 'Accreditation Cycle' is expanded to show a list of reviews from 2014-15 to 2019-20. The 'Section' is expanded to show '10000 - President's Division', which is further expanded to show '15000 - Institutional Resources'. A table of standards is displayed, with columns for Standard, Approval Status, NAR, DOC, LNK, CHK, and %. Four orange arrows point to specific rows in the table: 'SAPR - 2014-15 Service Area Program Review', '15000 - Institutional Resources', 'II.B.1.d. Present - Challenges', and 'II.C. Service Area Outcomes Learning Outcomes'.

| 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% |

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.
[Redacted]
- b. **Weaknesses**
Discuss areas in your program/department that need improvement.
[Redacted]
- c. **Opportunities**
Discuss opportunities for program improvement.
[Redacted]
- d. **Challenges**
Discuss obstacles/barriers that may influence program improvement.
[Redacted]
- e. **Program changes**
What program changes, if any, do you expect to have a positive effect on students?
[Redacted]

2. Summarize revisions, additions, deletions, and alternate delivery methods for your program based on the last program review.
[Redacted]

| | 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 header with a pencil icon, a title, and 'Select' and 'Remove' buttons. Below each header is a table with columns for 'PU Code', 'Planning Unit', 'Unit Manager', and 'View'. The 'Response Detail' section shows 'Response Status: No Response Selected' and 'Percent Complete: 0%'. The 'Narrative' section has tabs for 'Narrative', 'SAPR', and 'Institutional'. The 'Narrative' tab is active, showing the text 'There is no Narrative Entered.' and an 'Edit' button. A large orange arrow points to the 'Edit' button.

| PU Code | Planning Unit | Unit Manager | View |
|---------|------------------------|------------------|------|
| ● 15000 | Institutional Research | Carrillo, Jose G | View |

| PU Code | Planning Unit | Unit Manager | View |
|---------|------------------------|------------------|------|
| ● 15000 | Institutional Research | Carrillo, Jose G | View |

| 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

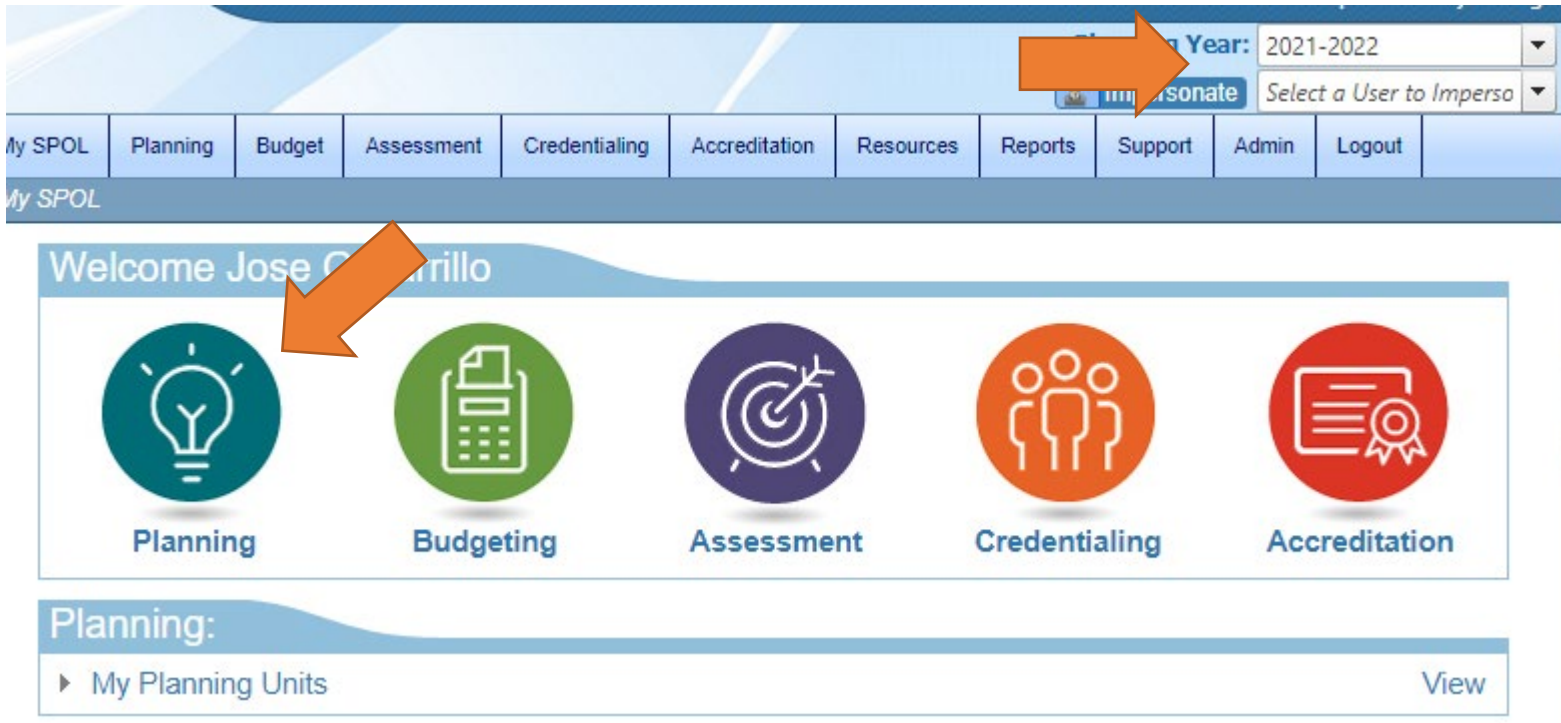
1. Use data pertinent to your program/department. Include qualitative and quantitative data. Use survey-evaluation results and other relevant data to assess program/department effectiveness. Evaluate the strengths, weaknesses, challenges and opportunities, providing thorough interpretation of data. Narrative 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 2021-22 in SPOL. Click on planning circle.



The screenshot displays the SPOL system interface. At the top right, there is a dropdown menu for the "Planning Year" set to "2021-2022" and a "Personate" button. Below this is a navigation bar with tabs for "My SPOL", "Planning", "Budget", "Assessment", "Credentialing", "Accreditation", "Resources", "Reports", "Support", "Admin", and "Logout". The main content area features a "Welcome Jose Carrillo" message and five circular icons representing different functions: "Planning" (lightbulb), "Budgeting" (calculator), "Assessment" (target), "Credentialing" (three people), and "Accreditation" (certificate). An orange arrow points to the "Planning" icon. Below the icons is a "Planning:" section with a link for "My Planning Units" and a "View" button.

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 header bar with the text 'My SPOL > Planning'. The main content area is titled 'Welcome to the Planning Homepage' and contains several interactive options:

- 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 link.)
- 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 2021-22 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 for 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".

Key fields and their values are as follows:

- Objective ID:** <NEW>
- Objective Title:** The title for my objective goes here
- ERP ID:** Create On Save
- Planning Unit:** 15000 - Institutional Research --- Carrillo, Jose G
- Original Planning Year:** 2021-2022
- Leave on "No":** Yes (radio button), No (radio button)
- Objective Purpose:** 3 Program Review
- Objective Status:** Planning
- Objective Description:** Plain Text (radio button), HTML (radio button)

The Objective Description area includes a rich text editor with a toolbar containing options for Edit, Paste, Copy, Print, Spell Check, Font (Times New Roman, size 3), Paragraph (Normal, Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent), and Paragraph (Align Left, Center, Right, Justify). The text in the description field reads: "This is where I describe in detail what I plan to accomplish and why is needed".

Orange arrows point to the following elements:

- The top right corner, specifically the save icon (floppy disk).
- The Objective Title input field.
- The Planning Unit dropdown menu.
- The Objective Purpose dropdown menu.
- The Objective Status dropdown menu.
- The Paragraph section of the rich text editor toolbar.

If using paper template, see below:

| 2019-20 PROGRAM OBJECTIVE(S) | | INSTITUTIONAL GOAL(S) (Select 1 primary goal) |
|--|---|--|
| Identify 2019-20 FUTURE Objective(s): | | <input type="checkbox"/> A) Student Success (primary?) |
| Objective Description: | | <input type="checkbox"/> A1 <input type="checkbox"/> A4 <input type="checkbox"/> A7 |
| Task(s) one or more tasks to complete the objective/goal | | <input type="checkbox"/> A2 <input type="checkbox"/> A5 |
| A. | | <input type="checkbox"/> A3 <input type="checkbox"/> A6 |
| Timeline/Target Date for Completion: | | <input type="checkbox"/> B) Teaching & Learning Effectiveness (primary?) |
| B. | | <input type="checkbox"/> B1 <input type="checkbox"/> B3 |
| Timeline/Target Date for Completion: | | <input type="checkbox"/> B2 |
| C. | | <input type="checkbox"/> C) Access & Growth (primary?) |
| Timeline/Target Date for Completion: | | <input type="checkbox"/> C1 <input type="checkbox"/> C2 |
| How will this objective be measured? | | <input type="checkbox"/> D) Community, Econ & Workforce Dev. (primary?) |
| How will the completion of tasks identified improve student/program success? | | <input type="checkbox"/> D1 <input type="checkbox"/> D2 |
| Who are the responsible parties and assigner(s)? | | <input type="checkbox"/> E) Organizational Effectiveness (primary?) |
| 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 indicate the sections below. | | <input type="checkbox"/> E1 <input type="checkbox"/> E7 |
| Identify Task: | | <input type="checkbox"/> E2 <input type="checkbox"/> E8 |
| <input type="checkbox"/> Facilities | <input type="checkbox"/> Marketing | <input type="checkbox"/> E3 <input type="checkbox"/> E9 |
| <input type="checkbox"/> Technology | <input type="checkbox"/> Professional Development | <input type="checkbox"/> E4 <input type="checkbox"/> E10 |
| <input type="checkbox"/> Staffing | <input type="checkbox"/> Administrative | <input type="checkbox"/> E5 <input type="checkbox"/> E11 |
| <input type="checkbox"/> Other | | <input type="checkbox"/> E6 |
| Timeline/Target Date for Completion: | | |
| Expense Type (mark all that apply) | | |
| <input type="checkbox"/> One-Time | Funding Type | |
| <input type="checkbox"/> Recurring | <input type="checkbox"/> General District | Budget Request |
| <input type="checkbox"/> Legally Mandated | <input type="checkbox"/> Categorical (Specify) | \$ |
| If you have more than one objective, please duplicate the sections above. | | |

My SPOL > Planning > Create a New Objective

Objective ID: <NEW> Objective Title: The title for my objective goes here P 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: 1580 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](#) **Resource Plans (only for Budget Enhancement Requests)** [Add/Edit](#) **Vision for Success Goals** [Select](#)
There are no records to display There are no records to display There are no records to display

Institutional Goals [Add/Edit](#)
There are no records to display

Tasks and 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 VFS 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

Associated SLO'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 2021, is listed on the timeline, start will be August 1, 2021 with an end date of December 31, 2021.
- 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

New Enhanced Budget Non-Financial Item

Budget Account: Research Planning and Grants Admin. Office 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.