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:

3. Double click on each objective and update the areas shown with the arrows on the
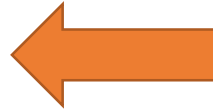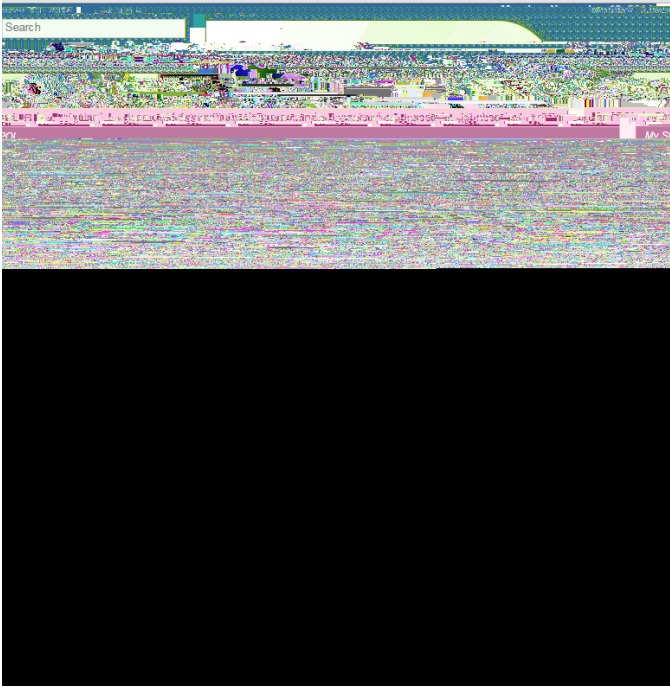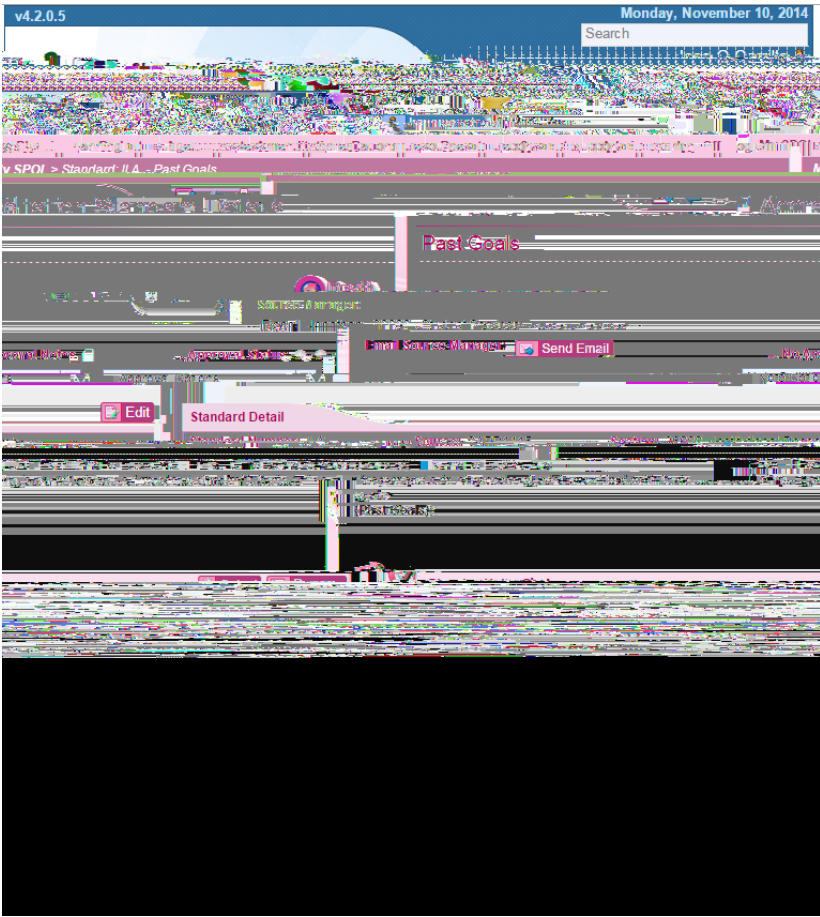
Under Accreditation, op1 3 l
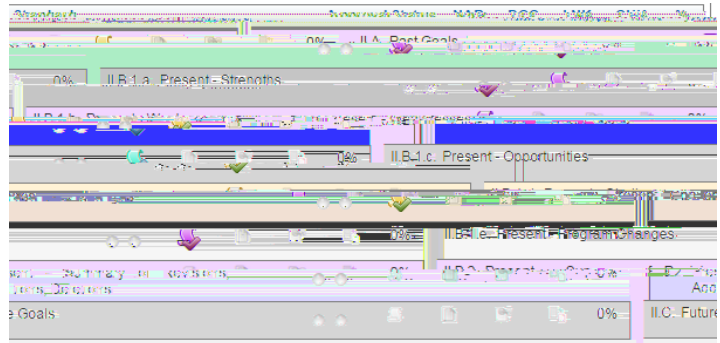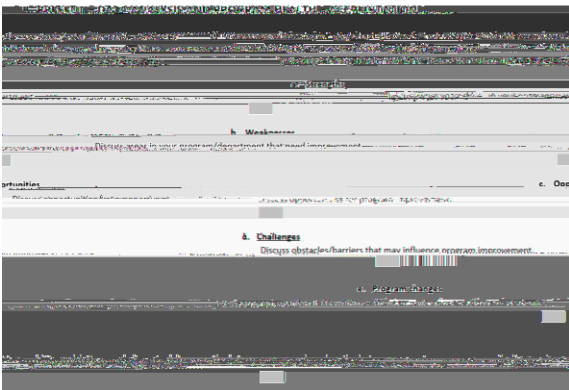
4. Double click on your first   standard , scroll down to the Narrative section, and answer that particular prompt.

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.

If you have any documents to upload or any web links to attach, you can do this at the bottom of the page:
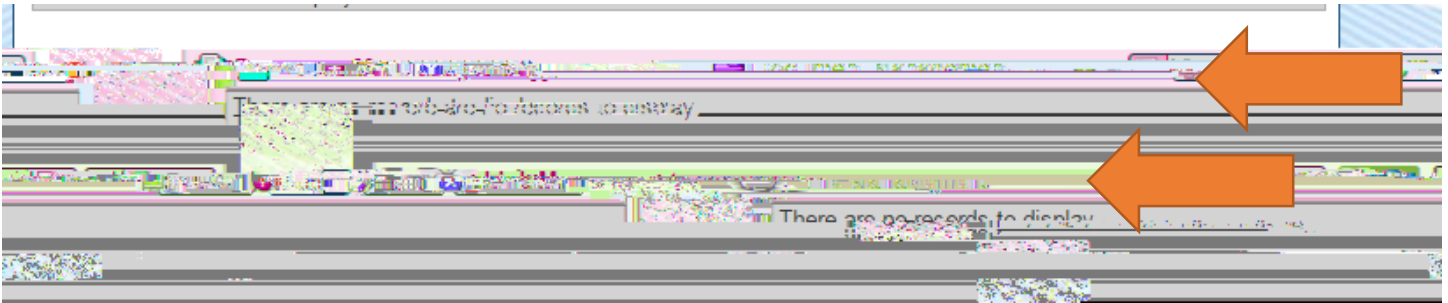

6. For Future Goals, change the planning year to 2016-17 in SPOL. Click on Planning tab up on the top, then click on view my objectives.

7. Click on new objective

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   ` multi-year goal, select an objective purpos paiea TJct an objective status, and describe your objective under the Objective Description area. Once you have finished click on the floppy/iea ave icon to proced to the new set of questions on creating tasks and measuring your objective.
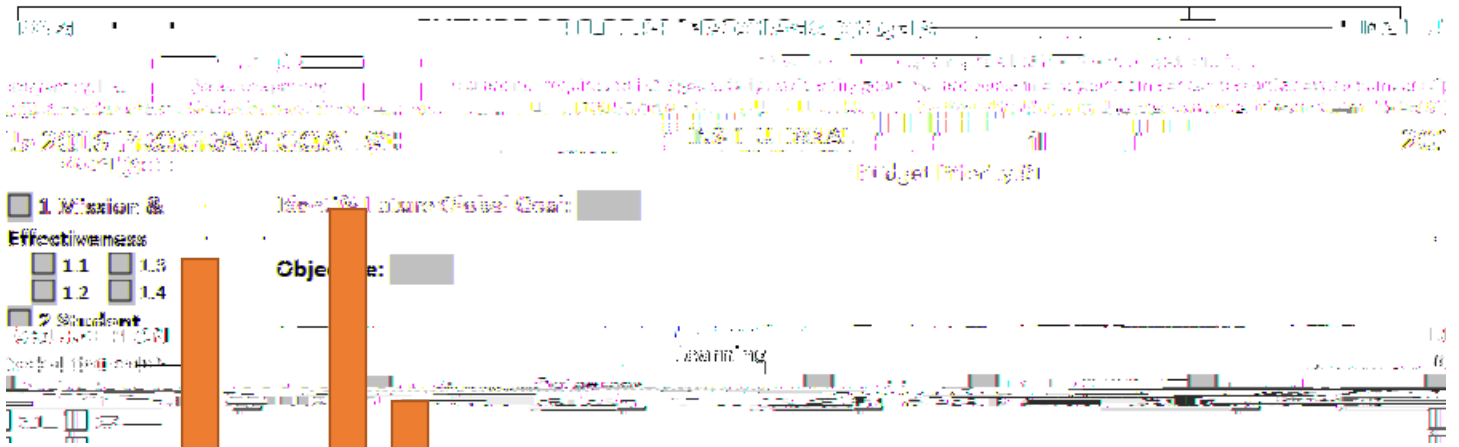
a) Copy Global goal and paste under objective title
b) Copy Objective and paste under objective description
c) Under planning unit chose your department or division from the dropdown menu
d) If the objective will be carried out over multiple years, mark yes in SPOL
e) Select Student Success for Objective Purpose
f) Select current stage of the objective under objective status
g) Save the objective
h) Select institutional goals
i) Select Resource Plan if a budget enhancement request is needed
j) Select Student Success for Planning Priority
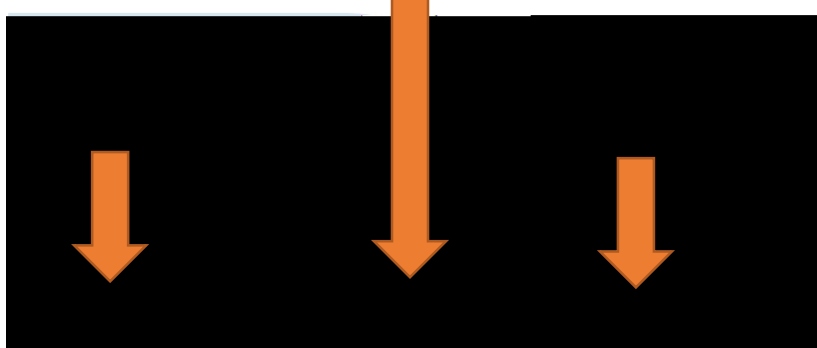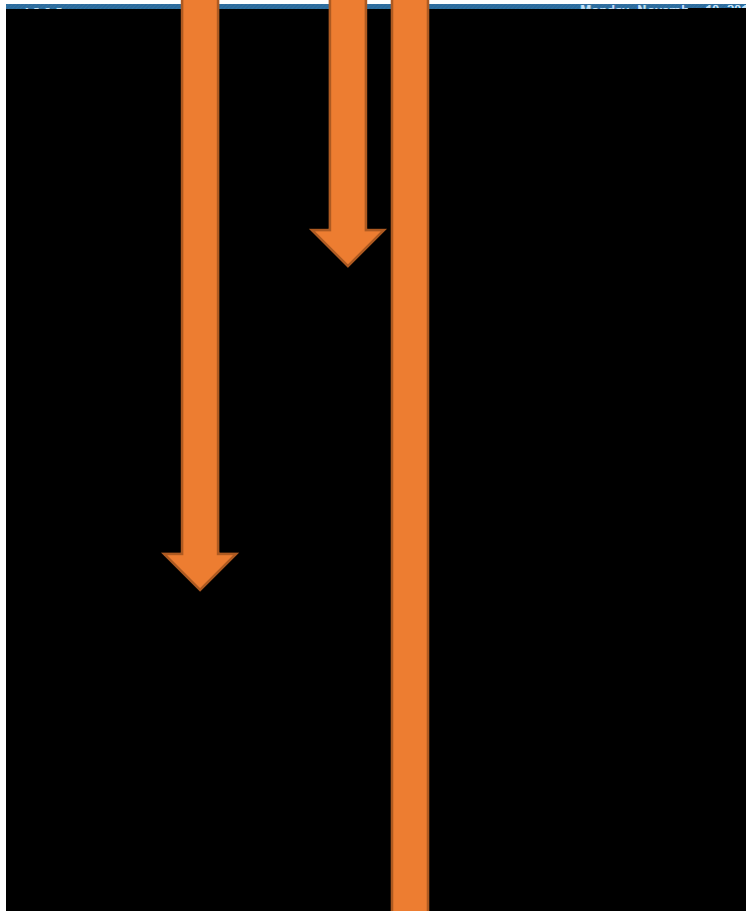
9. Tasks need to be inputted individually as they also serve as an indication for budget enhancement requests.

Task(s)	2.2	2.5
A.	2.3	2.6
	3 Resources	

Timeline:

Budget Request   **Expense Type**   **Funding Type**

B.

Timeline:

Budget Request   **Expense Type**   **Funding Type**

Area Program Review

C.

10. If there is a budget enhancement tied to this task, you need to complete the following:
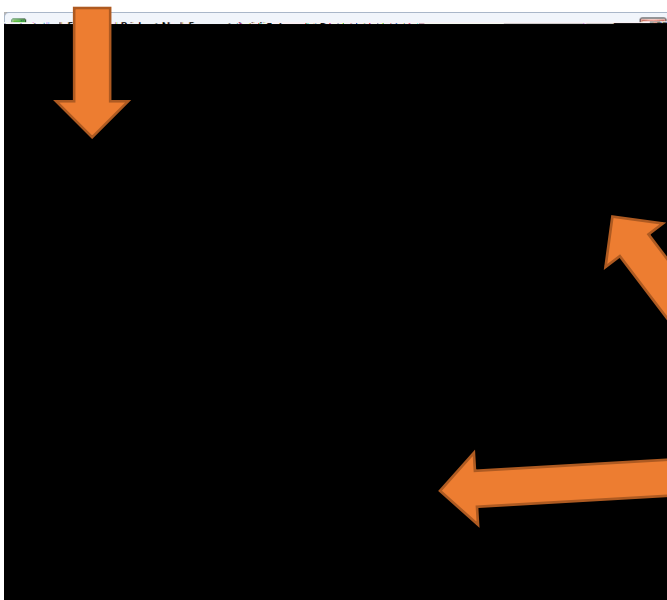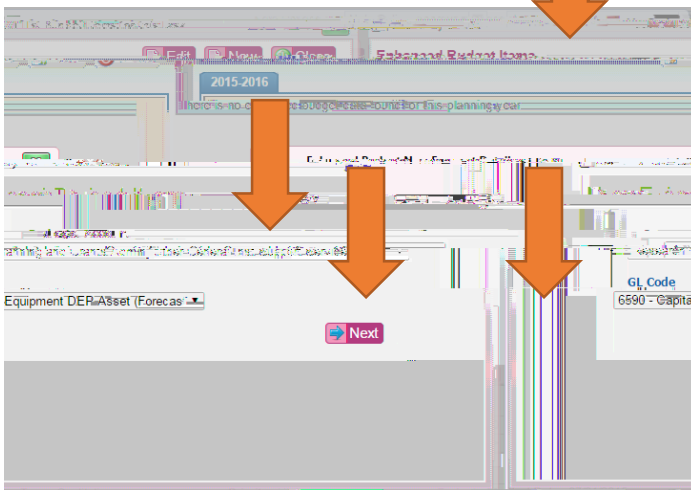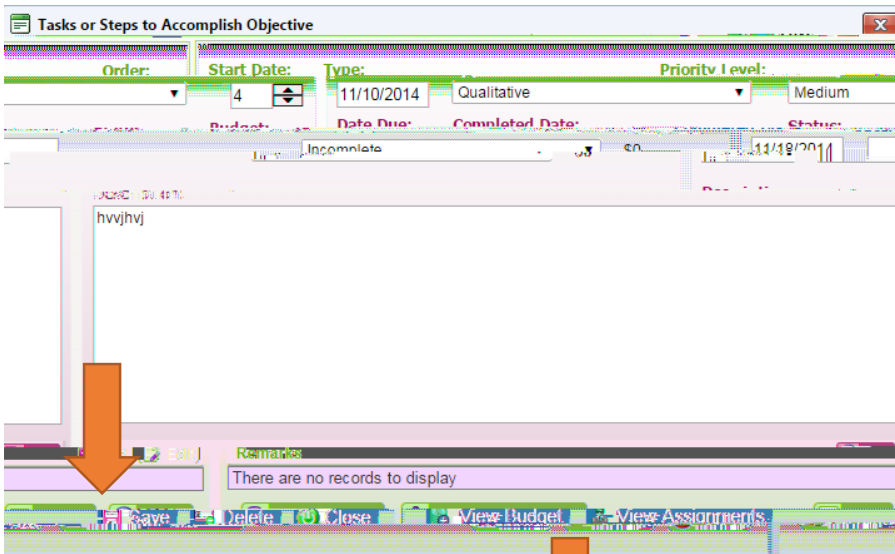
Tasks or Steps to Accomplish Objective

Order: ▼   Start Date: 4 ⬍   Type: 11/10/2014 Qualitative ▼   Priority Level: Medium

Incomplete $0   11/18/2014

hvvjhvj

Remarks
There are no records to display

Save   Delete   Close   View Budget   View Assignments

2015-2016

Equipment DER Asset (Forecas ▼

GL Code
6590 - Capital

Next

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

(Check all that apply.)

A.

Timeline:

Budget Request   Expense Type   Funding Type
$_____   ☐ One-Time   ☐ General District
ify)   ☐ Recurring   ☐ Categorical (Speci

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?

gned user(s)?

Who are the responsible party(ies) and assi

What Measurement Tools or Methodologies

You Use

r this Objec

n?

Add   Edit

There are no records to display

Objec

Objec

There are no records to display

There are no records to display

Select   Remove

Units Impacted, Division, Dept

lated Programs

There are no records to display

display

There are no records to

SLO's or Other Outcomes

Select   Remove

Associated PLO's

There are no records to display

View   Add   Remove   Documents with Supportive Information

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.