

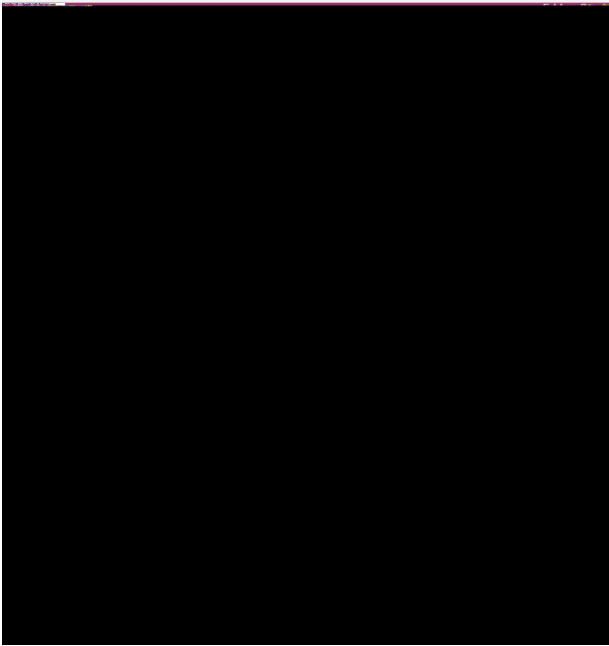
Inputting Comprehensive Program Review in SPOL

Program review utilizes two of the five modules in SPOL, Planning and Accreditation.

Past Goals

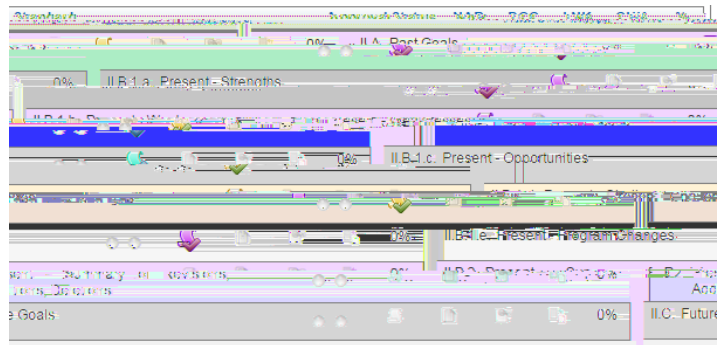
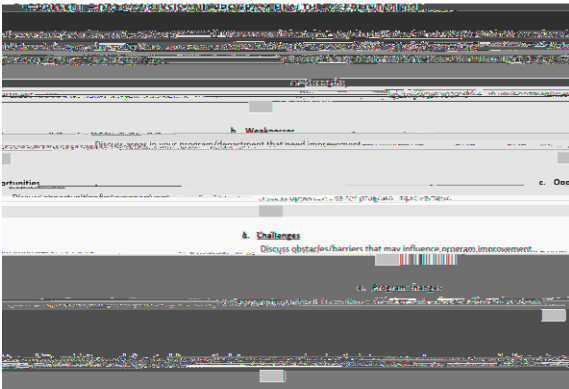
Present Analysis

4. The present analysis of your program is done in SPOL's Accreditation Module. Go to my SPOL, under Accreditation click under my standards until you see 2017-18 Program Review cycle, as shown on the next page:



Under Accreditation, open up 2017-18 Program Review. The standards will be listed to correspond to your program review.

The picture shows the standards for Service Area Program Review, the Academic Standards are



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.

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.

2017-18 PROGRAM OBJECTIVE #1

(Select 1 primary goal)

INSTITUTIONAL GOAL(S)

2-Student Learning

Outcome (primary)

2-4

2-5

2-6

Time/Target Date for Completion:

Time/Target Date for Completion:

- a) Copy 2018-19 Objective 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) Under Objective Purpose, choose Program Review
- f) Select current stage of the objective under objective status
- g) Save the objective, click on floppy disk icon
- h) Leave planning unit goals blank
- i) If any of your tasks will require budget enhancement requests, choose resource committee under resource plan
- j) Under planning priorities choose the selection that best describes your objective
- k) Select the institutional goal

Planning Years		Start Date	End Date
Planning Year			
2017		10/01/2017	09/30/2018
2018		10/01/2018	09/30/2019

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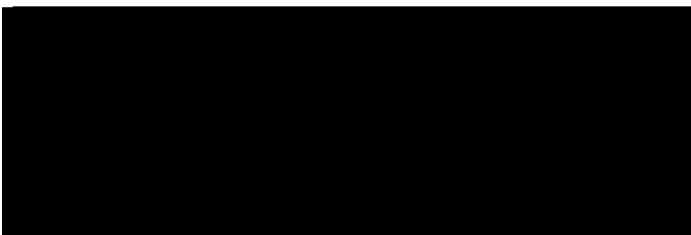
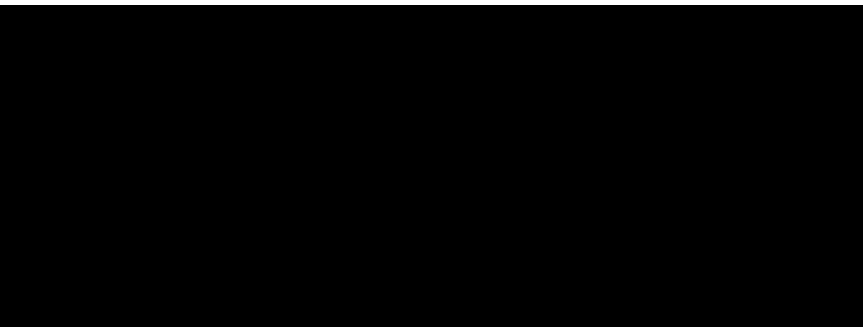
9. Tasks need to be inputted individually as they also serve as an indication for budget enhancement requests.

2017-18 PROGRAM OBJECTIVE #3

Identify 2017-18 Objective Description

Objective(s):

on:

11/10/2014

Select a Type

Select a Priority

4

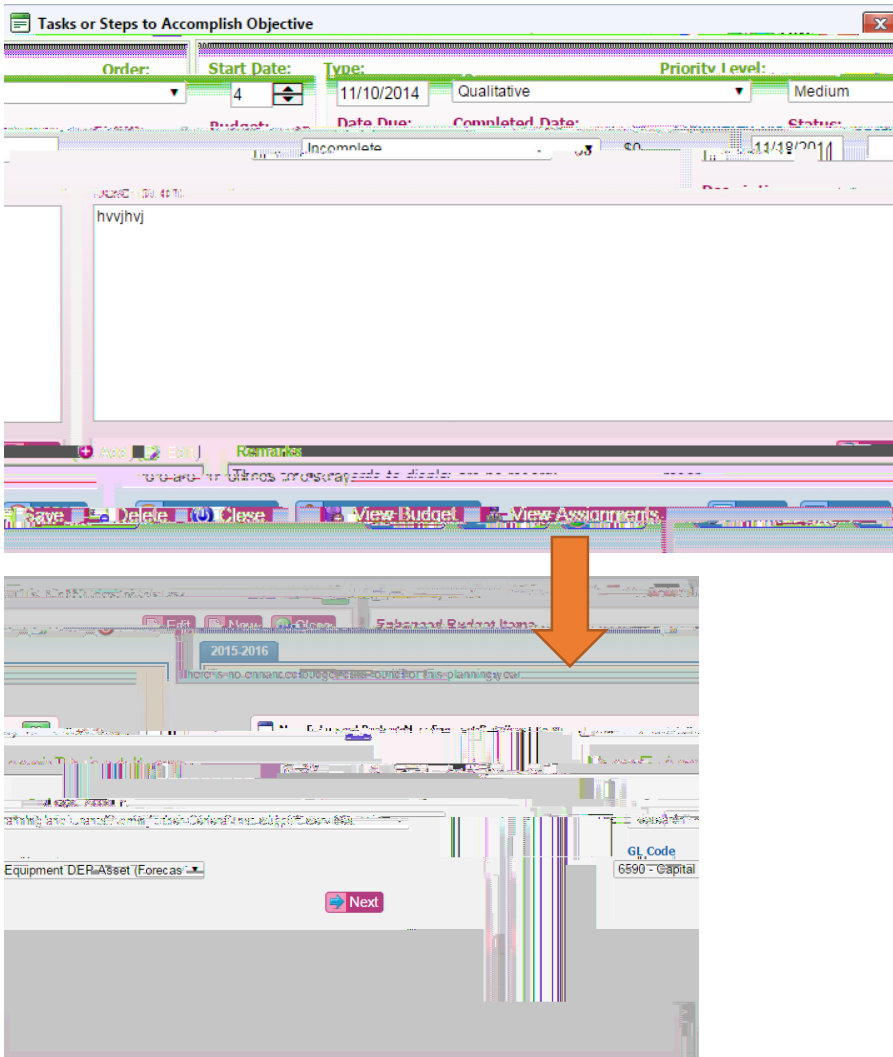
Date Due: Completed Date: Status: Budget:

Description

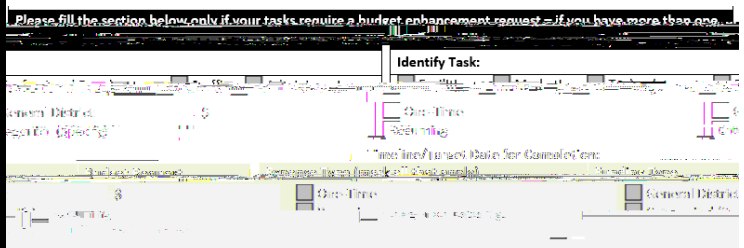
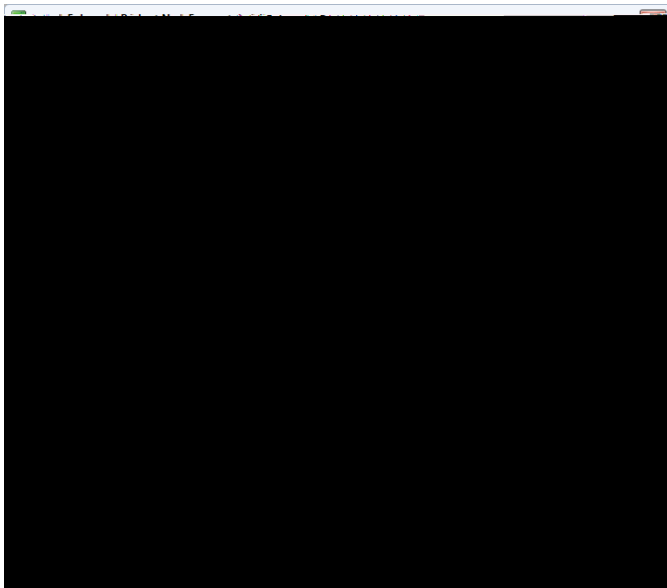
Save Close

- a) Click on Add under the tasks/steps 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 2018, is listed 10/01/2018 - 09/30/2019

10. If there is a budget enhancement tied to this task, you need to complete the following:



- a) Click on view budget
- b) Click on new
- c) Select budget account



11. The rest of the questions are a direct copy and paste from the form to SPOL.

12. If you have suppor