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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 ạll tasks on every objective and ạll 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.

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

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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.
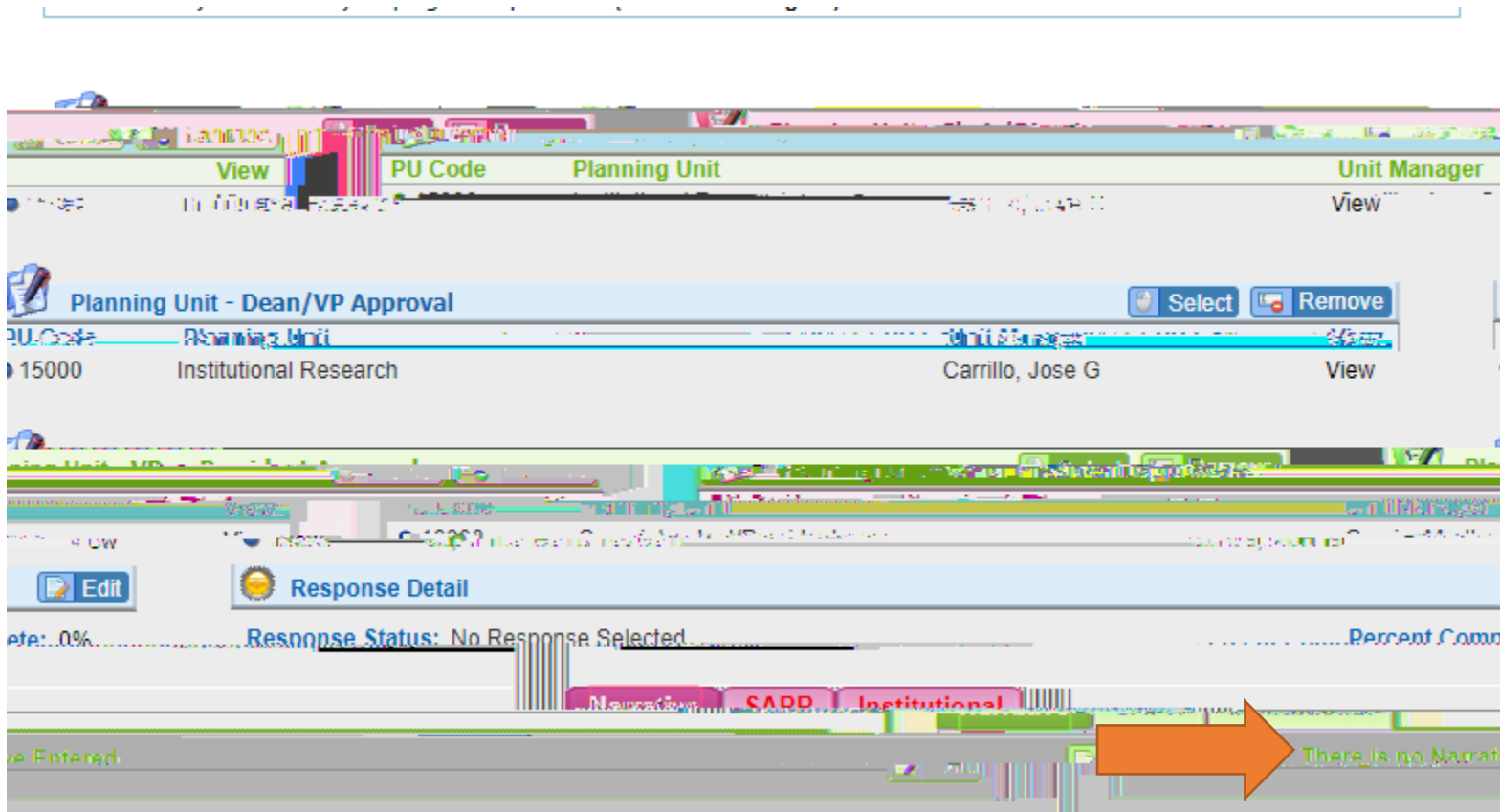

If you have any documents to upload or any web links to attach, you can do this at the bottom of the page, under document management or link management.

2019-20 Comprehensive Program Review – SPOL Instructions
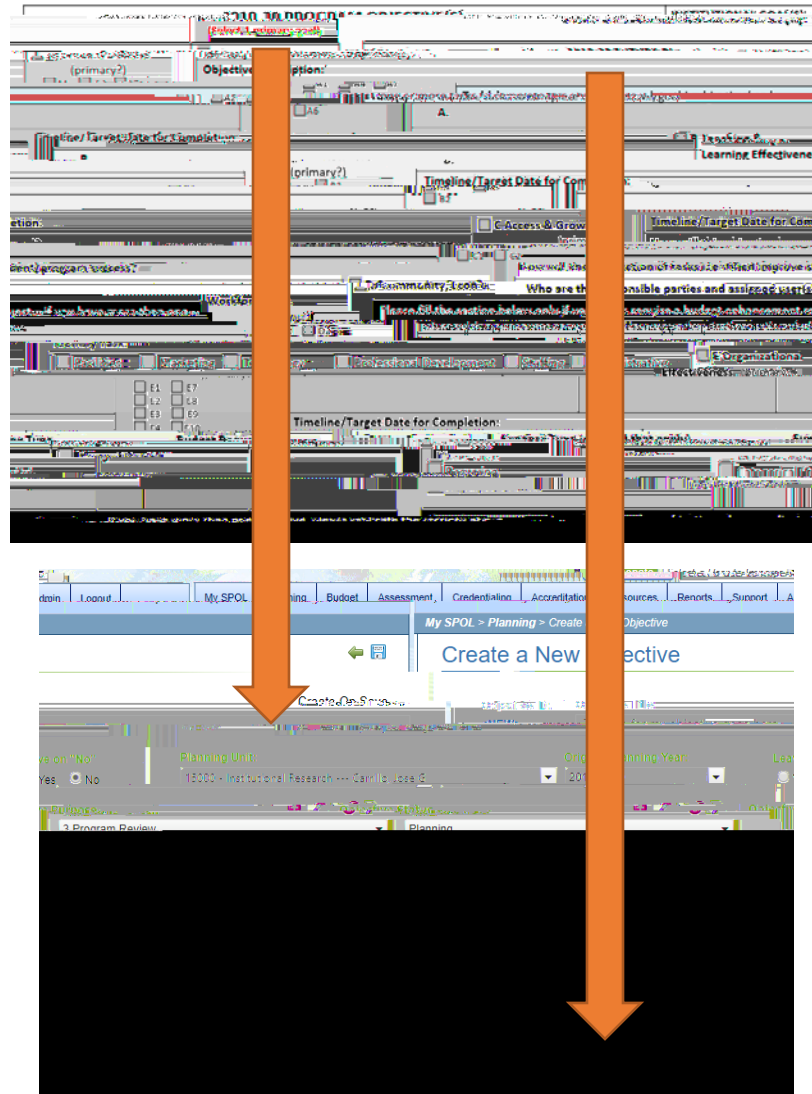
7. For Future Goals, change the planning year to 2020-21 in SPOL. Click on planning circle.

8. Click on create new objective.

2019-20 Comprehensive Program Review – SPOL Instructions
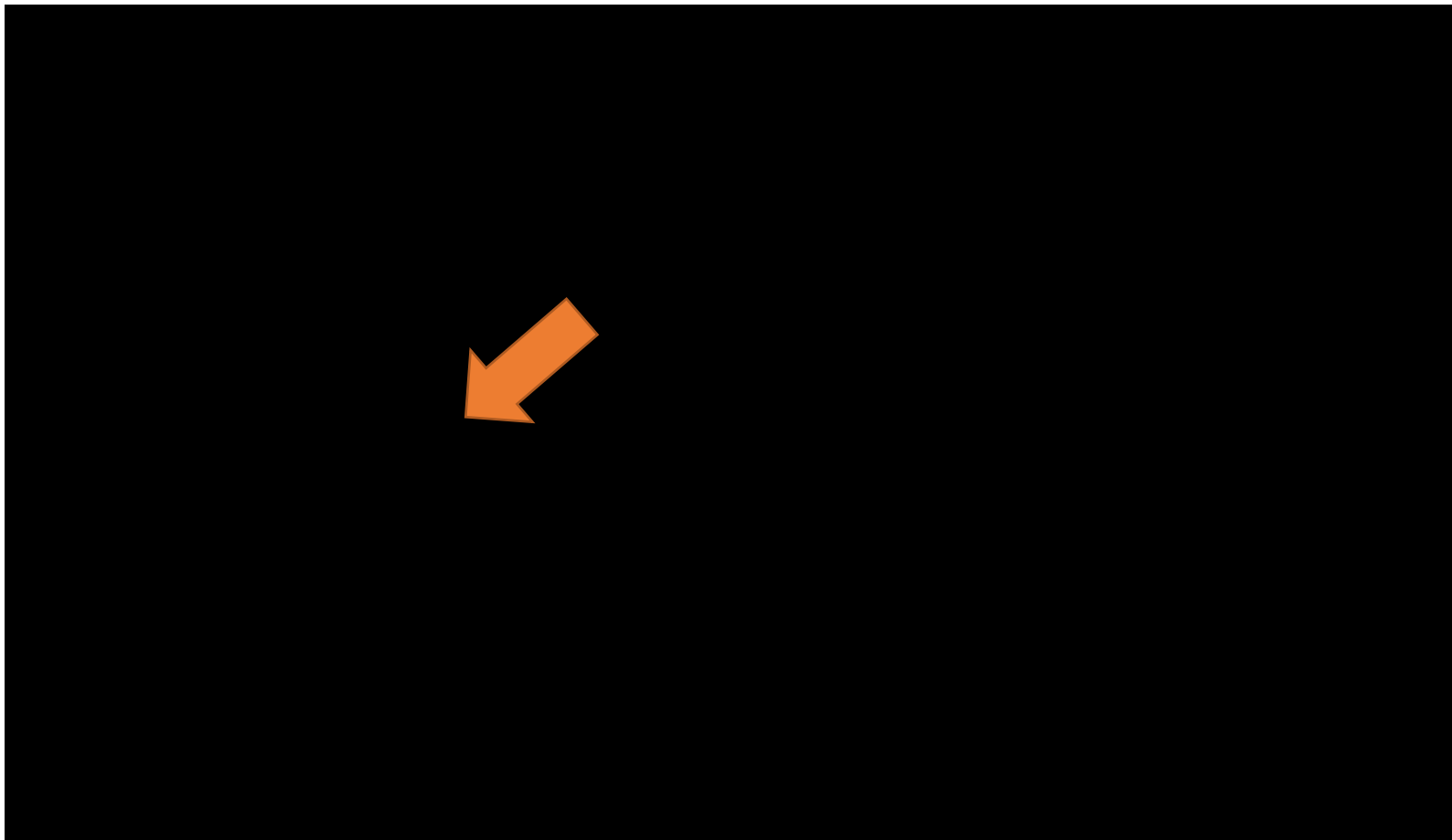
If using paper template, see below:

2019-20 Comprehensive Program Review – SPOL Instructions

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 su6 (a2)0.5

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

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 timeli20d

2019-20 Comprehensive Program Review – SPOL Instructions
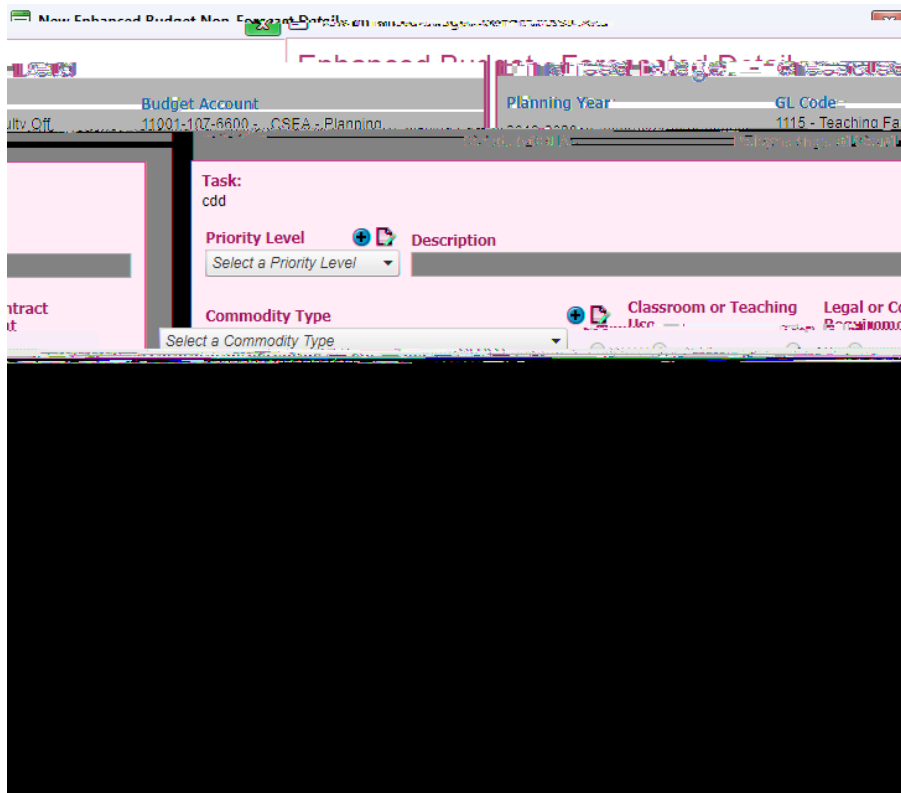
e) Under the Enhanced Budget forecast detail screen, select high for priority
f) state the task on to description
g) Select the commodity type from the Resource Committee that best describes your budget enhancement request
h) Select if this a classroom related expense
i) Select if this is a legal requirement
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.