

Inputting 2019-20 Program Review Update in SPOL

Program review update is entered in the Planning Module of SPOL

There are two components of the program review

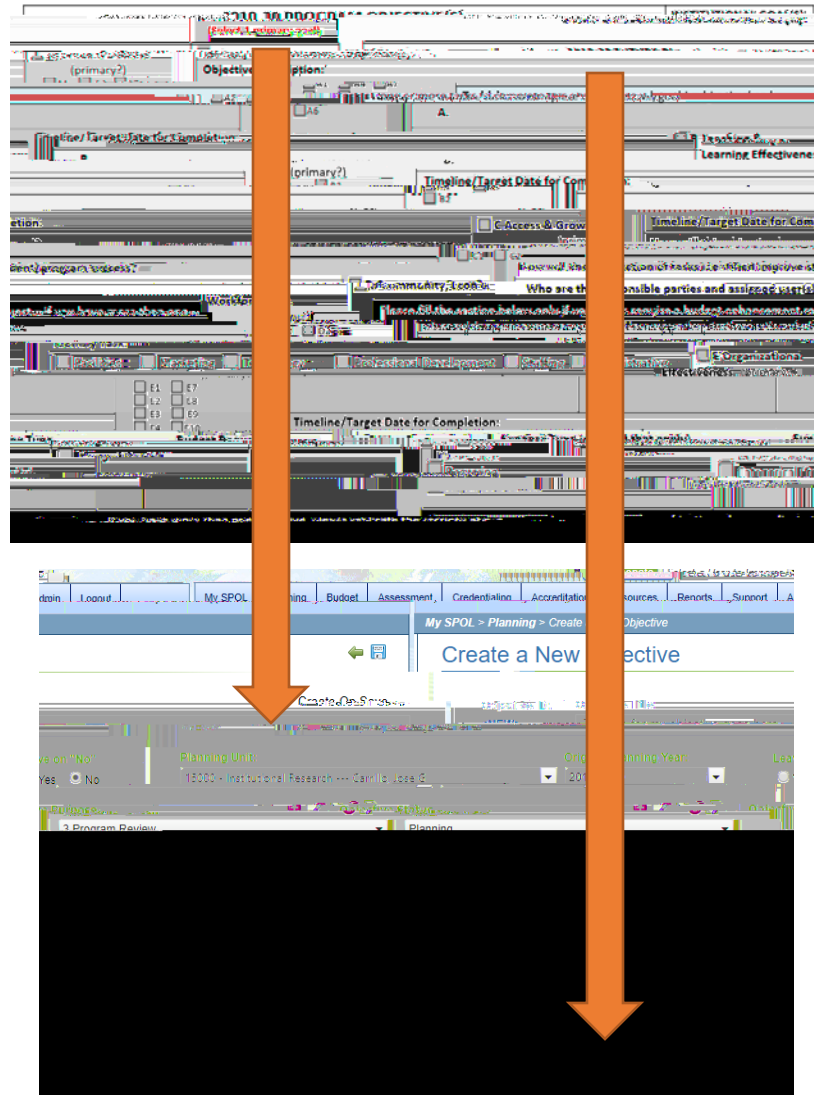
3. Double click on each objective and update the areas shown with the arrows on the screenshot below. Include an update on the narrative of any information that you need to convey in regards to the task or objective. Make sure you update all tasks on every objective and all objectives for the 2017-18 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.

The screenshot displays a software interface for managing objectives. At the top, there is a table with columns for Objective ID, Status, Objective Purpose, and another Objective ID. The first row shows ID 983, Status 'In Progress', and Purpose '3 Program Review'. Below the table are two panels. The left panel is titled 'Planning Years' and contains a table with columns 'Start Date' and 'End Date', showing dates 07/01/2017 and 06/30/2018. The right panel is titled 'Narrative' and contains a text area with the text 'There are no records to display'. Below the narrative panel is a dropdown menu labeled '2012-15 Educational Master Plan' with a selected option '1.2 Goal One - Institutional Mission and Effectiveness'. At the bottom of the interface, there are fields for 'Type: Qualitative', 'Priority: High', 'Budget: \$0', and 'Start Date: 03/24/2017'. Two orange arrows point to the 'Edit' button in the top right and the 'Narrative' text area.

Future Goals

4. For Future Goals, change the planning year to 2020-21 in SPOL. Click on planning circle.



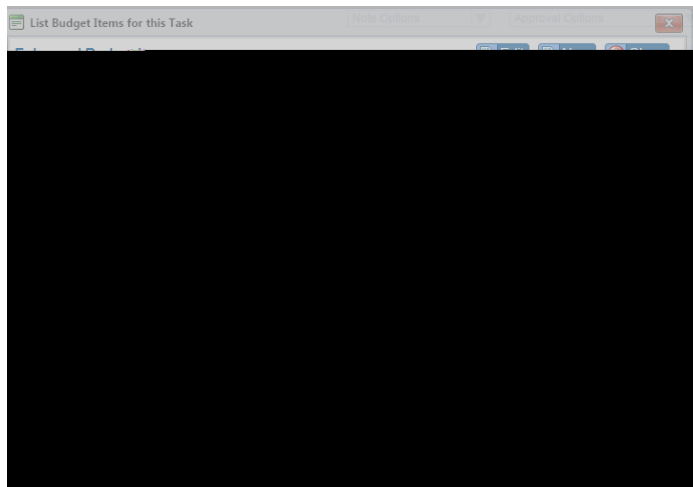
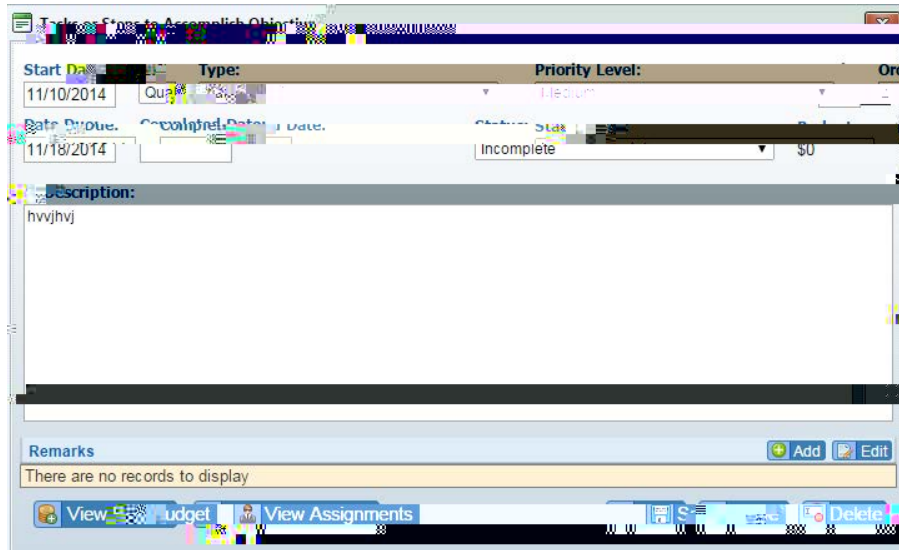


7. Choose the Vision for Success goal that your activity best supports, you can choose one or more. Select your institutional goal that best supports your activity, add a new task (see next page), and complete the measurements, intended results and associated accreditation standards. The associated accreditation 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.

The screenshot displays the 'Objective Details' form with several sections. Orange arrows point to the following sections:

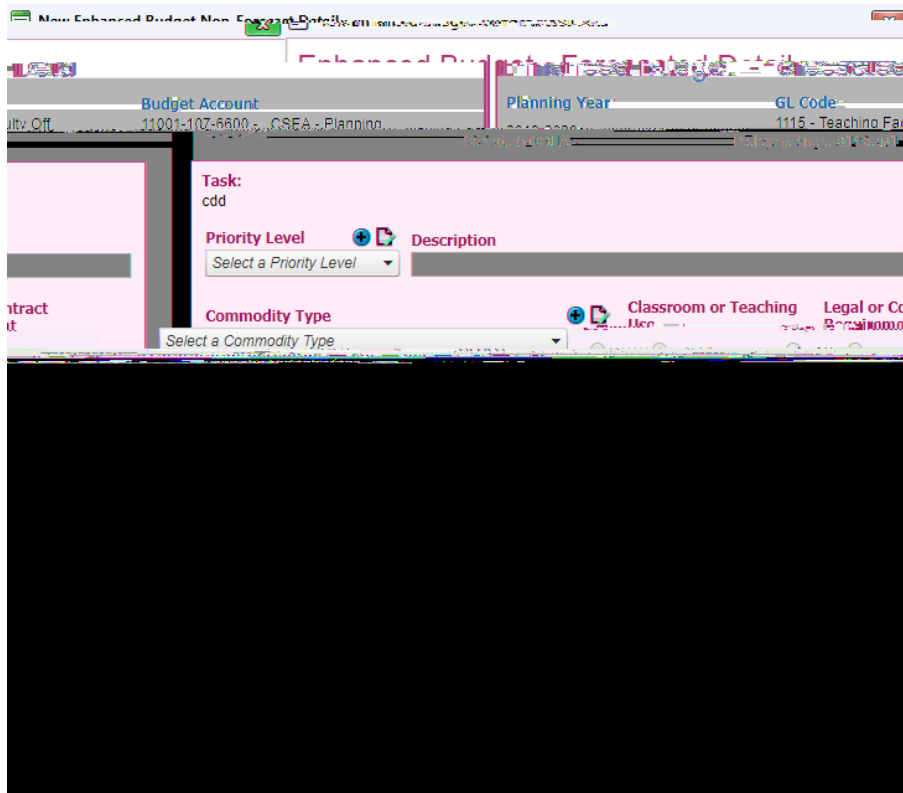
- Objective Descriptors:** Points to the 'Objective Purpose' field, which is set to 'Program Review'.
- Planning Years:** Points to the 'Planning Year' field, which is set to '2020-2021'.
- Resource Plans:** Points to the 'Resource Plans (only for Budget Enhancement Requests)' section.
- Institutional Goals:** Points to the 'Institutional Goals' section.
- Tasks to Accomplish Objective:** Points to the 'Tasks to Accomplish Objective' section.
- Measurement Tools:** Points to the 'What Measurement Tools or Methodologies Will You Use for this Objective?' section.
- Intended Results:** Points to the 'Explain how your intended results impact student success, program effectiveness and VF-S goals' section.
- Accreditation Standards:** Points to the 'Associate SLOs, SLOs, or Other Outcomes' section.
- Supportive Information:** Points to the 'Documents with Supportive Information' section.
- Links:** Points to the 'Links' section.

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



- a) Click on view budget
- b) Click on new
- c) Select budget account
- d) Select the GL code for correction

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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.