

Inputting 2020-21 Comprehensive Program Review in SPOL

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

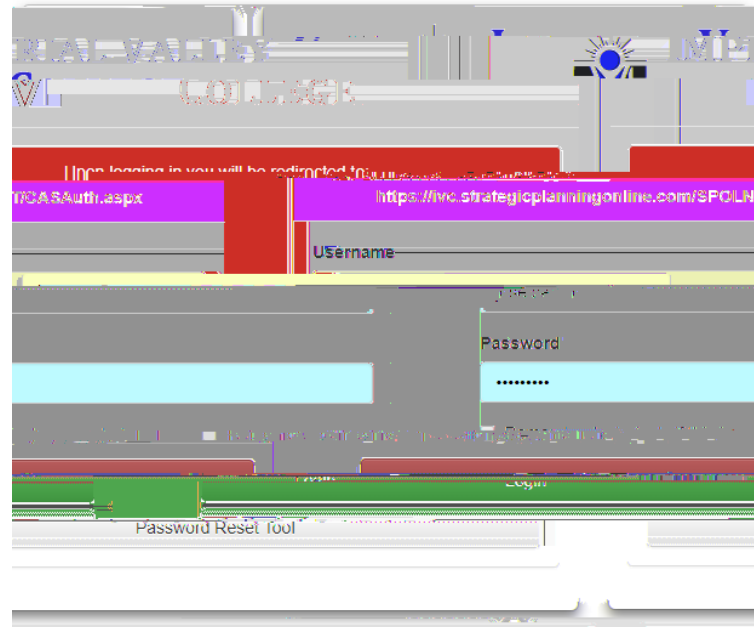
Past Goals – 2019-20 Goals must be updated in Planning Module

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

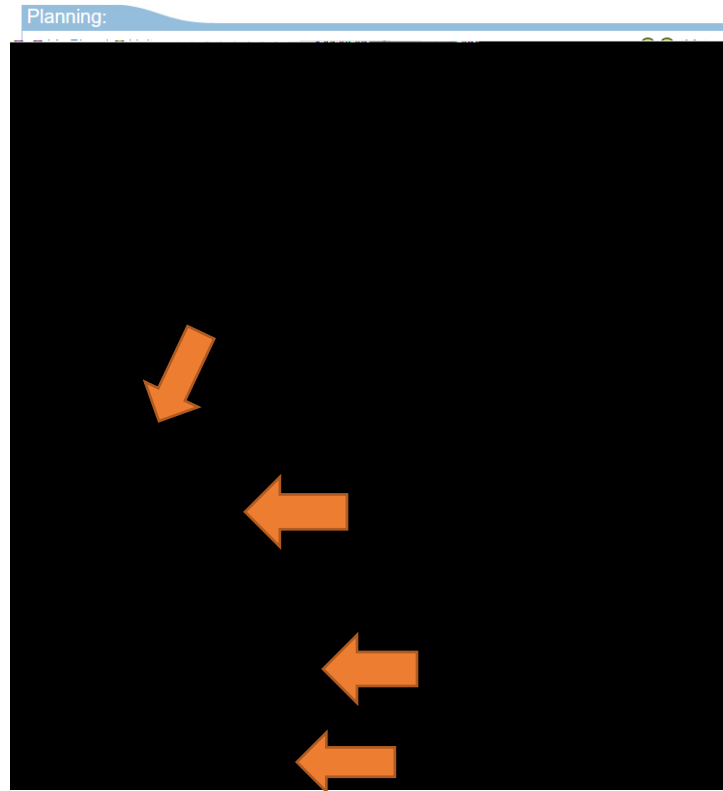
Below is a quick outline of the inputting process:

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).



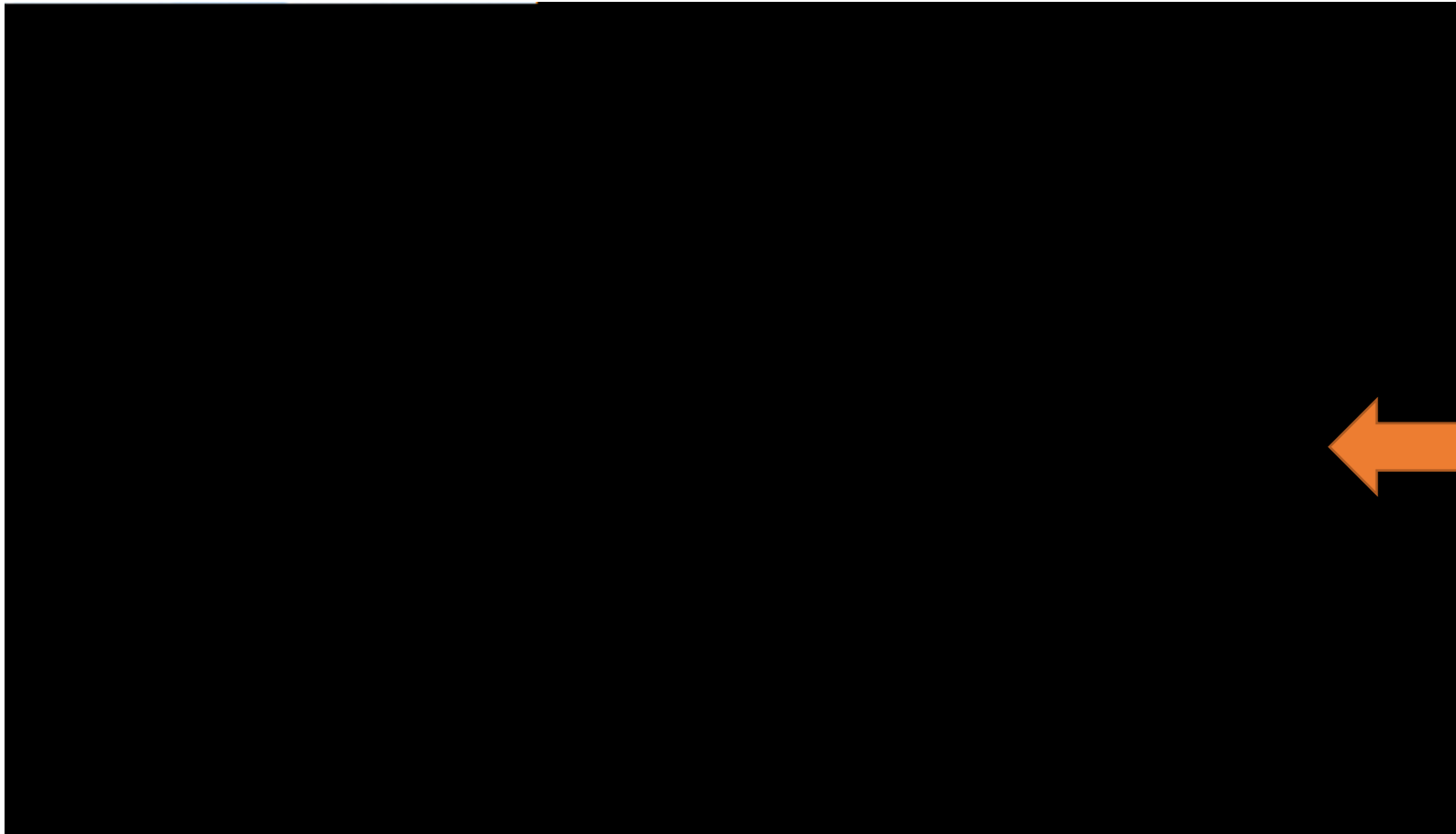
Present Analysis

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.



If you are using the paper template, on the next page you can see where the information should be entered.

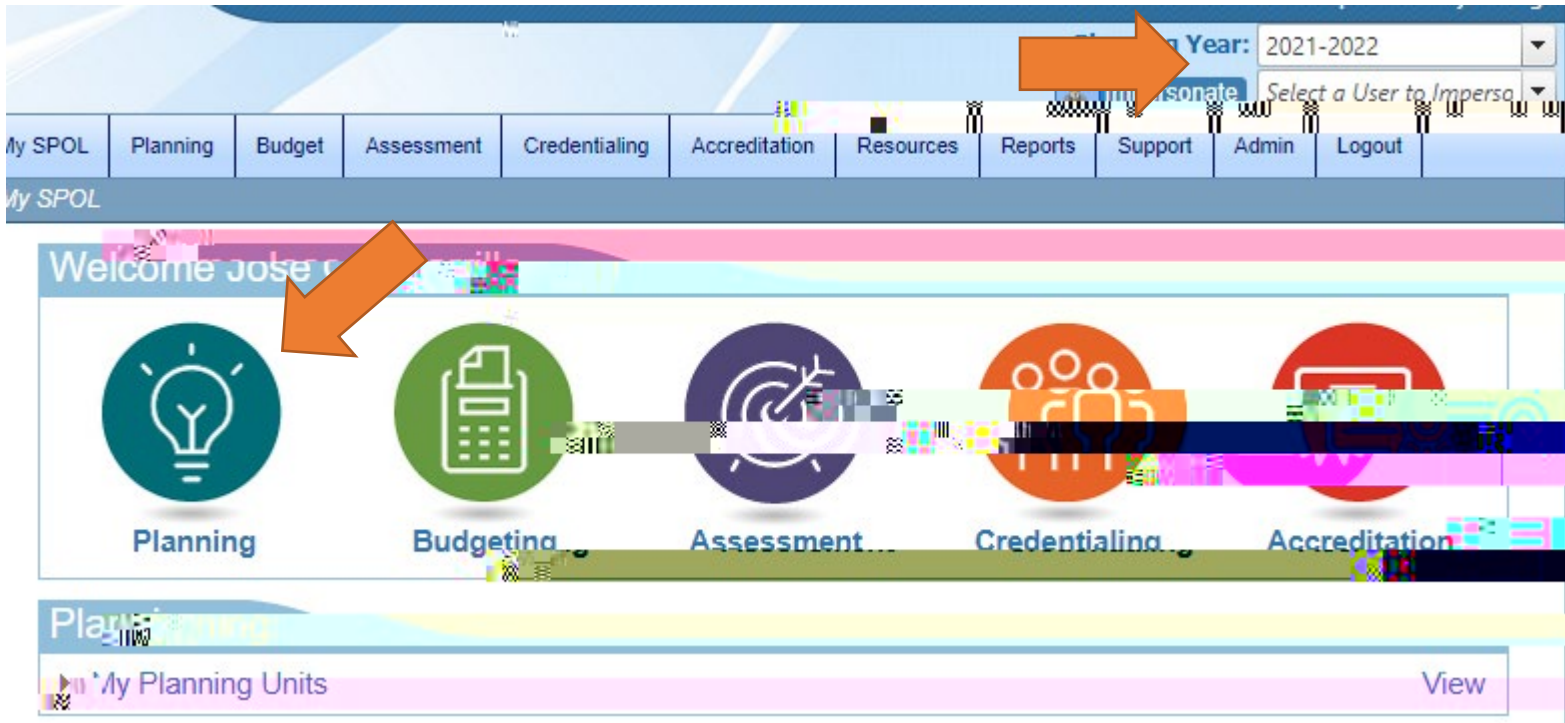
6. Please make sure you submit your objective for approval after completing your standards.



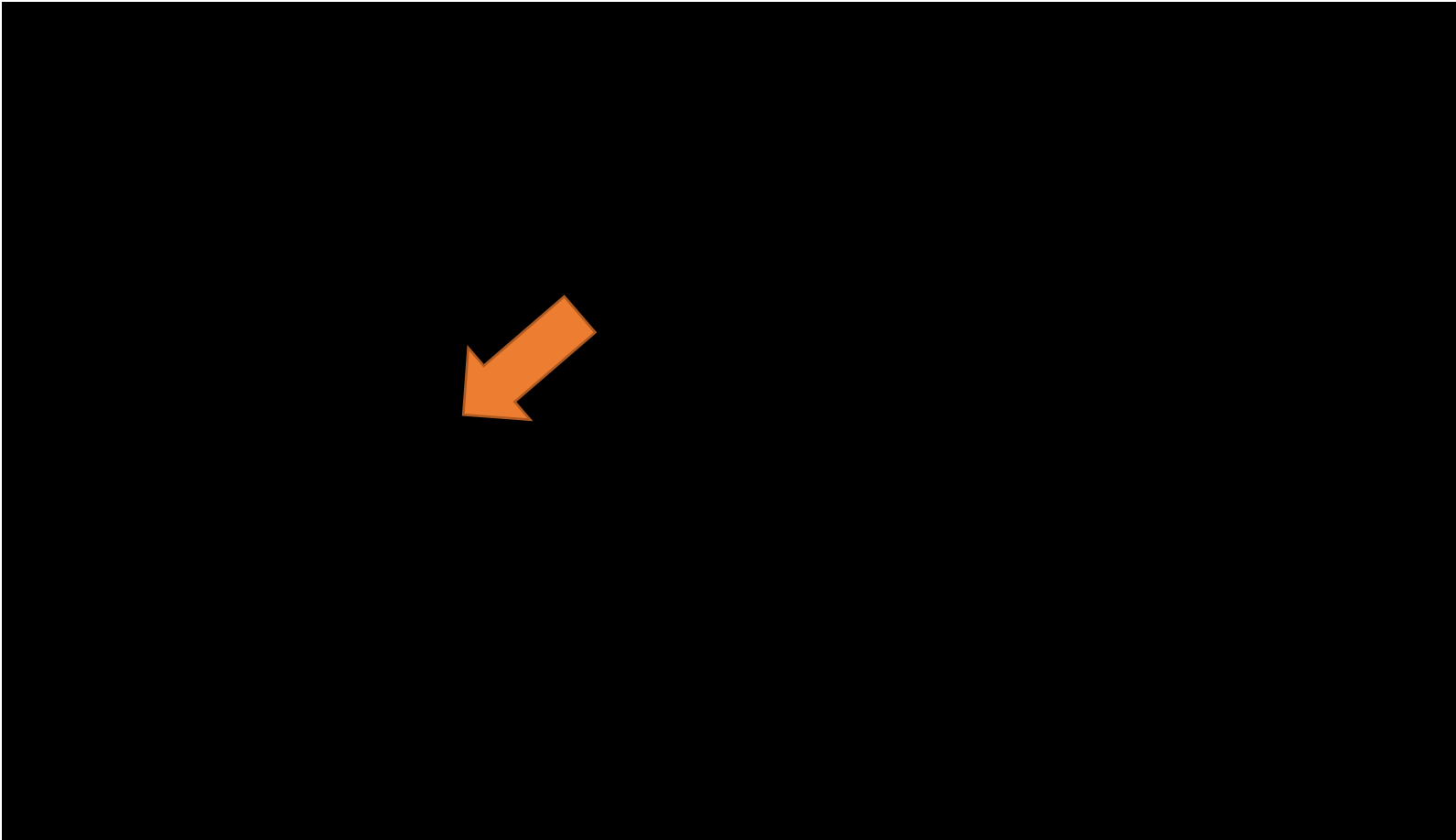
Complete all Standards and submit for approval.

Future Goals

7. For Future Goals, change the planning year to 2021-22 in SPOL. Click on planning circle.



8. Click on create new objective.

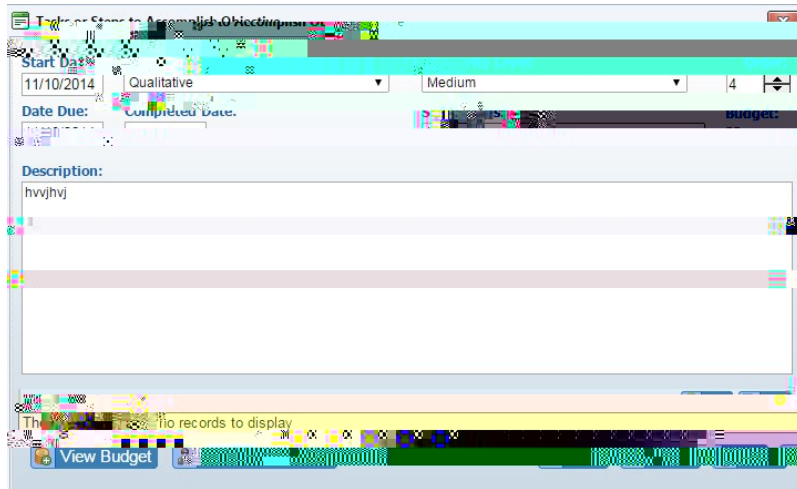


9. These instructions also show how to transfer from paper template to SPOL. If you are not using paper template as a guide, complete the areas shown with the arrows below. If you are using paper, please refer to next page.



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

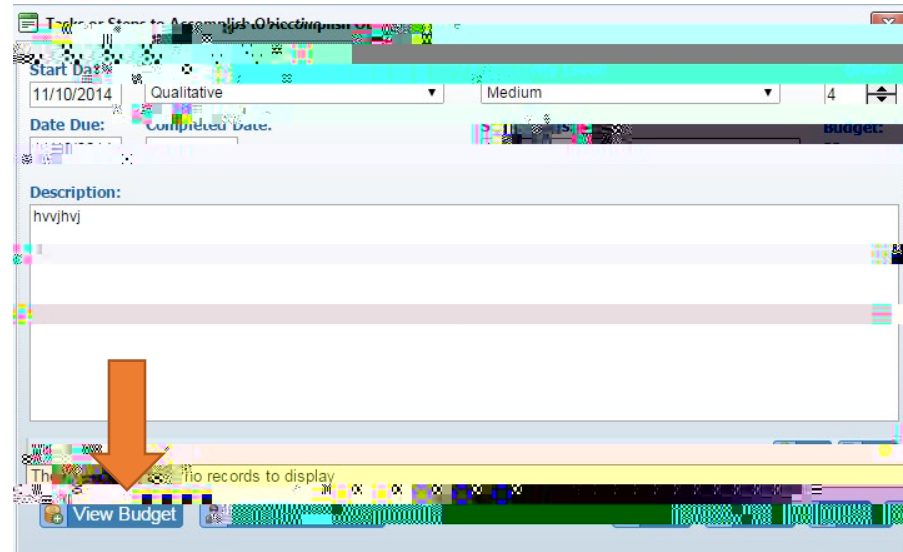
11. Adding a task and/or budget enhancement request:



2017-18 PROGRAM OBJECTIVE #1	
Objective Description:	
Task(s) one or more tasks to complete	A.
Timeline/Target Date for Completion:	B.
Timeline/Target Date for Completion:	C.
How will this objective be measured?	
Who are the responsible parties and assigned users?	

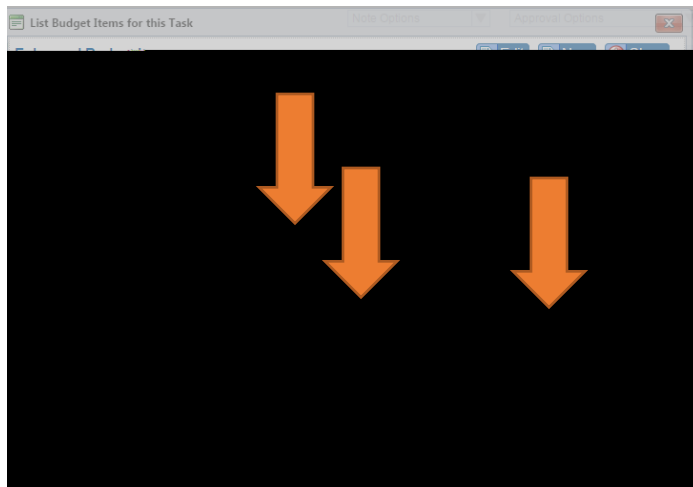
- a) Click on Add under the tasks/steps section
- b) the first date should be the start date and the end date should be the date due. For example if Fall 2021, is listed on the timeline, start will be August 1, 2021 with an end date of December 31, 2021.
- c) Choose High for priority level
- d) Under 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

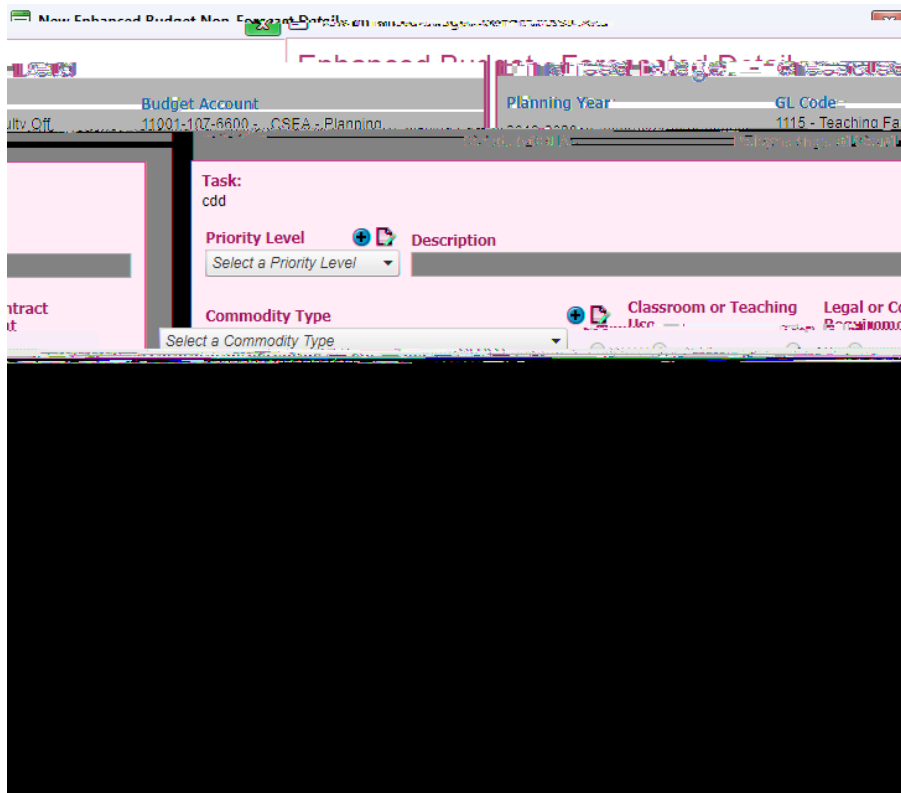
12. If there is a budget enhancement tied to this task, you need to complete following:



- a) Click on view budget
- b) Click on new
- c) Select budget account
- d) Select the GL code for corresponding request, if the GL code is not listed select new GL code, click next

the





- 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

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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.