

## Inputting Program Review Update in SPOL

Program review update must be entered in SPOL's Planning Module. Make sure you change the planning year to the following:

To update past objectives –Planning Year 2016-17

To create future objectives – Planning Year 2018-19

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)

### Past Goals/Objectives

2. As you log in, 2016-17 Planning year is the default year, click on my planning units, and continue clicking on the triangles until you find the 15-16 objectives as seen below:

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Thursday, August 10, 2017  
Search  
Jose G Carrillo  
Director of Institutional Research - Imperial Valley College  
Planning Year: 2016-2017 (Current)  
Impersonate Select a User to Impersonate

My SPOL | Planning | Budget | Assessment | Accreditation | Credentialing | Resources | Reports | Support | Admin | Logout

My SPOL

Welcome Jose G Carrillo

PLANNING | ACCREDITATION | ASSESSMENT | BUDGETING | CREDENTIALING

Planning:

My Planning Units View

Planning Unit	Planning Unit Manager	Approval Status	View
Institutional Research	Carrillo, Jose G	●●	View

Objective ID	Objective Title	Approval Status	DOC	LNK
589	Create a quarterly newsletter	●●	DOC	LNK
614	Hire a research analyst	●●	DOC	LNK
577	Improve Program Review Data Process	●●	DOC	LNK

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 2016-17 planning year. These objectives are the PAST objectives that were to be completed by June 30, 2017. If the objective was not completed, you can carry over an objective to the next year. Please provide a status update in the narrative.

My SPOL | Planning | Budget | Assessment | Accreditation | Credentialing | Resources | Reports | Support | Admin | Log Off

My SPOL > 1. Improve the Office of IR Website

## Objective Details

1. Improve the Office of IR Website


15000 - Institutional Research  
 Unit Manager: Carrillo, Jose G  
 Email Unit Manager: [Send Email](#)

**Approved**  
 Approved by Jonathan Finnell on 10/7/2014  
 Approval Status: ● ●

Approval Notes: [Note Options](#) | [Approval Options](#)

### Objective Descriptors

[Add](#) | [Edit](#) | [Delete](#)

Objective ID: 402 | Status: Partially Completed - will  | Objective Purpose: 3 Program Review

The website for IVC's Office of Institutional Research will need to undergo a major transformation to ensure that the information is relevant and useful.

Update 10/11/2016 - Information was updated to reflect the current operation of the Office of Institutional Research. Reports such as the 2015 Factbook was updated and uploaded. I have identified a number of websites from other IR offices that I will model this website after. Website changes should be completed by 12/2016.

#### Planning Years

[Select](#)

Planning Year	Start Date	End Date
<input checked="" type="radio"/> 2015-2016	07/01/2015	06/30/2016

[Select](#) | [Add/Edit](#) | [Add/Edit](#)

There are no records to display | There are no records to display | ● Student Success

#### Institutional Goals

[Add/Edit](#)


Educational Master Plan 2012-2015

● 1.1 Goal One - Institutional Mission and Effectiveness --> Mission Driven Planning and Decision Making

#### Tasks or Steps to Accomplish Objective

[Add](#) | [Edit](#) | [Expand All](#)

work with Application Services to develop a number of dashboards that will provide accurate and useful data.

Start Date: 07/01/2015	Type: Quantitative	Priority: High	Budget: \$0
Due Date: 12/31/2015	Completion Date:	Status: In Progress 	More >>

### Future Goals

6. For Future Goals, change the planning year to 2018-19 in SPOL. Click on planning tab up on the top, then click on view my objectives.

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Jose G Carrillo  
Director of Institutional Research - Imperial Valley College

Planning Year: 2018-2019

Impersonate Select a User to Impersonate

My SPOL Planning Budget Assessment Accreditation Credentialing Resources Reports Support Admin Logout

My SPOL > Planning

### Welcome to the Planning Homepage

- View My Planning Units**  
View all of your current Planning Units, or search for a specific Planning Unit and make your necessary updates.
- View My Objectives**  
View all of your current objectives, or search for a specific Objective and make your necessary updates.
- Improve My Objective**  
Improve an objective that require approval.
- Search for Objectives**  
Search Objectives according to Planning Unit, Planning Year or Unit Manager.
- Create a New Objective**  
Open up a blank Objective page and enter the relevant data to create a new Objective.
- Copy Objective Data**  
Copy objective data from one planning year to another.
- New Objective Wizard**  
Follow our easy to use, step-by-step wizard to creating a new Objective.
- View All Planning Units**  
View all Planning Units, or search for a specific Planning Unit and make your necessary updates.
- View All Objectives**  
View all objectives, or search for a specific Objective and make your necessary updates.
- View Activity by Institutional Goal**  
View all planning and assessment activity currently supporting your Institutional Goals.
- Print a Report**  
Bring up the reporting interface to generate an informative report in minutes.

7. Click on new objective

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Search

Jose G Carrillo  
Director of Institutional Research - Imperial Valley College

Planning Year: 2018-2019

Impersonate Select a User to Impersonate

My SPOL Planning Budget Assessment Accreditation Credentialing Resources Reports Support Admin Logout

My SPOL > Planning > My Objectives

### My Objectives for Planning Year: 2018-2019

New Objective

Planning Unit	Planning Unit Manager	Approval Status	View
Institutional Research	Carrillo, Jose G	<input type="radio"/> <input type="radio"/>	View

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 2017-18 for original planning year, indicate if it's a multi-year goal, select an objective purpose, select an objective status, and describe your objective under the Objective Description

area. Once you have finished click on the floppy/save icon to proceed to the new set of questions on creating tasks and measuring your objective.

2017-18 PROGRAM OBJECTIVE #1		INSTITUTIONAL GOAL(S) (Select 1 primary goal)
<b>Identify 2017-18 Objective(s):</b>		<input type="checkbox"/> <b>1 Mission &amp; Effectiveness</b> (primary?)
<b>Objective Description:</b>		<input type="checkbox"/> 1.1 <input type="checkbox"/> 1.3
<b>Task(s)</b> one or more tasks to complete this objective/goal		<input type="checkbox"/> 1.2 <input type="checkbox"/> 1.4
<b>A.</b>		<input type="checkbox"/> <b>2 Student Learning Outcomes</b> (primary?)
<b>Timeline/Target Date for Completion:</b>		<input type="checkbox"/> 2.1 <input type="checkbox"/> 2.4
<b>B.</b>		<input type="checkbox"/> 2.2 <input type="checkbox"/> 2.5
<b>Timeline/Target Date for Completion:</b>		<input type="checkbox"/> 2.3 <input type="checkbox"/> 2.6
<b>C.</b>		<input type="checkbox"/> <b>3 Resources</b> (primary?)
<b>Timeline/Target Date for Completion:</b>		<input type="checkbox"/> 3.1 <input type="checkbox"/> 3.4
<b>How will this objective be measured?</b>		<input type="checkbox"/> 3.2 <input type="checkbox"/> 3.5
<b>How will the completion of tasks identified improve student program success?</b>		<input type="checkbox"/> 3.3
<b>Who are the responsible parties assigned user(s)?</b>		<input type="checkbox"/> <b>4 Leadership &amp;</b>

v4.2.0.5

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My SPOL > Planning > My Objectives > Create a New Objective

Create a New Objective

Objective ID: Objective Title: Create On Save

Planning Unit: Select a Planning Unit Original Planning Year: 2015-2016

Objective Purpose: Select an Objective Purpose Objective Status: Select a Status

Objective Description:

Design HTML Preview Words: 0 Characters: 0

- Copy 2017-18 Objective and paste under objective title
- Copy Objective and paste under objective description
- Under planning unit chose your department or division from the dropdown menu
- If the objective will be carried out over multiple years, mark yes in SPOL
- Under Objective Purpose, choose Program Review
- Select current stage of the objective under objective status
- Save the objective, click on floppy disk icon
- Leave planning unit goals blank
- If any of your tasks will require budget enhancement requests, choose resource committee under resource plan
- Under planning priorities choose the selection that best describes your objective
- Select the institutional goal

**Planning Years**

Planning Year	Start Date	End Date
2017-2018 - (Current)	07/01/2017	06/30/2018

<b>Planning Unit Goals</b> <input type="button" value="Select"/>	<b>Resource Plans</b> <input type="button" value="Add/Edit"/>	<b>Planning Priorities</b> <input type="button" value="Add/Edit"/>
There are no records to display	There are no records to display	There are no records to display

**Institutional Goals**

There are no records to display

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

2017-18 PROGRAM OBJECTIVE #1	
Identify 2017-18 Objective(s):	
Objective Description:	
Task(s) one or more tasks to complete this objective/goal	
A.	
Timeline/Target Date for Completion:	
B.	
Timeline/Target Date for Completion:	
C.	
Timeline/Target Date for Completion:	
How will this objective be measured?	
How will the completion of task identified improve student/program success?	
Who are the responsible parties assigned user(s)?	

**Tasks or Steps to Accomplish Objective**

work with Application Services to develop a number of dashboards that will provide accurate and useful data.

Start Date: 07/01/2015	Type: Quantitative	Priority: High	Budget: \$0
Due Date: 12/31/2015	Completion Date:	Status: Incomplete	More >>

work with the Director of Online Service to change the layout of the website

Start Date: 07/01/2015	Type: Qualitative	Priority: High	Budget: \$0
Due Date: 12/31/2015	Completion Date:	Status: Incomplete	More >>

conduct a meeting with possible stakeholders about what materials they would like to see on the website

Start Date: 01/03/2015	Type: Not Set	Priority: Medium	Budget: \$0
Due Date:	Completion Date:	Status: Incomplete	More >>

Total Objective Budget: \$0

**Tasks or Steps to Accomplish Objective**

Start Date: 11/10/2014	Type: Select a Type	Priority Level: Select a Priority	Order: 4
Date Due:	Completed Date:	Status: Select a Status	Budget:

Description:

- Click on Add under the tasks/steps section, copy and paste from the hard copy
- 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 on the timeline, start will be August 1, 2018 with and end date of December 31, 2018.
- Choose High for priority level
- Under type, choose Qualitative/Qualitative for how the objective will be measured.
- Choose status of the objective from the dropdown menu. Most will be planning unless it is a multi-year objective
- You do not need to fill in completed date/order number.
- Click on Save.

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

**Tasks or Steps to Accomplish Objective**

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

Date Due: 11/18/2014    Completed Date:    Status: Incomplete    Budget: \$0

Description: hvjhvj

Remarks: There are 1 records to display

Buttons: View Budget, View Assignments, Save, Delete, Close

- 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

**List Budget Items for this Task**

Enhanced Budget Items

2015-2016

There is no enhanced budget data found for the planning year.

New Enhanced Budget Non-Forecast Detail

Budget Account: Research Planning and Grants Admin... Other General Inst Support Services

GL Code: 6590 - Capital Equipment DEP Asset (Forecast)

Next

**New Enhanced Budget Non-Forecast Detail**

Enhanced Budget - Forecasted Detail

Planning Year: 2015-2016    GL Code: 6590 - Capital Equipment DEP Asset    Budget Account: 11001-102-6790 - Research Planning and Grants Admin... Other General Inst Support Services

Task: hvjhvj

Priority: Select a Priority    Description: [Text Field]

Commodity Type: Select a Commodity Type    Classroom or Teaching Use: Yes No    Legal Requirement: Yes No

Proposed			Approved		
Quantity	Price Per Item	Total Price	Quantity	Price Per Item	Total Price

Justification: [Text Field]    Not Funded

Buttons: Save, Delete, Close

Please complete the section below only if your tasks require a budget enhancement request - if you have more than one task, please copy and paste the sections below.

**Identify**

Facilities     Marketing     Technology     Professional Development     Staffing     Administrative

One-Time     General District    \$

Recurring     Categorical (Specify)

**Timeline/Target Date for Completion:**









Expense Type (mark all that apply)	Funding Type	Budget Request
<input type="checkbox"/> One-Time	<input type="checkbox"/> General District	\$
<input type="checkbox"/> Recurring	<input type="checkbox"/> Categorical (Specify)	
<input type="checkbox"/> Legally Mandated		



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

<b>How will this objective be measured?</b>	
<b>How will the completion of tasks identified improve work efficiency, reduce costs, or improve student success?</b>	
<b>Who are the responsible party(ies) and assigner(s)?</b>	

 <b>What Measurement Tools or Methodologies do You Use for this Objective?</b> <span>+ Add</span> <span>Edit</span>	
There are no records to display	
 <b>How Will This Objective Improve Student Success or Program Effectiveness?</b> <span>+ Add</span> <span>Edit</span>	
There are no records to display	
 <b>Status of Progress on this Objective</b> <span>+ Add</span> <span>Edit</span>	
There are no records to display	
 <b>Units Impacted - Division, Dept., or Related Programs</b> <span>Select</span> <span>Remove</span>	
There are no records to display	
 <b>Associated Accreditation Standards or Other Standards</b> <span>Select</span> <span>Remove</span>	
There are no records to display	
 <b>Associated PLO's, SLO's, or Other Outcomes</b> <span>Select</span> <span>Remove</span>	
There are no records to display	
 <b>Documents with Supportive Information</b> <span>View</span> <span>+ Add</span> <span>Remove</span>	
There are no records to display	
 <b>Links to Supportive Information</b> <span>View</span> <span>+ Add</span> <span>Edit</span> <span>Remove</span>	
There are no records to display	

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.

This completes the Program Review Update.