

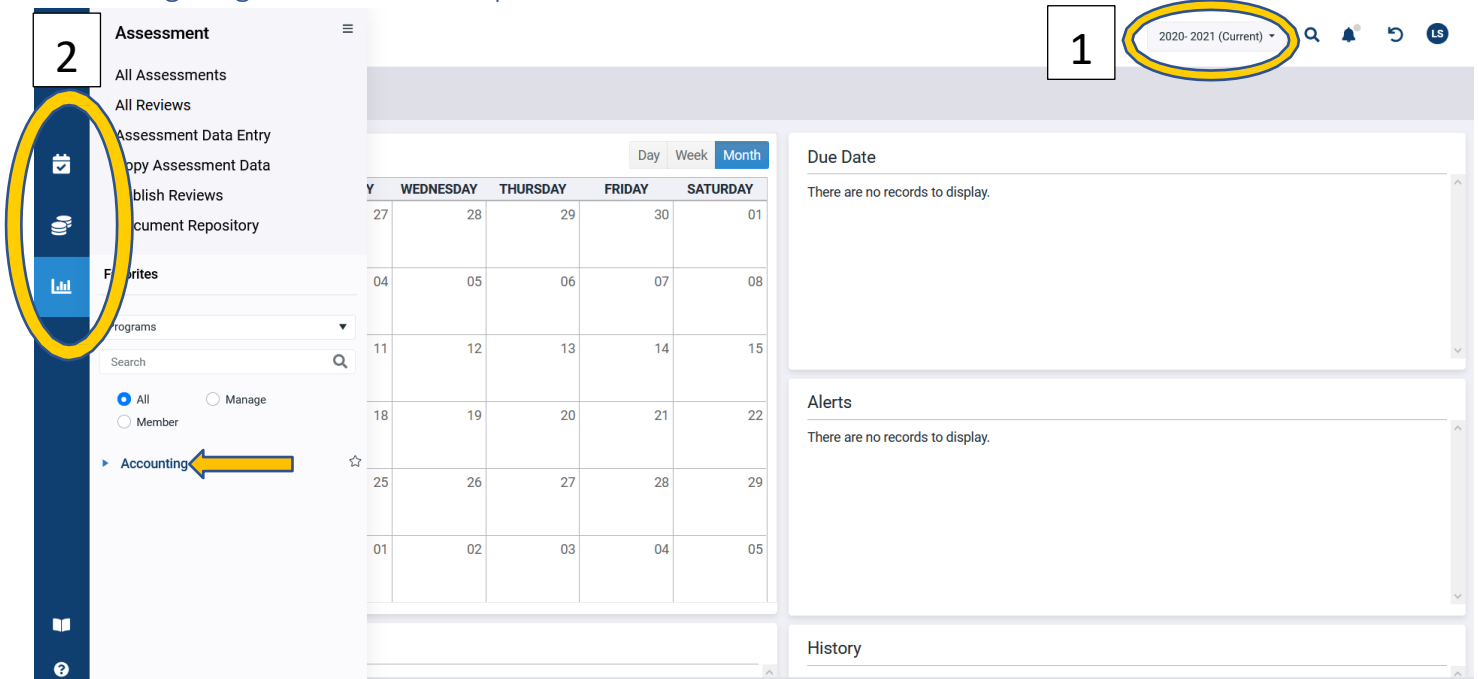
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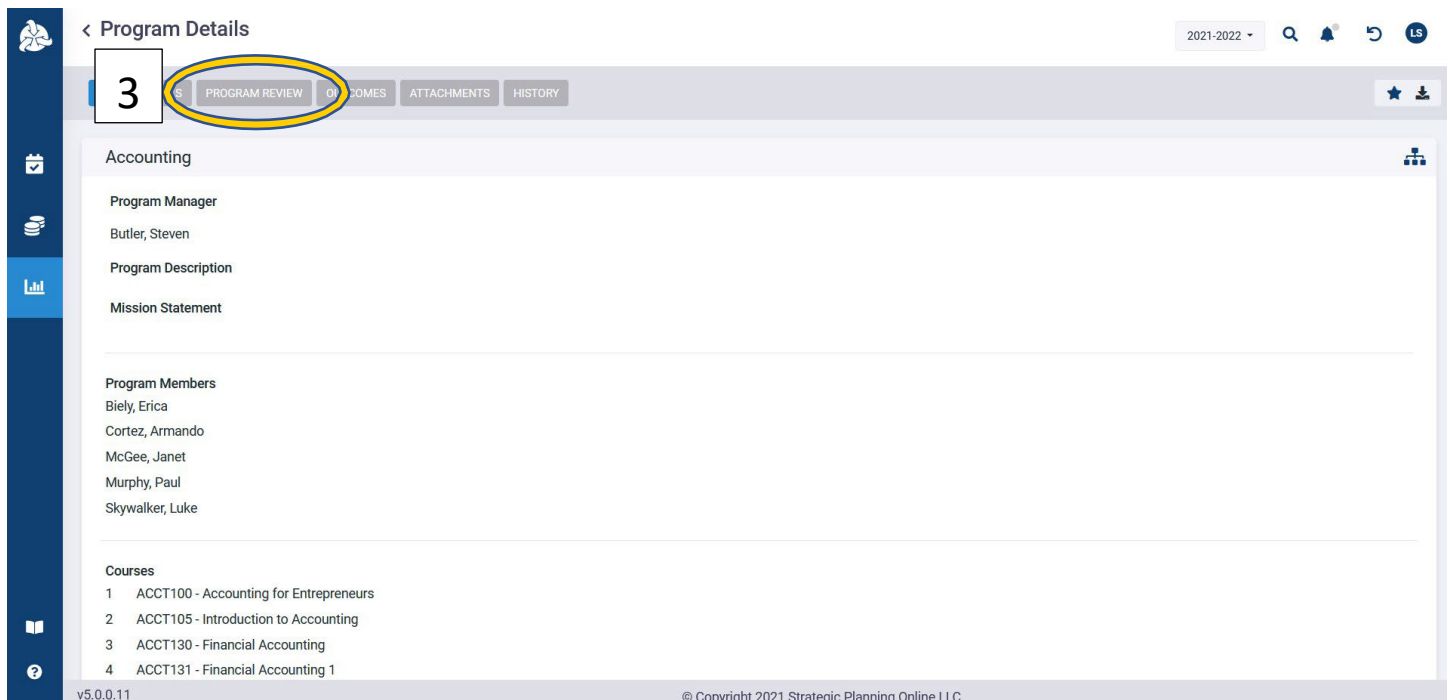
Program Review

Program Review is completed in two modules: Assessment, which houses the program review standards, and Planning which is used for goal/objective setting and resource requests and budgeting.

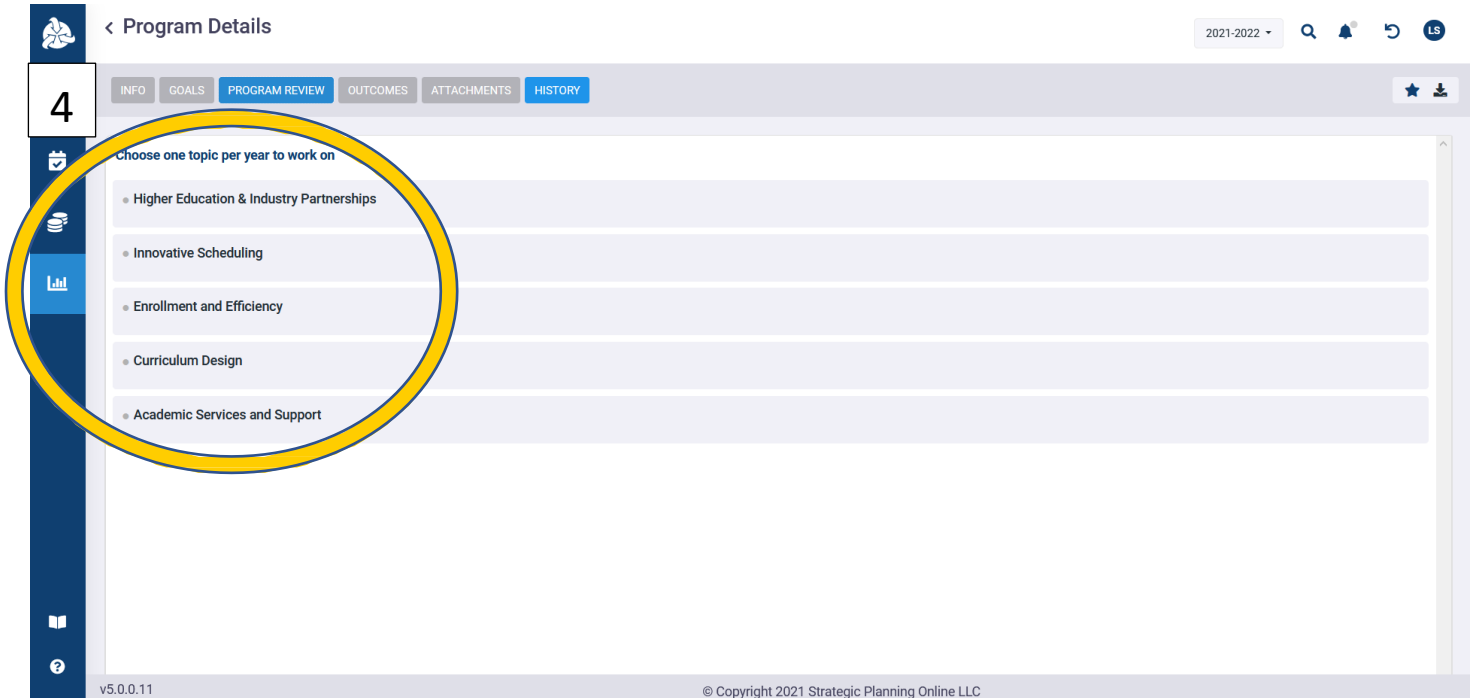
Answering Program Review Prompts




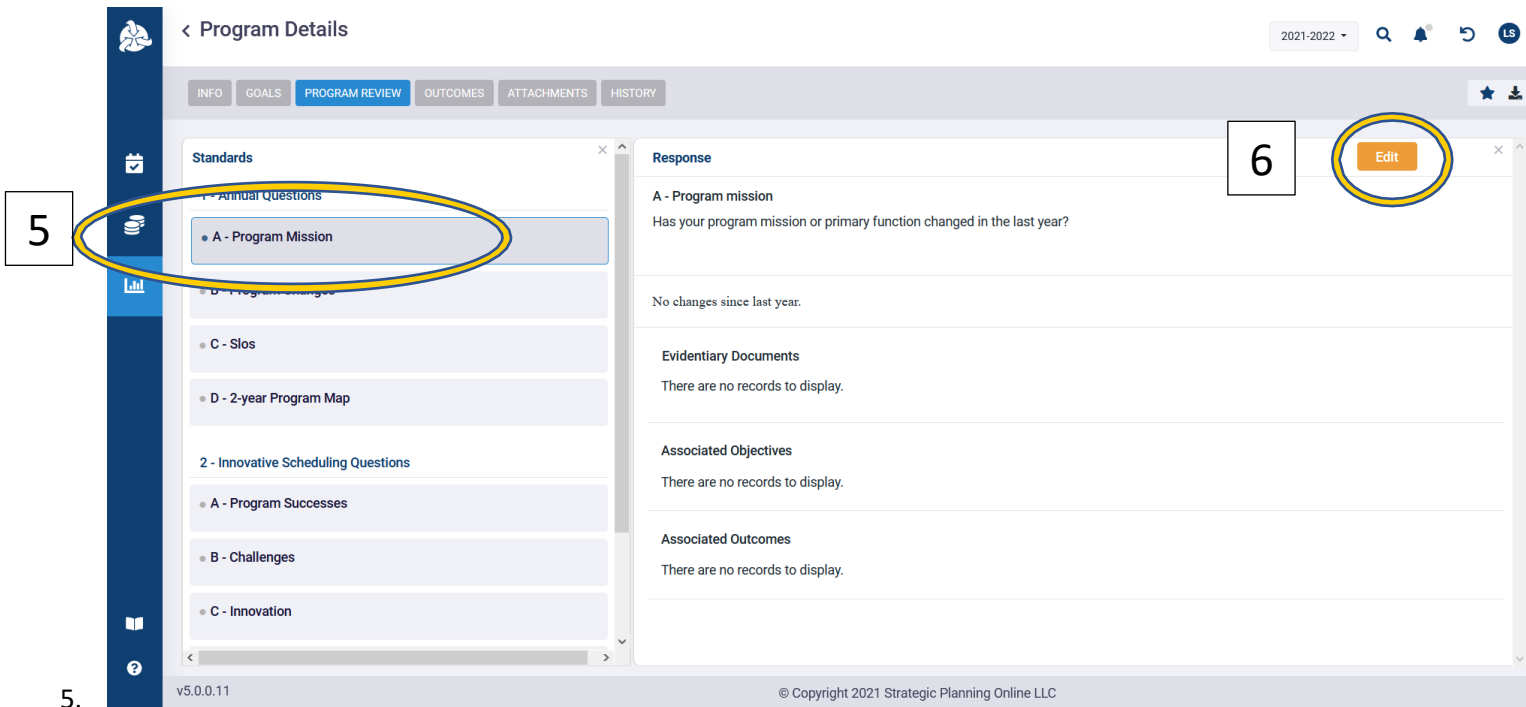
1. When doing anything in SPOL, you want to make sure that you are working in the correct year. SPOL will default to the current year, but if you want to see past or future years, you will need to change the year – this is very important.
2. The icons on the left are the SPOL modules. The calendar is Planning; the coins are Budget; the graph is Assessment. Program review responses are in the Assessment module. Click on the Assessment Module icon and then click on the program for which you want to input program review responses.



- Clicking on the program name will take you to the Program Details Page. On this page you can see many details about the program. There are also tabs at the top of the page that can take you to additional details. The Program Review tab will take you to the program review areas of focus.



- The five areas of focus will be listed on this page. A program will work on one area of focus each year. Click on the area of focus that your program is working. If you are unsure about the year, go back to the home page by clicking the SPOL icon  in the uppermost left corner of the page, changing year backwards, and looking at which standards have responses.

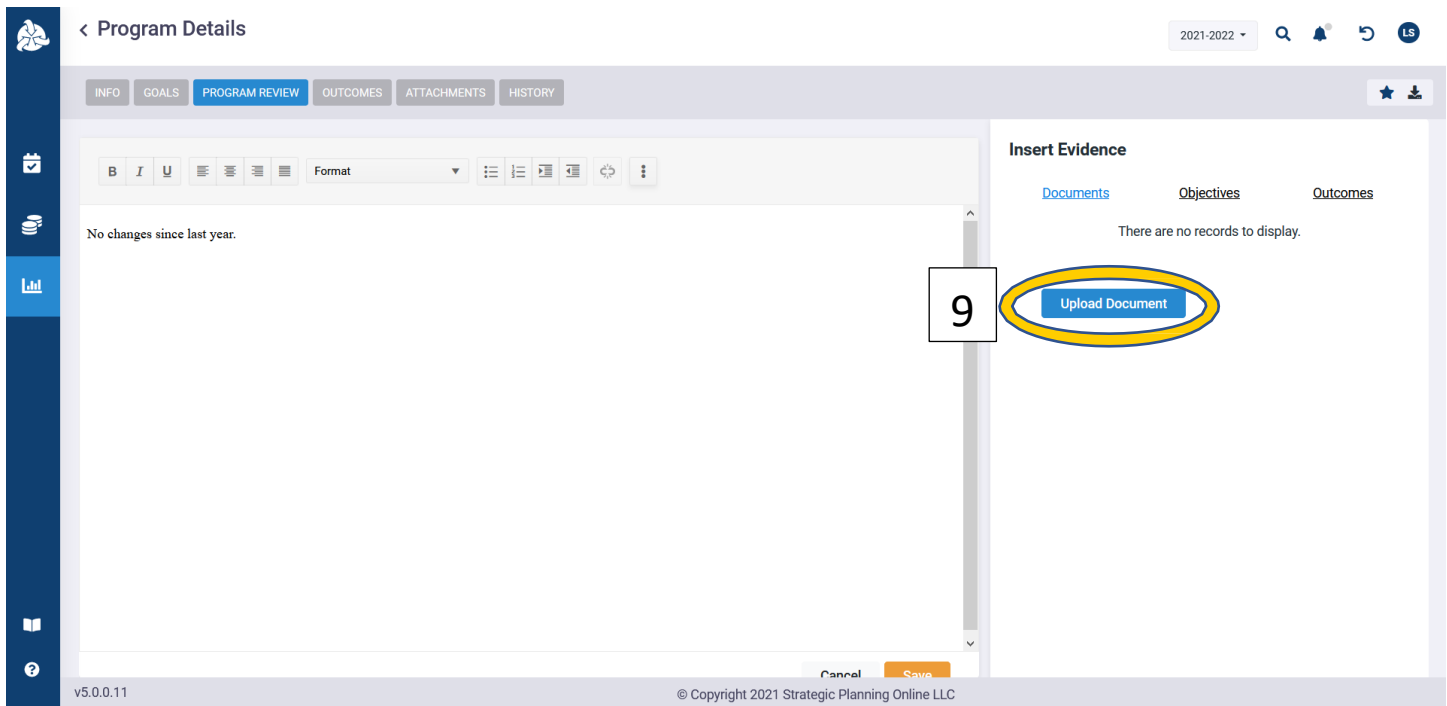


- There are two lists of standards: Annual Updates and Area of Focus questions. The Annual Update Questions do not change year to year. These prompts should be completed with faculty during a department/program meeting. All faculty should have an opportunity for input for the prompts. You can use the Program Review Guide for information on topics to discuss for the prompts.

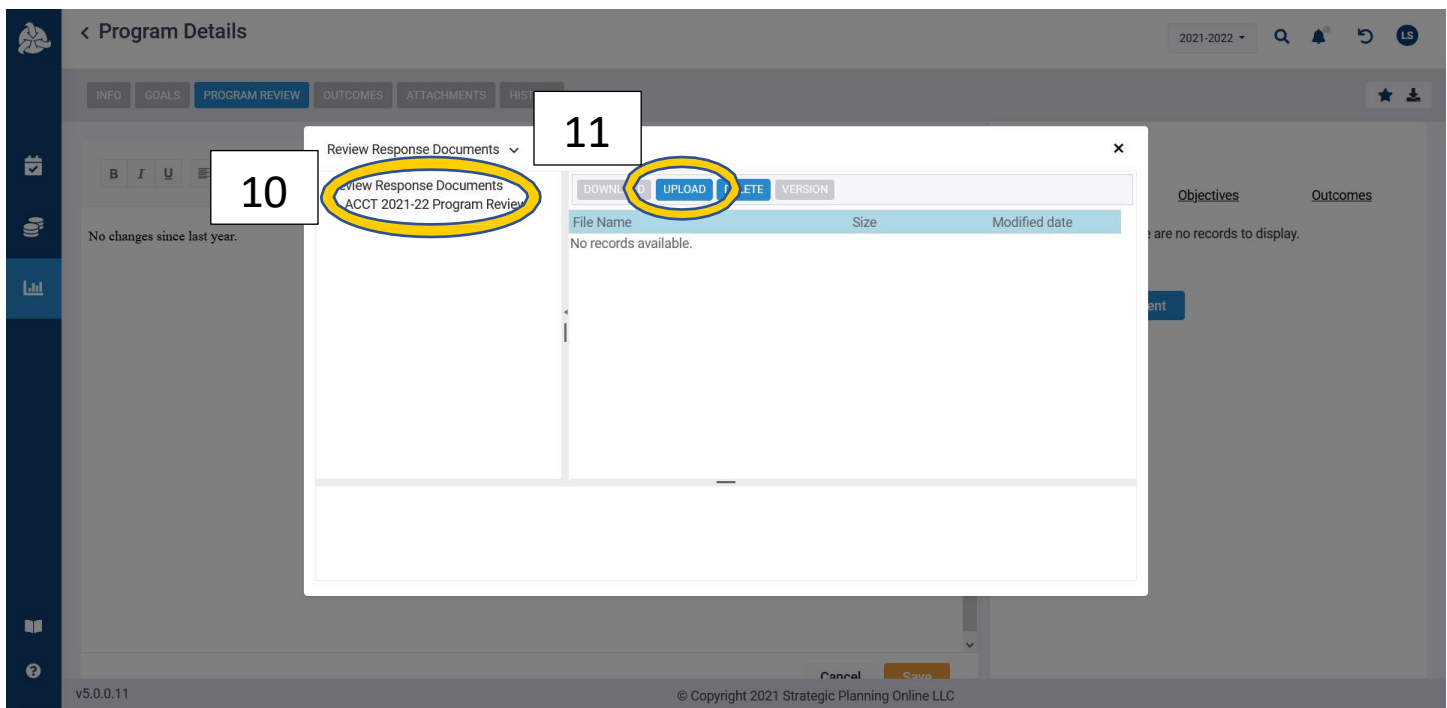
7. Click the Edit button to navigate to the text input page.

The screenshot displays the 'Program Details' interface for the 'Administration of Justice'. The 'PROGRAM REVIEW' tab is active. The main section is titled 'A - Program mission' and asks, 'Has your program mission or primary function changed in the last year?'. Below the question is a rich text editor. A yellow circle highlights a gear icon in the editor's toolbar, which has a dropdown menu with 'Insert Evidence' and 'Insert Image' options. A box with the number '7' is placed above the gear icon. At the bottom right of the page, a box with the number '8' and a yellow arrow pointing downwards are present. The footer includes 'v5.0.2.13' and '© Copyright 2022 Strategic Planning Online LLC'.

8. This is the text edit page. You can type responses directly into the text box, or you can copy and paste text from a Word document into the text box. Notes from a meeting where the prompt were discussed can be pasted directly into the text box. The text box allows for Rich Text Formatting, tables, and images to be pasted into it. Click the gear on the banner to Insert Evidence in the form of documents, objective, or outcomes. Here you can insert a notes document from faculty discussions if needed. You can also insert an image. If you insert an image this way, it will show up when published.
9. Make sure any edits you make are saved by clicking the save button at the bottom.



10. Click the upload document to open an attach box from your PC. Again, make sure any changes are saved.



11. To upload a document, you must click on a directory on the right. If there is no directory, right click on the "Review Response Document" to add a new directory. The directory name should be Program Abbreviation + Year + Program Review, such as ACCT 2021-22 Program Review.

12. Click the upload document and find the document from your PC to attach to the response.

Objectives and Resource Requests

1 Details

2021-2022

INFO GOALS PROGRAM REVIEW OUTCOMES ATTACHMENTS HISTORY

Standards

1 - Annual Questions

- A - Program Mission
- B - Program Changes
- C - Slos
- D - 2-year Program Map

2 - Innovative Scheduling Questions

- A - Program Successes
- B - Challenges
- C - Innovation

Response

A - Program mission

Has your program mission or primary function changed in the last year?

No changes since last year.

Evidentiary Documents

There are no records to display.

Associated Objectives

There are no records to display.

Associated Outcomes

There are no records to display.

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After you have finished responding to the standards, you will need to create the objectives and resource requests. The objectives are the plans of action that are created from the program review narrative. An objective is a statement of activity that will take place in order to complete planning. For example, if your program review analysis and responses indicate that your program has accessibility issues for female students, you might write an objective like, “Increase female student enrollment by 20% to promote equity among the program’s student body.” Then you would need resources in order complete this objective. Resource requests are then attached to objectives. You cannot make a resource request without an objective.

1. Click the SPOL icon in the top left corner to return to the homepage.

Review objectives

2

Planning

Create New Objective

Activity By Goal

Repository

Day Week Month

Y	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
27	28	29	30	01	02
03	04	05	06	07	08
09	10	11	12	13	14
15	16	17	18	19	20
21	22	23	24	25	26
27	28	29	30	01	02

Due Date

There are no records to display.

Alerts

There are no records to display.

History

3

Accounting

- 25 - Increase enrollment of fem...
- 26 - Increase the enrollment of ...
- 27 - Increase students completi...
- 29 - Increase faculty diversity in...

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- Objectives are completed in the planning module. Click on the calendar icon on the left to open the menu.
- The menu will show any programs to which you are a member. Click on the small arrow next to the program to drop down the list of objectives that are currently active. To review these, you will click into each and make sure they are up to date.

- The Objective Details page has information for those pages. Click on the box containing the details to open the menu to edit details. To review, you want to make sure two items are up to date: Status and planning years. If these have changed since the last review, you will want to edit them. If you have finished an objective, you want to make sure to mark the status as completed.

- Next, click on the results tab to input status reports if needed. On this page, you will have the space to input Measures, Status Reports, and Results for objectives.
- Click on the piece you would like to input to open the editing menu to the right. There you will have a text box in which you can add narrative.

Associating Your Objectives with College Plans and Initiatives

1. On the Planning Initiative (Objective) details page The second box down is titled “Institutional Goals”. Hover over the box and click when it turns blue.

< Planning Initiative (Objective) Details

147 - Professional Development

INFO RESOURCE REQUEST TASKS RESULTS ASSOCIATIONS ATTACHMENTS HISTORY

147 - Professional Development

Planning Unit		Planning Unit Manager
ENGLRHET - English Rhetoric- Sample Program		McGee, Janet
Planning Initiative (Objective) Status	Planning Initiative (Objective) Purpose	Planning Years
Completed	Professional Development	2022-2023
Planning Initiative (Objective) Description		
Professional development focused around the art of persuasion.		

Institutional Goals

There are no records to display.



147 - Professional Development

Planning Unit	Planning Unit Manager	
ENGLRHET - English Rhetoric- Sample Program	McGee, Janet	
Planning Initiative (Objective) Status	Planning Initiative (Objective) Purpose	Planning Years
Completed	Professional Development	2022-2023
Planning Initiative (Objective) Description		
Professional development focused around the art of persuasion.		

Institutional Goals

There are no records to display.

SWOT Analysis

There are no records to display.

Planning Unit Goals

Institutional Goal

Institutional Goal Category

Guided Pathways

Primary	Select	Institutional Goal Number	Institutional Goal Title
<input type="radio"/>	<input type="checkbox"/>	A	Connect with Students
<input type="radio"/>	<input type="checkbox"/>	B	Successful Entry into an Area of Interest and Program of Study
<input type="radio"/>	<input type="checkbox"/>	C	Student Progression through Program of Study
<input type="radio"/>	<input type="checkbox"/>	D	Student Completion
<input type="radio"/>	<input type="checkbox"/>	E	Transition to Transfer and/or Gainful Employment

Cancel Save

1. The Institutional Goal box will appear to the right.

2. Click on the dropdown menu and select the initiative you wish to associate with this objective. (See below)

Institutional Goal x

Institutional Goal Category

Guided Pathways

- AB 705/1705
- AB 705/1706
- AB 705/1707
- Educational Master Plan
- Equal Employment Opportunity Plan (EEO)
- Facilities Master Plan
- Guided Pathways**
- Institutional Learning Outcomes
- Open Workforce

Institutional Goal Title

- Connect with Students
- Successful Entry into an Area of Interest and Program of Study
- Student Progression through Program of Study
- Student Completion
- Transition to Transfer and/or Gainful Employment

C Student Progression through Program of Study

D Student Completion

E Transition to Transfer and/or Gainful Employment

3. After you have selected the associated plan, in this case Guided Pathways has been selected, next select all of the goals that apply and click save at the bottom.

Institutional Goal x

Institutional Goal Category

Guided Pathways

Primary	Select	Institutional Goal Number	Institutional Goal Title
<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	A	Connect with Students
<input type="radio"/>	<input type="checkbox"/>	B	Successful Entry into an Area of Interest and Program of Study
<input type="radio"/>	<input checked="" type="checkbox"/>	C	Student Progression through Program of Study
<input type="radio"/>	<input type="checkbox"/>	D	Student Completion
<input type="radio"/>	<input type="checkbox"/>	E	Transition to Transfer and/or Gainful Employment

You will notice at the top of each spreadsheet, a description box defining the parameters of the expense category.

Enter equipment requests below. Equipment is defined as having useful life of more than one year **AND** a purchase price of more than \$200 each including tax. This includes all items that are part of the initial purchase.

EQUIPMENT NEEDS

- After you have completed entering your resource requests in the Excel spreadsheet, you are ready to upload the document into SPOL. The last question prompt for each core topic is labeled “Resources”.

2 - Innovative Scheduling Questions

A - Data Analyzed

B - Challenges

C - Innovation

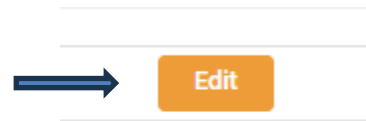
D - Measurement

E - Resources

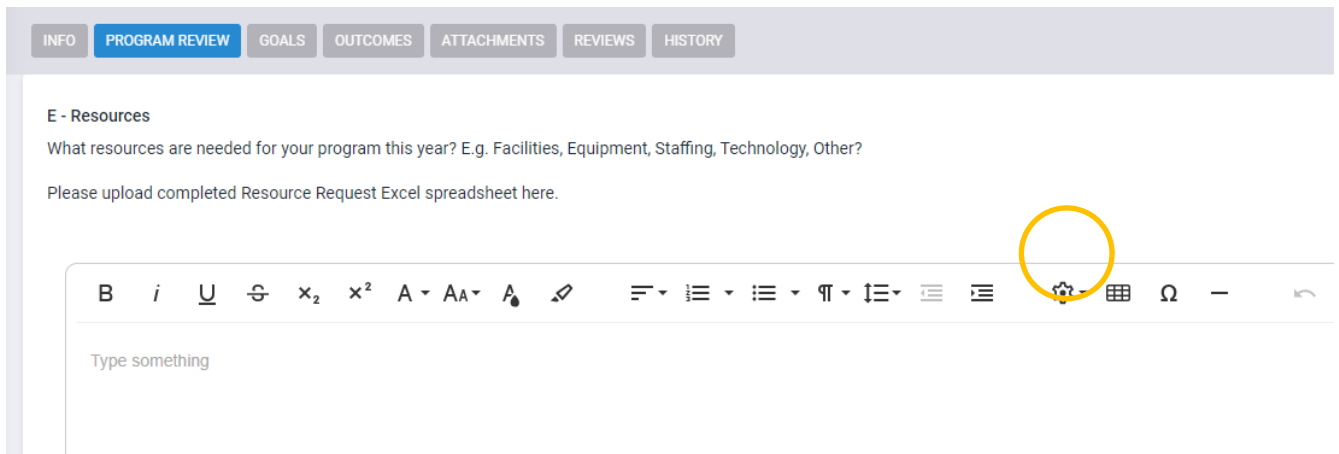
- Click into the Resources question prompt and the “Review Response” box will appear to the right.

The screenshot displays the SPOL interface. On the left, a sidebar lists various program change categories. Under the heading "2 - Innovative Scheduling Questions", the item "E - Resources" is selected and highlighted in blue. A blue arrow points from this item to the "Review Response" box on the right. The "Review Response" box is titled "E - Resources" and contains the following text: "What resources are needed for your program this year? E.g. Facilities, Equipment, Staffing, Technology, Other? Please upload completed Resource Request Excel spreadsheet here." Below this text, there are three sections: "No records available.", "Documents (Review Publish) There are no records to display.", and "Associated Planning Initiative (Objective)s There are no records to display." At the bottom of the "Review Response" box, there is a section for "Associated Outcomes" with the text "There are no records to display." The "Review Response" box has a status bar at the top right showing "DRAFT" and an "Edit" button.

7. Click on the yellow “Edit” button in the upper right corner.



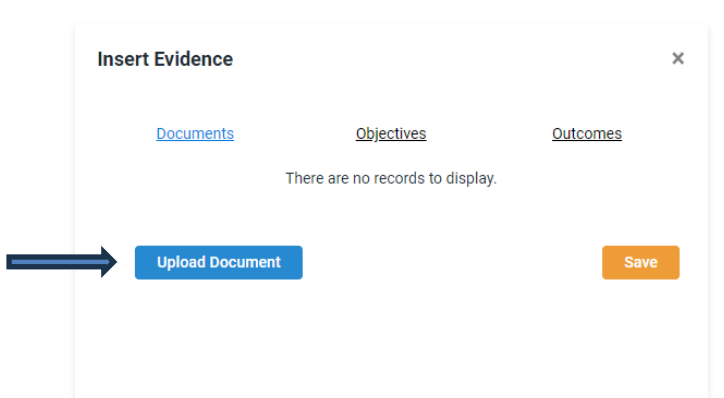
8. The Resources text box will appear. The gear shift icon is used for uploading documents.



9. Click on the gear shift and the evidence dropdown menu will appear. Choose “Insert Evidence” from the menu.



10. The “Insert Evidence” box will appear to the right. Click on the blue “Upload Document” tab.



11. Select the correct directory and click “upload”

Review Response Documents

ENGLRHET 2022-23 Program Review

File Name	File Size	Modified Date
2022-23 ENGLRHET Program Changes.pdf 1/Program Review/ENGLRHET 2022-23 Program Review	36.45 KB	3/9/23, 3:45 PM
ENGLRHET Mission Statement Changes.pdf 1/Program Review/ENGLRHET 2022-23 Program Review	36.22 KB	3/9/23, 3:44 PM
Mission Statement Changes.pdf 1/Program Review/ENGLRHET 2022-23 Program Review	34.63 KB	4/19/23, 5:16 PM

12. Click on “Select files” and choose your document. After your document appears, click upload and the new document will appear in the directory.

Upload Files

Select files... Drop files here to upload

File Name	File Size	Modified Date
Revised Resource Requests Template.xlsx	365.60 KB	3/9/23, 3:45 PM

13. Click out of the upload document screen (by clicking the “Insert Evidence” box of the Resources editing

Resource Request Spreadsheet

Revised Resource Requests Template.xlsx
365.60 KB


Upload Document Save

14. Click save at the bottom of the text screen.

B i U x₂ x² A AA A

Resource Request Spreadsheet.

Cancel Save



15. The document will now be displayed on the Resources Review Response Screen.

Review Response ● ● -- DRAFT --


E - Resources
What resources are needed for your program this year? E.g. Facilities, Equipment, Staffing, Technology, Other?
Please upload completed Resource Request Excel spreadsheet here.

Resource Request Spreadsheet.

Documents (Review Publish)
[ER 22-23 Resource Requests Spreadsheet.xlsx](#)

Associated Planning Initiative (Objective)s
There are no records to display.

Associated Outcomes
There are no records to display.



Editing Program Mission, Members, Courses, and Planning Units

To edit the mission, members, courses, and planning units, click on the assessment icon and the program that you wish to edit. The “Programs Details” is where all edits are made. Click on a detail on the page to bring up an editable window.

Editing Mission

1. Click on the card to bring up the editable window.
2. Use the dropdowns to edit program manager, and program name. Use the two textboxes to input the description and mission statement.

The screenshot shows the 'Program Details' page for an Accounting program. The 'Program Description' and 'Mission Statement' sections are highlighted with yellow circles and numbered 1 and 2. The 'Program Description' section includes fields for 'Program Manager' (Skywalker, Luke), 'Program Name' (Accounting), and 'Program Manager' (Skywalker, Luke). The 'Mission Statement' section includes a 'Description' field and a 'Mission Statement' field. The 'Program Members' section lists Biely, Erica; Cortez, Armando; McGee, Janet; Murphy, Paul; and Skywalker, Luke. The 'Courses' section lists 9 courses from ACCT100 to ACCT317.

Editing Members

The screenshot shows the 'Program Details' page for an Accounting program. The 'Program Members' section is highlighted with yellow circles and numbered 3 and 4. The 'Program Members' section lists Biely, Erica; Cortez, Armando; McGee, Janet; Murphy, Paul; Aanderaa, Yang; Abatti, Mary; Abbas, Hussein; Abend, Jennifer; and Adames, Robert. The 'Program Members' section is highlighted with a yellow circle and numbered 3. The 'Program Members' section is highlighted with a yellow circle and numbered 4.

3. Click on the “Program Members” card to open the list of members.
4. Check on the box next to the people that you wish to add as members and click Save.

Editing Courses

Program Details

INFO GOALS PROGRAM REVIEW OUTCOMES ATTACHMENTS HISTORY

Bliely, Erica
Cortez, Armando
McGee, Janet
Luk
Luka

5

Courses

Order	Course ID	Course Title
<input checked="" type="checkbox"/>	1	ACCT100 - Accounting for Entrepreneurs
<input checked="" type="checkbox"/>	2	ACCT105 - Introduction to Accounting
<input checked="" type="checkbox"/>	3	ACCT130 - Financial Accounting
<input checked="" type="checkbox"/>	4	ACCT131 - Financial Accounting 1
<input checked="" type="checkbox"/>	5	ACCT140 - Managerial Accounting
<input checked="" type="checkbox"/>	6	ACCT150 - Intro to Acct Info Systems
<input checked="" type="checkbox"/>	7	ACCT160 - Intro Fin Statement Analysis
<input checked="" type="checkbox"/>	8	ACCT170 - Introduction to Tax Accounting
<input checked="" type="checkbox"/>	9	ACCT317 - Bookkeeping 1
<input checked="" type="checkbox"/>	10	ACCT318 - Bookkeeping 2
<input checked="" type="checkbox"/>	11	ACCT327 - Payroll Accounting
<input type="checkbox"/>		AB117 - Print Reading & Interpretation
<input type="checkbox"/>		AB117 - Print Reading & Interpretation
<input type="checkbox"/>		Shop Math and Measurement
<input type="checkbox"/>		AR300 - Assessment

6

Related Courses

Order Course ID Course Title

1 ACCT100 Accounting for Entrepreneurs

2 ACCT105 Introduction to Accounting

3 ACCT130 Financial Accounting

4 ACCT131 Financial Accounting 1

5 ACCT140 Managerial Accounting

6 ACCT150 Intro to Acct Info Systems

7 ACCT160 Intro Fin Statement Analysis

8 ACCT170 Introduction to Tax Accounting

9 ACCT317 Bookkeeping 1

10 ACCT318 Bookkeeping 2

11 ACCT327 Payroll Accounting

AB117 Print Reading & Interpretation

AB117 Print Reading & Interpretation

Shop Math and Measurement

AR300 Assessment

Planning Units

Accounting

Associated Objectives

There is no record to display

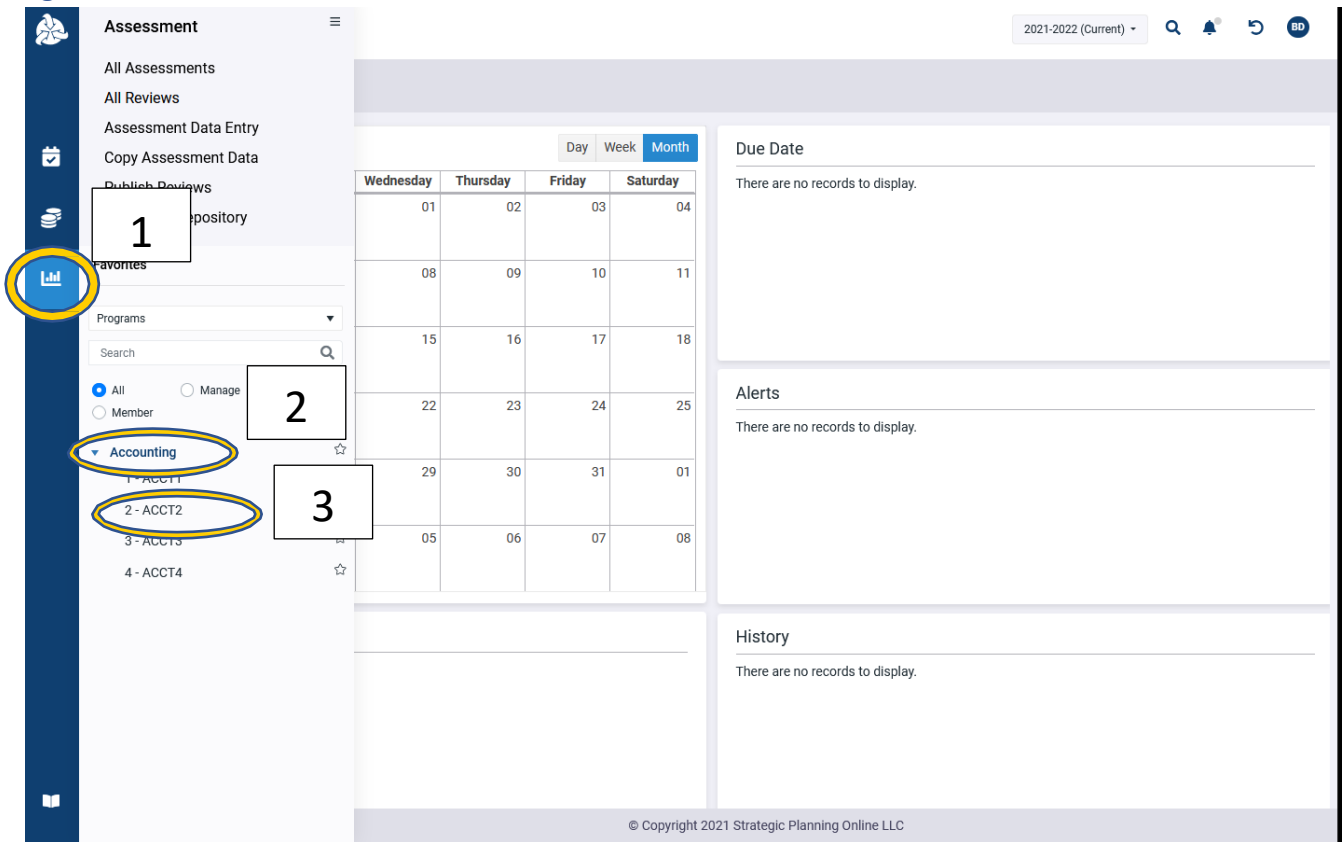
5. Click on "Courses" card to open the list of courses.
6. Check the box next to the courses that are associated with the program. The Order is the order in which the courses are taken.

Editing Planning Units

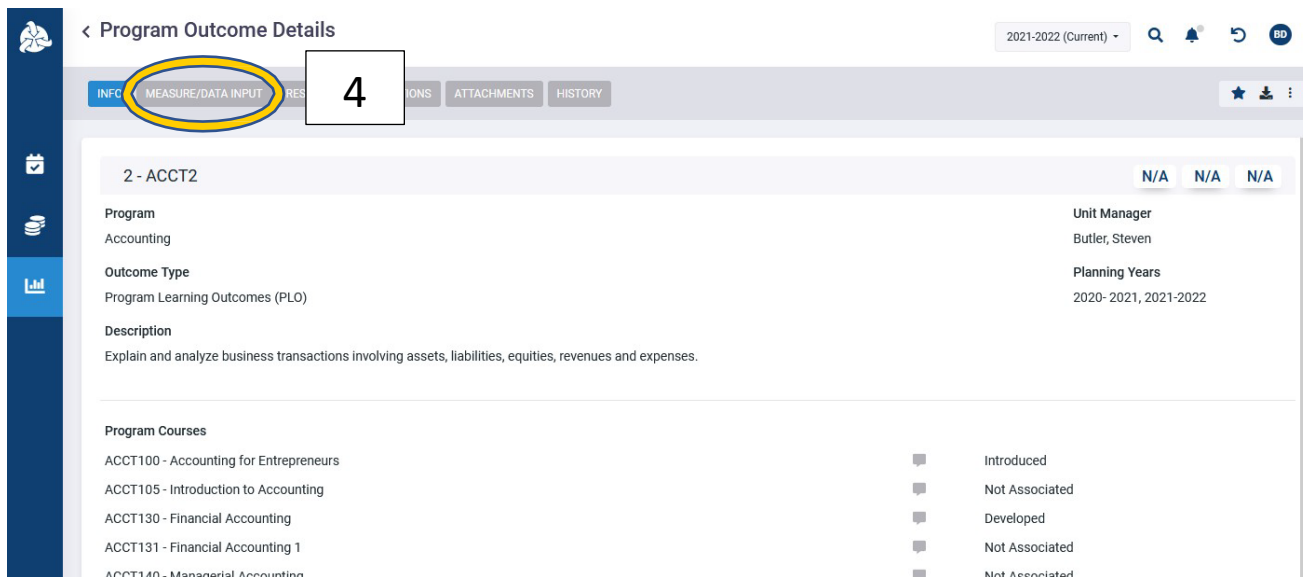
Learning Outcomes Assessment

The assessment module also has the program and course learning outcomes (PLO and CLO) data inputs. Click the graph icon on the right of the home screen to begin the assessment module.

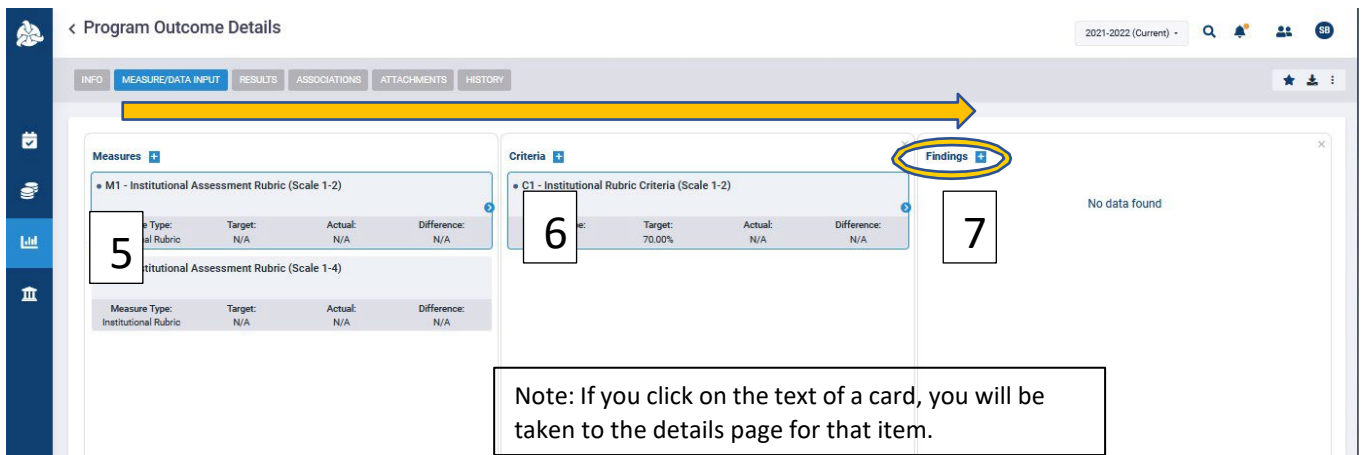
Inputting assessment data for instructional areas



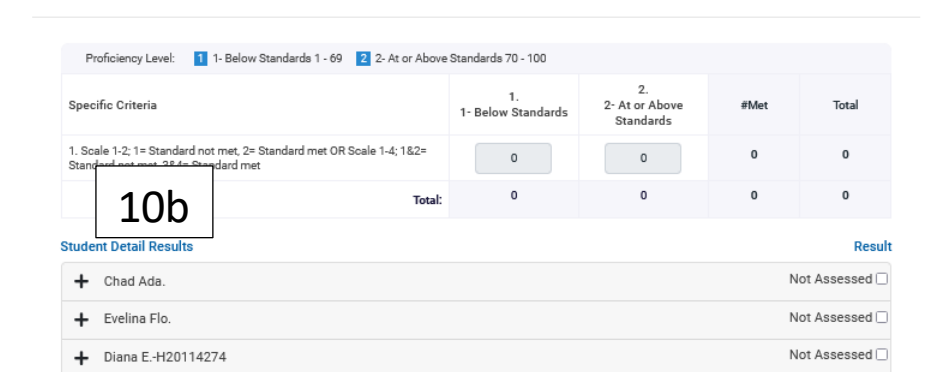
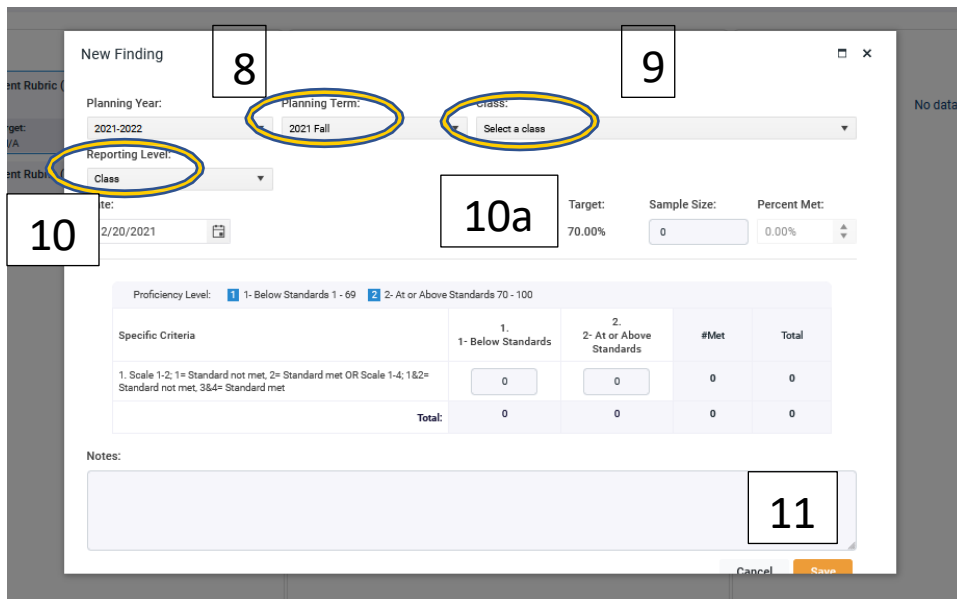
1. Click the assessment module icon. It looks like a graph.
2. Click the arrow on the to drop down the PLOs for that program.
3. Click on the outcome for which you are inputting data.



4. Click on the Measures/Data Input tab at the top of the program outcome details page.



5. The measures card will pop up. Click on the blue circle with the arrow to expand the measures out to criteria. Pick the scale rubric that you would like to use, either a 2-point scale or a 4-point scale.
6. Click on the criteria to expand out to the findings.
7. Click on the plus sign next to the findings to open the data input window.



8. Pick the correct term for inputting data.
9. Pick the class for which you would like to input data.
10. Choose the level of input: Class or Student
 - a. Class is a collective input. You must input the number of students assessed in the sample size box. Then input the number of students that scored with each scale.

- b. Student is an individual input. When you choose student then a list of students in the class, to give them a score click the plus sign next to their name. If they were not assessed for any reason, then click the check box that says not assessed.

11. Click Save.

Program details page

The program details page has several cards with information, including 2) basic info, 3) Program members, 4) and courses. Clicking on any of these will bring up a window to edit these as seen in 2a, 3a, 4a.

The screenshot shows the 'Program Details' page for 'Accounting'. The page has a top navigation bar with tabs: INFO, PROGRAM REVIEW, OUTCOMES, ATTACHMENTS, and HISTORY. The 'INFO' tab is selected and circled in red. On the left side, there is a vertical navigation menu with icons and numbers 1, 2, 3, and 4. The main content area is divided into sections: Program Manager (Butler, Steven), Program Description (Mission Statement), Program Members (a list of names), and Courses (a list of 11 course titles). The footer shows 'v5.0.1.6' and '© Copyright 2021 Strategic Planning Online LLC'.

This screenshot shows the 'Program Details' edit window. It includes fields for 'Program Name' (Accounting) and 'Program Manager' (Butler, Steven). There are two rich text editors for 'Description' and 'Mission Statement'. At the bottom, there are 'Cancel' and 'Save' buttons.

This screenshot shows the 'Remove Courses' dialog window. It contains a table with columns for 'Order', 'Course ID', and 'Course Title'. The table lists 11 courses, all of which have a checked checkbox in the first column. Below the table are 'Cancel' and 'Save' buttons.

Order	Course ID	Course Title	
<input checked="" type="checkbox"/>	1	ACCT100	Accounting for Entrepreneurs
<input checked="" type="checkbox"/>	2	ACCT105	Introduction to Accounting
<input checked="" type="checkbox"/>	3	ACCT130	Financial Accounting
<input checked="" type="checkbox"/>	4	ACCT131	Financial Accounting 1
<input checked="" type="checkbox"/>	5	ACCT140	Managerial Accounting
<input checked="" type="checkbox"/>	6	ACCT150	Intro to Acct Info Systems
<input checked="" type="checkbox"/>	7	ACCT160	Intro Fin Statement Analysis
<input checked="" type="checkbox"/>	8	ACCT170	Introduction to Tax Accounting
<input checked="" type="checkbox"/>	9	ACCT317	Bookkeeping 1
<input checked="" type="checkbox"/>	10	ACCT318	Bookkeeping 2
<input checked="" type="checkbox"/>	11	ACCT327	Payroll Accounting
<input type="checkbox"/>		AB117	Print Reading & Interpretation
<input type="checkbox"/>		AB117	Print Reading & Interpretation
<input type="checkbox"/>		AB300	Shop Math and Measurement
<input type="checkbox"/>		AB300	Shop Math and Measurement

This screenshot shows the 'Members' dialog window. It features a search bar at the top and a list of users. Each user name has a checked checkbox to its left. At the bottom, there are 'Cancel' and 'Save' buttons.

User	
<input checked="" type="checkbox"/>	Biely, Erica
<input checked="" type="checkbox"/>	Carmody, Richard
<input checked="" type="checkbox"/>	Cortez, Armando
<input checked="" type="checkbox"/>	Darwin, Brent
<input checked="" type="checkbox"/>	Galloway, Michael
<input checked="" type="checkbox"/>	McGee, Janet
<input checked="" type="checkbox"/>	McGill, Myra
<input checked="" type="checkbox"/>	Murphy, Paul
<input checked="" type="checkbox"/>	Shafer, Nancy
<input type="checkbox"/>	Aanderaa, Yang

1. The program detail page has information of a program that has been placed into the assessment model The front page, as seen above, gives basic info on the courses. The tabs at the top will take the user to each of those items: program review, outcomes, attachments, and history.
 - a. Program review: see page 2
 - b. Outcomes: this will show a list of PLOs for a program. The outcomes can be seen in detail be clicking on the outcome text. This will take you to the Outcome Details page. Or you can drill down by clicking the card to reach the outcome findings seen on page 14.
 - c. Attachments: These are where documents related to the program can be added.
 - d. History: This page shows any changes made to the program and when.

Program outcome details page

Like the program details page, the program outcome details page has several cards with information, including 2) basic info, 3) program courses, 4) and associated goals. You can click on each of these areas to edit them.

The screenshot shows the 'Program Outcome Details' page for '2 - ACCT2'. The page has a top navigation bar with tabs: INFO, MEASURE/DATA INPUT, RESULTS, ASSOCIATIONS, ATTACHMENTS, and HISTORY. Callout 1 points to these tabs. Below the tabs, the program information is displayed in a card format. Callout 2 points to the 'Program' and 'Outcome Type' fields. The 'Program' is 'Accounting' and the 'Unit Manager' is 'Butler, Steven'. The 'Outcome Type' is 'Program Learning Outcomes (PLO)' and the 'Planning Years' are '2020-2021, 2021-2022'. Below this is the 'Description' card, which states: 'Explain and analyze business transactions involving assets, liabilities, equities, revenues and expenses.' Callout 3 points to the 'Program Courses' table, which lists various accounting courses and their status. Below the table are 'Institutional Goals' and 'Program Goals' sections, both of which state 'There are no records to display.' Callout 4 points to the 'Stakeholders' section, which also states 'There are no records to display.' The footer of the page shows the version 'v5.0.1.6' and the copyright '© Copyright 2021 Strategic Planning Online LLC'.

Program Courses	Status
ACCT100 - Accounting for Entrepreneurs	Introduced
ACCT105 - Introduction to Accounting	Not Associated
ACCT130 - Financial Accounting	Developed
ACCT131 - Financial Accounting 1	Not Associated
ACCT140 - Managerial Accounting	Not Associated
ACCT150 - Intro to Acct Info Systems	Not Associated
ACCT160 - Intro Fin Statement Analysis	Developed
ACCT170 - Introduction to Tax Accounting	Not Applicable
ACCT317 - Bookkeeping 1	Introduced
ACCT327 - Payroll Accounting	Not Applicable

Inputting assessment data for service areas

1

2022-2023 (Current)

Assessment

- All Assessments
- All Reviews
- Assessment Data Entry
- Activity By Goal
- Program Assessment Map
- Copy Assessment Data
- Publish Reviews
- Document Repository

Favorites

Service Area

Search

All Program Manage

Program Member

Admissions & Records

- 1 - A&R SLO1- Students will dem...
- 2 - A&R SLO2- First time college ...
- 3 - A&R SLO3- First time transfer

CalSOAP

CAN/TRIO

Career Center

Counseling

EOPS/CARE/CalWORKS

Financial Aid

Institutional Effectiveness Office (...)

Learning Assistance Program

Library Services

Noncredit Counseling

Day Week Month

Wednesday	Thursday	Friday	Saturday
02	03	04	05
09	10	11	12
16	17	18	19
23	24	25	26
30	01	02	03
07	08	09	10

Due Date

There are no records to display.

Alerts

There are no records to display.

History

There are no records to display.

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1. Make sure that you are entering for the correct academic year.
2. Change the drop down from program to service area.
3. You have two options: click on the service area name and it will take you to the service area details page. Or click on the arrow to drop down the outcomes. Click on the outcome to go to the outcomes detail page.

4a

Service Area Details

Admissions & Records

2022-2023 (Current)

OVERVIEW OUTCOMES REVIEWS ATTACHMENTS HISTORY

Admissions & Records

Service Area Manager

Butler, Steven

Service Area Description

Program Mission Statement

4b

Institutional Outcome Details

Admissions & Records > 1 - A&R SLO1- Students will demonstrate ...

2022-2023 (Current) 🔍 🔔 👤 SB

INFO MEASURES RESULTS ASSOCIATIONS ATTACHMENTS HISTORY

1 - A&R SLO1- Students will demonstrate knowledge 70.00% N/A N/A

Service Area: Planning Unit Manager
 Admissions & Records: Butler, Steven ✉️

Outcome Type: Planning Years
 Student Services SLO (SLO): 2021-2022, 2015-2016, 2016-2017, 2017-2018, 2018-2019, 2019-2020, 2020- 2021, 2022-2023

Outcome Description: A&R SLO1- Students will demonstrate knowledge of the waitlist process.

4. **A.** Click on the tab at the top that says outcomes. This will take you to the list of SLOs for the program. **B.** If you clicked on the outcome, this will take you to the outcomes details page. Click on the measures tab at the top of the page.

5

Service Area Details

Admissions & Records

2022-2023 (Current) 🔍 🔔 👤 SB

INFO GOALS OUTCOMES REVIEWS ATTACHMENTS HISTORY

Outcome Type

- Student Services SLO (SLO)

Target	Actual Result (Score)	Difference
N/A	N/A	N/A

Service Area Outcomes

- 1 - A&R SLO1- Students will demonstrate knowledge
 A&R SLO1- Students will demonstrate knowledge of the waitlist process.

Outcome Status	Target	Actual Result (Score)	Difference
Planning Stage	N/A	N/A	N/A
- 2 - A&R SLO2- First time college students will su
 A&R SLO2- First time college students will submit their high school transcripts for evaluation.

Outcome Status	Target	Actual Result (Score)	Difference
Planning Stage	N/A	N/A	N/A
- 3 - A&R SLO3- First time transfer students will s
 A&R SLO3- First time transfer students will submit their external college transcripts for evaluation.

Outcome Status	Target	Actual Result (Score)	Difference
Planning Stage	N/A	N/A	N/A

Measures

- M1 - Student Services Benchmark
 Student Services Benchmark

Measure Type	Target	Actual Result (Score)	Difference
Institutional Rubric	N/A	N/A	N/A

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5. Whether you clicked on the outcomes or service area in the previous section, you will want to click the blue arrow and drill over until you get to the findings card.

< Service Area Details

Admissions & Records

2022-2023 (Current) 🔍 🔔 👤 SB

INFO GOALS **OUTCOMES** REVIEWS ATTACHMENTS HISTORY

6 Findings +

Measures +

• M1 - Student Services Benchmark
Student Services Benchmark

Measure Type	Target	Actual Result (Score)	Difference
Institutional Rubric	N/A	N/A	N/A

Criteria +

• AR.C1 - Student Services Criteria
Student Services Criteria

Criteria Type	Target	Actual Result (Score)	Difference
Benchmark	70.00%	N/A	N/A

No data found

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- When you arrive at the finding page, click on the blue and white plus sign to add a new finding for the outcomes.

The screenshot shows a 'New Finding' form with the following fields and callouts:

- 7**: Planning Year dropdown menu (set to 2022-2023)
- 8**: Term dropdown menu (set to 2022 Fall)
- 9**: Actual Result (Score) dropdown menu (set to 0.00%)
- 10**: Notes text area (empty)

Other visible fields include: Finding Date (11/18/2022), Target (70.00%), and buttons for Cancel and Save (circled in yellow).

7. When you get the new finding window, begin by making sure that you are adding to correct planning year.
8. Pick the term for which you want to input data.
9. Input the percentage of students that met the outcome.
10. Add any notes to the finding that are relevant for anyone that would look at the results.

Program outcome details page

< Service Area Details

Admissions & Records

2022-2023 (Current)

INFO GOALS OUTCOMES REVIEWS ATTACHMENTS HISTORY

1 Admissions & Records

Service Area Manager
Butler, Steven

Service Area Description
Program Mission Statement

2 Service Area Members
There is no record to display.

Planning Units
There is no record to display.

Associated Planning Initiative (Objective)s
There is no record to display

Associated Standards
There is no record to display

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1. The service area details can be edited by hovering over top card and clicking then opening edit window.
2. The bottom cards are also editable. Service areas need to have members assigned to them that will be working on those items.
3. The tabs at the top of the page can show you the goals, outcomes, program reviews, attachments, and history.