Contents
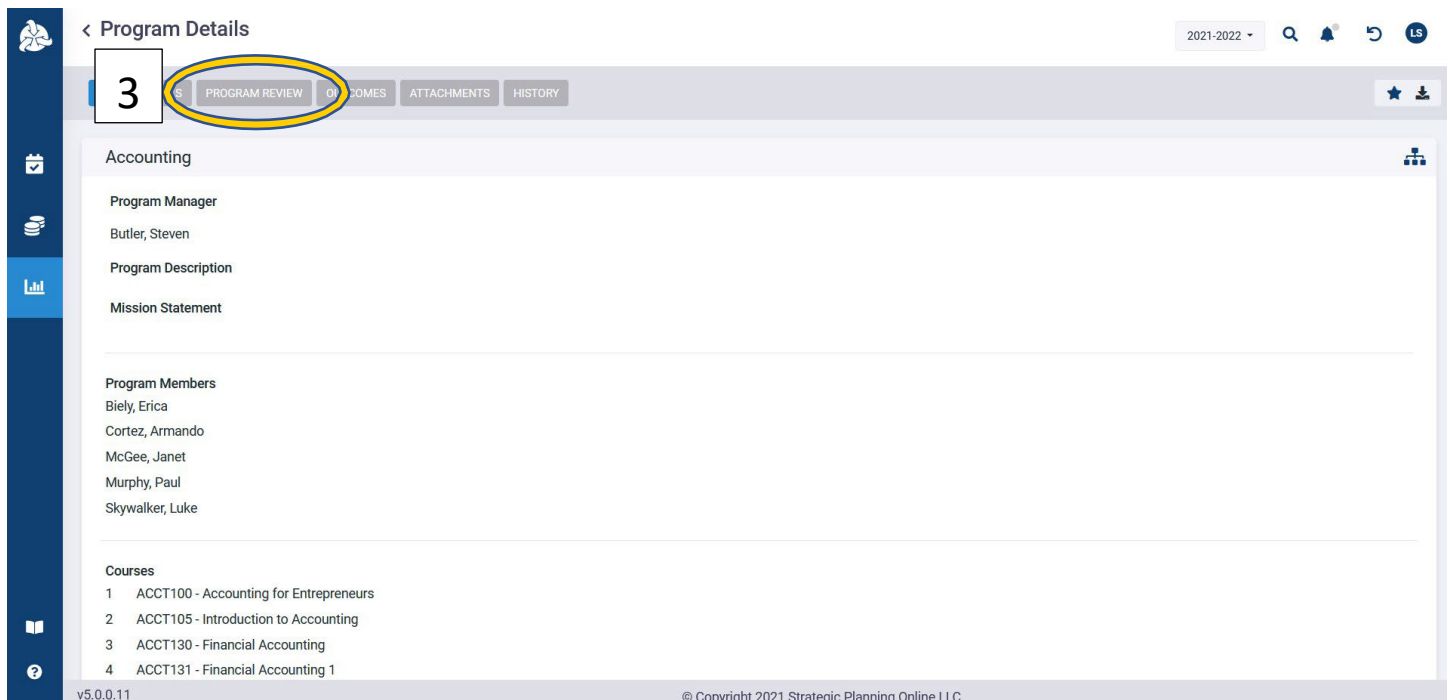
Program Review

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
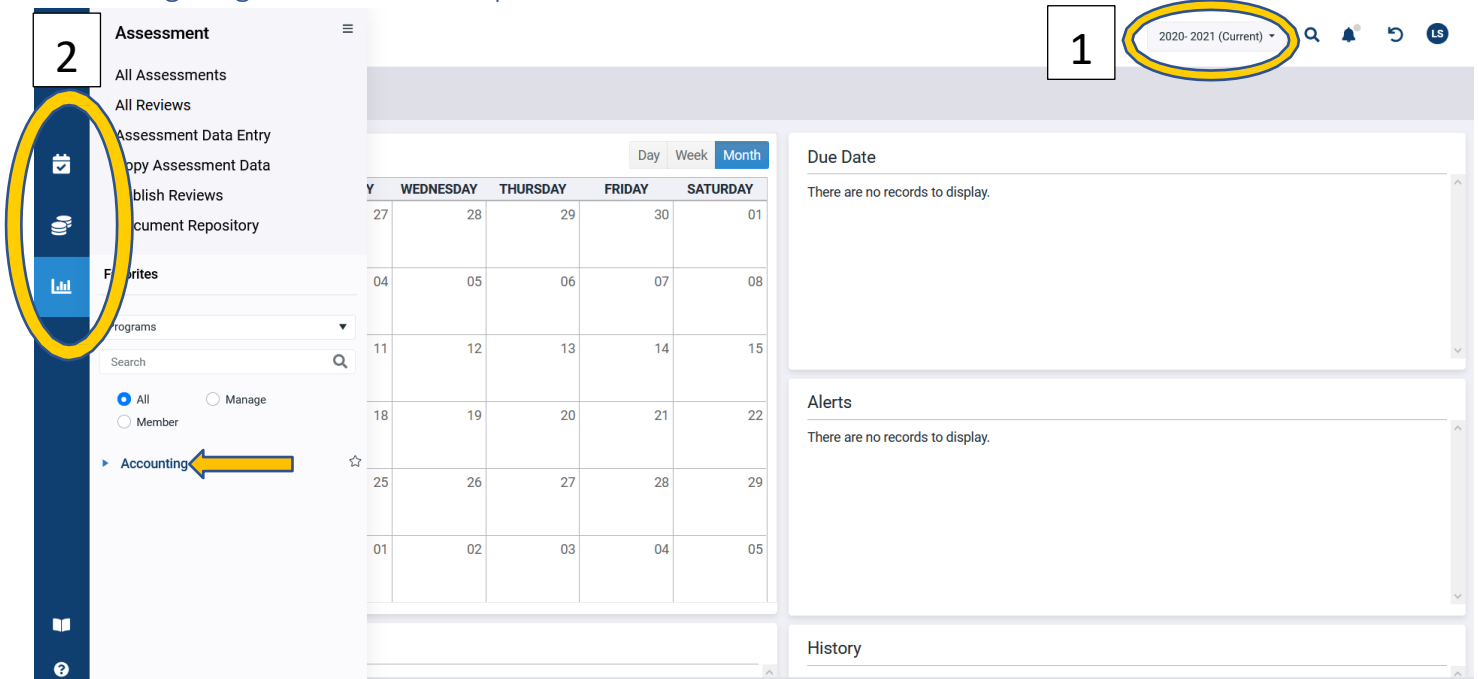
1. When doing anything in SPOL, you want to make sure that you are working in the correct year. SPOL will default to the current year, but if you want to see past or future years, you will need to change the year – this is very important.

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.

3. 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.
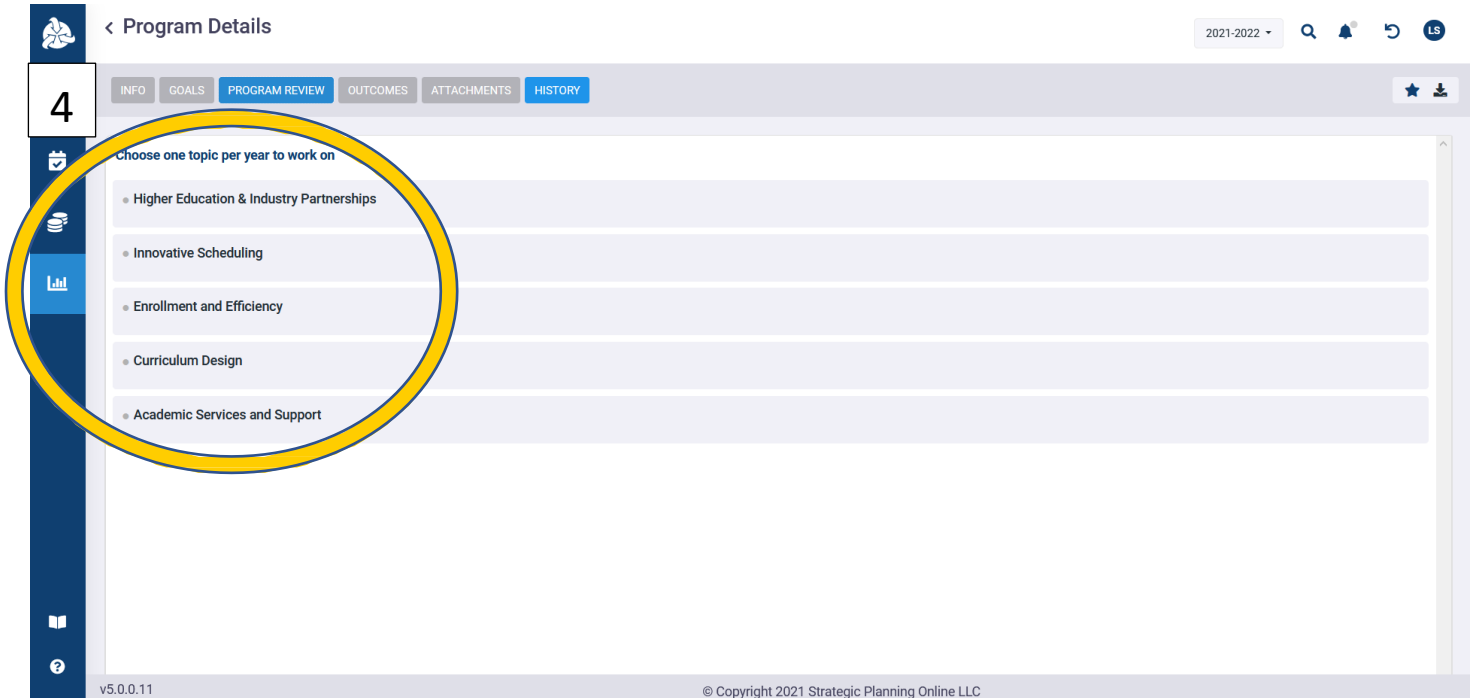
4. The five areas of focus will be listed on this page. A program will work on one area of focus each year. Click on the area of focus that your program is working. If you are unsure about the year, go back to the home page by clicking the SPOL icon ![SPOL icon] in the uppermost left corner of the page, changing year backwards, and looking at which standards have responses.


5.
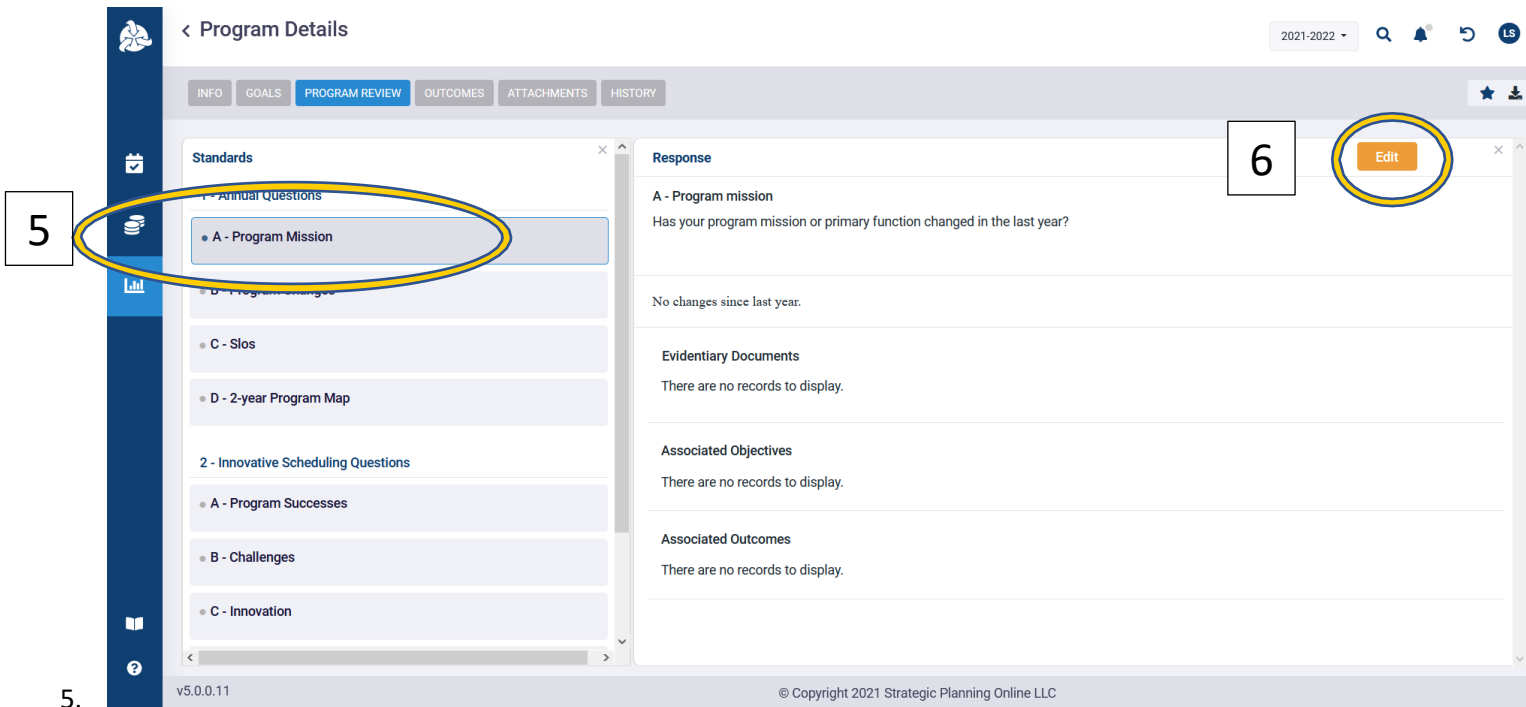
6. There are two lists of standards: Annual Updates and Area of Focus questions. The Annual Update Questions do not change year to year. These prompts should be completed with faculty during a department/program meeting. All faculty should have an opportunity for input for the prompts. You can use the Program Review Guide for information on topics to discuss for the prompts.

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

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.
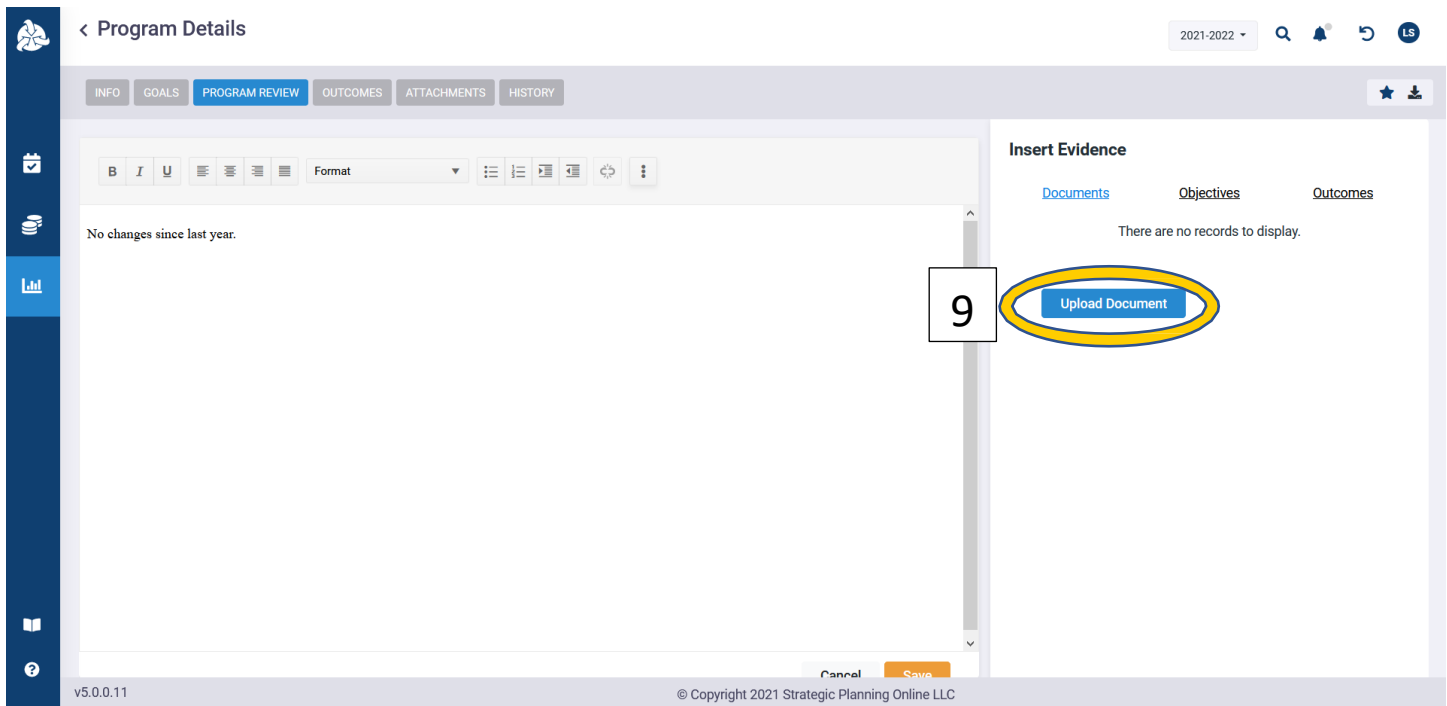
10. Click the upload document to open an attach box from your PC. Again, make sure any changes are saved.
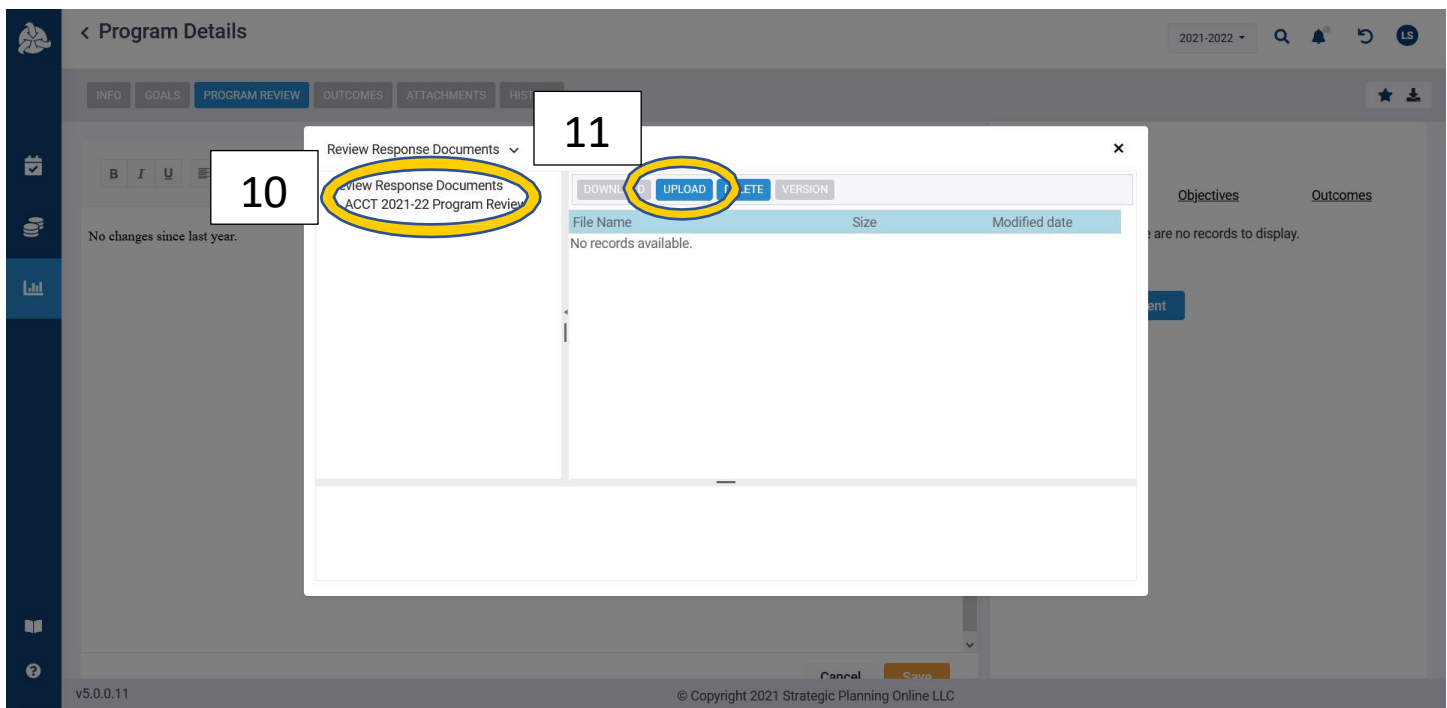
11. To upload a document, you must click on a directory on the right. If there is no directory, right click on the "Review Response Document" to add a new directory. The directory name should be Program Abbreviation + Year + Program Review, such as ACCT 2021-22 Program Review.

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

Objectives and Resource Requests

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. Objectives are completed in the planning module. Click on the calendar icon on the left to open the menu.
3. 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.

4. 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.

5. 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.
6. 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.

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   ×

Institutional Goal Category

Guided Pathways ▼

AB 705/1705
AB 705/1706
AB 705/1707
Educational Master Plan   tutional Goal Title
Equal Employment Opportunity Plan (EEO)
Facilities Master Plan   ct with Students
Guided Pathways   essful Entry into an Area of
Institutional Learning Outcomes   st and Program of Study

		C	Student Progression through Program of Study
○	☐	D	Student Completion
○	☐	E	Transition to Transfer and/or Gainful Employment

Cancel   **Save**

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   ×

Institutional Goal Category

Guided Pathways ▼

Primary	Select	Institutional Goal Number	Institutional Goal Title
⦿	☑	A	Connect with Students
○	☐	B	Successful Entry into an Area of Interest and Program of Study
○	☑	C	Student Progression through Program of Study
○	☐	D	Student Completion
○	☐	E	Transition to Transfer and/or Gainful Employment

Cancel   **Save**

4. The planning initiative details page will appear with the associated institutional goals.

147 - Professional Development

Planning Unit

ENGLRHET - English Rhetoric- Sample Program

Planning Initiative (Objective) Status

Completed

Planning Initiative (Objective) Purpose

Professional Development

Planning Initiative (Objective) Description

Professional development focused around the art of persuasion.

Institutional Goals

Guided Pathways

● A - Connect with Students

C - Student Progression through Program of Study

SWOT Analysis

There are no records to display

Reviewing and Creating Resource Requests

1. After you have completed entering your initiatives, if needed, you will need to enter your resource requests. Please use the Resource Request Excel template (see below) located on the Program Review web page to enter resource requests for equipment, supplies, staffing, facilities, and misc. resources needed.

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

Dept	Program	Source	Year	Initiative (Objective) Reference	Resource Need	Requested Item(s) Please include per item cost	Funding Request	Pro Le
English	English Rhetoric	Yearly Planning and Core	2022-2023	ER OBJ.- 2	Equipment	Video cameras $600 each	One-time	1 = H

EQUIPMENT | SUPPLIES | STAFFING | TECHNOLOGY | FACILITIES | MISC. | +

2. Make sure you are on the correct spreadsheet for the resource you wish to request. You will see colored tabs at the bottom of the spreadsheet for each category of resources.

3. The Dept., Program, Source, Year, Resource Need, Funding Request, and Priority columns have dropdown menus for you to choose from.

4. Fill in Objective reference, the requested item with per item cost, and the estimated total amount requested.

Initiative (Objective) Reference	Resource Need	Requested Item(s) Please include per item cost	Funding Request	Program Faculty Lead Priority	Estimated Equipment Cost
ER OBJ.- 2	Equipment	5 Video cameras $600 each	One-time	1 = High	$ 3,000.00

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

5. 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

6. Click into the Resources question prompt and the "Review Response" box will appear to the right.

B - Program changes

C - Two-year program mapping

D - Staffing changes

E - Program Successes

F - SLOs

G - Distance Education

H - CTE two-year review of labor market data and pre-requisite review

I - Validation for Planning Process

2 - Innovative Scheduling Questions

A - Data Analyzed

B - Challenges

C - Innovation

D - Measurement

E - Resources

Review Response   -- DRAFT --   ·   Edit   ×

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.

No records available.

Documents (Review Publish)

There are no records to display.

Associated Planning Initiative (Objective)s

There are no records to display.

Associated Outcomes

There are no records to display.

7. Click on the yellow "Edit" button in the upper right corner.
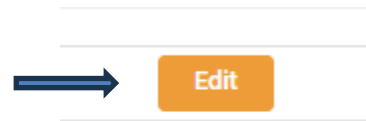
8. The Resources text box will appear. The gear shift icon is used for uploading documents.
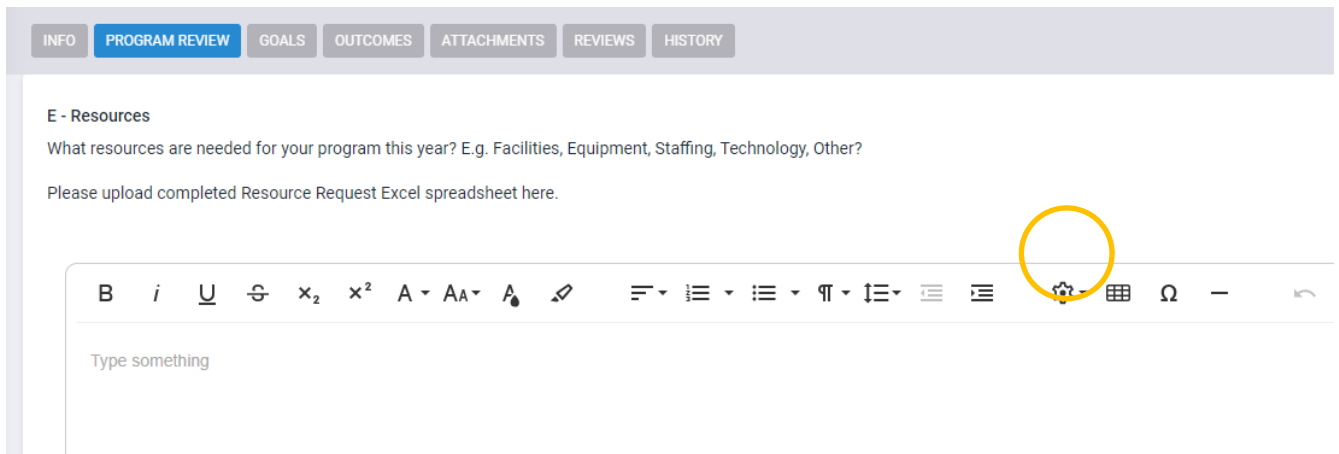
9. Click on the gear shift and the evidence dropdown menu will appear. Choose "Insert Evidence" from the menu.

10. The "Insert Evidence" box will appear to the right. Click on the blue "Upload Document" tab.
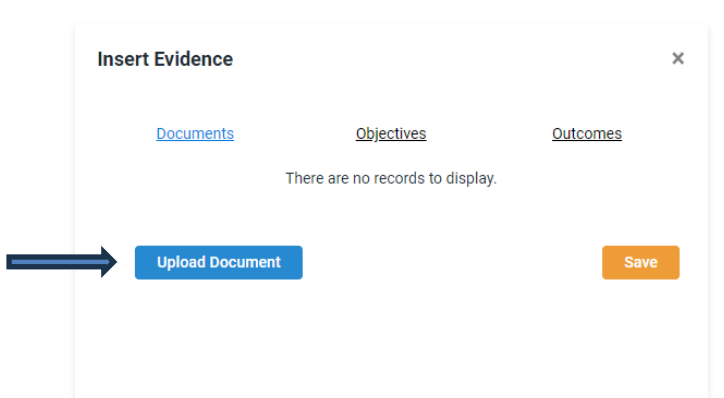
11. Select the correct directory and click "upload"

Review Response Documents

Review Response Documents
CBOT Program Review
▸ ENGLRHET 2022-23 Program Review
Paralegal
▸ Program Review

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

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

13. Click out of the upload document screen (by clicki... in the "Insert Evidence" box of the Resources editing

Resource Request Spreadsheet.

Revised Resource Requests Template.xlsx
365.60 KB

Upload Files
Select files...   Drop files here to upload

Clear   Upload

Upload Document   Save

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

B *i* U S x₂ x² A ▾ AA▾ A ✎   ⯈▾ ☰▾ ☰ ▾ ¶ ▾ ⯈☰▾ ☰ ☰   ⚙▾ ⊞ Ω —

↩ ↪ ⌐⌐ 🖨 Aᵥ ▦ 🖹 <>

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.

Editing Members

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

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
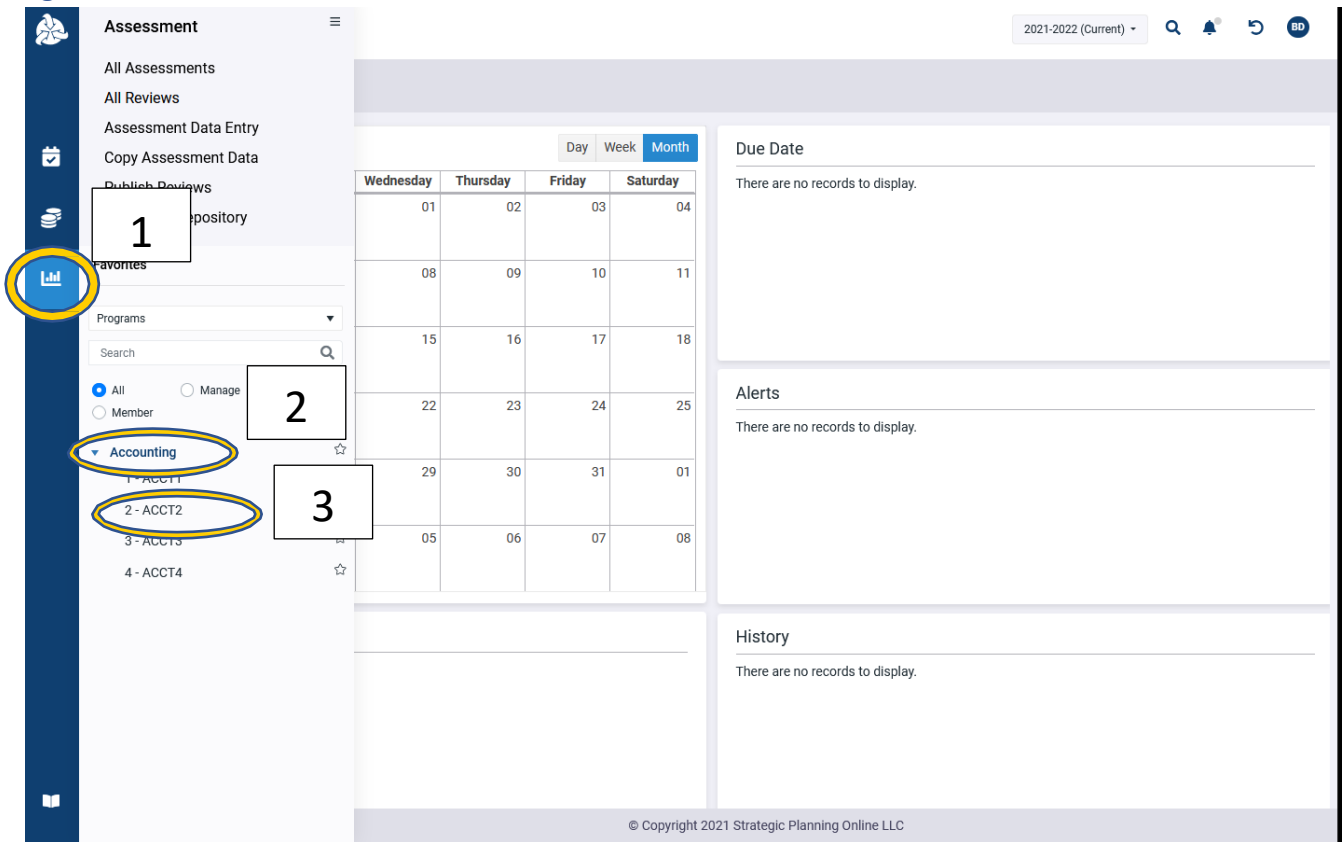
1. Click the assessment module icon. It looks like a graph.
2. Click the arrow on the to drop down the PLOs for that program.
3. Click on the outcome for which you are inputting data.
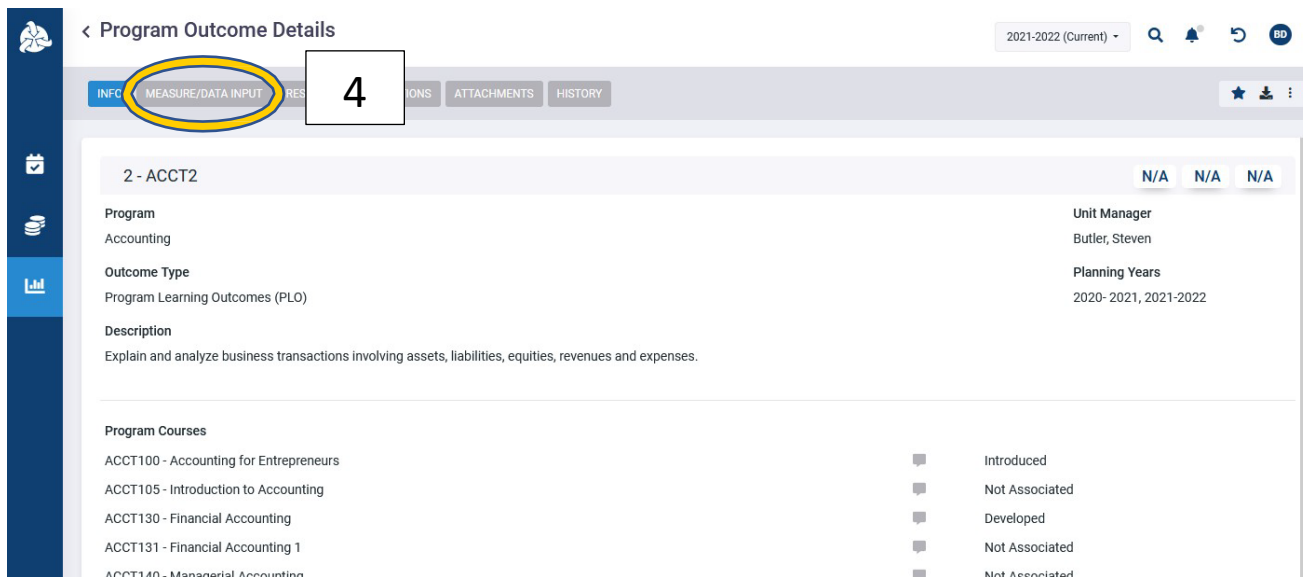
4. Click on the Measures/Data Input tab at the top of the program outcome details page.

Note: If you click on the text of a card, you will be taken to the details page for that item.
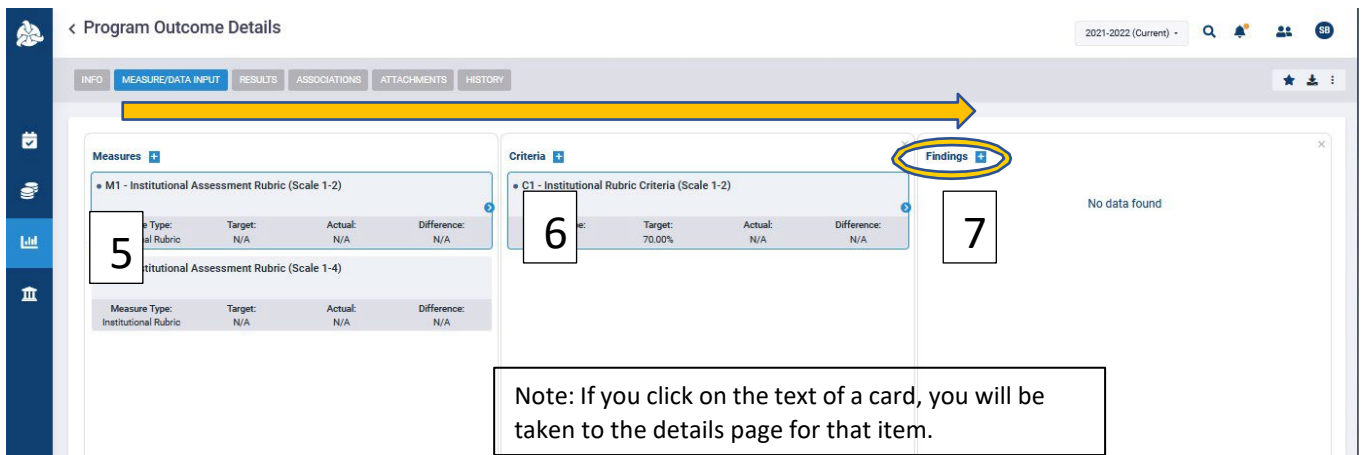
5. The measures card will pop up. Click on the blue circle with the arrow to expand the measures out to criteria. Pick the scale rubric that you would like to use, either a 2-point scale or a 4-point scale.
6. Click on the criteria to expand out to the findings.
7. Click on the plus sign next to the findings to open the data input window.
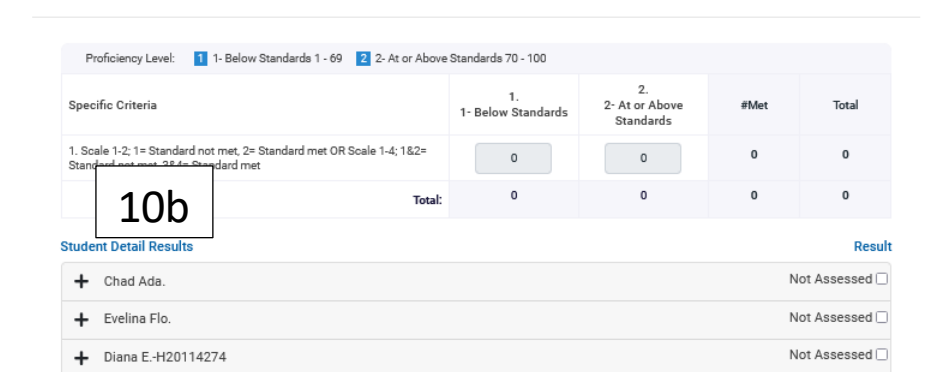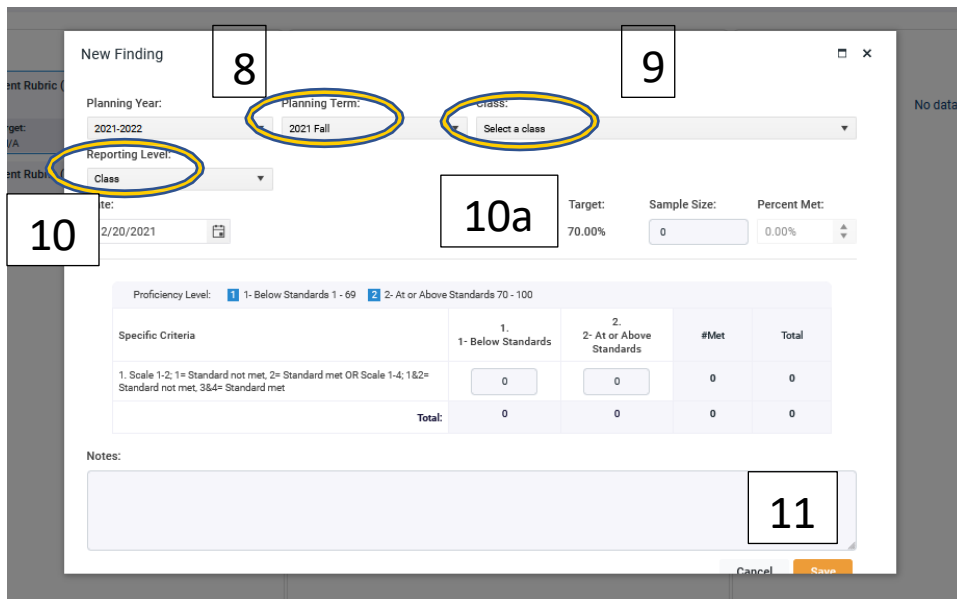
8. Pick the correct term for inputting data.
9. Pick the class for which you would like to input data.
10. Choose the level of input: Class or Student
    a. Class is a collective input. You must input the number of students assessed in the sample size box. Then input the number of students that scored 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.

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 theses areas to edit them.

Inputting assessment data for service areas

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.

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. 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.

2022-2023 (Current) ▾

INFO GOALS **OUTCOMES** REVIEWS ATTACHMENTS HISTORY

★ ⬇ ⋮

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

6 **Findings** ➕   ✕

No data found

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

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

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.