



SPOL – Deans and VPs: Review & Approval Process

This guide will show you how to review the program reviews and planning requests in your division, enter your feedback and approve them.

If you have questions about how to access and use SPOL, please contact Allison Hughes:

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Reviewing, Giving Feedback, & Approving Program Review Narratives

1. Go to [the Cañada SPOL Login page](#)
 - a. Be sure to use Safari or Chrome to Access SPOL; do not use Firefox.



2. Login with your SPOL credentials. Your credentials are specific to you, but they are not the same as your SMCCD email and password.
3. Once you login, you will first see your 'My SPOL' page. Click the Program Review button to the right.



4. Click on 'View All Program Reviews'.



5. From the 'Type of Program Review or Accreditation:' drop down at the top, choose the program review cycle or year that you are working on.
 - a. Note: This is also where you can navigate back to previous year's program reviews.



6. Click on the drop down arrows to the left of the (1) program group, A or B, (2) the program name, and (3) the question section that you want to start with (1 – Executive Summary). Next, **double click** on the question you'd like to review.
 - a. A refers to programs that go through program review in odd years and B refers to programs that go through program review in even years.

The screenshot shows a nested menu structure for program review sections. At the top level, there is a 'Sections:' header followed by a dropdown arrow and the text 'B - Instructional Program Review'. Below this, another 'Sections:' header is followed by a dropdown arrow and '21040 - Economics'. A third 'Sections:' header is followed by a dropdown arrow and '1 - Executive Summary'. Below this, there is a table with columns: Standard, Approval Status, NAR, DOC, LNK, CHK, and %. The first row in the table is highlighted in yellow and contains the text '0 Executive Summary'. Below the table, there are five more sections listed with dropdown arrows: '2 - Program Context', '3 - Looking Back', '4 - Current State of the Program', and '5 - Looking Ahead'.

7. Review the program's narrative response to the program review question from the Narrative tab. Click the green arrow at the top right to return to the 'View All Program Reviews' page.

The screenshot shows the 'Program Review/Standard Details' page. At the top, there is a title 'Program Review/Standard Details' with navigation icons (back, home, print) on the right. Below the title is the section 'Executive Summary'. The page is divided into two main columns. The left column contains information about the Program Review Manager: 'Huang, Tracy - 11000 - Planning, Research & Institutional Effectiveness', 'Email Program Review Manager: Send Email', and 'Program Review/Accreditation Cycle: Instructional Program Review 2017-18'. The right column contains an 'In Review' status indicator, 'In Review By the Dean Units - Carranza, James', 'No Approval Notes', and 'Approval Status: [Progress Indicators]'. Below this are 'Note Options' and 'Approval Options' dropdown menus. The 'Standard Detail' section shows 'Standard Number: 0', 'Source: IPR', and 'Section: 1 - Executive Summary'. The description reads: 'Summarize your program's strengths, opportunities, challenges, and action plans. This information will be presented to the Board of Trustees. [1000 word limit] (Executive Summary)'. The 'Response Detail' section shows 'Response Status: No Response Selected' and 'Percent Complete: 0%'. At the bottom, there are three tabs: 'Narrative' (highlighted in yellow), 'IPR', and 'Institutional'. The 'Narrative' tab is active, showing a text area with the following content: 'Strengths: ECON enrollments as measured by headcount at census, at end of term and LOAD are up. Given that college program enrollments are generally either flat or down, this is a welcome, albeit, surprising trend. I would have guessed these metrics would have fallen. I anticipate that they will, if the economy further improves. What explains the current "success"? Perhaps the increasing enrollments of online sections. That seems to be what the data suggests. Student rates of success and retention are up from prior years, this is also an encouraging trend. Economics continues to award some of the most AS'.

8. Repeat steps 6 and 7 for every question.
 - a. For the last question, which pertains to resource requests, refer to the [Reviewing, Giving Feedback, & Approving Planning Objectives](#) section of this document.
9. After you've reviewed all the program review narratives for a program, return to Question 0 – Executive Summary. Click on the IPR tab to the right of the Narrative tab.



10. Click edit at the top right corner of the IPR tab. This is where you can enter your feedback on this program's program review responses if you need to.
 - a. If the edit button is greyed out, you'll need to contact the lead faculty or staff member who entered the narrative and ask them to go back and approve their program review narratives.
 - b. You might see feedback given in the previous program review cycle in this area. Feel free to delete or edit this as needed.
11. Once you've reviewed all the narratives and entered your feedback, you can now approve each program review question. To do this, double click on a question and then choose 'Approve Standard' from the Approval Options drop down at the top right.
 - a. If you're not able to approve the standard, you'll need to contact the lead faculty or staff member who entered the narrative and ask them to go back and approve their program review narratives.



12. Repeat step 11 for each program review question.
13. Repeat steps 6-11 for each of the programs in your division.

Reviewing, Giving Feedback, & Approving Planning Objectives

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2. Login with your SPOL credentials. Your credentials are specific to you, but they are not the same as your SMCCCD email and password.
3. Once you login, you will first see your 'My SPOL' page. Click the Planning button on the left.



4. Click on 'View My Objectives'.



5. Under the 'Planning Units the Report to Me' heading, click on the drop down arrow to the left of a program.
 - a. Note: Programs who do not have a drop down arrow did not enter any objectives.

Planning Units that Report to Me			
Planning Unit	Planning Unit Manager	Approval Status	View
Anthropology	Lead Faculty, Social Sciences	No Objectives	View
▶ Arts & Art History	Lead Faculty, Art and Art History	○ ○ ○ ○ ○	View
College for Working Adults	Lead Faculty, HTP & CWA	No Objectives	View
Communication Studies	Lead Faculty, Social Sciences	No Objectives	View
▶ Economics	Lead Faculty, Social Sciences	○ ○ ○ ○ ○	View

6. In the list of objectives, double click an Objective to open it.

Objective ID	Objective Title	Approval Status	DOC	LNK
723	DRAFT - Increase Enrollment	○ ○ ○ ○ ○		

- On the objective page, review the Action Plans for the objectives. Then double click each Action Plan and click the Resources Required button at the bottom left to see the resources requested to complete that Action Plan.

Action Plans & Resources Required				
SAMPLE ACTION PLAN - Our first event, will be pizza tabling session at the start of the spring semester.				
Start Date: 10/20/2017	Type: Resource Request	Priority: High	Budget: \$45	
Due Date: 01/22/2018	Completion Date: 01/26/2018	Status: New	More >>	
Total Objective Budget: \$45				

Action Plans & Resources Required

Start Date: 10/20/2017 Type: Resource Request Priority Level: High Order: 1

End Due: 01/22/2018 Completed Date: 01/26/2018 Status: New Budget: \$45

Describe the Action Plan:
SAMPLE ACTION PLAN - Our first event, will be pizza tabling session at the start of the spring semester.

Remarks: There are no records to display

Resources Required Responsible Party Save Delete Close

- You can double click on any of the resources listed and add remarks at the bottom to provide feedback about the requested item.

List Budget Items for this Task

Resources Required Edit New Close

2017-2018 (Current)

GL Code	Budget Account	Description	Amount	Approved
Supply	Economics	Pizza for 100 Students	\$45.00	\$0.00

JUSTIFICATION: SAMPLE RESOURCE REQUEST - We will purchase 5 pizza from Costco, which cost \$9 each.

- Once you've reviewed all the action plans and resource requests for an objective, approve the objective by choosing 'Approve Objective' from the Approval Options drop down menu at the top right.
 - If you're not able to approve the standard, you'll need to contact the lead faculty or staff member who entered the objective and ask them to go back and approve their objectives.

Awaiting Approval

Awaiting Approval by Carranza, James

Notes: [icon] Approval Status: [Progress Indicators]

Approve Objective Reject Objective View Approval History

- Repeat steps 6-8 for every objective in the program you're reviewing.
- Repeat steps 5-9 for every program in your division that entered objectives.