# 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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## Contents

## 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.



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.

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

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 Planning button to 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.



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

7. 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.



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



9. 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.
   a. 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.



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