

## Improve – Supervisor Feedback Form & Checklist

This guide will show you how to review your programs' submissions and fill out the Supervisor Feedback Form and Checklist in Improve.

*If you have questions about how to access and use Improve, please contact Lindsey Irizarry:* **Lindsey Irizarry, Instructional Technologist** 

Email: <u>irizarryl@smccd.edu</u> Phone:650-381-3562 Office: 13-341

If you have questions about program review, please contact Karen Engel: **Karen Engel, Dean of Planning, Research, Innovation and Effectiveness** Email: <u>engelk@smccd.edu</u> Phone: (650) 306-3145 Office: 5-108

## Contents

## How to Review a Program's Submission & Fill Out the Feedback Form

1. Select the unit you would like to work in from the drop down menu at the top. If you don't see the unit you need access to, please contact the Instructional Technologist.

N	Nuventive Solutions Nuventive Improvement	ent Pla	atform Prem	ier Ed	Welc ition	ome,	hughesa	@smccd.edu!	Sign out
≡	CAN Discipline - English as a Second Language (ESL)		~	)					
	💐 Nuventive. Improve Analytics		Assessment eshed overnight	1				Data Last Updated 5/12/2022 5:32:30 AM	
	CAN Discipline - English as a Sec Language (ESL)	ond	Course	~	UO Status Active	~	Assessment	t Cycle, Semester	
	Summary           Course         SLOs         Assessment Methods         Results           CAN ESL 400         3         3         6	^	SLOs with Assessm	ient Metho	d	•	SLOs with Re	esults	

2. Click on the hamburger icon, or three horizontal lines, at the top left. Then click on Program Review and Supervisor Feedback Form & Checklist.

- CAN Sample – Discipline (Annual Update PR)			
DASHBOARD	~		
GENERAL INFORMATION			
PLO ASSESSMENT	~		
SLO ASSESSMENT	~		
PROGRAM REVIEW	^		
STEP 1: Annual Update Questions			
STEP 2: Goals & Resource Requests Supervisor Feedback Form & Checklist			

3. Next, click on the green plus sign icon at the top right to enter your feedback form.

PROGRAM REVIEW > Supervisor Feedback Form & Checklist	
Review Cycle	 Ð

4. You'll find the program's completed comprehensive review or annual update to the right, either in a PDF, or posted on the Program Review website. Use the data view options at the top right to expand your view of the document.

≡	- CAN Sample – Discipline (Annual Update PR)	
PRC	GRAM REVIEW > Supervisor Feedback Form & Checklist > Review Cycle: 2022 - 2023 - Add New Response Close Save	₹
Revi	ew Cycle: 2022 - 2023 7 <sup>K</sup> COLLAPSE ALL	-
	*Supervisor Feedback & Checklist	Other         Operation         Operation         Operation           March State         March State         March State         March State           March State         March State         March State         March State         March State           March State         March State         March State         March State         March State         March State           March State
	Is this program's program review submission complete? •	Program Review Website CAN
	If they're up for comprehensive review this cycle, have they completed all of the program review questions? *	

5. Fill out the checklist at the top of the form on the left and enter any comments, feedback or edits you have for the program review writers.

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*Supervisor Feedback & Checklist		
this program's program review submission complete? *		
they're up for comprehensive review this cycle, have they completed all of th	e program review questions? *	
	$\sim$	
they're requesting resources in an off year, have they completed an annual u	odate? *	
ave they entered current goals for their program? *		
	$\sim$	
re all of their resource requests entered completely and attached to a goal (n	at entered in the goal fields)? *	
re all of their resource requests entered completely and attached to a goal (in		
they are requesting Full-Time Permanent Instructional and/or Non-Instructio	nal Personnel, have they submitted pe	rsonnel request forms for each position?
	$\sim$	
omments/Feedback/Edits		
omprehensive Review (if it's their year) *		

6. When you're finished, click Save at the top right.



7. Notify the program review writers that you've entered your feedback and they can find it in Improve.