

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**

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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 |
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| ≡ | 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 ^K 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 | | |
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| 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? * | |
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| | | |
| they're requesting resources in an off year, have they completed an annual u | odate? * | |
| | | |
| ave they entered current goals for their program? * | | |
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| 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? |
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| | | |
| omments/Feedback/Edits | | |
| omprehensive Review (if it's their year) * | | |
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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.