Inputting Program Review in SPOL

Program review must be entered using two different modules in SPOL.

Past Goals – inputted in current year (2014-15) under Accreditation Module

Future Goals – inputted for next year (2015-16) under Planning Module

Below is a quick outline of the inputting process:

- 1, Log in to SPOL: https://spol.imperial.edu (some users have experienced issues in SPOL when utilizing older browser versions of Internet Explorer, Firefox, and Chrome, so make sure your browsers have been updated)
- 2. The inputting process is facilitated when you have both the word file of the program review and SPOL opened simultaneously as you will be required to go back and forth using the cut and paste functions.

Open the word file, process to the past goals section, select and copy all past goals

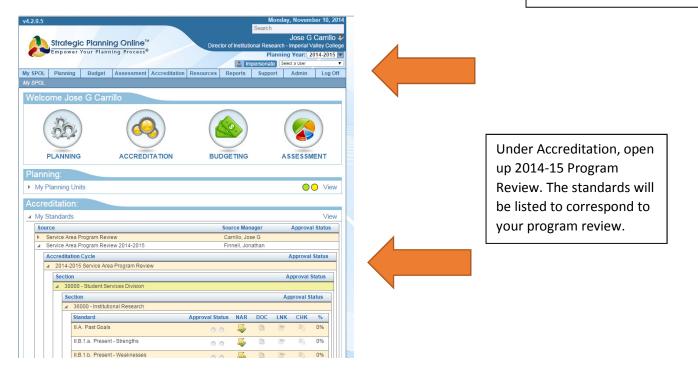
A. PAST – EVALUATION OF PREVIOUS CYCLE OBJECTIVES/PROGRAM GOALS (SET IN PREVIOUS YEAR)

List your previous objectives/goals and associated Institutional Goals. All program goals must address at least one of the institutional goals.

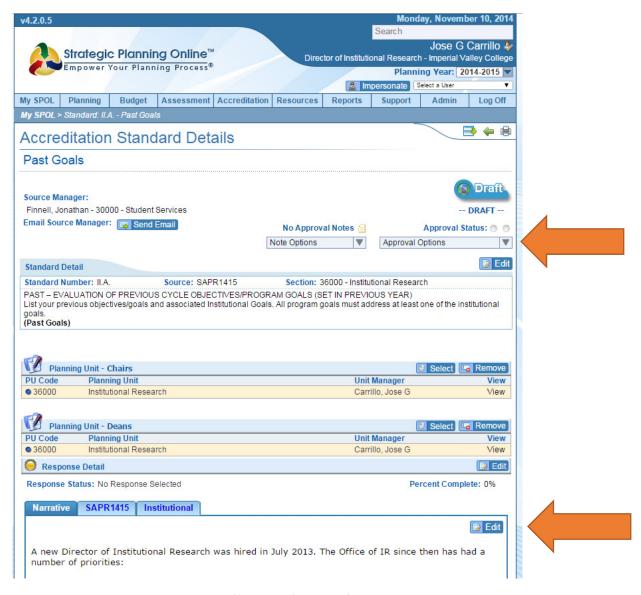
_		INSTITUTIONAL
1	PAST PROGRAM GOAL #1	GOAL(S)
		(Select one primary goal.)
Identify Program 6	Goal and Budget request, if any, from the Program Review completed in 2013-2014	🔲 1 Mission &
(Section II C):		Effectiveness
,		1.1 1.3
		1.2 1.4
Met	Partially Met Not Met	2 Student
- Ivier	Tartally Met	Learning
December househin		Outcomes
	program goal increased student achievement and/or program effectiveness in 2014-	2.1 2.4
2015:		2.2 2.5
		2.3 2.6
		3 Resources
		3.1 3.4
		3.2 3.5
		3.3
		4 Leadership
		& Governance
		4.1 4.4
		4.2 4.5
		4.3

3. In SPOL, for Planning Year 2014-15 (shown below), under Accreditation click under my standards until you see the area you wish to input the Program Review:

Planning year is 2014-15 for past goals and present analysis



4. Open the past goals standard in SPOL, scroll down to the Narrative section, open and paste. Make sure all the information transfers over to SPOL, including institutional goals and basic formatting.



5. Proceed using the copy and paste functions for rest of the standards:

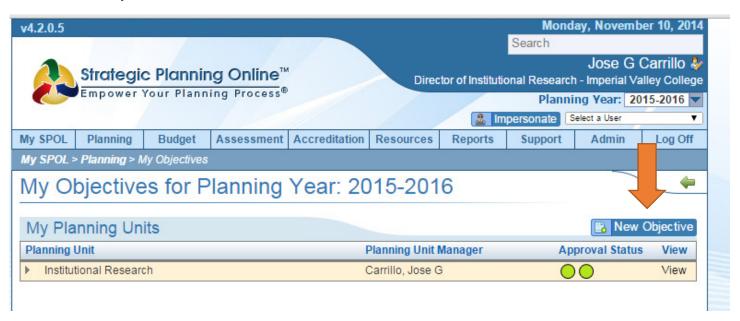


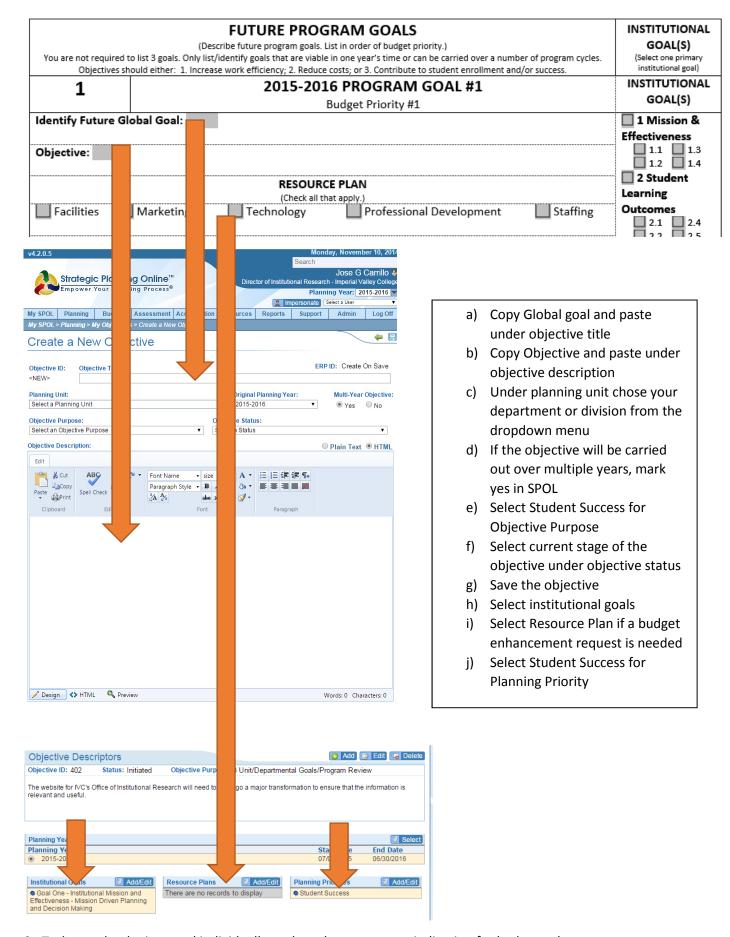
The paper format was created to match standards in SPOL, so copy each section and paste in the corresponding section in SPOL. After inputting, select submit for approval and click submit for every standard.

6. For Future Goals, change the planning year to 2015-16 in SPOL. Click on Planning tab up on the top, then click on view my objectives.

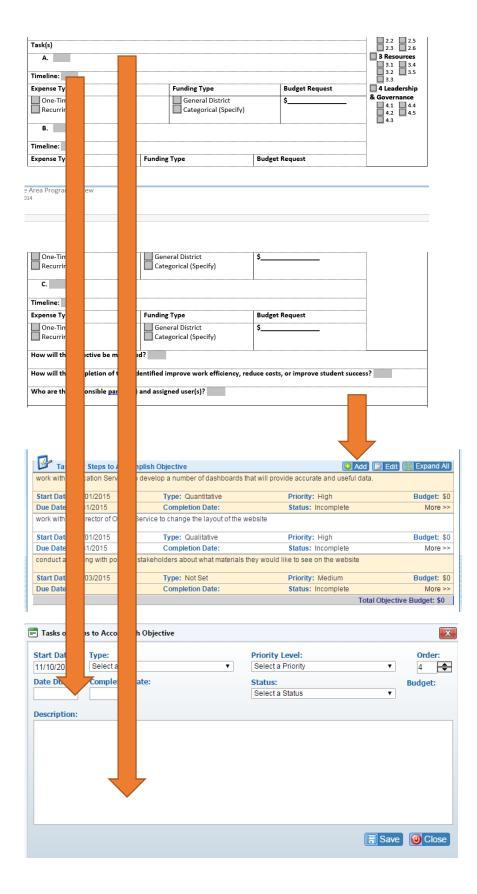


7. Click on new objective

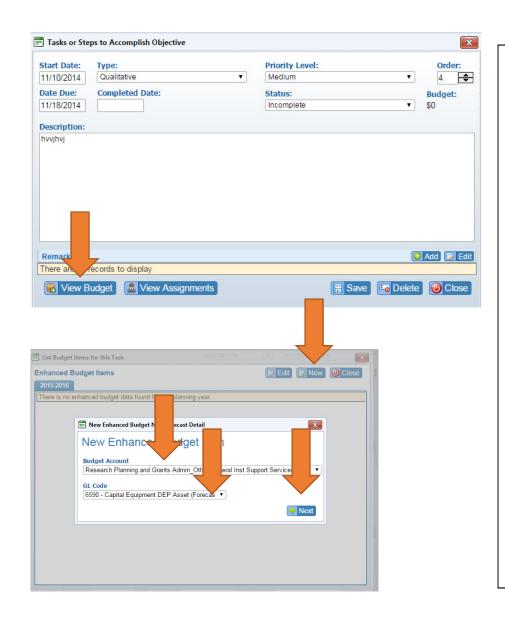




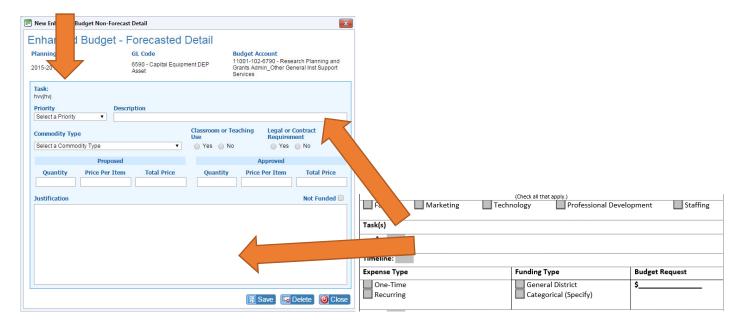
9. Tasks need to be inputted individually as they also serve as an indication for budget enhancement requests.



- Click on add under the tasks section, copy and paste from the hard copy
- b) From the paper version timeline, the first date should be the start date and the end date should be the date due. For example if Fall 2015, is listed on the timeline, start will be August 1, 2015 with and end date of December 31, 2015.
- c) Choose High for priority level
- d) Under type, choose
 Qualitative/Qualitative
 for how the objective
 will be measured.
- e) Choose status of the objective from the dropdown menu. Most will be planning unless it is a multi-year objective
- f) You do not need to fill in completed date nor order number.
- g) Click on Save.



- a) Click on view budget
- b) Click on new
- c) Select budget account
- d) Select the GL code for corresponding request, if the GL code is not listed select new GL code, click next
- e) Under the Enhanced Budget forecast detail screen, select high for priority
- f) Copy and paste the task on to description
- g) Select the commodity type from the drop-down menu
- h) Select if this a classroom related expense
- i) Select if this is a legal requirement
- j) Enter the cost of the expense under the proposed section
- k) Enter a justification if one is stated
 -) Click on save



11. The rest of the questions are a direct copy and paste from the form to SPOL.



- 12. If you have supporting documentation to enter, click add on Documents with Supportive information. Click on the objective folder and select upload, choose your file and upload. Click on close.
- 13. When completed, go to the approval status options drop down menu and submit for approval.