



SPOL – Entering Program Review Narratives

*This guide will help you access your Program Review questions and enter your responses for **Questions 1-10**.*

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

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Entering Narratives (Question Responses) for Program Review

Programs and departments go through program review **every other year**, and program review is meant to offer an opportunity to **look back** at the previous two years and analyze areas of success and opportunities for growth.

If you're not sure when your department or program goes through program review, please visit the [Cañada College Program Review website](#).

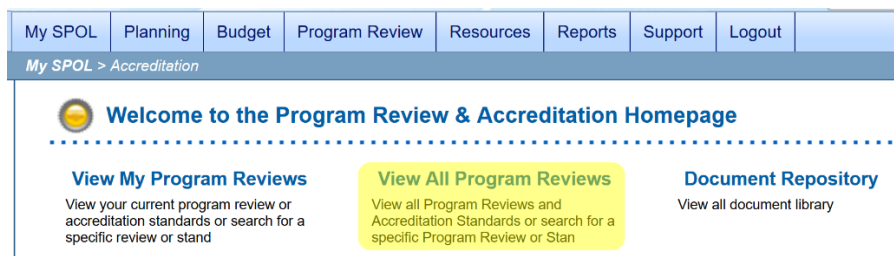
1. Go to [the Cañada SPOL Login page](#)
 - a. Be sure to use Safari or Chrome to Access SPOL; do not use Firefox.



2. Login with your program or department SPOL credentials. This is not individual, each program has one SPOL account that everyone can access and some are shared between multiple programs or departments.
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 your previous program reviews if you need to see what you entered last year.

My SPOL	Planning	Budget	Program Review	Resources	Reports	Support	Logout
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My SPOL > Accreditation > All Standards

All Program Reviews & Standards

Type of Program Review or Accreditation Cycle:
 IPR - Instructional Program Review 2016-17

Sections:
 ▶ A - Instructional Program Review

6. Click on the drop down arrows to the left of the (1) program group, A or B, that your program belongs to, (2) your program name, and (3) the question section that you want to start with. Next, **double click** on the question you'd like to enter information for.
 - 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.

Sections:
 ▲ B - Instructional Program Review

Sections:
 ▲ 21040 - Economics

Sections:
 ▲ 1 - Executive Summary

Standard	Approval Status	NAR	DOC	LNK	CHK	%
0 Executive Summary						0%

▶ 2 - Program Context
 ▶ 3 - Looking Back
 ▶ 4 - Current State of the Program
 ▶ 5 - Looking Ahead

7. To respond to the question, click the 'Edit' button to the right of the 'Narrative' box.
 - b. Note: For most questions, your previous year's response to that question will be copied in your Narrative box. Feel free to leave that response the same if it hasn't changed, edits what's there, or remove it entirely.

Narrative IPR Institutional Edit

ECON enrollments are essentially flat. This is probably a function of the strengthening California economy. I anticipate this trend to continue as the economy further improves. This trend, along with TNC implementation will continue to limit new course offerings in economics. On a positive note, the algebra requirement is now in place and did not appear to negatively impact enrollments as was feared. In a reversal of a few years ago, students seem to be taking fewer late afternoon classes. Student rates of success and retention are somewhat lower than The College's "institutional goals." Economics confirmed the most AS degrees of any of the social sciences in the most recent data.

Associated Planning Objectives New Select Remove

There are no records to display

Suggested Follow Up Add Edit

There are no records to display

Link Management View Add Edit Remove

There are no records to display

Document Management View Add Remove

There are no records to display

8. If you have documents or links that you would like to include, click the Insert tab at the top.
 - c. For more information about inserting documents and links, please refer to the Inserting Documents and Links Guide.

Edit Response Plain Text HTML

Narrative

Edit **Insert**

Insert Table Image Manager Image Map Editor **Documents** Links Objectives Outcomes Zoom Content

Tables Media Insert SPOL Links

9. When you're finished, click 'Save' at the bottom right.

Words: 110 Characters: 692

Close Save

10. When that question is completed, be sure to select 'Approve Standard' from the drop down at the top right before moving on to the next question. Last, click the green arrow at the top right to return to the list of questions and double click on the next question you want to enter information for. Repeat steps 7-10 for all of the questions.



 **Draft**

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Approval Status: ● ● ● ●

Approve Standard

View Approval History 