

SPOL Tutorial: Dean's Review & Approval - DRAFT

This tutorial is for deans to learn how to review, provide input and approve the program reviews that have been submitted by your faculty and staff.

Once you log into SPOL you should find yourself at the My SPOL dashboard page. If not, you can click on My SPOL in the menu bar.

You will be using both the Program Review and Planning modules.

Part 1: Approving Program Reviews

1. To begin, let's click on the **Program Review** module.
2. On this page you will want to click on **View My Program Reviews**
3. This page may appear differently depending upon how you last used SPOL. The first thing to do is to be sure you are in the right type of program review. This drop down menu lists all the different types of program reviews and accreditation studies that are available at Cañada. For this tutorial I am logged in as Dean Johnson so I want to be sure that I am in the **Instructional Program Review** for the current year.
4. In this next column there are options for how I want SPOL to display the list of my program reviews. The best option is **Group by** "Role and Section." The **Show** choice allows you to choose to see all the program review that report to you or to view only those that have been submitted to you and are ready for your review. For this example, let's choose the latter.
5. Next, click to the triangle located in the left side of the box that says Instructional Program Review to expand the listing. It looks like 10 of the programs have completed their work and are waiting for the Dean's review. Expand the lists until you find the program's Executive Summary. Here you see that the first green indicator light shows that the faculty have approved their executive summary. The second orange, or it can be yellow, indicator light shows that this response is waiting for the dean's review. Double-click on the standard to read their executive summary.
6. Scroll down to the **Narrative** tab and read the program's executive summary. Click on the **IPR** tab. This is the place where you will type in the Dean's Perspective of the program's strengths, weaknesses and opportunities. Click on the blue **Edit** button and begin typing your perspective. When you are finished, click on the blue **Save** and **Close** buttons.
7. Now you are ready to approve the Executive Summary. Locate the **Approval Options** pull-down menu in the upper right corner of the page. Click and select "Approve Standard". You are now finished with the Executive Summary page.
8. Click on the green back arrow to return to the list of program review standards. You will need to read and select "Approve Standard" for each of the required program review questions.

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9. The college is asking that the deans enter their perspective for the entire program review only once and in a standard location - on the IPR tab of the Executive Summary. Deans must read the rest of the program review and approve each of the responses but feedback on each response is not required.
10. Once you have approved Standard 11: Program Planning, you need to go the Planning module of SPOL.

Part 2: Approving Action Plans and Resource Requests

1. Click on the **Planning** module in the menu bar. You have two choices here: **View my Objectives** and **Approve my Objectives**. The second option, to approve your objectives, provides you with a listing of all the objectives waiting for your approval. You can select which ones you want to approve, and then approve them all en masse. HOWEVER, you cannot drill down and actually view any of the objectives before taking action on them. That means you also do not have the ability to make comments or provide feedback on any resource requests. Given this limitation, you are better off clicking on the **View my Objectives** icon. You will see which objectives require your attention by looking at the status light indicators. If the lights are all gray, there is no need for you to review or take action. Choose one of the programs that has a full or partial yellow second button and click to see the list of objectives. Double-click on one of the objectives. You can see that this program has created several **Action Plans**. Some of the action plans have budget requests; others do not.
2. Double-click on an action plan that has budget requests. In the window that opens, you can read the action plan and add **Remarks**. If you add remarks, don't forget to identify your name next to the remark - otherwise the remark will be anonymous.
3. Click on the blue **Resources Required** button. You can double-click on any item that shows in this list to learn more about the details of the request. Once again you can add **Remarks** to provide feedback about the requested item. Click the blue **Save** and **Close** buttons when you are finished.
4. Once you have reviewed all the objectives, their action plans and any budget requests, you can now approve this objective. Make sure you are on the **Objective Details** page. Locate the **Approval Options** pull-down menu in the upper right corner and select "Approve Objective". Now this objective is waiting for IPC review.