



Improve – Entering Program Review Narratives

This guide will show you how to enter your Program Review Narrative responses in Improve.

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

Allison Hughes, Instructional Technologist

Email: hughesa@smccd.edu

Phone: 650-306-3213

Office: 13-203

If you have questions about program review, please contact Karen Engel:

Karen Engel, Dean of Planning, Research, Innovation and Effectiveness

Email: engelk@smccd.edu

Phone: (650) 306-3145

Office: 5-108

Contents

How to Access Your Previous Program Review.....	2
How to Enter Program Review Narratives.....	2
How to Add Documents and Links to Your Program Review	Error! Bookmark not defined.

How to Access Your Previous Program Review

1. The best way to access your (or another program's) previous program review narratives, is to visit the [Cañada Program Review website](#). All program review documents are posted there after each program review cycle.

How to Enter Program Review Narratives

1. Select the program review version of your program from the drop down menu at the top. If you don't see the program review you need access to, please contact Allison Hughes at hughesa@smccd.edu.



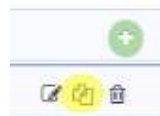
2. Click on Program Review on the left and then Program Review Narratives.



3. On that page, if you entered program review narratives in the past, you should see a set of narratives for the previous cycle here. If you do not, skip to step 5.



4. To the right of the previous cycle line click on the two pages icon to make a copy of your previous narrative responses. From here, you can edit your previous program review responses. Be sure to update the 'Program Review Cycle' field to the current cycle and the 'Narrative Status' to 'In Progress'. Edit and update them as needed and then click Save at the top right.



- a. To see more information about what to enter for each question, click into the text box where your responses go. A purple pop-up will appear with more clarification for each section.

Program Review Narrative Cycle: 2017-2018

Instructional Program Review (IPR)

Lead Contact Person: Jessica Kaven

Writing Team: N/A

Executive Summary Summarize your program's strengths, opportunities/challenges, and action plans. This information will be presented to the Board of Trustees. [1000 word limit]

0. Executive Summary: Communication is fundamental to all human endeavors. The study of communication examines the ways humans use communication to shape identity and ideas. Graduates of this major transfer with both an understanding of key communication theories as well as demonstrated proficiency in communication skills. Communication studies majors explore a variety of communication contexts, from intimate relationships, to public address, to new and emergent media, exploring the many ways communication shapes our identities and

5. If you did not previously complete a program review, or you'd rather start fresh instead of editing your previous responses, you'll need to click on the green plus sign icon to the right of the 'Program Review Narratives' heading.

Program Review Narratives +

6. From here, enter your responses to the program review questions and click Save at the top right when you're finished.

Save Return

Save and Return

Save and Add New

How to Add Documents and Links to Your Program Review

1. If you'd like to add documents and links to your program review narratives, please refer to the [Documents & Links Guide](#).