

## 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 Allison Hughes:

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If you have questions about program review, please contact Karen Engel: **Karen Engel, Dean of Planning, Research, Innovation and Effectiveness** Email: <u>engelk@smccd.edu</u> Phone: (650) 306-3145 Office: 5-108

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## 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 Allison Hughes.

| 8 | Nuventive Solutions Nuventive Improvement Platform Premier Edition |                     |            |            | futba.tocome@ | aut Sign out |  |
|---|--|---------------------|------------|------------|---------------|--------------|--|
|   | CAN Discipline - English as a Second Language (ESL)                | 1                   |            |            |               |              |  |
|   | 💐 Nuventive. Improve Analytics                                     | SLO Assessment      | 1          |            | 10.0104       |              |  |
|   | CAN Discipline - English as a Seco<br>Language (ESL)               | ond "               | - from -   |            | rijen lenen   |              |  |
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2. Click on the hamburger icon, or three horizontal lines, at the top left. Then click on Program Review and Supervisor Feedback Form & Checklist.

| -DAN       | i Sample – Discipline (Annu | ual Update PR) |
|------------|-----------------------------|----------------|
| DASHBOARD  | n)                          | ¥              |
| GENERAL IN | FORMATION                   |                |
| PL0 ASSESS | MENT                        | Ŷ              |
| SLO ASSESS | MENT                        | Ŷ              |
| PROGRAM R  | EVIEW                       | ^)             |
| STEP 1: Ar | nnual Update Questions      |                |
| STEP 2: Go | oals & Resource Requests    | 12 - C         |
| Supervisor | r Feedback Form & Check     | dist           |

3. Next, click on the green plus sign icon at the top right to enter your feedback form.



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 Sartele - Dissipline (Annual Update PR)   |                            |
|------|---|----------------------------|
| PRO  | GRAM REVIEW > Supervisor Feedback Form & Checklist > Review Cycle: 2022 - 2023 - Add New Response Come Exer     | Ŧ                          |
| Revi | ew Cycle: 2022 - 2023 and Cycle: 2022 - 2023  | da                         |
|      | * Supervisor Feedback & Checklist   |                            |
|      | In this program's program review submission complete?*  | Program Review Website CAN |
|      | If they're up for comprehensive neview this cycle, have they completed all of the program measure quantitions?* |                            |

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.

| s this program's program review submission complete?*                | 17  |             |
|--|---|-------------|
| they're up for comprehensive review this cycle, have they complete   | if all of the program neview questions?*                                      |             |
| they're requesting resources in an off year, have they completed an  | ennual update? *  |             |
| ave they entered current goals for their program? *                  | 19  |             |
| re all of their resource requests entered completely and attached to | a goal (not entered in the goal fields)?*                                     |             |
| they are requesting Full-Time Permanent Instructional and/or Non-    | instructional Personnel, have they submitted personnel request forms for each | h position? |
| omments/Feedback/Edits   |   |             |
| amprehensive Review ()f it's their year) *                           |   |             |

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.