

## ANNUAL PROGRAM PLANNING

The APP is completed each spring to assess effectiveness and plan program (departmental) activities as well as request resources for the upcoming academic year.

SPOL is used to facilitate the process.

<http://www.skylinecollege.edu/spol/spollogin.php>

### Getting Started



- Login to SPOL
- Click on **PROGRAM REVIEW & ACCREDITATION**
- Click on **View My Standards**
- Choose the cycle called "**APP**" for the planning year
- Most users can group by **Role Only** and view **All Standards Assigned to Me**. *If you see duplicate standards, click to group by Role and Section and then click the small gray arrows to expand standards.*

### APP Narrative



- Double-click on the standard you want to edit.
- Read the standard (prompt).
- **Check out** the standard for editing.
- In the Narrative box, click the **EDIT** button. Write the narrative in the new window. Click **SAVE**, then **CLOSE**.
- **Check-in** the standard. Continue with the other standards.

### Action Steps and Resource Requests



- Go to **PLANNING** to create objectives (action plans) with action steps and resource requests.
- Click on **Create a New Planning Objective**.
- Fill out the new objective form and **SAVE**.
- **Check out** the objective for editing.
- **Select** one or more Institutional Goals and **SAVE**.
- Associate to the last standard in the APP and **SAVE**.
- Add one or more action steps and **SAVE**.
- If additional funds are needed to complete the action step, add resource requests. **SAVE** and **CLOSE**.
- **Check in** the objective.

### Approval and Feedback



- When you are finished, open each objective and select **Submit for Approval** (or Approve Objective).
- Objectives and related resource requests will be automatically routed to supervising administrators for review, recommendation, feedback, and funding through the budget process. Approved amounts and FOAPs will be recorded in SPOL for funded requests.

### Resources (How To Guides):



- How to Develop the APP Narrative
- How to Create Objectives and Resource Requests
- How to Use Advanced Formatting

### Need help?



- Stop by the PRIE Office.
- Contact one of the SPOL Implementation Team: Belinda Chan, Bryan Besnyi, Karen Dimalanta, Karen Wong, Sherrie Prasad, or Zahra Mojtahedi

## NARRATIVE PROMPTS (STANDARDS)

### I.A. Program Profile: Purpose

Describe the program(s) to be reviewed. What is the purpose of the program and how does it contribute to the mission of Skyline College?

### I.B. Program Planning Team

Annual program planning is intended to be a collaborative process which promotes dialogue and reflection. Please identify all individuals who contributed to or shaped the narrative. Include names and the title or role of each person.

### II.A. Analysis: Progress on Prior Program Objectives and Activities

Describe the progress made on previously established program objectives (goals) including identification of achievements or areas in which further effort is needed. New programs which have not yet established CPR/APP objectives should discuss progress on program implementation or activities.

### II.B. Analysis: Program Environment

Describe any recent external or internal changes impacting the program or which are expected to impact the program in the next year. Please include when the specified changes occurred or are expected to occur.

### II.C. Analysis: Student Learning Outcomes (SLOs and PSLOs)

(1) Instructional Programs Only: Describe what was learned from the assessment of course SLOs for the current and past year.  
(2) Student Service Programs Only: If PSLOs are being assessed this year (3-year cycle), describe what was learned. If no assessment was done because this is an off-cycle year, please state that this item is not applicable.

### III.A. Reflection: Considering Key Findings

Consider the previous analysis of progress achieved, program environment, and course-level SLOs or PSLOs (if applicable). What are the key findings and/or conclusions drawn? Discuss how what was learned can be used to improve the program's effectiveness.

### III.B. Reflection: ISLOs

If your program participated in assessment of ISLOs this year:  
(1) What are the findings and/or conclusions drawn?  
(2) Does the program intend to make any changes or investigate further based on the findings? If so, briefly describe what the program intends to do.

### IV.A. Strategy for Program Enhancement: Continuation/Modification

Indicate whether the program is continuing implementation of the last CPR strategy or revising the strategy. Please describe the modifications if revisions are intended.

Note: Any new strategies should be linked to Institutional Goals through creation of objectives in the next section. If the program has not yet participated in comprehensive program review, an annual or multi-year strategy can be defined in this item.

### IV.B. Strategy for Program Enhancement: Action Plan and Resource Requests

Based on the most recent CPR and any desired modifications, develop an annual action plan with related resource requests. No narrative response will be entered in this section, but the objectives you create will be printed automatically in the APP report under this item.

(1) To begin, click on **PLANNING** at the top of the page, then **CREATE A NEW OBJECTIVE**. To view previously created objectives, click **PLANNING** at the top of the page, then **VIEW MY OBJECTIVE**.  
(2) **IMPORTANT!** Make sure to associate each objective to this standard in the APP. Need help? Contact the PRIE Office for further instructions. Institutional Goals. Need help? Contact the PRIE Office for further instructions.