

ADMINISTRATIVE LEADERSHIP UNIT REVIEW

The ALUR is completed by administrators in late spring to assess effectiveness and plan unit 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 "**ALUR**" 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.*

ALUR 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 your ALUR 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 **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):

Resources

- How to Develop the ALUR 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. Profile: Unit Purpose

What is the purpose of the unit and how does it contribute to the mission of Skyline College?

I.B. Profile: Programs

Which programs or functions are contained within the unit?

I.C. Profile: Service Area Outcomes

List the current service area outcomes for the unit.

II.A. Analysis: Unit Effectiveness

Review data related to the administrative unit and assess the unit's effectiveness at meeting its described purpose. Data should include, but is not limited to, the CPRs/APPs submitted within the last year by programs within the administrative unit.

Describe the unit's effectiveness including identification of achievements and/or areas in which further effort is needed. Comment on progress made towards previously established unit objectives.

II.B. Analysis: Progress on Outcomes

Describe the progress on service area outcomes, conclusions drawn, and expected use of results.

II.C. Analysis: Unit Environment

Describe key factors and changes impacting the unit such as college initiatives, industry needs, regulatory changes, state mandates, grant requirements, personnel changes, demand for classes/services, and other issues.

II.D. Analysis: Unit Personnel

Describe the current staffing structure of the unit and how it aligns with achieving the purpose of the unit. Attach the current organizational chart (an image of the org chart can be inserted in the box). Provide staffing FTE by category (FT/PT faculty, permanent staff, temporary staff, student workers, administrators). HINT: To display the information in a table, it is easiest to create the table in Word and paste into the narrative box.

III.A. Reflection: Considering Key Findings

Considering the previous analysis, identify unit strengths, challenges, opportunities, concerns, and areas in which further research is needed. Describe how the conclusions drawn can be used to improve unit effectiveness in order to promote student learning and achievement.

III.B. Reflection: Synergy

Based on the CPRs/APPs for programs within the unit, identify any potential areas of synergy across unit and program activities that may not be easily recognized from within individual programs.

III.C. Reflection: Aspirations

Describe the aspirations of the unit. What is the preferred future of the unit? What long-term results does the unit want to achieve? Strategically thinking about the next 2-5 years, how can resources be leveraged and programs work together to achieve those long-term results?

IV.A. Strategy for Unit Enhancement: Action Plan and Resource Requests

Based on the reflection, 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 ALUR 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 ALUR and link each objective to one or more Institutional Goals. Need help? Contact the PRIE Office for further instructions.