

# SPOL

## PROGRAM REVIEW OVERVIEW

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# What Is SPOL?

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Strategic Planning Online (SPOL) is the platform used by MCC to maintain and track Unit Level Plans (ULPs), the ACE/SLO process, and Program Reviews. All steps of each process are to be completed in the system and are aimed at seeking continual improvement in order to achieve greater success.

Our hope is that, with training and time, you will find this system to be useful to you in these efforts! And, remember, we are here to help!



# How do I login?

- Go to [www.mclennan.edu/data](http://www.mclennan.edu/data)
- Click 'SPOL Login' under Login Screens.
- Use your MCC credentials to login

The screenshot shows the top navigation bar of the McLennan Community College website. The navigation items are: Academics, Choose a Pathway, McLennan Community College logo, Admissions, and Paying for College. Below the navigation bar, the 'Academics' section is expanded, showing a list of functions. The 'Admissions' section is also expanded, showing a list of options. The 'Login Screens' section is highlighted with a blue circle and an orange arrow pointing to the 'SPOL Login' link.

Academics ▾ Choose a Pathway ▾ M MCLENNAN COMMUNITY COLLEGE Admissions ▾ Paying for Col

data to determine whether McLennan is fulfilling its mission, and to provide the framework for strategic planning. The Office utilizes research methodology to ensure data are collected and analyzed in an objective and reliable fashion. The staff are committed to providing McLennan administrators, faculty, and staff with prompt and reliable research services. The Office of Institutional Research & Effectiveness performs the following specific functions:

- Conduct retrospective research activities regarding issues such as student performance and student retention rates
- Conduct proactive research to address specific questions regarding student performance issues
- Develop outcome measures of institutional effectiveness
- Assist with faculty and staff evaluations
- Assist with the delivery and analysis of local and outside surveys
- Develop and publish institutional effectiveness reports
- Publish results of specific research projects
- Develop and publish an Annual Report on campus progress in fulfilling its mission

Assessment ▾  
Strategic Planning ▾  
Course Evaluations ▾  
Facilities Scheduling  
Perkins  
Employees

**Internal Reports**

- [Glossary of Term](#)
- [Enrollment Reports](#)
- [Section Reports](#)
- [Surveys](#)
- [Program Assessment Data](#)

**Login Screens**

- [SPOL Login](#)
- [EvaluationKit Login](#)
- [Qualtrics Login](#)
- [SACSCOC Site Login](#)

# Dashboard

Academic Year

Alert Notification

Assessment Module

Important Due Dates listed here

Alert Notification

Favorites listed here

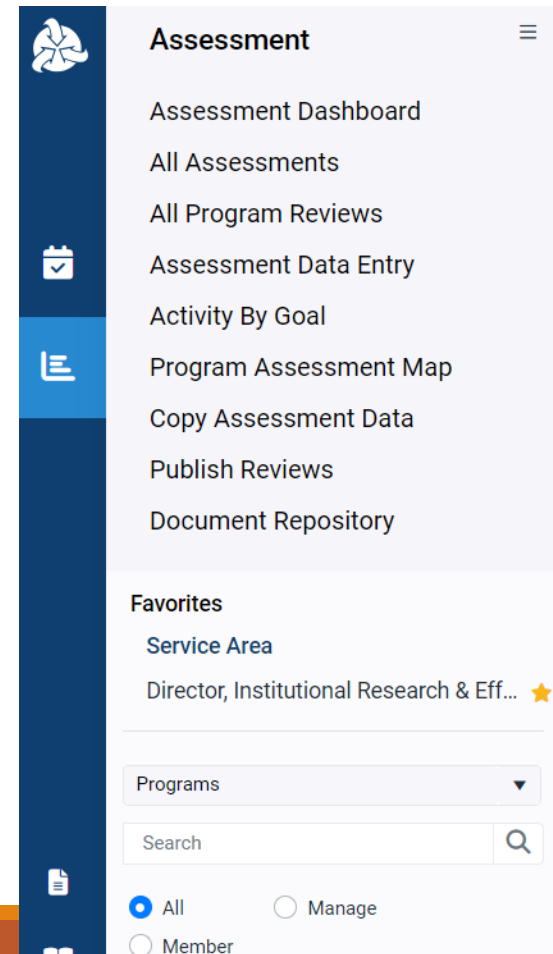
The dashboard interface includes a top navigation bar with a user profile, a search bar, and a notification bell. A central calendar shows the month of October 2023. To the right of the calendar are sections for 'Due Date', 'Alerts', 'Favorites', and 'History'. A vertical sidebar on the left contains icons for various modules, with the 'Assessment Module' icon highlighted. Callout boxes with arrows point to specific elements: 'Academic Year' points to the year selector, 'Alert Notification' points to the notification bell, 'Assessment Module' points to the sidebar icon, 'Important Due Dates listed here' points to the 'Due Date' section, 'Alert Notification' points to the 'Alerts' section, and 'Favorites listed here' points to the 'Institutional Effectiveness' link in the 'Favorites' section.



# Find Your Unit

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To find your Program (Instructional Units) or Service Area (Non-Instructional Units), click the Assessment Module icon on the left. The unit(s) to which you have access will appear in the navigation menu.



The screenshot shows a navigation menu for the 'Assessment' module. The menu is displayed on a dark blue sidebar with a white background for the content area. The 'Assessment' header is at the top, followed by a list of items: Assessment Dashboard, All Assessments, All Program Reviews, Assessment Data Entry, Activity By Goal, Program Assessment Map, Copy Assessment Data, Publish Reviews, and Document Repository. Below this is a 'Favorites' section with 'Service Area' and 'Director, Institutional Research & Eff...' (marked with a star). A 'Programs' dropdown menu is visible, followed by a search bar. At the bottom, there are radio buttons for 'All' (selected), 'Manage', and 'Member'.

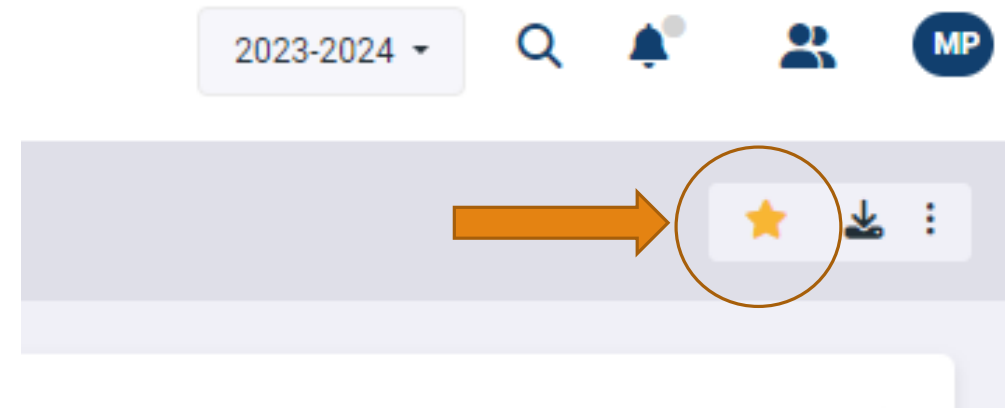
- Assessment
  - Assessment Dashboard
  - All Assessments
  - All Program Reviews
  - Assessment Data Entry
  - Activity By Goal
  - Program Assessment Map
  - Copy Assessment Data
  - Publish Reviews
  - Document Repository
- Favorites
  - Service Area
  - Director, Institutional Research & Eff... ★
- Programs
- Search
- All  Manage  Member

# Setting Your Favorites

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## To set your favorites:

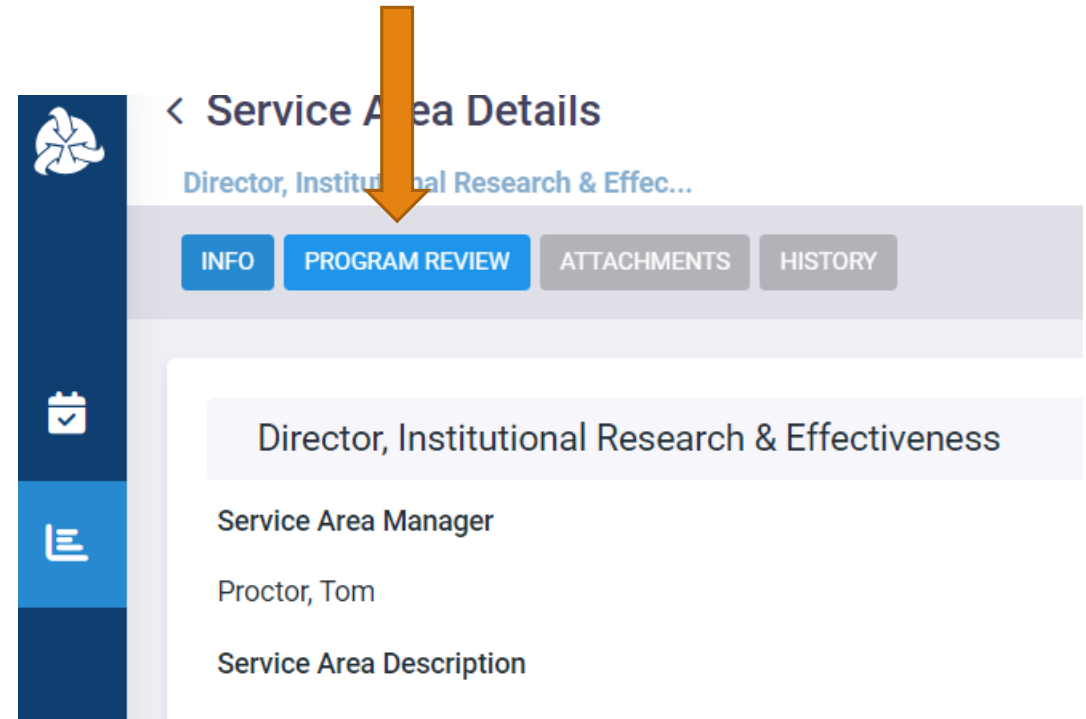
Once you have selected your unit, **click the star** located on the top-left, under the academic year. The star will turn **gold** when it has been selected.



# Accessing Your Program Review Template

Once you have selected your unit, click the 'Program Review' tab across the top.

- **For Instructional Programs:** You will have access to a Program Review template every year to complete.
- **For Service Areas:** Everybody has access to a Program Review for 2023-2024. This is just for a testing ground. Beginning in 2024-2025, you will only see a Program Review template under this tab in years when you have a Program Review to complete. *(If you are on the schedule for a Program Review and do not see a template, please contact the IE Office.)*



# Completing Your Program Review

To complete your Program Review, simply fill out the requested data in each section of the template by:

1. Selecting the section;
2. Clicking 'edit;'
3. Answering the question in the dialogue box provided;
4. Clicking 'save' at the bottom.

The screenshot displays a web application interface for completing a Program Review. The interface is divided into two main sections, each with a header and a set of tabs (INFO, PROGRAM REVIEW, ATTACHMENTS, HISTORY).

**Top Section:**

- Header: Director, Institutional Research & Effec...
- Tabs: INFO, PROGRAM REVIEW (selected), ATTACHMENTS, HISTORY
- Section: Program Review Standards
- Sub-section: 1 - Program Assessment
- Options: A - Needs Assessment (selected), B - Usage Data, C - Customer Satisfaction, D - Quality of Service, E - Cost/Benefit Analysis
- Sub-section: 2.A - Strengths

**Bottom Section:**

- Header: Director, Institutional Research & Effec...
- Tabs: INFO, PROGRAM REVIEW (selected), ATTACHMENTS, HISTORY
- Section: Program Review Response
- Sub-section: A - Needs Assessment
- Text: Why do we need this service/office?
- Status: No records available.
- Section: Evidentiary Documents
- Status: There are no records to display.
- Sub-section: A - Needs Assessment
- Text: Why do we need this service/office?
- Rich Text Editor: Includes a toolbar with options for Bold (B), Italic (i), Underline (U), Strikethrough (ABC), subscript (x<sub>2</sub>), superscript (x<sup>2</sup>), font color (A), background color (AA), link (A), unlink, list (bulleted), list (numbered), indent, and a text input area with the placeholder "Type something".



# Attachments: Uploading a Document

- Still in 'Edit,' select the 'Settings' icon (see screenshot) and click 'Insert Evidence.'
- Here, you can upload a document to your Document Repository by selecting 'Upload Document' and 'Upload' under the appropriate folder in the repository.
- After uploading, click 'Assign Document.'



# 3-year Program Review Schedule

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The link below will take you to the Office of Institutional Research and Effectiveness website. The first link on this page is for the Assessment at MCC, Procedure & Process Guide. Please see pp. 16-18 in this guide for the Program Review schedule.

[Assessment at MCC, Procedure & Process Guide](#)

# Have questions? Contact us!

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