Planning and Program Review Processes
How to Edit Progress on Goals, Objectives, and Actions?

Prepared by Keith Wurtz

Director, Office of Research & Planning

Session Objectives

- How do you start editing the progress made on prior goals, objectives, resource requests, and actions?

- How do you edit the progress made on prior goals, objectives, resource requests, and actions?

ACCJC Program Review Rubric

The goals and objectives in program review all have to do with student learning either indirectly or directly. The process of tracking the progress on Crafton's goals and objectives can help to improve student learning and institutional effectiveness.

Rubric for Evaluating Institutional Effectiveness – Part I: Program Review
(See cover letter for how to use this rubric.)

Levels of Implementation	Characteristics of Institutional Effectiveness in Program Review *(Sample institutional behaviors)*
Awareness	• There is preliminary investigative dialogue at the institution or within some departments about what data or process should be used for program review. • There is recognition of existing practices and models in program review that make use of institutional research. • There is exploration of program review models by various departments or individuals. • The college is implementing pilot program review models in a few programs/operational units.
Development	• Program review is embedded in practice across the institution using qualitative and quantitative data to improve program effectiveness. • Dialogue about the results of program review is evident within the program as part of discussion of program effectiveness. • Leadership groups throughout the institution accept responsibility for program review framework development (Senate, Admin. Etc.) • Appropriate resources are allocated to conducting program review of meaningful quality. • Development of a framework for linking results of program review to planning for improvement. • Development of a framework to align results of program review to resource allocation.
Proficiency	• Program review processes are in place and implemented regularly. • Results of all program reviews are integrated into institution-wide planning for improvement and informed decision-making. • The program review framework is established and implemented. • Dialogue about the results of all program reviews is evident throughout the institution as part of discussion of institutional effectiveness. • Results of program review are clearly and consistently linked to institutional planning processes and resource allocation processes; college can demonstrate or provide specific examples. • The institution evaluates the effectiveness of its program review processes in supporting and improving student achievement and student learning outcomes.
Sustainable Continuous Quality Improvement	• Program review processes are ongoing, systematic and used to assess and improve student learning and achievement. • The institution reviews and refines its program review processes to improve institutional effectiveness. • The results of program review are used to continually refine and improve program practices resulting in appropriate improvements in student achievement and learning.

How do you start editing the progress made on prior goals, objectives, resource requests, and actions?

Step 1: Click on "Edit Plan"

Plans for Research and Planning

- Create Plan
- Create Plan by Copy

- **Name:** Copy of ORP Program Review 2010-2011
  Version: 5
  Group: 2011 - 2012
  Type: CHC Annual Planning 2011-2012
  Last Modified On: 9/5/2011 10:11:52 AM
  Last Modified By: Keith Wurtz
  State: Available for Editing
  State By: Keith Wurtz

  - Edit Plan
  - View Versions
  - View Objective Priority List
  - Reports
  - View Plan
  - Submit Plan (Draft)
  - Submit Plan (Finalized)
  - Delete Plan
  - In order to comment on this plan, it must be submitted and not locked.

Step 2: Click on "Lock plan for editing"

Plan unlocked

Plans for Research and Planning >> Copy of ORP Program Review 2010-2011

This page is suitable for printing. Just use the print option in your browser or you can print this page.

- View Objective Priority List
- Lock plan for editing
- Submit Plan (Draft)
- Submit Plan (Finalized)

Name : Copy of ORP Program Review 2010-2011

Principal Preparer : Keith Wurtz

Progress Report Preparer :

Progress Report Type : Action Level Report

After clicking on "Lock plan for editing" you will see the following:

Plans for Research and Planning >> Copy of ORP Program Review 2010-2011

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- View Objective Priority List
- Submit Plan (Draft)
- Submit Plan (Finalized)
- Unlock plan
- Edit texts for plan
- Edit supporting documents for plan
- Edit goals/objectives/resource requests/actions/activities for plan
- Edit Progress Report goals/objectives/resource requests/actions/activities for plan

Name : Copy of ORP Program Review 2010-2011

Principal Preparer : Keith Wurtz

Progress Report Preparer :

Progress Report Type : Action Level Report

Step 3: Click on "Edit Progress Report goals/objectives/resource requests/actions/activities for plan"

Plans for Research and Planning >> Copy of ORP Program Review 2010-2011

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- Edit Progress Report goals/objectives/resource requests/actions/activities for plan

Name : Copy of ORP Program Review 2010-2011
Principal Preparer : Keith Wurtz
Progress Report Preparer :
Progress Report Type : Action Level Report

If you did not create a plan from a copy...

- After clicking on "Edit Progress Report goals/objectives/resource requests/actions/activities for plan" you will see the following:

Plans for Test Parent >> **PPR Test - Editing Progress Report** >> **Progress Report Goals/Ok**

- Add Progress Report Goal
- Return to Editing this Plan

8. Progress on Prior Goals

Please provide an update on the unit's progress in meeting the goals and objectives identified in your last Three-Year Action Pl

This progress report is set to be an objective level report. This means that you can't have action/activities and you must fill ou

Change to an action level report

- You will need to add the progress goals, objectives, actions, and resources individually at this stage before you can edit the progress on each objective and action. **The ORP can help with this on request**.

Step 4: Click on "Add Progress Report Goal"

Plans for Test Parent >> **PPR Test - Editing Progress Report** >> **Progress Report Goals/Ob**

- Add Progress Report Goal
- Return to Editing this Plan

8. Progress on Prior Goals

Please provide an update on the unit's progress in meeting the goals and objectives identified in your last Three-Year Action Pl

This progress report is set to be an objective level report. This means that you can't have action/activities and you must fill ou

Change to an action level report

Step 5: Enter the name of the goal, the rank, and the description

- This is where you enter the goals from last year, either from your annual plan or your three-year plan, whichever is more current. Click Save after entering all of the information.

Plans for Test Parent >> PPR Test - Editing Progress Report >> Pro

New Progress Report Goal

* Name : Evidence-Based Decision Making

* Priority Rank : 1

Description :

Promote Evidence-Based Decision Making

[Save] [Cancel]

After clicking save the first goal from last year has been added

Plans for Test Parent >> **PPR Test - Editing Progress Report** >> **Progress Report Goals/Objective**

- Add Progress Report Goal
- Return to Editing this Plan

8. Progress on Prior Goals

Please provide an update on the unit's progress in meeting the goals and objectives identified in your last Three-Year Action Plan.

This progress report is set to be an objective level report. This means that you can't have action/activities and you must fill out a statu:

Change to an action level report

- 1 - Goal - Promote Evidence-Based Decision Making (Priority: 1) ⊕ ⊗

Step 6: Click on the "+" icon to add the first objective associated with the goal.

Plans for Test Parent >> **PPR Test - Editing Progress Report** >> **Progress Report Goals/Objectives/Resource**

- Add Progress Report Goal
- Return to Editing this Plan

8. Progress on Prior Goals

Please provide an update on the unit's progress in meeting the goals and objectives identified in your last Three-Year Action Plan.

This progress report is set to be an objective level report. This means that you can't have action/activities and you must fill out a status code and progr

Change to an action level report

- 1 - Goal - Promote Evidence-Based Decision Making (Priority: 1) ⊕ ⊗

Step 7: Enter the objective information from last year's objective and the progress made on the objective. Click save.

Plans for Test Parent >> **PPR Test - Editing Progress Report** >> **P**

New Progress Report Objective

* **Name :** Collaboration & Deployment
* **Priority Rank :** 1
* **Original Start Date :** 11/01/2010
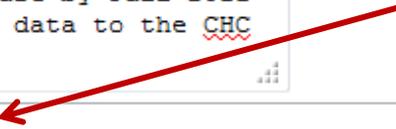* **Original End Date :** 12/02/2011
* **Revised Start Date :**
* **Revised End Date :**
* **Responsible Person :** Director, ORP

Description :

Increase access to data through SPSS's Collaboration and Deployment software by Fall 2011 as measured by the availability of data to the CHC Campus Community.

* **Status Code :** U = Work is Underway

* **Progress :**

In spring of 2011, in consultation with the Offices of Research and Planning, DCS decided to purchase a new product, CorVu. Both Offices of Research and Planning and DCS have been meeting since then to identify which fields in datatel need to move to CoreVu. In addition, both offices and DCS also received a week long training on how to use CorVu. Based on the progress to date, December of 2011 is still the current date in which the ORP can begin to deploy CorVu to the campus.

Save   Cancel

After clicking save, the first objective for the first goal is added along with progress on the objective.

- To view the progress you need to go back to the "View Plan" option by clicking on the "Plan for Test Parent" (This will be different for each of you.)

8. Progress on Prior Goals

Please provide an update on the unit's progress in meeting the goals and objectives identified in your last Three-Year Action Plan.

- **1 - Goal - Promote Evidence-Based Decision Making**
  Promote Evidence-Based Decision Making
  Priority Rank: 1
  Objectives:
  - **1.1 - Objective - Collaboration & Deployment**
    Increase access to data through SPSS's Collaboration and Deployment software by Fall 2011 as measured by the availability of data
    Priority Rank: 1
    Original Start Date: 11/01/2010 **Original End Date:** 12/02/2011
    Revised Start Date: 11/01/2010 **Revised End Date:** 12/02/2011
    Responsible Person: Director, ORP
    Status Code: Work is Underway
    Progress Description:
    In spring of 2011, in consultation with the Offices of Research and Planning, DCS decided to purchase a new product, CorVu. Both identify which fields in datatel need to move to CoreVu. In addition, both offices and DCS also received a week long training on how current date in which the ORP can begin to deploy CorVu to the campus.

Editing the Progress on Prior Goals when you have Created a Plan by Copy

Step 1: Click on "Edit Plan"

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- Create Plan by Copy

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  Version: 5
  Group: 2011 - 2012
  Type: CHC Annual Planning 2011-2012
  Last Modified On: 9/5/2011 10:11:52 AM
  Last Modified By: Keith Wurtz
  State: Available for Editing
  State By: Keith Wurtz

  - Edit Plan
  - View Versions
  - View Objective Priority List
  - Reports
  - View Plan
  - Submit Plan (Draft)
  - Submit Plan (Finalized)
  - Delete Plan
  - In order to comment on this plan, it must be submitted and not locked.

Step 2: Click on "Lock plan for editing"

Plan unlocked

Plans for Research and Planning >> Copy of ORP Program Review 2010-2011

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- View Objective Priority List
- Lock plan for editing
- Submit Plan (Draft)
- Submit Plan (Finalized)

Name : Copy of ORP Program Review 2010-2011

Principal Preparer : Keith Wurtz

Progress Report Preparer :

Progress Report Type : Action Level Report

After clicking on "Lock plan for editing" you will see the following:

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Step 3: Click on "Edit Progress Report goals/objectives/resource requests/actions/activities for plan"

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- Edit Progress Report goals/objectives/resource requests/actions/activities for plan

Name : Copy of ORP Program Review 2010-2011

Principal Preparer : Keith Wurtz

Progress Report Preparer :

Progress Report Type : Action Level Report

If you created a plan from a copy…

- After clicking on "Edit Progress Report goals/objectives/resource requests/actions/activities for plan" you will see the following:

This will be 4 if it is an Annual Plan and 8 if is the three-year plan.

4. Progress on Prior Goals

Please provide a status update on meeting the program goals and objectives identified in your last program review (Please refer to quest

This progress report is set to be an action level report. This means that an action/activity is required for every objective, and you must fi each action/activity.

Change to an objective level report

- 1 - Goal - Promote Evidence-Based Decision Making (Priority: 1) ⊗ ⊕ ⊗
    - 1.1 - Objective - Collaboration & Deployment (Priority: 1) ⊗ ⊕ ⊘ ⊕Add Action/Activity ⊕Add Resource Request
        - Resource Requests:
            - 1.1.r1 - SPSS Software ⊗ ⊘
        - Actions/Activities:
            - 1.1.a1 - Technology Services ⊗ ⊕ ⊘
            - 1.1.a2 - Cost ⊗ ⊕ ⊕ ⊘
            - 1.1.a3 - Funding Source ⊗ ⊕ ⊕ ⊘
            - 1.1.a4 - Install Software ⊗ ⊕ ⊕ ⊘
            - 1.1.a5 - Databases/Cubes ⊗ ⊕ ⊕ ⊘
            - 1.1.a6 - Feedback ⊗ ⊕ ⊕ ⊘

- All of the goals, objectives, actions, and resources have been entered from the plan that the new plan was copied from. All you have to do is go through and enter the progress made on the objectives and the actions.

Step 4: Edit Progress on the Actions

- When the "Change to an objective level report" is visible you can edit the progress made on actions.

4. Progress on Prior Goals

Please provide a status update on meeting the program goals and objectives identified in your last program review (Please refer to quest[...]

This progress report is set to be an action level report. This means that an action/activity is required for every objective, and you must fi[...] each action/activity.

Change to an objective level report

- 1 - Goal - Promote Evidence-Based Decision Making (Priority: 1) ✪ ✪ ✪
    - 1.1 - Objective - Collaboration & Deployment (Priority: 1) ✪ ✪ ✪ ✪Add Action/Activity ✪Add Resource Request
        - Resource Requests:
            - 1.1.r1 - SPSS Software ✪ ✪
        - Actions/Activities:
            - 1.1.a1 - Technology Services ✪ ✪ ✪
            - 1.1.a2 - Cost ✪ ✪ ✪ ✪
            - 1.1.a3 - Funding Source ✪ ✪ ✪ ✪
            - 1.1.a4 - Install Software ✪ ✪ ✪ ✪
            - 1.1.a5 - Databases/Cubes ✪ ✪ ✪ ✪
            - 1.1.a6 - Feedback ✪ ✪ ✪ ✪

- Click on the first action, 1.1.a1 – Technology Services, to update the progress on this action

Step 5: After clicking on the action, update the status, progress, and measurements

- The Description is already completed

- Update the Status Code

- Update the progress

- Add the measurement.

* Name : Technology Services
Start Date : 11/01/2010
End Date : 12/17/2010
Responsible Person : Director, ORP
Description :

Meet with Technology Services to determine server capacity and availability.

* Status Code : C = Work is Completed
* Progress :

Have been meeting with DCS all summer on this project. On target to meet objective by December 2011.

body   p

* Measurements :

Met with DCS.

Go to "View Plan" by clicking on "Plans for Research and Planning" to view the progress information just added.

Actions/Activities:

- **1.1.a1 - Technology Services**

  Meet with Technology Services to determine server capacity and availability.

  Start Date: 11/01/2010 **End Date:** 12/17/2010
  Responsible Person: Director, ORP
  Status Code: Work is Completed
  Progress Description:

  Have been meeting with DCS all summer on this project. On target to meet objective by December 2011.

  Measurements/Documentation of Progress:

  Met with DCS.

Step 6: Click on "Change to an objective level report" to edit progress on objectives.

- Add Progress Report Goal
- Return to Editing this Plan

4. Progress on Prior Goals

Please provide a status update on meeting the program goals and objectives identified in your last program re

This progress report is set to be an action level report. This means that an action/activity is required for every Measurements/Documentaiton of Progress for each action/activity.

Change to an objective level report

- 1 - Goal - Promote Evidence-Based Decision Making (Priority: 1) ⊕ ⊕ ⊗
  - 1.1 - Objective - Collaboration & Deployment (Priority: 1) ⊗ ⊕ ⊘ ⊕Add Action/Activity ⊕Add Res
    - Resource Requests:
      - 1.1 r1 - CRCS Software ⊕ ⊕

Step 7: Click on an objective to update it.

Plans for Research and Planning >> **Copy of ORP Program R**

Editing Progress Report Objective

- * **Name :** Collaboration & Deployment
- * **Priority Rank :** 1
- * **Original Start Date :** 11/01/2010
- * **Original End Date :** 12/02/2011
- * **Revised Start Date :** 11/01/2010
- * **Revised End Date :** 12/02/2011
- * **Responsible Person :** Director, ORP

Description :

- The Description is already completed

```
<p>
        Increase access to data through
SPSS&#39;s Collaboration and Deployment
software by Fall 2011 as measured by the
availability of data to the CHC Campus
```

- Update the Status Code

* **Status Code :** U = Work is Underway

* **Progress :**

- Update the progress

In spring of 2011, in consultation with the Offices of Research and Planning, DCS decided to purchase a new product, CorVu. Both Offices of Research and Planning and DCS have been meeting since then to identify which fields in datatel need to move to CoreVu. In addition, both offices and DCS also received a week long training on how to use CorVu. Based on the progress to date, December of 2011 is still the current date in which the ORP can begin to deploy CorVu to the campus.

Save Cancel