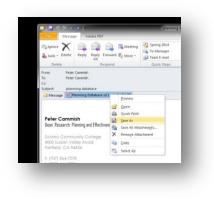
COMPLETING A PROGRAM REVIEW

ACCESSING THE PLANNING DATABASE

- Right-click on the attachment on the email
- Select Save As



Navigate to the desktop of your computer and click Save

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The database icon should now be on your desktop



• Double click on the database icon to launch the database

The very first time you access the database you will notice the Security Warning

I Security Warning	Some active content has been disabled. Click for more details.	Enable Content
_		
Click Enable Conte	nt	

ACCESSING YOUR PROGRAM REVIEW

• Open the Planning Database from the desktop icon

You will now be presented with the Login screen

	Quit
Username	pcammish
Password	******
	Login

• Enter your username and password

If you are unsure of your username and password please contact Peter Cammish on ext: 7278

• Press the **Login** button

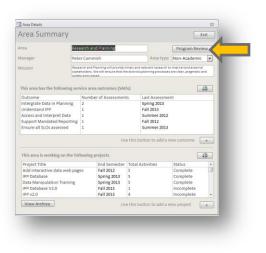
You will now see the Area Select screen

Area Admissions and Records Articulation CalWorks Career Placement Childrens Program	Manager Barbara Fountain Robin Arie Donch Jocelyn Mouton	Area type Student Support Student Support Student Support
Articulation CalWorks Career Placement	Robin Arie Donch Jocelyn Mouton	Student Support
CalWorks Career Placement	Jocelyn Mouton	
Career Placement		
	Patricia Young	Student Support
	Christie Speck	Student Support
College Police	Fric Thelan	Non-Academic
Community Education	Lily Espinoza	Academic
Corporate College	Thom Watkins	Non-Academic
Counseling	Jocelyn Mouton	Student Support
CTE Business	Maire Morinec	Academic
DSP	Jocelyn Mouton	Student Support
Education Mactor Blan	Diano White	Blan
Validation Reports	Projects with no Activities Act	tivities with no End

• Click on the Area from the list which you want to complete a program review

This will open the Area Summary screen

• Click on the **Program Review** button



This will open up your Program Review list

• Click the Add Program Review button

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ogram R	eview List
Manager	Peter Cammish
Vission	Research and Planning will provide timely and relevant research to internal and external stakeholders. We will ensure that the districts planning processes are clear, pragmatic and widely articulated.
Complet PR Sem Fall 201 Fall 201	3

This will open a blank Program Review form

• First select your **Program Review Semester** (in this case Fall 2014)

You will also need to select the number of semesters to 'go back' for example, if your program review is looking back over the last year you would select to include the last 3 semesters.

This means that the database will include in your program review any projects that were complete in the last 3 semesters as well as any outcomes assessments complete in the last 3 semesters

Completing a program review involves 5 main activities

- Reflecting on completed projects and writing a narrative on major projects completed
- Reviewing outcomes assessments and completed project evaluation and writing a narrative that identifies areas of concern
- Reflecting on areas of concern and completed work and writing a narrative on possible future projects
- Adding plans for future projects to the database
- Adding any additional notes and SPC comments to the program review

Add a New Program Review		- 9 8	show information that will automatically be included in your program review. You add narrative to white boxes
dd Program Review	Research and Planning	Exit	
Program Review Semester 201201 Included Projects Project Title IPP Database V2.0 IPP V2.0 Online Data	Status End Semester Incomplete Fall 2013 Awaiting Evalu Fall 2013 S in your area since the last program rev	semesters	This box shows any complete or current projects that will be included in your program review. It will include any that were complete in the Program Review semester or 3 semesters back
Did your assessments or project evalua			
Did your assessments or project evalue Already Planned Future Projects Project Title	ations highlight any potential future pro	jects?	This box shows any complete outcomes assessments from the selected time period
Project The Evaluate Services Online Planning System Do you have any other notes or comm	Incomplete Spring 2015 Incomplete Fall 2015		This box shows any projects due to be completed AFTER the selected time period

The grey boxes in your program review

• When you have finished updating your program review press **Exit** (Save is automatic)

This will return you to the Program Review list

If you want to make edits or amendments to your program review click on the program review in the list

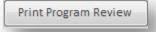
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Manager	Peter Cammish
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Complet PR Seme Fall 2013 Fall 2012 Fall 2014	

You can edit any section of your program review and print your program review from this screen

rogram Review		Print Pr	ogram Review Exit	t	
Program Review Semester Fall 2013 💌	Include last	4 semesters	Delete Pro Revie		
Included Projects					
Project Title	Status	End Semester		*	
Add interactive data web pages	Complete	Fall 2012			
IPP Database	Complete	Spring 2013			
Data Manipulation Training	Complete	Spring 2013		Ŧ	
What were the major accomplishments in your	area since the	last program reviev	/?		
and Data Manipulation training. 2 major project Integrated Planning Process and updating the F	lanning Databa		am review functionalit	γ.	
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PRINTING A PROGRAM REVIEW

From the Program Review screen press the Print program Review button



COVER PAGE:

- Area Name
- Semester of Program Review
- Area Manager Name
- Area Mission Statement
- Area SAOs

OLANC .	
Research and Planning	
Program Review	
Fall 2013	
repared by Peter Cammish	
Research and Planning will provide timely and relevant research to internal and external stak that the districts planning processes are clear, pragmatic and widely articulated.	eholders. We will ensure
Service Area Outcomes	
Solano College employees will intergrate appropriate data into program review reports as well as other planning documents. Solano College employees will understand and participate in the Intergrated Planning Process	
Solano College Employees, studentrand the general public will be able to access data and interpret needed data.	_
institutional research will provide support to requested state or federal reports to ensure that they are submitted on time and	d accurately.
esday, September 09, 2014	Page 1 of 13

SECTION 1 COMPLETED AND CURRENT PROJECTS

- Details of projects complete in Program Review period.
- Narrative of major accomplishments



SECTION2: OUTCOMES ASSESSMENT

- Details of outcomes assessment in program review period
- List of projects that support each outcome
- Areas of concern narrative

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SECTION 3: PLANNED WORK

- Possible future projects narrative
- Any projects planned to end after program review date

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SECTION 4: FINAL COMMENTS

- Other notes narrative
- SPC comments narrative

