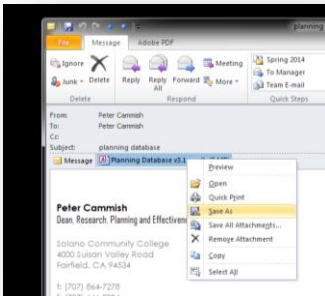


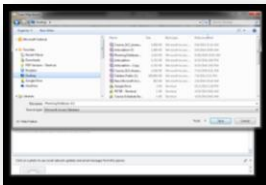
COMPLETING A PROGRAM REVIEW

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**

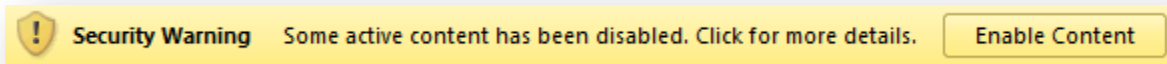


The database icon should now be on your desktop



- Double click on the database icon to launch the database

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

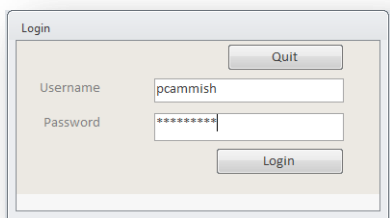


- Click **Enable Content**

ACCESSING YOUR PROGRAM REVIEW

- Open the Planning Database from the desktop icon

You will now be presented with the Login screen

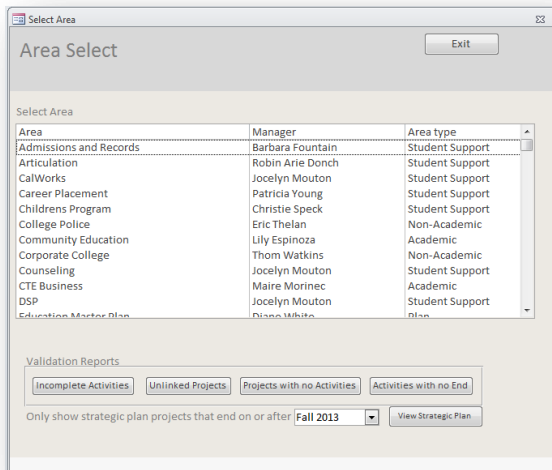
A login window titled "Login". It contains two input fields: "Username" with the text "pcammish" and "Password" with "*****". There are two buttons: "Quit" at the top right and "Login" at the bottom center.

- 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

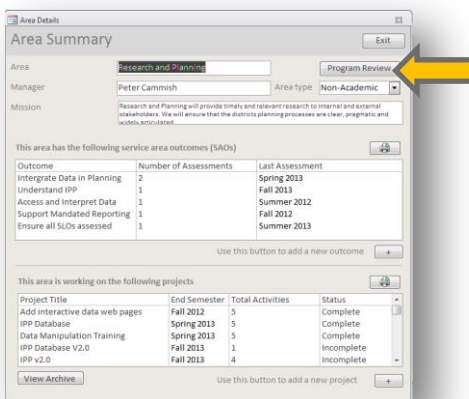
You will now see the Area Select screen



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

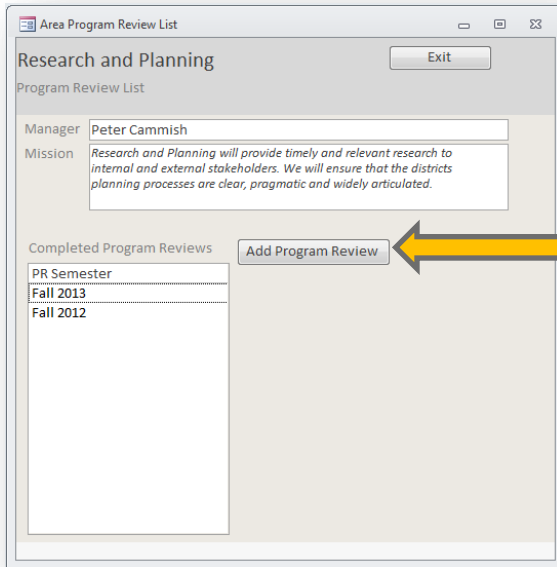
This will open the Area Summary screen

- Click on the **Program Review** button



This will open up your Program Review list

- Click the **Add Program Review** button



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

The grey boxes in your program review show information that will automatically be included in your program review. You add narrative to white boxes

Project Title	Status	End Semester
IPP Database V2.0	Incomplete	Fall 2013
IPP v2.0	Incomplete	Fall 2013
Online Data	Awaiting Evalu	Fall 2013

Outcome Title	Semester
Understand IPP	Fall 2013

Project Title	Status	End Semester
Evaluate Services	Incomplete	Spring 2015
Online Planning System	Incomplete	Fall 2015

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

This box shows any complete outcomes assessments from the selected time period

This box shows any projects due to be completed AFTER the selected time period

- 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

Manager: Peter Cammish

Mission: 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.

Completed Program Reviews [Add Program Review](#)

PR Semester

- Fall 2013
- Fall 2012
- Fall 2014

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

The screenshot shows a web-based application window titled "Program Review". At the top, there are buttons for "Print Program Review" and "Exit". Below these, there are dropdown menus for "Program Review Semester" (set to "Fall 2013") and "Include last" (set to "4"), followed by the text "semesters". A "Delete Program Review" button is also present.

The main content area is divided into several sections:

- Included Projects:** A table with columns "Project Title", "Status", and "End Semester".

Project Title	Status	End Semester
Add interactive data web pages	Complete	Fall 2012
IPP Database	Complete	Spring 2013
Data Manipulation Training	Complete	Spring 2013
- What were the major accomplishments in your area since the last program review?** A text box containing: "Research and Planning has completed 2 major projects in the last year. These include Interactive Web Pages and Data Manipulation training. 2 major projects are currently underway. These are redesigning the Integrated Planning Process and updating the Planning Database to include program review functionality."
- Included Outcomes Assessments:** A table with columns "Outcome Title" and "Semester".

Outcome Title	Semester
Integrate Data in Planning	Summer 2012
Access and Interpret Data	Summer 2012
- Did your assessments or project evaluations highlight any areas of concern?** A text box containing: "One area of concern was the attendance of staff training for data manipulation. We need to ensure that these training are better attended and focus more on practical skills that are suited to a lower level. Interactive Web pages have become too difficult to maintain and we will explore using alternative software"
- Did your assessments or project evaluations highlight any potential future projects?** A text box containing: "Redesign Staff Data Training
Consolidate reporting databases so maintenance of reports and interactive web pages is easier
Explore alternatives for interactive web pages"
- Already Planned Future Projects:** A table with columns "Project Title", "Status", and "End Semester".

Project Title	Status	End Semester
Consolidate Reporting Databases for Advance	Incomplete	Spring 2014
Public Data Reports	Incomplete	Spring 2014
- Do you have any other notes or comments to add to your program review?** A large empty text box.

At the bottom of the window, there is a note: "Your representative on SPC will provide comments below".

PRINTING A PROGRAM REVIEW

From the Program Review screen press the Print program Review button

Print Program Review

COVER PAGE:

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



SECTION 3: PLANNED WORK

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

Section 3: Planned Work

Health Career Program

Provide narrative on training, completion reporting, the database maintenance of reports and interactive web pages to assist. Explore alternatives for interactive web pages. Complete analysis and report on student transfer pathways. Increase public reporting with interactive on-line School data.

Full Title Student Transfer Research Project **Completion**

Project Title Student Transfer Research Project **Completion**

Project Description Examine the student transfer pathways between local high schools, SOC, employment and 4-year institutions.

Project Objectives/Justification 2.1 Support traditional effectiveness

State & District Support Transfer rates is greatly needed for program review. This data will better help in the selection.

Project Description Outcome: Student Transfer Reports published on the web.

Activity Title	Completion Date	Complete
Collect Student Data	Spring 2014	<input checked="" type="checkbox"/>
Complete database/information requirements	Spring 2014	<input type="checkbox"/>
Report Maps	Summer 2014	<input type="checkbox"/>
Public Reports	Fall 2014	<input type="checkbox"/>

Project Title Health Research Tools **Completion**

Project Description Work on ability to develop written guidelines and local based work sheets to facilitate faculty research.

Project Objectives/Justification 2.1 Measure institutional effectiveness

State & District Support Success of SCLC assessed.

Project Description Using faculty the tools to assist program assessment results will help increase the quality and choice opportunity for quality of SCLC assessment.

Project Description Outcome: Faculty research guides for report generation published on web. Drafts of faculty training on using sheets.

Monday, September 29, 2014 Page 14 of 14

SECTION 4: FINAL COMMENTS

- Other notes narrative
- SPC comments narrative

Section 4: Final Comments

Other Notes

SPC Comments **Supervisor/President**

Monday, September 29, 2014 Page 14 of 14