

SPOL

PLANNING MODULE OVERVIEW



What Is SPOL?

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
- 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. The Academics dropdown menu is open, showing a list of functions. The Admissions dropdown menu is also open, showing a list of options. The 'Login Screens' section is highlighted with a blue circle, and an orange arrow points to the 'SPOL Login' link within this section.

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

Planning Module

Welcome, Matt Porter
System

2023-2024 🔍 🔔 👤 MP

Today 📅 October 2023 Day Week **Month**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	01	02	03	04
05	06	07	08	09	10	11

Due Date
There are no records to display.

Alerts
There are no records to display.

Favorites
Planning
• [Institutional Effectiveness](#)

History
There are no records to display.

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Important Due Dates listed here

Alert Notification

Favorites listed here



Find Your Unit

To **find your unit**, click the Planning Module icon on the left. The unit(s) to which you have access will appear in the navigation menu.

The screenshot shows a software interface with a dark blue navigation bar on the left. The 'Planning' module is selected, indicated by a white icon and a blue highlight. The 'Planning' menu is open, showing the following items:

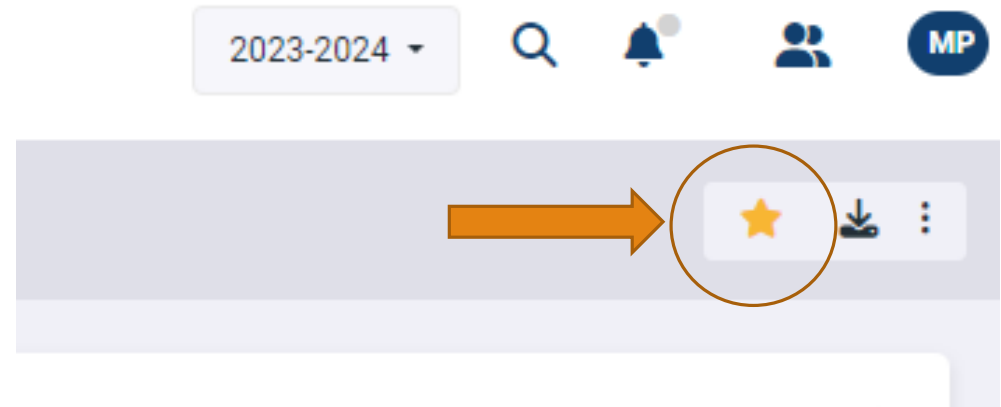
- All Planning
- Planning Dashboard
- Create New ULP Goal
- Activity By Goal
- Copy Data
- Document Repository
- Favorites
 - Planning Units
 - Institutional Effectiveness
- Search
- All Manager
- Member Reporting to me
- ▶ Adult Education & Literacy ☆
- ▶ Advising & Career Services ☆
- ▶ Agriculture ☆
- ▶ Alumni Association ☆
- ▶ Art ☆
- ▶ Associate Director, Physical Plant ☆
- ▶ Biology ☆
- ▶ Chemistry ☆

A red box highlights the list of units from 'Adult Education & Literacy' to 'Chemistry'. To the right of the menu, a calendar view is partially visible, showing dates for Tuesday and Wednesday.

Setting Your Favorites

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.



Unit Overview: Info Tab

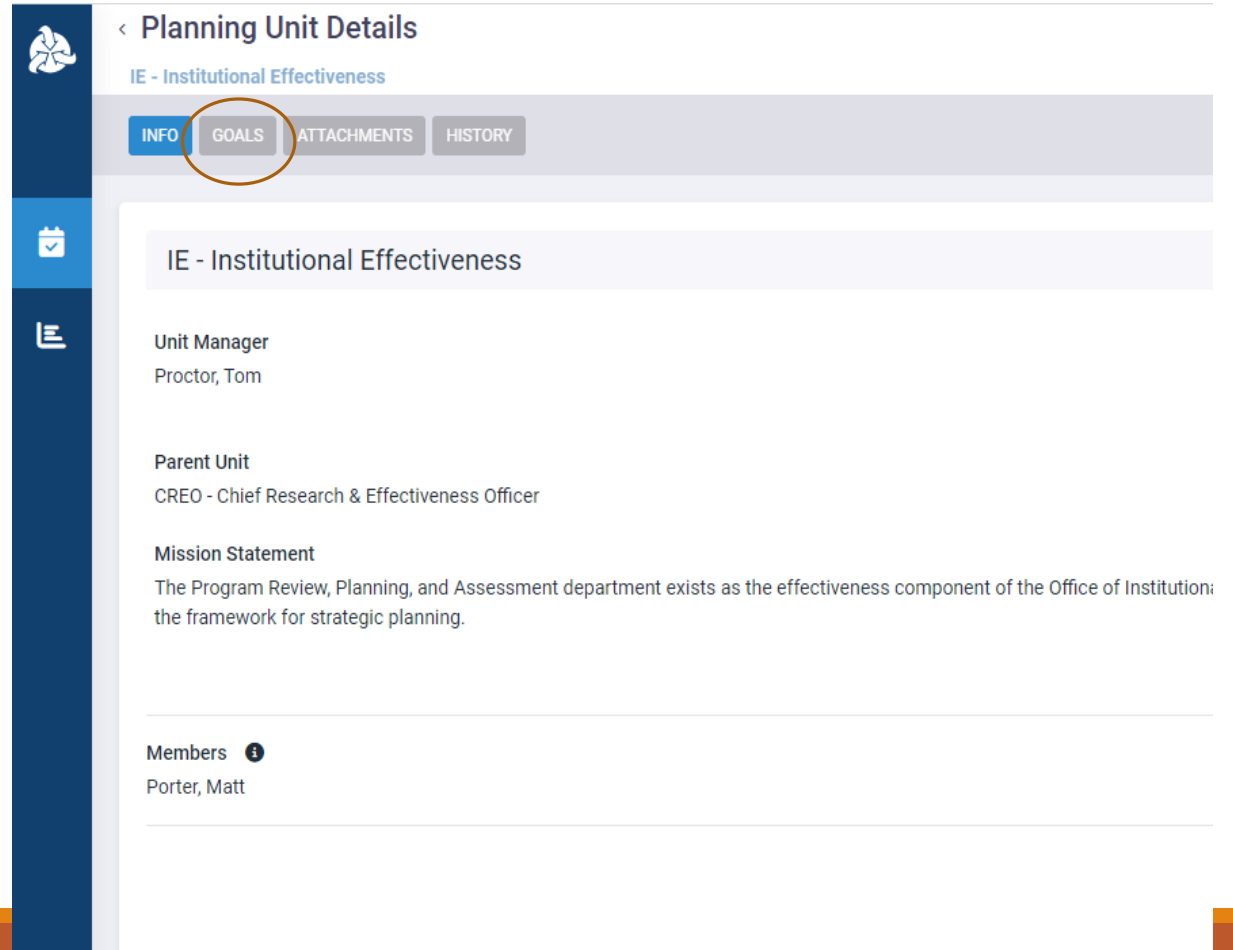
- **Unit Manager:** Who is responsible for this unit?
- **Parent Unit:** Where does this unit fall on the org. chart?
- **Mission Statement:** Enter your Mission Statement by clicking this area.
- **Members:** Who else needs access to your unit?

The screenshot shows a web interface for 'Planning Unit Details'. The page title is '< Planning Unit Details' and the unit name is 'IE - Institutional Effectiveness'. There are four tabs: 'INFO' (selected), 'GOALS', 'ATTACHMENTS', and 'HISTORY'. The main content area displays the following information:

- Unit Manager:** Proctor, Tom
- Parent Unit:** CREO - Chief Research & Effectiveness Officer
- Mission Statement:** The Program Review, Planning, and Assessment department exists as the effectiveness component of the Office of Institution; the framework for strategic planning.
- Members:** Porter, Matt

ULP Goals: How do I see my goals?


Access your ULP Goals by clicking the 'Goals' tab at the top.

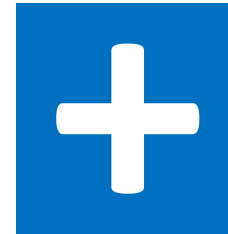


The screenshot displays the 'Planning Unit Details' page for 'IE - Institutional Effectiveness'. A dark blue sidebar on the left contains three icons: a recycling symbol, a calendar, and a list icon. The main content area has a header with a back arrow and the title 'Planning Unit Details'. Below the title is the unit name 'IE - Institutional Effectiveness'. A horizontal navigation bar contains four tabs: 'INFO', 'GOALS', 'ATTACHMENTS', and 'HISTORY'. The 'GOALS' tab is highlighted with a blue background and a brown circle. The main content area shows the following information:

- IE - Institutional Effectiveness**
- Unit Manager**
Proctor, Tom
- Parent Unit**
CREO - Chief Research & Effectiveness Officer
- Mission Statement**
The Program Review, Planning, and Assessment department exists as the effectiveness component of the Office of Institution; the framework for strategic planning.
- Members** ⓘ
Porter, Matt

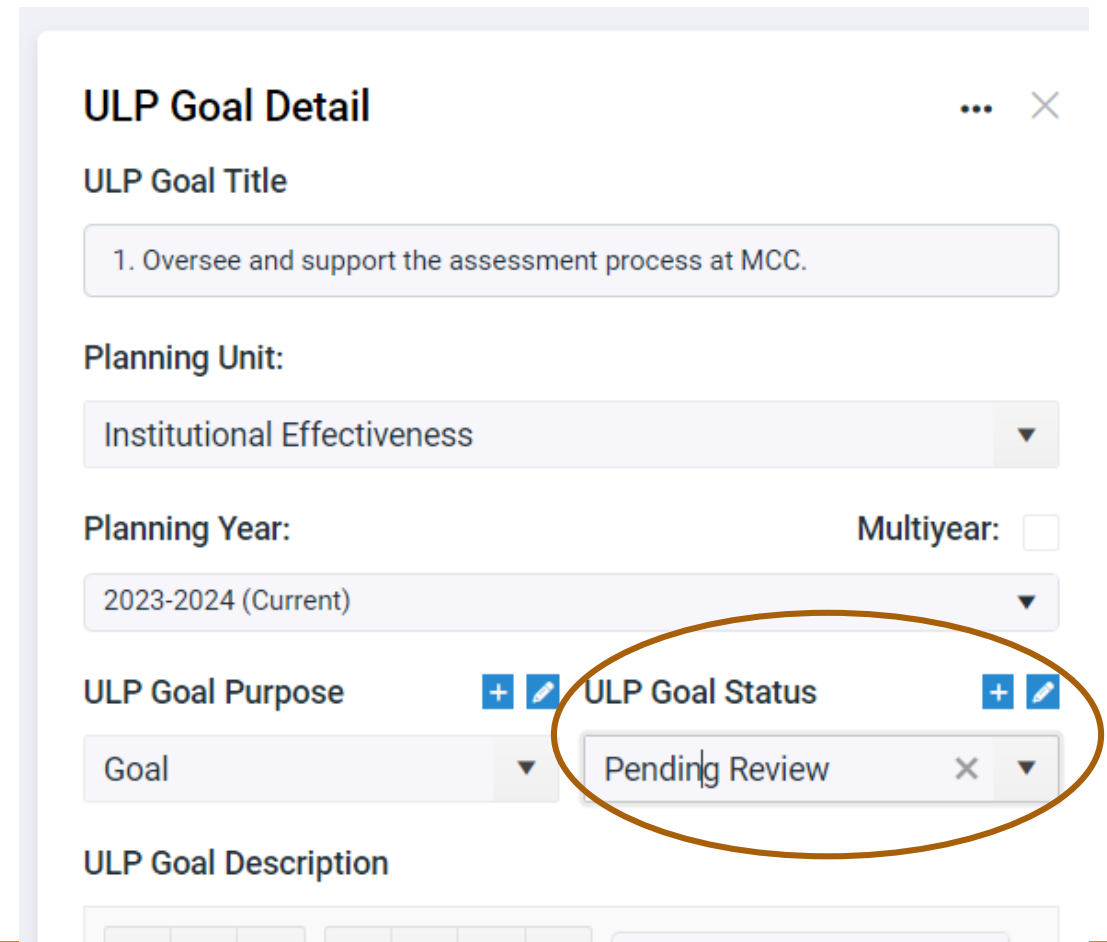
ULP Goals: Edit/Create a Goal

- **To Edit:** Click the title of a Goal and make edits in the space provided.
- **To Create a New Goal:** Click the blue  symbol next to the heading, “ULP Goals,” and complete the information requested.



ULP Goals: Entering Data

- Enter the requested data.
- **IMPORTANT NOTE: Goal status should initially be set to “Pending Review.”** Supervisors will change this to “Review Complete” to accept each Goal.



The screenshot shows a web form titled "ULP Goal Detail" with a close button (X) in the top right corner. The form contains several fields:

- ULP Goal Title:** A text input field containing "1. Oversee and support the assessment process at MCC."
- Planning Unit:** A dropdown menu with "Institutional Effectiveness" selected.
- Planning Year:** A dropdown menu with "2023-2024 (Current)" selected. To its right is a "Multiyear:" checkbox which is unchecked.
- ULP Goal Purpose:** A dropdown menu with "Goal" selected. To its right are a plus sign (+) and an edit icon (pencil).
- ULP Goal Status:** A dropdown menu with "Pending Review" selected. To its right are a plus sign (+) and an edit icon (pencil). This field is circled in orange.
- ULP Goal Description:** A text area at the bottom of the form.

ULP Goals: Numbering

- **IMPORTANT:** Please include goal numbering in your ULP Goal Title to keep goals in order.

ULP Goal Detail

ULP Goal Title

1. Oversee and support the assessment process at MCC.

Planning Unit:

Institutional Effectiveness

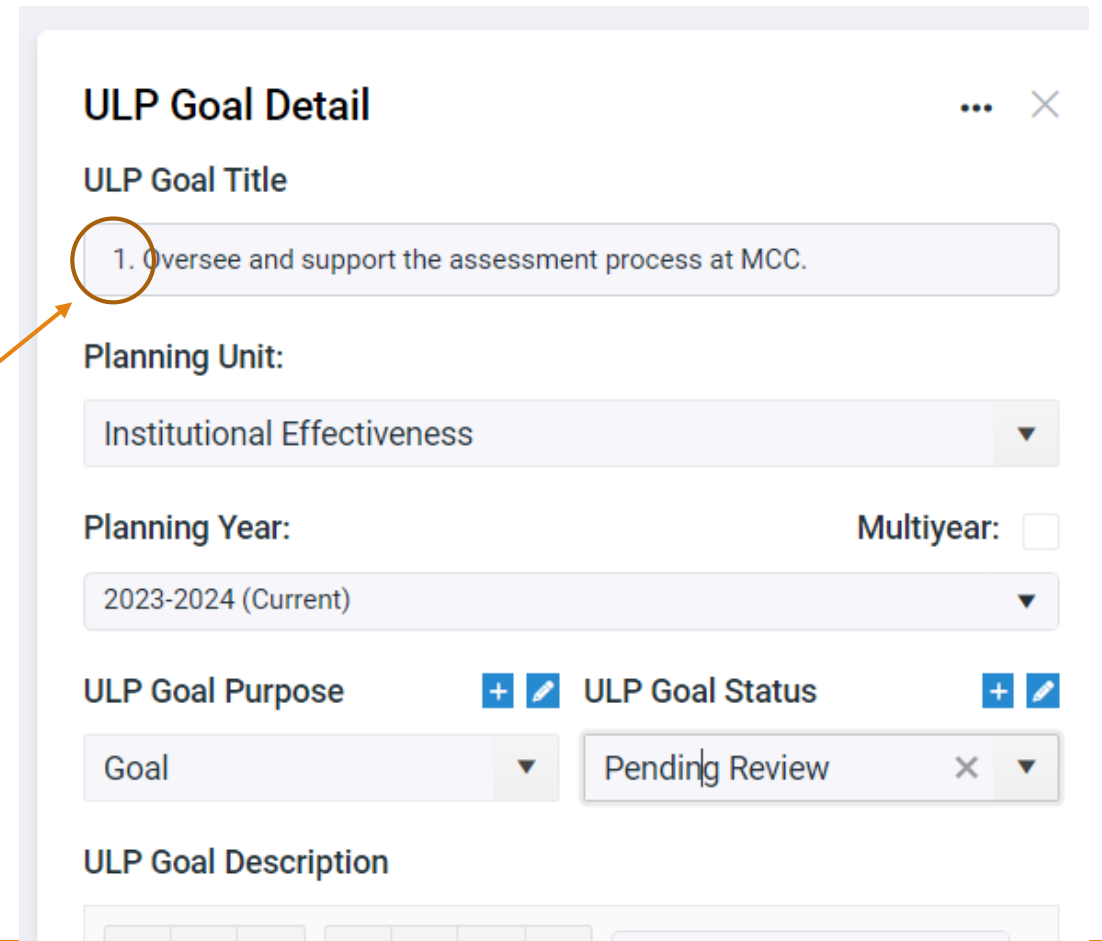
Planning Year: Multiyear:

2023-2024 (Current)

ULP Goal Purpose ULP Goal Status

Goal Pending Review

ULP Goal Description



ULP Goals: Connect to Strategic Plan

- On the **Info page** of each **Goal**, click the section labeled “Institutional Goals.”
- Select the appropriate Strategic Plan, and check all related institutional strategies impacted by your goal. Mark one of those as the “primary.”

14166 - 4. Manage and maintain the recurring annual Perkins Basic Grant in support

Planning Unit
IE - Institutional Effectiveness

ULP Goal Status: Pending Review ULP Goal Purpose: Goal

ULP Goal Description
Manage and maintain the recurring annual Perkins Basic Grant in support of MCC's workforce programs.

Institutional Goals ⓘ

2022-25 Strategic Plan

- 1.c - Help all students succeed at the highest level possible --> Increase Percentage of Successfully Completion
- 1.a - Help all students succeed at the highest level possible --> Improve Student Mastery
- 1.b - Help all students succeed at the highest level possible --> Increase Retention
- 1.d - Help all students succeed at the highest level possible --> Increase Percentage of Student Participation
- 1.e - Help all students succeed at the highest level possible --> Build Pathways for Students




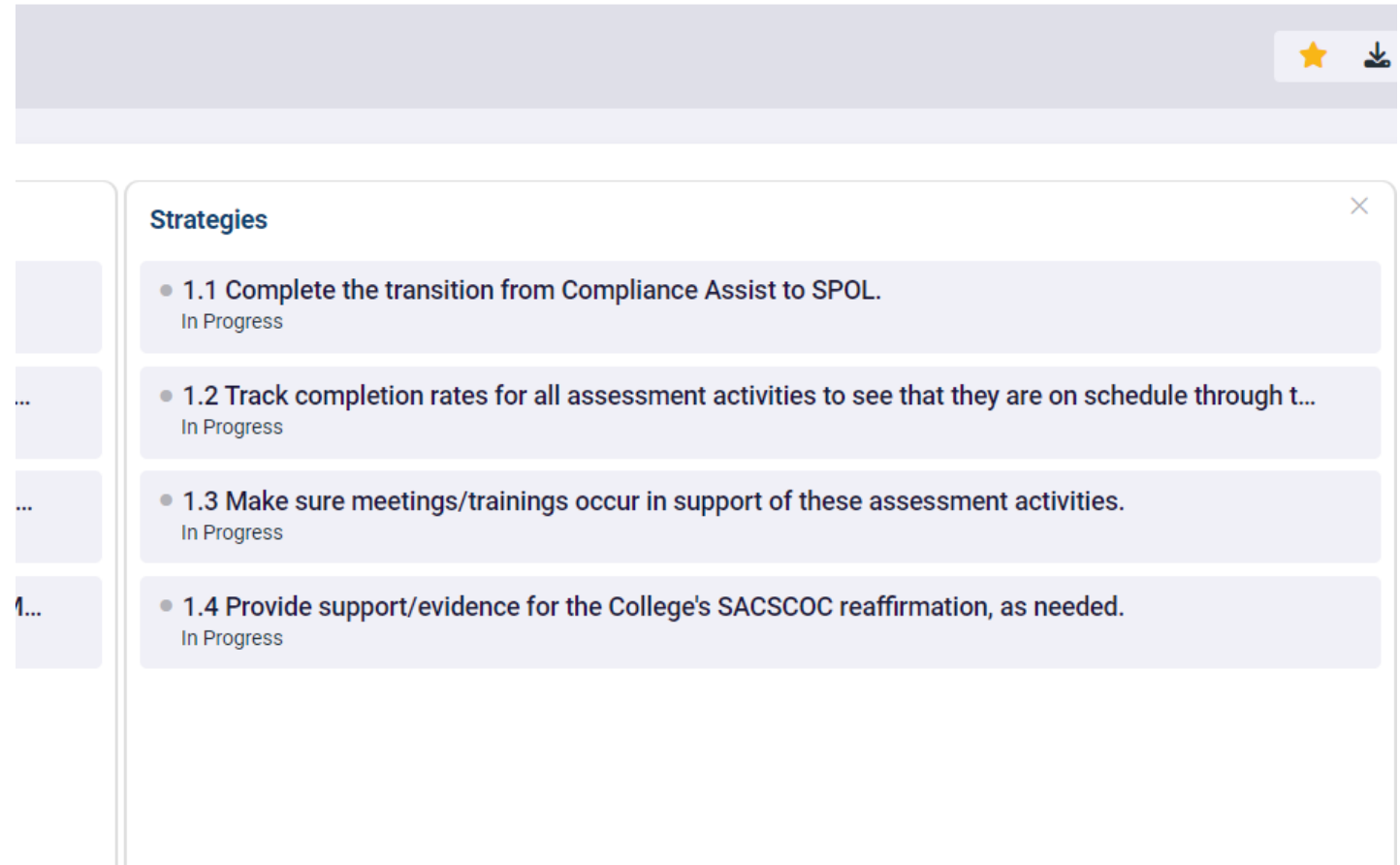
Institutional Goal ⓘ

Select Category
2022-25 Strategic Plan ▼

Primary	Select	Goal Number	Institutional Goal Title
<input type="radio"/>	<input type="checkbox"/>	1	Help all students succeed at the highest level possible
Primary	Select	Institutional Goal Title	
<input type="radio"/>	<input checked="" type="checkbox"/>	1.a -	Improve Student Mastery
<input type="radio"/>	<input checked="" type="checkbox"/>	1.b -	Increase Retention
<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	1.c -	Increase Percentage of Successfully Completion
<input type="radio"/>	<input checked="" type="checkbox"/>	1.d -	Increase Percentage of Student Participation
<input type="radio"/>	<input checked="" type="checkbox"/>	1.e -	Build Pathways for Students
<input type="radio"/>	<input type="checkbox"/>	1.f -	Expand Access to College Services
<input type="radio"/>	<input type="checkbox"/>	1.g -	Develop Wrap-Around Services

ULP Strategies: Entering Data

- **To Edit/Add Strategy Data:** Click into the Goal and select the “Strategy” tab.
- **To Create a New Strategy:** Click the blue  symbol next to the heading, “Strategies,” and complete the information requested.



The screenshot shows a software interface with a top navigation bar containing a yellow star icon and a download icon. Below the navigation bar is a sidebar with several menu items, some of which are truncated with ellipses. The main content area features a panel titled "Strategies" with a close button (X) in the top right corner. This panel contains a list of four strategy items, each with a bullet point and the text "In Progress":

- 1.1 Complete the transition from Compliance Assist to SPOL.
In Progress
- 1.2 Track completion rates for all assessment activities to see that they are on schedule through t...
In Progress
- 1.3 Make sure meetings/trainings occur in support of these assessment activities.
In Progress
- 1.4 Provide support/evidence for the College's SACSCOC reaffirmation, as needed.
In Progress


ULP Strategies: Numbering

- **IMPORTANT:** Please number each strategy appropriately and drag to keep in order.

The screenshot shows a software interface with a 'Strategies' list. The list is titled 'Strategies' and has a close button (X) in the top right corner. The list contains four items, each with a numbered title and 'In Progress' status. A hand-drawn orange oval highlights the first three items.

- 1.1 Complete the transition from Compliance Assist to SPOL.
In Progress
- 1.2 Track completion rates for all assessment activities to see that they are on schedule through t...
In Progress
- 1.3 Make sure meetings/trainings occur in support of these assessment activities.
In Progress
- 1.4 Provide support/evidence for the College's SACSCOC reaffirmation, as needed.
In Progress

Measures

- **To add measures:** Click the “Measures” tab and the blue  symbol.
- **IMPORTANT:** Please number each of your measures the same as the associated strategy in order to make a connection.

IE - Institutional Effectiveness > 14163-DRAFT - 1. Oversee and support the...

INFO MEASURES STATUS STRATEGIES RESULTS ASSOCIATIONS ATTACHMENTS HISTORY

Strategy Measures ⓘ

09/01/2023	1.3 Complete training materials and sessions (F2F and online) for Planning Module in Novemb
09/01/2023	1.4 Utilize data and research team to support SACSCOC accreditation documentation, as need
09/01/2023	1.2 Utilize SPOL's dashboard to track completion regularly and provide updates to Laura and ac
09/02/2023	1.1 Complete data merge September 2023. Track customization needs throughout the year.

Results

- **At the start of the year**, enter “Intended Results.”
- **At the end of the year**, enter “Actual Results” and “Use of Results.”

IE - Institutional Effectiveness > 1.1 Complete the transition from Complia...

INFO MEASURES STATUS STRATEGIES RESULTS ASSOCIATIONS ATTACHMENTS HISTORY

Intended Results: What do we expect to happen? ⓘ

There are no records to display.

Actual Results: What happened? ⓘ

There are no records to display.

Use of Results: What has changed or will change? ⓘ

There are no records to display.

Associations

If you complete the ACE/SLO and/or Program Review process, you can connect your ULP to either of these under the “Associations” tab. This is helpful in order to complete the Planning & Assessment loop.

The screenshot shows a web interface with a breadcrumb trail: "IE - Institutional Effectiveness > 14163-DRAFT - 1. Oversee and support the...". Below the breadcrumb is a navigation bar with tabs: "INFO", "MEASURES", "STATUS", "STRATEGIES", "RESULTS", "ASSOCIATIONS", and "A". The "ASSOCIATIONS" tab is selected and highlighted in blue. The main content area is divided into three sections, each with a title and an information icon (i):

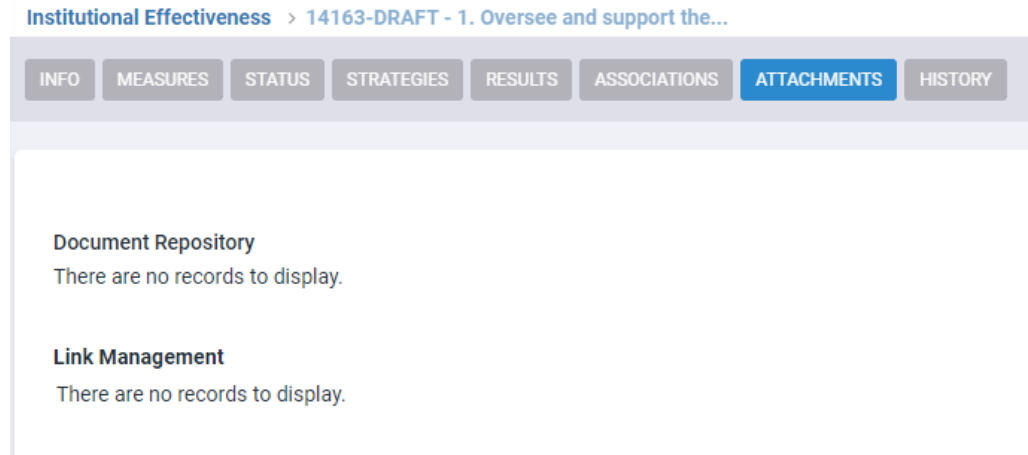
- Units Impacted**: There are no records to display.
- Associated Outcomes**: There are no records to display.
- Associated Program Reviews**: There are no records to display.

Attachments

- Adding attachments can be accomplished at two different levels: Planning Unit and Unit Goal. The steps to add documents to each are similar.
- We will focus on the **Unit Goal level**, as this is where you will attach documents in support of your goals/strategies.

Attachments: Document Repository

- Click into a goal, and select the “Attachments” tab at the top.
- Hover over “Document Repository,” and click the blue **+** symbol.

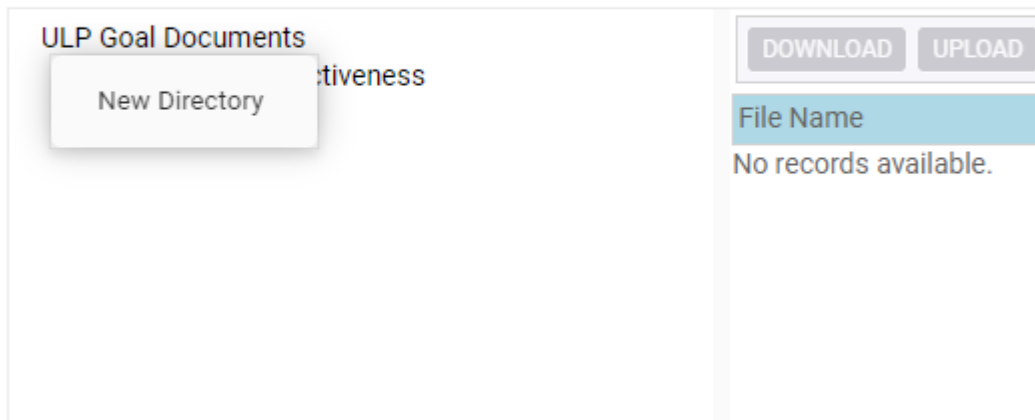


Attachments: Setting Up Directories

- Right click “ULP Goal Documents,” and select “New Directory.”

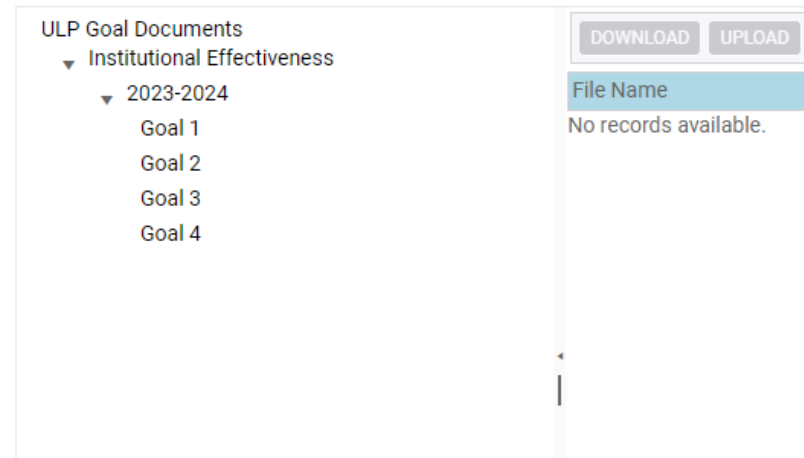
- You can **set up multiple folders** by continuing with the previous step. This is just like setting up folders on your computer.

ULP Goal Documents



The screenshot shows the 'ULP Goal Documents' interface. On the left, a folder named 'ULP Goal Documents' is highlighted, and a context menu is open with the option 'New Directory' selected. On the right, there are 'DOWNLOAD' and 'UPLOAD' buttons, a 'File Name' header, and the text 'No records available.'

ULP Goal Documents



The screenshot shows the 'ULP Goal Documents' interface with a hierarchical folder structure. The folder 'Institutional Effectiveness' is expanded, showing a sub-folder '2023-2024' which contains four items: 'Goal 1', 'Goal 2', 'Goal 3', and 'Goal 4'. On the right, there are 'DOWNLOAD' and 'UPLOAD' buttons, a 'File Name' header, and the text 'No records available.'

Attachments: Sharing Access

- Right click the directory, and select “Share Directory.”
Check the users who need either ‘read’ or ‘write’ access to this directory.

ULP Goal Documents

ULP Goal Documents

ULP Goal Documents

▼ Institutional Effectiveness

- New Directory
- Delete Directory
- Rename Directory
- Upload File
- Share Directory**

DOWNLOAD

File Name

No records

Attachments: Adding Documents

- Under the appropriate directory, click “Upload.”
- Select the desired file from your computer, and click the orange “Upload” button.

ULP Goal Documents

The screenshot displays the 'ULP Goal Documents' interface. On the left, a tree view shows the hierarchy: 'ULP Goal Documents' > 'Institutional Effectiveness' > '2023-2024' > 'Goal 1'. The 'Goal 1' item is highlighted with a blue background. On the right, a toolbar contains five buttons: 'DOWNLOAD', 'UPLOAD', 'DELETE', 'VERSION', and 'ASSIGN DOCUMENT'. Below the toolbar is a table with two columns: 'File Name' and 'Size'. The table contains one entry: 'SPOL Planning Module Overview.pptx' with a size of '1.35'. The file name is truncated in the table view, showing '1/Objective/Institutional Effectiveness/2023-2024/Goal 1'.

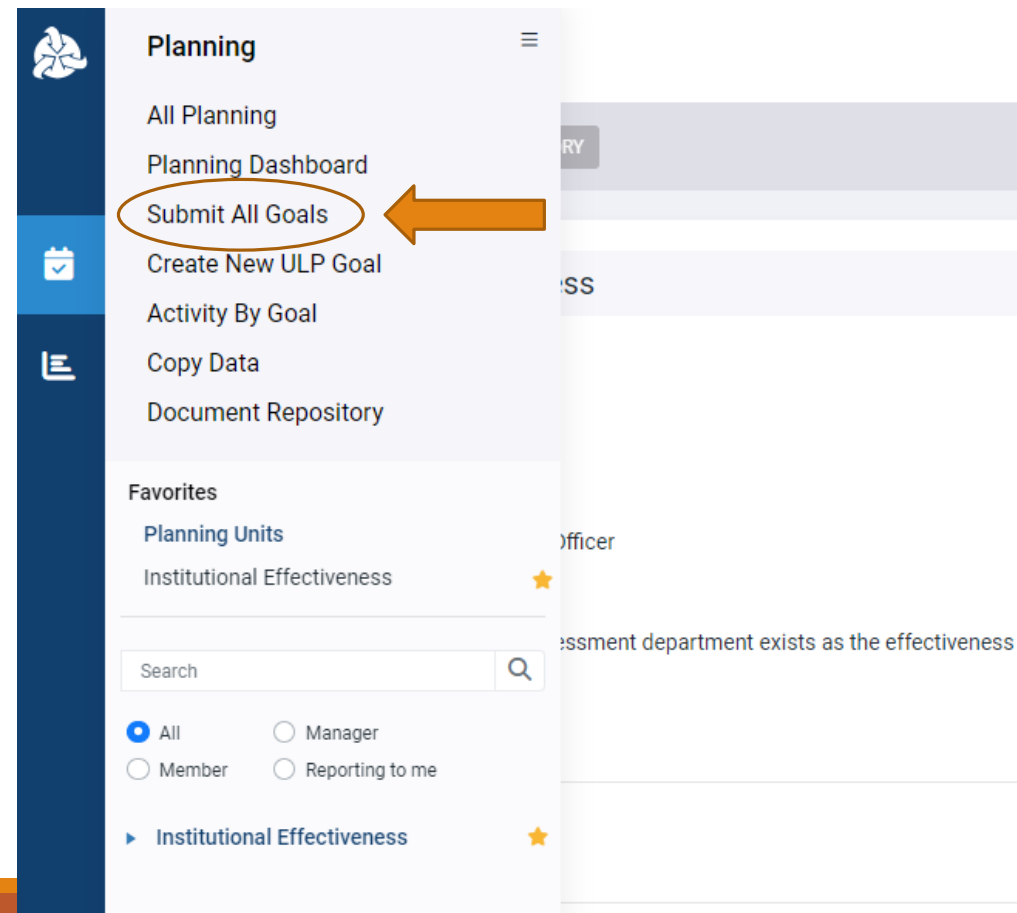
File Name	Size
SPOL Planning Module Overview.pptx 1/Objective/Institutional Effectiveness/2023-2024/Goal 1	1.35

Submit for Approval

THIS STEP IS FOR UNIT MANAGERS ONLY!

When you have completed all steps, click the Planning Module icon in the navigation bar on the left and select **Submit All Goals**. This will notify your supervisor (identified as the Parent Unit in SPOL) that your goals are ready to be reviewed and approved.

Note: Approval does NOT mean the item is approved for the budget.



Submit for Approval

You will then be able to check with Goals to submit. Any checked items will allow you to add Notes, if needed, and check “Approve.”

After selecting the appropriate actions, click the blue “Apply Approval Actions” button in the top right.

Submit All Goals

Approval Status	DOC	LNK
●●●	□	✕
●●●	□	✕
●●●	□	✕

Planning Unit

▼ Institutional Effectiveness

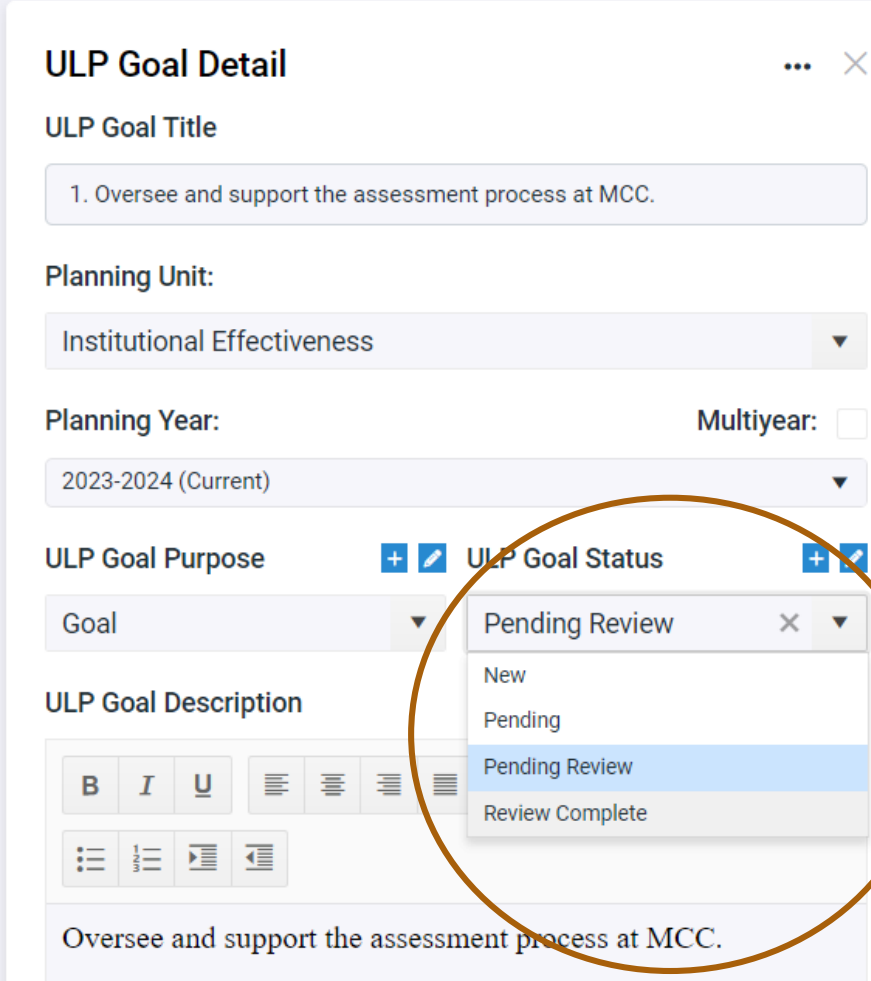
Sel	Objective ID	Objective Title
<input checked="" type="checkbox"/>	14164	DRAFT - 2. Maintain the Annual Planning, Budgeting, and Review Schedule, including the College's s
<input type="checkbox"/>	14165	DRAFT - 3. Provide assistance and support for the College's research efforts, including IRB, surveys
<input type="checkbox"/>	14166	DRAFT - 4. Manage and maintain the recurring annual Perkins Basic Grant in support of MCC's wor

Notes:
 Approve
 Reject

For Supervisors: How do I approve?

Supervisors: When you receive goals to approve, **do NOT click “Approve.”** Instead, click under the Info page of each goal, select “ULP Goal Status,” and change the status to “Review Complete.”

**Please note: Currently, you will receive one email per goal submitted to you. We are working with SPOL to make this a single email for all goals at the same time in order to not flood your inbox!*



The screenshot displays the 'ULP Goal Detail' interface. At the top, the title 'ULP Goal Detail' is followed by a close button. Below this, the 'ULP Goal Title' field contains the text '1. Oversee and support the assessment process at MCC.'. The 'Planning Unit' is set to 'Institutional Effectiveness'. The 'Planning Year' is '2023-2024 (Current)', and the 'Multiyear' checkbox is unchecked. The 'ULP Goal Purpose' is 'Goal'. The 'ULP Goal Status' dropdown menu is open, showing options: 'Pending Review', 'New', 'Pending', 'Pending Review' (highlighted), and 'Review Complete'. The 'ULP Goal Description' field contains the text 'Oversee and support the assessment process at MCC.'.

Have questions? Contact us!

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