SBCCD PPR Web Tool: The Basics, with Screen Samples If you need any help with working with the SBBCD Offices PPR Web Tool, please contact Keith Wurtz at extension 4375.

1. Opening screen at www.sbccd.edu/programreview; click Log On at upper right. If you receive invalid certificate error message click on advanced and proceed.

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	Home
Entities	
If you wish to edit or manage plans, please login using the "Log On" link in the upper right.	
Available Submitted Plans	
After logging in, you may view submitted plans for these entities. Entities without a link do not have any submitted plans available for viewing.	
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• Instruction	
Arts and Sciences	
Biological Science and Physical Science	
Anatomy	
Biology	
Chemistry	
Earth Science (Geology / Geography / Oceanography)	
Microbiology	
Physics / Astronomy	
Business, Economics and Information Technology	
Business Administration / Accounting / Marketing	
computer information systems	

2. Logon screen; enter district user name and password, and click the <Log On> button at the bottom.

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3. Opening screen after logon, parts 1 and 2; shows editing and management rights and available submitted plans. I clicked on *Test1* link in Direct Management section, so I can create a plan (as a unit leader would) on the next screen.



4. Opening screen for plan creation; Click on *Create a New Annual Plan or Program Review* if this the first time a program review has been done in your area. If there is a prior plan, click on *Create Annual Plan or Program Review by Copy*.



Create Annual Plan or Program Review by Copy

5. Plan creation screen by copy, for unit leaders. Choose the plan you want to copy (usually the most recent plan). Plan Group and Type should default to one choice, then click the <Yes> button.

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Do you want to copy this plan to cro	eate a new plan?					
* Plan to Copy From :						
{empty}						
* Plan Group: 2015 - 2016 •						
* Plan Type : District Program Ret	view •					
No Yes						
		SBCCD © Copyright 20	15			

6. Back to the opening screen for plan creation or editing. The plan I just created now appears; I clicked on *Edit Plan* under it to begin filling in the plan on the next screen.



7. If the plan is not already locked, click *Lock plan for editing* on this screen, so that you can begin entering information. Or you can just scroll down to read the plan. When the plan is locked for editing, only the person who locked the plan can make changes. All other users with Direct Editing Rights can still access and read the plan.

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	Plan unlocked
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	Institutional Effectiveness, Research, & Planning District Program Review
	This page is suitable for printing. Just use the print option in your browser or you can <u>print this page</u> .
	View Objective Priority List
	View Goal Priority List
	Lock plan for editing
	Submit Plan (Draft)
	Submit Plan (Finalized)
	Name : 2015 - 2016 District Institutional Effectiveness, Research, & Planning District Program Review
	Principal Preparer : Keith Wurtz
	Progress Report Preparer : Keith Wurtz
	Variant 2
	Group: 2015 - 2016
	Type: District Program Review
	Last Modified On: 12/22/2015 2:43:57 PM
	Last Modified By: Keith Wurtz
	State: Available for Lotting

8. Edit Tasks screen, parts 1 and 2 of many; this is your base for all editing and submission functions. I first clicked on *Edit texts for plan*.

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 View Objective Priority List 						
<u>View Goal Priority List</u>						
 Submit Plan (Draft) 						
 Submit Plan (Finalized) 						
Unlock plan						
Edit texts for plan						
Edit goals/objectives/resource re	ouests/actions/a	ctivities for plan (Oue	estion #9)			
Edit Progress Report goals/object	tives/resource re	quests/actions/activit	ties for plan (O	uestion #10)		
Attach Supporting Document(s)	- Optional (Quest	tion #12)		,		
Name: 2015 - 2016 District Institu	tional Effectivene	ess, Research, & Plani	ning District Pro	ogram Review	N	
Principal Preparer : Keith Wurtz	th 10/1					
Progress Report Preparer . Rei						
Version: 4						
Group: 2015 - 2016						
Type: District Program Review						
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Last Modified On: 12/22/2015 2:45:						
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Last Modified On: 12/22/2015 2:45: Last Modified By: Keith Wurtz State: Locked for Editing State By: Keith Wurtz						

9. The Edit Texts screen is where you create or edit most sections of the plan, either by cutting and pasting or by direct entry. The rudimentary word processor works best with straight text or outlines, not tables or graphics. Start by entering the principal preparer's name, and go section by section from there.

When you have finished editing for the time being, be sure to click on the <Save> button. After a moment, "Plan Updated" will appear in green type at the top of the Edit Texts screen. Now you may continue entering or editing information here, or go back to Screen 8 to do other tasks by clicking on the name of your plan at the top of the screen—in this case, it's 2015 – 2016 District Institutional Effectiveness, Research, & Planning District Program Review.

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	Home	Account Info	Entities	Roles	Plan Types	Plan Groups
Save * Plan Name: 2015 - 2016 District Instit * Principal Preparer: Keith Wurtz * Progress Report Preparer: Keit 1. Mission a. Assume the reader knows nothing Source	tutional E th Wurtz about your uni	& Planning Dis	ncisely its missioner i x ₂ x ² =	on.		Cancel
Format • 5 @ 3. 2						

10. Now I have clicked on *Attach supporting document(s)* – *Optional (Question 12)* on Screen 8. This is where you attach documents that are too long or complex to cut and paste directly into the section windows. Just click the <Choose Files> button to find your file, select it, and click <Submit>; repeat the process for each file you wish to attach. Be sure to refer to the attached document in the applicable section of your plan.

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Institutional Effectiveness	<u>s, Research, a</u>	k Planning Dist	rict Progra	m Revie	w	
Supporting Documents						
Choose Files No file chosen						
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11. Now I have clicked on *Edit goals/objectives/resource requests/actions/activities for plan (Question 9)* on Screen 8. You'll work on all goals, objectives, and activities from here. If you have copied a plan you can click on any goal, objective, action, or resource to edit the goal. You can also move, delete, or add any goal, objective, action, or resource by clicking on the icons (e.g. "+" will add an objective).

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Plans for EDCT >> 2010 EDCT District Program Review >> Goals/Objectives/Resource	
Requests/Actions/Activities	
• Add Goal	
Return to Editing this Plan	
9. Goals, Objectives, Action Plans, and Resource Requests	
a. Goals (with priority rank) over the next three years	
b. Objectives (with priority rank) under each Goal	
c. Principal Activities under each Objective, if available	
d. Timeline for completion of each Activity or Objective	
e. Person responsible for ensuring completion of each Activity or Objective	
 Progress on or achievement of a given Goal or Objective does not necessarily require additional resources. For Goals and Objectives that do require resources, enter the following information: 	
 Resources required to achieve Goals and Objectives over the next three years, with description and rationale for each 	
ii. Identification of associated Goals or Objectives	
iii. Type of Resource	
i. Expenditure Category	
ii. One-time/Ongoing	
iv. Estimated annual cost (or savings) for the next three years	
 1 - Goal - Build and nurture partnerships to obtain funding necessary for preparing a highly skilled workforce through short- term training. (Priority: 1) O O O 	
• 1.1 - Objective - Collaborate with other educational institutions, government and community agencies, and	
community based organizations to obtain local/state/federal fund (Priority: 1) 🛛 🗘 🖉 Add Action/Activity 🛇 Add Resource Request	
Resource Requests:	
 1.1.r1 - <u>Hire a full-time Foundation Director for grant application management and fund</u> solicitation Solicitation 	
 Actions/Activities: 	
 1.1.a1 - Participate in Desert Regional Consortium O 	
- 1 Duild College Destaurables O O O O	

12. Now I have clicked on *Add Goal* on Screen 11, and have entered the name and description of a goal here, with a priority rank of 3 (Remember goals are very broad and will most likely stay the same from year-to-year). You can change both the order of appearance and the priority rank later if you wish, but entering the goals in priority order from the beginning makes the process easier. Click <Save> when you're done with this goal, and you'll go back to Screen 11.

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Effectiveness, Research &	Planning CH	IC Non-Instruc	tional Ann	<u>ual Plan</u>	<u>2015-2016</u> >>	
Goals/Objectives/Actions//	<u>Activities</u>					
Goals/Objectives/Actions/, New Goal * Goal :	<u>Activities</u>					
Goals/Objectives/Actions/ New Goal * Goal : Promote evidence-based decision make	Activities					

13. Now the goal is listed, and you can click on it to edit it if you wish. Click on the little plus (+) sign to its right to add objectives.

lar	ning & Program Review (WebForms)
	Home Account Info Entities Roles Plan Types Plan Groups
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Dia	ns for District Institutional Effectiveness, Research, & Planning >> 2015 - 2016 District
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Go	ols/Objectives/Desource Boguests/Actions/Activities
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	Add Goal
•	Return to Editing this Plan
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b.	Objectives (with priority rank) under each Goal
c.	Principal Activities under each Objective, if available
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	i. Resources required to achieve Goals and Objectives over the next three years, with description and rationale for each
	ii. Identification of associated Goals or Objectives
	iii. Type of Resource
	i. Expenditure Category
	ii. One-time/Ongoing
	iv. Estimated annual cost (or savings) for the next three years

14. I have named and described the objective, and assigned an overall priority, timeline, and responsible person to it. All the fields shown must be filled in for each objective. Don't worry about precise dates at this point; just pick a month to start, and an end month that represents a reasonable amount of time to reach the objective. (NOTE: The strategic directions will be changed to District Strategic Goals, Institutional Learning Outcomes will be removed, and the impact level categories are in the process of being changed.) Be sure to click <Save>.

Plans for District Institutional Effectiveness, Research, & Planning >> 2015 - 2016 District Institutional Effectiveness, Research, & Planning District Program Review >> Goals/Objectives/Actions/Activities New Objective * Objective * Objective : Increase access to data by continuing to collaboratively work with all District employees to develop Informer reports and dashboards. * Priority Rank : 1 * Start Date : 10/04/2015 * End Date : 10/04/2015 * Institutional Learning Outcome : - Pick One * What is the anticipated impact level of achieving the objective? : District
Plans for District Institutional Effectiveness, Research, & Planning >> 2015 - 2016 District Institutional Effectiveness, Research, & Planning District Program Review >> Goals/Objectives/Actions/Activities New Objective * Objective : Increase access to data by continuing to collaboratively work with all District employees to develop Informer reports and dashboards. * Priority Rank : 1 * Start Date : 10/04/2015 * End Date : 06/30/2018 * Responsible Person : Keith Wurtz * Strategic Direction : Goal 4: District Operational Systems • * Institutional Learning Outcome : - Pick One • * What is the anticipated impact level of achieving the objective? : District •
Institutional Effectiveness, Research, & Planning District Program Review >> Goals/Objectives/Actions/Activities New Objective * Objective : Increase access to data by continuing to collaboratively work with all District employees to develop Informer reports and dashboards. * Priority Rank : 1 * Start Date : 10/04/2015 * End Date : 06/30/2018 * Responsible Person : Keith Wurtz * Strategic Direction : Goal 4: District Operational Systems * Institutional Learning Outcome : - Pick One * What is the anticipated impact level of achieving the objective? : District
Goals/Objectives/Actions/Activities New Objective * Objective : Increase access to data by continuing to collaboratively work with all District employees to develop Informer reports and dashboards. * Priority Rank : 1 * Start Date : 10/04/2015 * End Date : 06/30/2018 * Responsible Person : Keith Wurtz * Strategic Direction : Goal 4: District Operational Systems * Institutional Learning Outcome : - Pick One * What is the anticipated impact level of achieving the objective? : District
New Objective * Objective : Increase access to data by continuing to collaboratively work with all District employees to develop Informer reports and dashboards. * Priority Rank : 1 * Start Date : 10/04/2015 * End Date : 06/30/2018 * Responsible Person : Keith Wurtz * Strategic Direction : Goal 4: District Operational Systems * Institutional Learning Outcome : - Pick One * What is the anticipated impact level of achieving the objective? : District
<pre>New Objective * Objective : Increase access to data by continuing to collaboratively work with all District employees to develop Informer reports and dashboards. * Priority Rank : 1 * Start Date : 10/04/2015 * End Date : 06/30/2018 * Responsible Person : Keith Wurtz * Strategic Direction : Goal 4: District Operational Systems • * Institutional Learning Outcome : - Pick One • * What is the anticipated impact level of achieving the objective? : District • </pre>
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* Priority Rank : 1 * Start Date : 10/04/2015 * End Date : 06/30/2018 * Responsible Person : Keith Wurtz * Strategic Direction : Goal 4: District Operational Systems * Institutional Learning Outcome : - Pick One * What is the anticipated impact level of achieving the objective? : District
* Priority Rank : 1 * Start Date : 10/04/2015 * End Date : 06/30/2018 * Responsible Person : Keith Wurtz * Strategic Direction : Goal 4: District Operational Systems • * Institutional Learning Outcome : - Pick One • * * What is the anticipated impact level of achieving the objective? : District •
 * Priority Rank : 1 * Start Date : 10/04/2015 * End Date : 06/30/2018 * Responsible Person : Keith Wurtz * Strategic Direction : Goal 4: District Operational Systems • * Institutional Learning Outcome : - Pick One • * What is the anticipated impact level of achieving the objective? : District •
* Start Date : 10/04/2015 * End Date : 06/30/2018 * Responsible Person : Keith Wurtz * Strategic Direction : Goal 4: District Operational Systems • * Institutional Learning Outcome : Pick One • * What is the anticipated impact level of achieving the objective? : District •
End Date: 06/30/2018 Responsible Person: Keith Wurtz Strategic Direction: Goal 4: District Operational Systems Institutional Learning Outcome: - Pick One What is the anticipated impact level of achieving the objective?: District
Responsible Person : Keith Wurtz Strategic Direction : Goal 4: District Operational Systems Institutional Learning Outcome : Pick One What is the anticipated impact level of achieving the objective? : District
* Strategic Direction : Goal 4: District Operational Systems * Institutional Learning Outcome : Pick One * What is the anticipated impact level of achieving the objective? : District
* Institutional Learning Outcome : Pick One • * What is the anticipated impact level of achieving the objective? : District •
* What is the anticipated impact level of achieving the objective? : District
Save
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15. Now the objective is listed under the goal, and you can click on it to edit it if you wish. Click on *Add Action/Activity* to its right to add specific activities, which are optional but helpful in organizing the work on the objective.

		Objective Created	I			
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Add Goal						
<u>Return to Editing this Plan</u>						
Goals, Objectives, Action Plans	s, and Re	source Request	5			
a. Goals (with priority rank) over the ne	xt three vea	rs				
b. Objectives (with priority rank) under	each Goal					
c. Principal Activities under each Objecti	ve, if availal	ble				
d. Timeline for completion of each Activi	ty or Object	ive				
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ii. Identification of associated Goal	s or Objectiv	/es				
iii. Type of Resource						
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ii. One-time/Ongoing						
iv. Estimated annual cost (or saving	gs) for the n	ext three years				

16. I have named and described the activity, and assigned a timeline and responsible person to it. All fields are optional. Be sure to click <Save>.

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Goals/Objectives/Actions/A	ctivities					
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New Activity						
* Name : Develop IEPI dashboards						
Start Date : 10/04/2015						
End Date : 06/30/2018						
Responsible Person : Keith Wurtz						
Description :			1.00			
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17. Now the activity is listed under the objective, and you can click on it to edit it if you wish.



18. Here I have added another goal and another objective under one of them. Note the little arrows that now appear to the right of each goal and objective. Use those arrows to change the order in which the goals and objectives are listed. Changing the order of appearance does *not* change the priority of the goal or objective.

a.	Goals (with priority rank) over the next three years
b.	Objectives (with priority rank) under each Goal
c.	Principal Activities under each Objective, if available
d.	Timeline for completion of each Activity or Objective
e.	Person responsible for ensuring completion of each Activity or Objective
f.	Progress on or achievement of a given Goal or Objective does not necessarily require additional resources. For Goals and Objectives that do require resources, enter the following information:
	 Resources required to achieve Goals and Objectives over the next three years, with description and rationale for each
	ii. Identification of associated Goals or Objectives
	iii. Type of Resource
	i. Expenditure Category
	ii. One-time/Ongoing
	iv. Estimated annual cost (or savings) for the next three years
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l .	1 - Goal - <u>Fromole Evidence-based Decision Plaking</u> (From(), 1)
	 I.1 - Objective - Increase access to data by continuing to collaboratively work with all District employees to develop Informer reports and dashboards. (Priority: 1) G
	Actions/Activities:
	• 1.1.a1 - Develop IEPI dashboards 3
	2 - Goal - Promote Student Success (Priority: 2) O O O
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- 1 Goal Promote Evidence-Based Decision Making (Priority: 1) 🖸 🙂 🕄
 - 1.1 Objective Increase access to data by continuing to collaborativ develop Informer reports and dashboards. (Priority: 1) & O Add A
 - Actions/Activities:
 - 1.1.a1 <u>Develop IEPI dashboards</u> 83
- 2 Goal <u>Promote Student Success</u> (Priority: 2) 🖸 🧕 🕄

Clicking on this arrow will move the goal up. 19. Here I have clicked on *Add Resource Request* back on Screen 15. You can add as many resources as you need for each objective. The name is the actually resource request. You can provide a description and rationale to help justify the request; however, these are optional. You are required to enter a resource type, category, and estimated cost for the resource request. Enter each resource request separately. Be sure to click <Save>.

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20. Now the new resource request appears next to the objective, and you can click on it to edit it if you wish.



21. Here I have clicked on *View Objective Priority List* on Screen 8 so that I can review and easily prioritize the objectives. If I want to change number 2 to number 1, just click on number 2 and type one or you can click on the arrows to move the objectives up or down. If I click on *Details*, a box will expand to show the associated information.

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Id.	Priority		Prin		Details
1.1	1		•	Eacilitate the continued development and streamlining of the outcomes	Details
1.1	1		Ŭ	assessment process by collecting, documenting, and analyzing institutional, program, and course level outcome data.	Details
2.1	2	0	0	Continue to develop the BORG Data Cubes.	Details
2.3	<u>3</u>	0	0	Maintain the 90% research completion rate.	Details
1.4	4	0	0	Effectively and efficiently coordinate all of the work in the OIERP	Details
1.3	<u>5</u>	0	0	Increase the number of grant applications and the amount of grant dollars received.	<u>Details</u>
1.2	<u>6</u>	•	0	Support the development and implementation of the Student Success and Equity Plan.	<u>Details</u>
2.2	Ζ	0	0	Continue to provide professional development for the OIERP staff.	Details
2.4	<u>8</u>	•	0	Continue to obtain current software to facilitate evidence-based decision making.	<u>Details</u>
2.5	<u>9</u>	0	0	Increase access to data by continuing to provide training and workshops to the campus community.	<u>Details</u>
2.6	<u>10</u>	•	0	Continue to support the planning and program review process by providing data, training, and access to OIERP staff.	<u>Details</u>
2.7	11	0		Update the OIERP Web Page monthly to support evidence based decision making and provide access to information.	Details
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22. The last step in submitting a plan is to click on *Submit Plan (Finalized)* on Screen 8, the final step in the process for each unit. If you need to change something after finalizing a plan, you can reopen the plan by clicking on *Reopen*.



23. After all the departments within an area like TESS have submitted their finalized plans, the Area manager clicks the applicable Area name (in this case, "TESS") under Direct Management Entities on Screen 3, then *Create Plan* on the Division equivalent of Screen 4. That brings up this screen, which permits the roll-up of the goals, objectives, activities, and resource requests in multiple unit plans (the "children") into a single Area plan. That plan can then be edited as needed to set overall Area priorities.

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This Ender has children, rease select plans below to foil up their Goals and Resource Requests.
Test 1: Test Unit Plan 1
Are you sure you want to create a new plan for this entity?
No Yes