Improve – Entering Program Review Narratives

This guide will show you how to enter your Program Review Narrative responses in Improve.

If you have questions about how to access and use TracDat, please contact Allison Hughes:

Allison Hughes, Instructional Technologist
Email: hughesa@smccd.edu
Phone:650-306-3213
Office: 13-203

If you have questions about program review, please contact Karen Engel:
Karen Engel, Dean of Planning, Research, Innovation and Effectiveness
Email: engelk@smccd.edu
Phone: (650) 306-3145
Office: 5-108

Contents

How to Access Your Previous Program Review

1. The best way to access your (or another program's) previous program review narratives, is to visit the Cañada Program Review website. All program review documents are posted there after each program review cycle.

How to Enter Program Review Narratives

1. Select the program review version of your program from the drop down menu at the top. If you don't see the program review you need access to, please contact Allison Hughes at hughesa@smccd.edu.
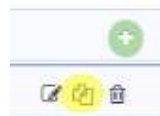

2. Click on Program Review on the left and then Program Review Narratives.

3. On that page, if you entered program review narratives in the past, you should see a set of narratives for the previous cycle here. If you do not, skip to step 5.

4. To the right of the previous cycle line click on the two pages icon to make a copy of your previous narrative responses. From here, you can edit your previous program review responses. Be sure to update the 'Program Review Cycle' field to the current cycle and the 'Narrative Status' to 'In Progress'. Edit and update them as needed and then click Save at the top right.

   a. To see more information about what to enter for each question, click into the text box where your responses go. A purple pop-up will appear with more clarification for each section.

5. If you did not previously complete a program review, or you'd rather start fresh instead of editing your previous responses, you'll need to click on the green plus sign icon to the right of the 'Program Review Narratives' heading.

6. From here, enter your responses to the program review questions and click Save at the top right when you're finished.

How to Add Documents and Links to Your Program Review

1. If you'd like to add documents and links to your program review narratives, please refer to the Documents & Links Guide.