Improve – Entering Goals & Resource Requests

This guide will show you how to enter your Goals and Resource Requests in Improve.

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

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Important Things to Remember

- You can have multiple program goals, and each of your goals can have multiple resource requests. But resource requests only need to be entered if you need something that comes with a cost and you don't have a funding source available.
- In order to enter resource requests, you have to enter at least one program goal.
- All of your goals should align with at least one college goal.
- Your resource requests should only be for resources that cannot be funded from your department/division, or another funding source. It's a good idea to discuss the resource requests you plan to enter with your supervisor in advance.

How to Enter Your Program Goals

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 Planning & Goals.
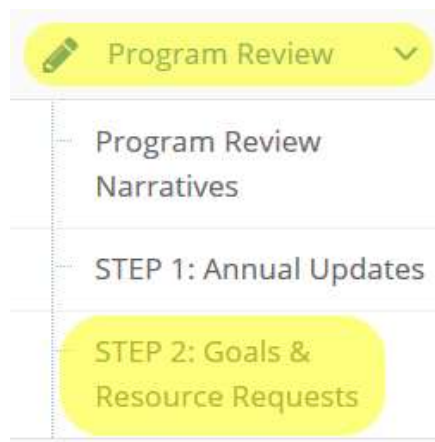
3. Next, click on the green plus sign icon to the right of the Goal Descriptions heading.

4. Fill out the fields to outline your program goal. If you're finished entering goals for your program, click the little arrow to the right of the Save button and click Save and Return. If you need to add another program goal, click the little arrow to the right of the Save button and click Save and Add New. Repeat this for as many goals as you have for your program.

Describe WHAT you are planning to do to improve your program in the coming years. As you write your objectives, be sure to explain how they address any opportunities for improvement that you identified throughout this Program Review.

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* Goal Title	
* Goal Description	
Goal Status	
Relevant Program Review Cycles	
Estimated Start Date	
Estimated Completion Date	
* Who's Responsible for this Goal?	
* Please select the college goals with which your program goal aligns.	Student Completion/Success - Provide educational and student services programs that highlight inclusivity, div Community Connections - Build and strengthen collaborative relationships and partnerships that support the Organizational Development - Focus institutional resources on the structures, processes, and practices that in
Please select the college strategic initiatives with which your program goal aligns.	Develop Clear Academic Pathways Invest in relationships with 4-year institutions Improve Completion Create Process for Innovation K-12 & Adult Partnerships

💾 Save ▾

Save and Return
Save and Add New

💾 Save ▾

Save and Return
Save and Add New

How to Enter Resource Requests for Your Goals

1. Under the goal that you entered, click on the green plus sign icon to the right of the Resource Requests heading.
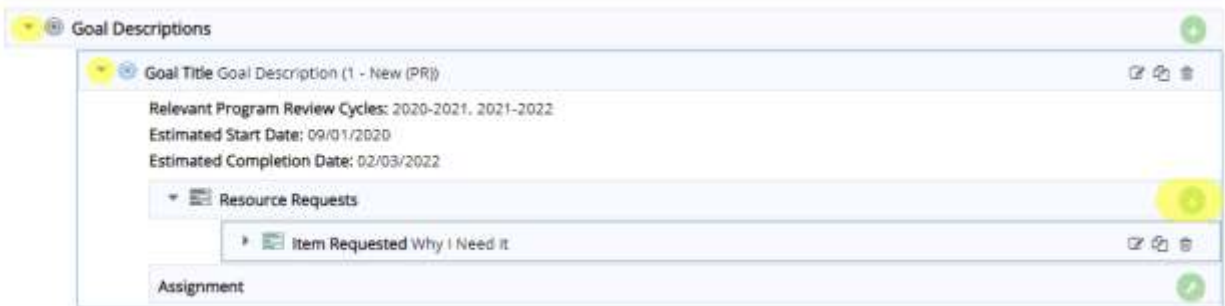
2. Fill out the fields for the resource you need that will help your program to achieve its goal. If you're finished entering resource requests for your goals, click the little arrow to the right of the Save button and click Save and Return. If you need to add more resource requests to your goals, click the little arrow to the right of the Save button and click Save and Add New. Repeat this for all of your resource requests.

a. If you are requesting personnel, in addition to adding the position(s) you're requesting here, in the Program Planning & Goals area, you need to also attach the New Classified Proposal Form for classified positions and the New Faculty Proposal Form for faculty positions, to either your Program Review Narratives, or your Annual Update.

b. To do this, click on Program Review Narratives or Annual Updates on the left. Click the drop down arrow to the left of your entry for the current cycle and click the green wrench icon to the right of the 'Related Documents & Links' heading.

Related Documents & Links

c. First, click on the program review documents folder for the current cycle and then click on the green plus sign icon at the top right of the Document Repository box.

d. Next, click the dotted box to browse for your file. Click Save and Relate when you're finished.
   i. The name of the document will populate automatically from what you originally named the document, so keep that in mind when you're uploading.
   ii. You can also add a description of the document, but it's not required.

e. Click Complete in the upper right corner to finish adding this document to your resource request.