



# 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

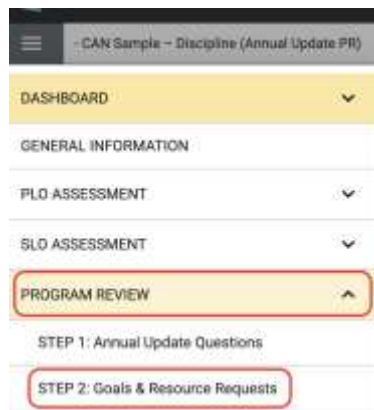
- You can have multiple program goals, and each of your goals can have multiple resource requests. But resource requests only need to be entered if you need something that comes with a cost and you don't have a funding source available.
- In order to enter resource requests, you have to enter at least one program goal first.
- 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 unit you would like to work in from the drop down menu at the top. If you don't see the unit you need access to, please contact Allison Hughes.



2. Click on the hamburger icon, or three horizontal lines, at the top left. Then click on Program Review and STEP 2: Goals & Resource Requests.



3. Next, click on the green plus sign icon at the top right to enter a new goal.



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 Close. 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.

PROGRAM REVIEW > STEP 2: Goals & Resource Requests

Close Save

New Goals

GOALS RESOURCE REQUESTS MAPPING

Goal Status \*

Goal Title \*

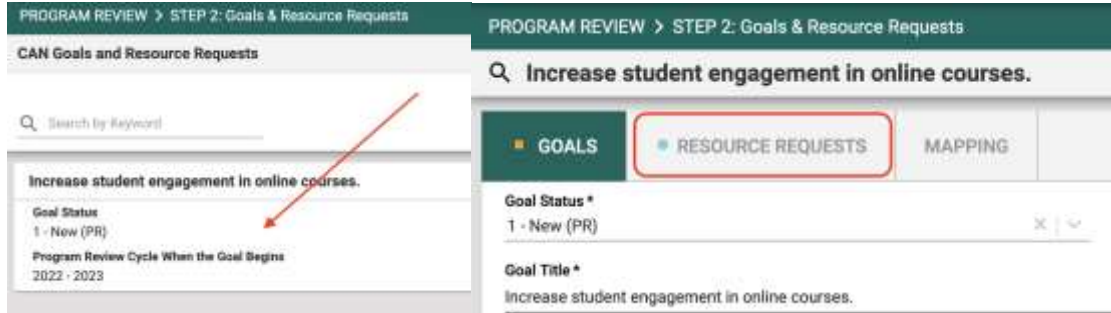
Goal Description \*

Program Review Cycle When the Goal Begins \*

Who's Responsible for this Goal? \*

# How to Enter Resource Requests for Your Goals

1. Double click on the goal that you entered, and click on the Resource Requests tab at the top.



2. Click on the green plus sign at the top right and fill out the fields for the resource you need that will help your program to achieve its goal.



PROGRAM REVIEW > STEP 2: Goals & Resource Requests

**Increase student engagement in online courses.**

Item Requested \*

Item Description \*

Status \*

Type of Resource \*

Cost \*

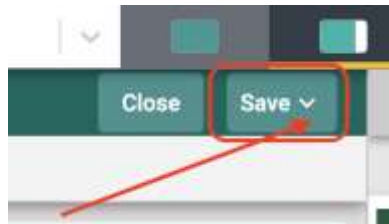
One-Time or Recurring Cost? \*

Critical Question: How does this resource request support closing the equity gap? \*

Critical Question: How does this resource request support Latinx and AANAPISI students? \*

- a. If you're requesting a permanent instructional or non-instructional personnel position, be sure to also fill out either the Classified or Faculty personnel request form below the resource request fields.

3. If you're finished entering resource requests for this goal, click the little arrow to the right of the Save button and click Save and Close. If you need to add more resource requests to this goal, 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'd like to add resource requests to another goal, you can click on the name of your current goal at the top next to the magnifying glass and switch to the next goal.

