

INTEGRATED PROGRAM REVIEW AND CONTINUOUS IMPROVEMENT CYCLE

A How-To Guide for Accessing the Campus Comment Module

ONLINE COMMENT SCHEDULE (template open these dates)

Biology	February 14 – March 5
Chemistry	March 17 – April 4
HPHP	March 20 – April 7
Art	March 31 – April 14

* **IMPORTANT:** As you go through the process of entering your comments and saving them, it is *critical* that you note what section of the report you are commenting on (e.g. Criterion 3, Component 3a; Criterion 5, Component 5b, etc.) at the beginning of your comments. The online comment feature **does not** record your location and it will be difficult for departments to respond to your comments or feedback if you do not provide a point of reference for them.

FUNCTIONAL AREAS

The Campus Comment Module is comprised of 3 functional areas:

- 1) Online Comments;
- 2) Roundtable Discussion;
- 3) Executive Guidance.

Your comments and feedback will be provided by way of the Online Comments functional area.

TIMEFRAME for ONLINE COMMENTS

- The Online Comments feature will be available for entry, editing and deleting during the above listed timeframes **ONLY**.
- Your comments must be entered, edited, or deleted by the end of the last day listed.
- **NO** changes or deletions will be possible after the last day listed for each department.
- All comments and feedback will then be provided to the departments to help them prepare for their Roundtable Discussions.

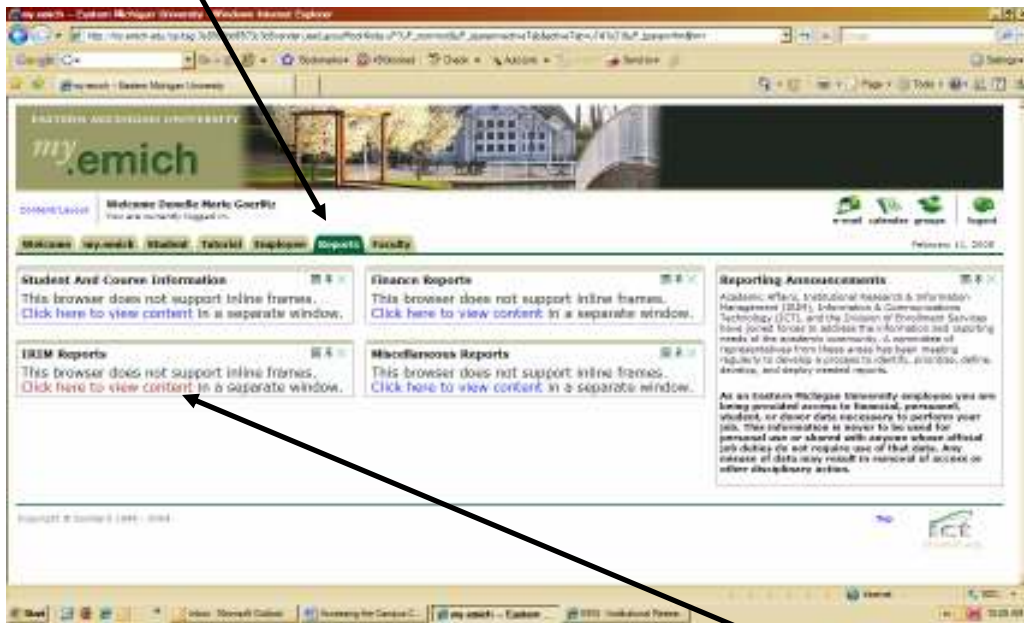
(Please keep this in mind as you plan your time and offer your comments and feedback.)

GRAYED-OUT SECTIONS

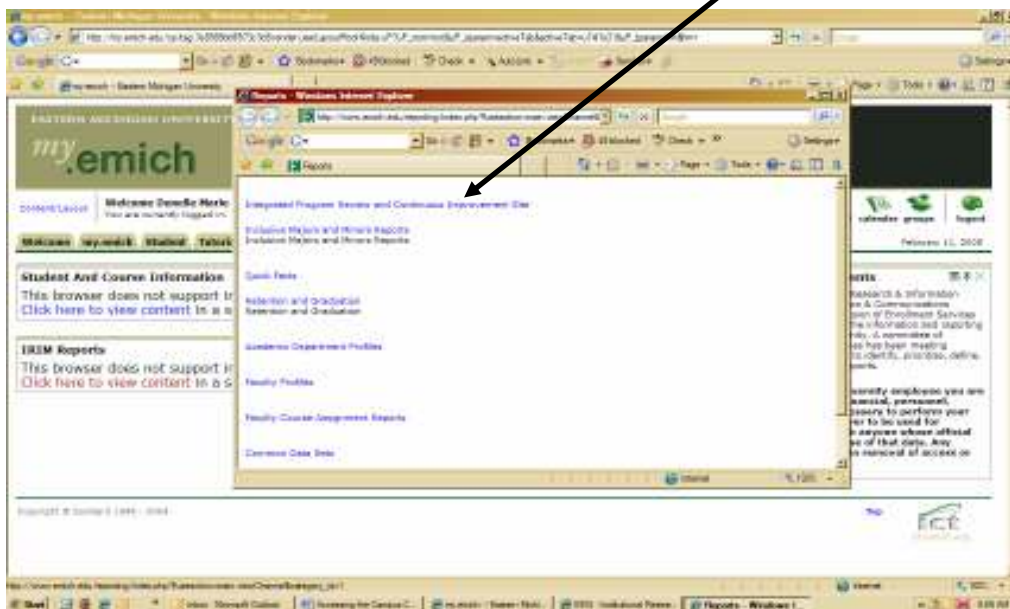
As you go through the various sections of the reports, you may see sections that are “grayed-out” and have lines through the text. This indicates that the departments were not required to respond to these sections of the report at this time.

Most notably, the entire “Program Enhancements” section (tab number II. under the Program Review tab) was not required to be completed by the test departments because they did not have previous Annual Plans that aligned with the new Criteria.

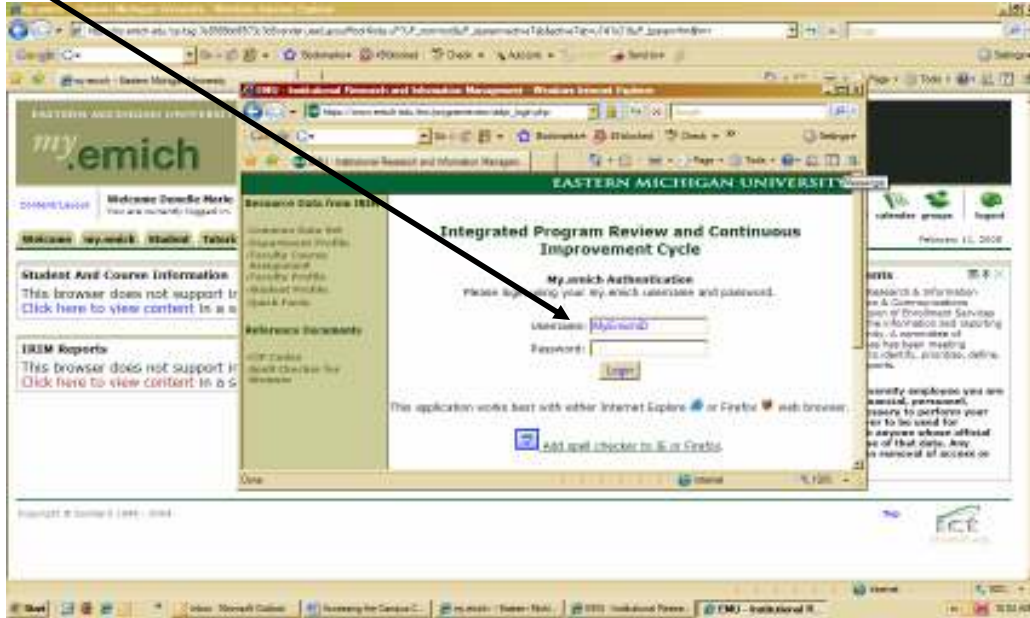
1. Login to the **my.emich** website.
2. Click on the **Reports** tab.



3. Choose and expand the **IRIM Reports** listing, using the “**Click here to view content**” link – a new window will open with a list of the various reports IRIM has added to the website.
4. Click on **Integrated Program Review and Continuous Improvement Site**, which will open a new window at the IPR Cycle webpage.




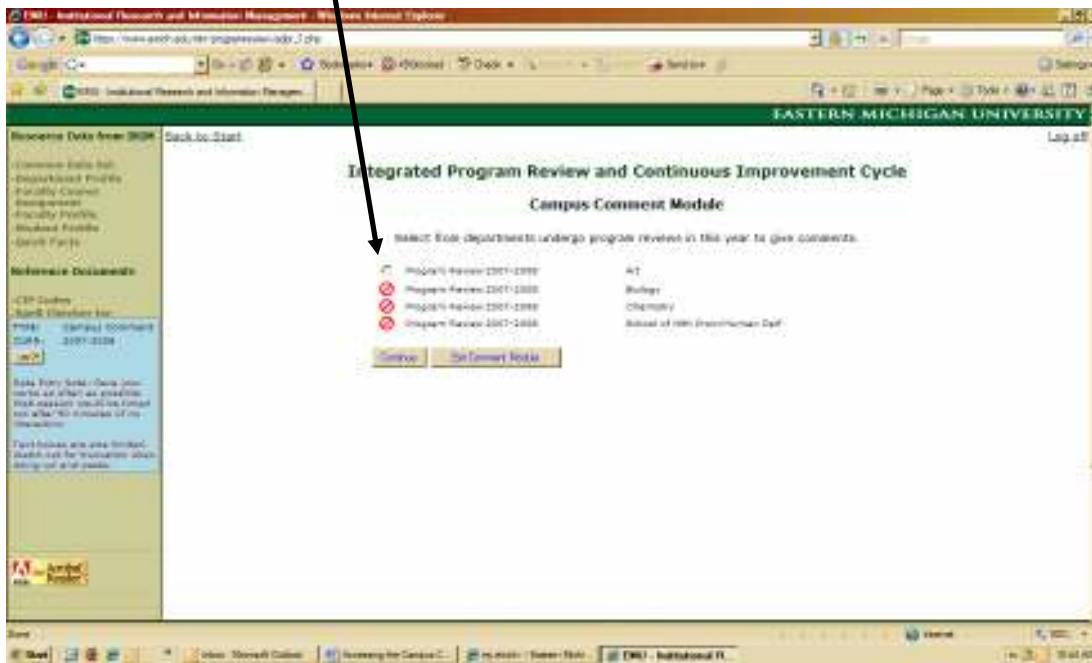
5. **Login** using your my.emich login id and password.



6. Click on the **Campus Comment Module** button.



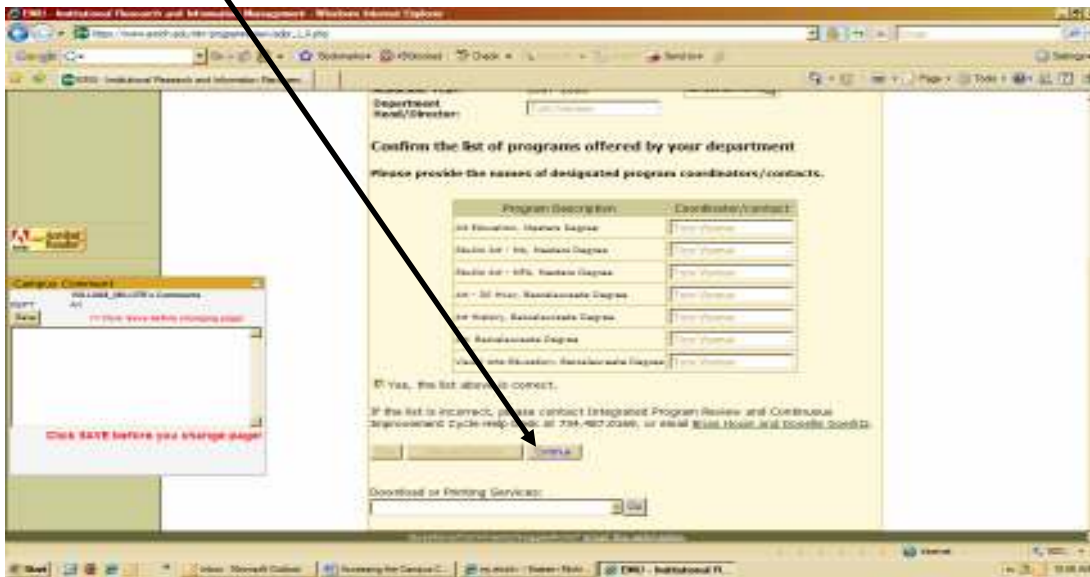
7. Choose the department (Art, Bio, Chem, or HPHH) you are going to comment on by clicking on the appropriate **radio button** (see below). **Note: If there is a  next to the department, it means the department's programs are not available for comment at this time. **Note: For the 2007-2008 test group, the Online Comment function will be available in two week windows (specified at the beginning of this document). In subsequent years, there may be overlap and you will see more than one department available for comment in the window below.*



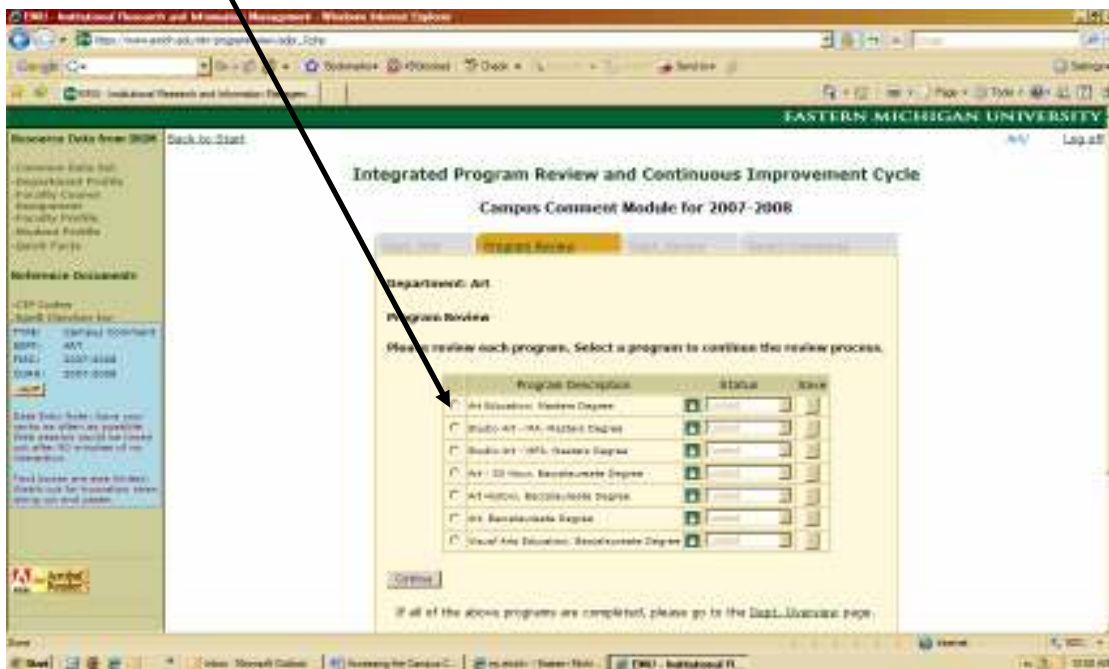
8. The Program Review Module is divided into **tabs**. You can tell where you are in the report by looking at the **tab** at the top of the page. The primary tabs include: 1) Dept. Info – general department information including the list of programs and program coordinators/contacts; 2) Program Review – the review report by program; 3) Dept. Review – the review report from a department perspective; and 4) Dean's Comments – comments provided by the college Dean to supplement the work of the programs and department heads.



- Use the **Continue** button at the bottom of each page to keep moving through the report, typing in and saving your comments along the way (**often** – as noted above). **Note: You can also look at the Department Review and the Dean's Comments using the **Continue** button.*



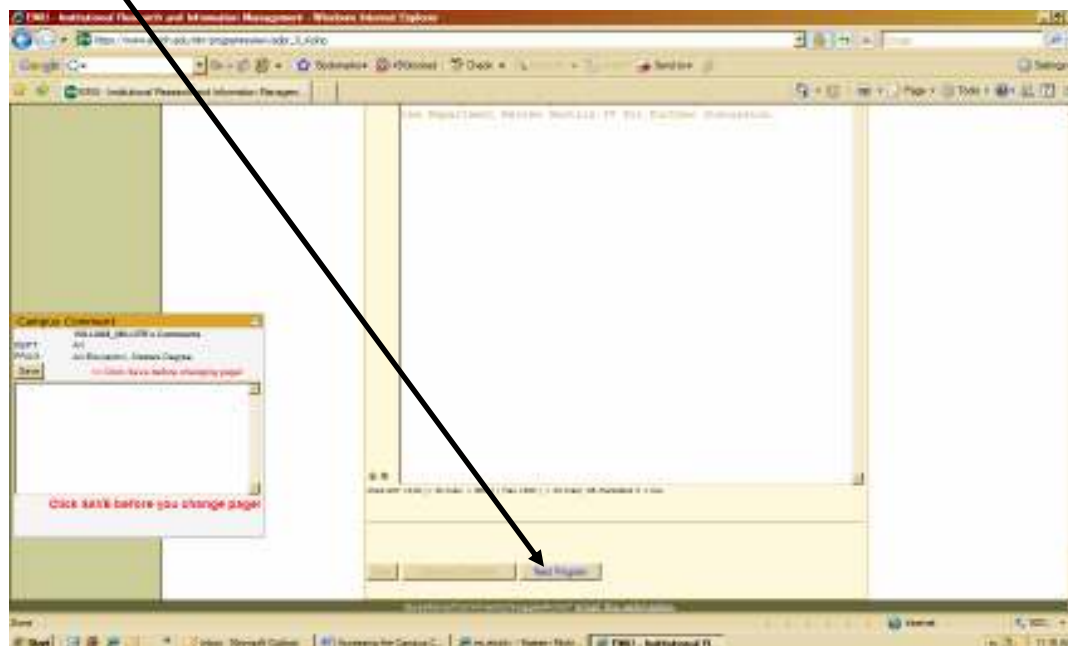
- Click on a **radio button** to choose which program you want to look at (see below) and click the **Continue** button to move to the next screen.



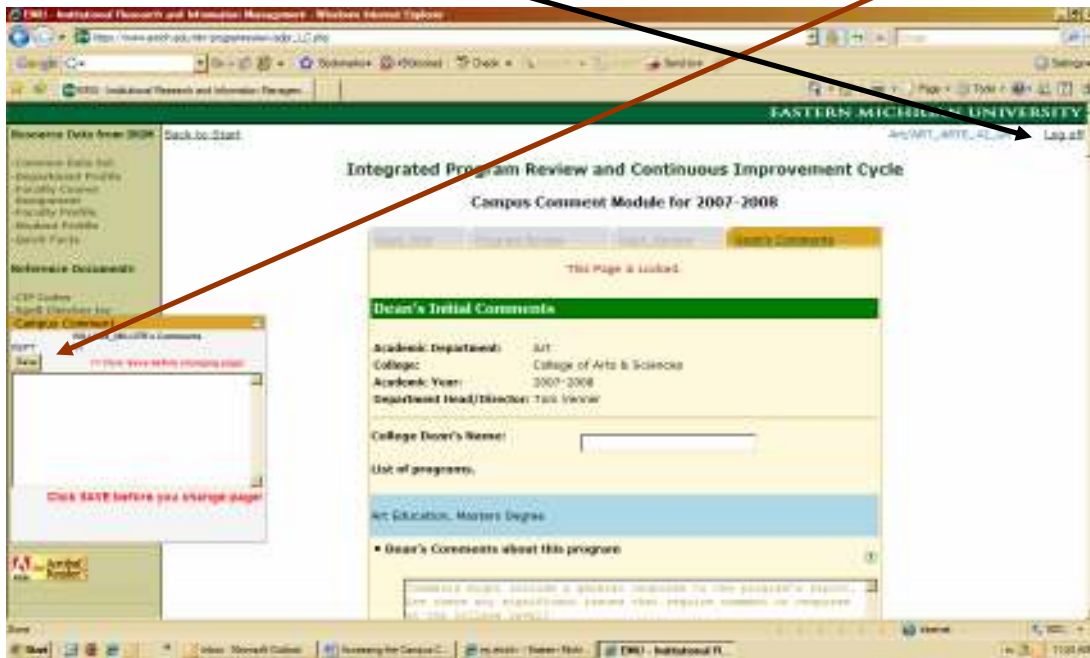
11. Begin typing your comments directly into the **text box** provided – saving **OFTEN** (see below). *Note: The **text box** will move with you as you move through the report.



12. At the end of each program's report, you can go on to the next program report by clicking the **Next Program** button (see below).



13. When you are finished with your comments, save them a final time, using the **Save** button and then logout, using the **Log off** link.



14. You can login at any time while the Campus Comment Module is open for comments to review, **edit**, or **delete** your comments. This will generally be a window of approximately two weeks. Once the Campus Comment Module is closed for comments, you will no longer be able to edit or delete your comments.

