



## [Program Review Document Library on SharePoint:](#) **Instructions**

Like all SCC standing committees, the **Institutional Program Review Committee (IPRC)** has a website on SharePoint on which it archives its agendas, minutes, documents, and of course, program review documents.

The IPRC SharePoint site is unique in that it actually has two distinct libraries:

- **Standardized Document Library** (at the upper right hand corner of the site), on which meeting and committee documents are archived
- **Program Review Documents** library, a separate library right below the Shared Documents on which program review reports (Snapshots, Comprehensives and prioritization documents) are archived.

### **How can I find my Program Review? Follow these steps:**

1. **Log on to SharePoint:** You can find the portal for SharePoint on the SWC Main Page under “Most Popular Links” at the top of the screen.



To Log onto SharePoint, use your regular email logon and password. Once you have successfully logged on, you will see a screen like so:



- Once into SharePoint, click on the word “**Committees**” on the top ribbon (see screen above); it’s the second word from the left. A window with a list of committees should appear, which looks like this:

SWC Committees	Division/Area	Committee Type
SWC Committee/Taskforce/Council		
AB&E Workgroup	Academic Affairs	Working Group
Academic Affairs Council	Academic Affairs	Council
Academic Program Review (APRC)	Academic Senate	Committee
Academic Senate	Academic Senate	Council
Academic Senate Curriculum Committee	Academic Senate/Academic Affairs	Committee
Academic Senate Elections Committee	Academic Senate	Committee
Academic Senate Executive Committee	Academic Senate	Committee
Academic Senate Honors Committee	Academic Senate	Committee
Academic Senate Professional Relations Committee	Academic Senate	Committee
Academic Technology Committee (ATC)	Academic Senate	Committee
Accreditation Oversight Committee (AOC)	Superintendent/President	SCC Standing Committee
<b>Institutional Program Review Committee</b>	Student Affairs	Committee
Budget Committee	Superintendent/President	SCC Standing Committee
Calendar Committee	Academic Affairs	Committee
Catalog Committee	Academic Affairs	Committee
College Management Team	Superintendent/President	Council
Council of Chairs	Academic Senate	Council

- Scroll down the list until you find “**Institutional Program Review Committee**” and click it. Another window will open, which indicates you have entered the IPRC SharePoint site. On the middle of the page on the left, you will see that the membership is listed; on the top right-hand side of this page, you will see the **Standardized Document Library**, where all IPRC committee documents are stored by date. Meeting date files can be expanded by clicking the plus sign in front of the desired meeting date.

Mission/Purpose	Meeting Calendar	Standardized Document Library
<p>Enter the mission/purpose of this committee here.</p> <p>Committee Charge:</p> <p>Enter the charge of this committee.</p>	<p>There are no items to show in this view of the "Meeting Calendar" list. To add a new item, click "New".</p> <p>Previous</p> <p>Add new event</p>	<p>Meeting Date : 5/14/2014 (11)</p> <p>Meeting Date : 4/30/2014 (1)</p> <p>Meeting Date : 4/23/2014 (1)</p> <p>Meeting Date : 4/9/2014 (6)</p> <p>Meeting Date : 3/26/2014 (2)</p> <p>Meeting Date : 3/12/2014 (2)</p> <p>Meeting Date : 2/26/2014 (5)</p> <p>Meeting Date : 1/29/2014 (3)</p> <p>Meeting Date : 1/7/2014 (1)</p> <p>Meeting Date : 11/13/2013 (1)</p> <p>Meeting Date : 9/25/2013 (2)</p> <p>Meeting Date : 8/23/2013 (1)</p>

4. If you scroll below the Standardized Document Library, you'll find the **Program Review Documents** library right below it, which is where program review documents are archived. This Library looks like this:

#### Program Review Documents

Version	Name	Academic Year	Division	School/Center/Area	Designator	Document Type
+ Academic Year : (59)						
+ Academic Year : 2008-09 (4)						
+ Academic Year : 2009-10 (14)						
+ Academic Year : 2010-11 (54)						
+ Academic Year : 2011-12 (128)						
+ Academic Year : 2012-13 (340)						
+ Academic Year : 2013-14 (301)						
<a href="#">+ Add document</a>						

Click on the word **Program Review Documents** to begin your search

The screenshot shows a SharePoint library interface. At the top, there is a ribbon with 'Library Tools' and 'Library' tabs. The 'Library Tools' tab is active, showing various options like 'Standard View', 'Datasheet View', 'New Row', 'Show Task Pane', 'Show Totals', 'Refresh Data', 'Create View', 'Navigate Up', 'Modify View', 'Current View', 'All Documents', 'Current Page', 'E-mail a Link', 'Alert Me', 'RSS Feed', 'Sync to SharePoint Workspace', 'Connect to Office', 'Export to Excel', and 'Open with Explorer'. Below the ribbon, there is a table with columns: 'Version', 'Name', 'Academic Year', 'Division', and 'School/Center/Area'. The table content is identical to the one shown in the previous image, with a total of 59 documents and sub-categories for each academic year from 2008-09 to 2013-14. At the bottom of the table, there is a '+ Add document' link.

Please notice the words listed across the screen above just under the ribbon. You see Version, name, Academic Year, Division, etc. A search can be done using any of those categories.

An explanation of each category is listed below:

- **Name** = which is the given name of your document using the IPRC naming conventions
- **Academic Year** = the academic year the program review document was due/submitted
- **Division** = which Vice President your program/unit reports to
- **School/Center/Area** = which campus or area your program/unit reports to (e.g., HECOM)
- **Designator** = A unique letter acronym used to identify your program/unit (e.g., WL)
- **Document Type** = this explains the type of program review document that is posted. It can be a Snapshot, Comprehensive,

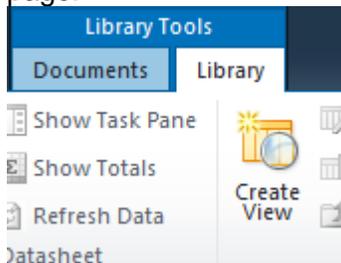
#### SharePoint tips:

- The easiest way to locate your own program/unit program review files is by **Designator**.
- The first word in the list, "**Version**", is a term utilized only by IT; please ignore.

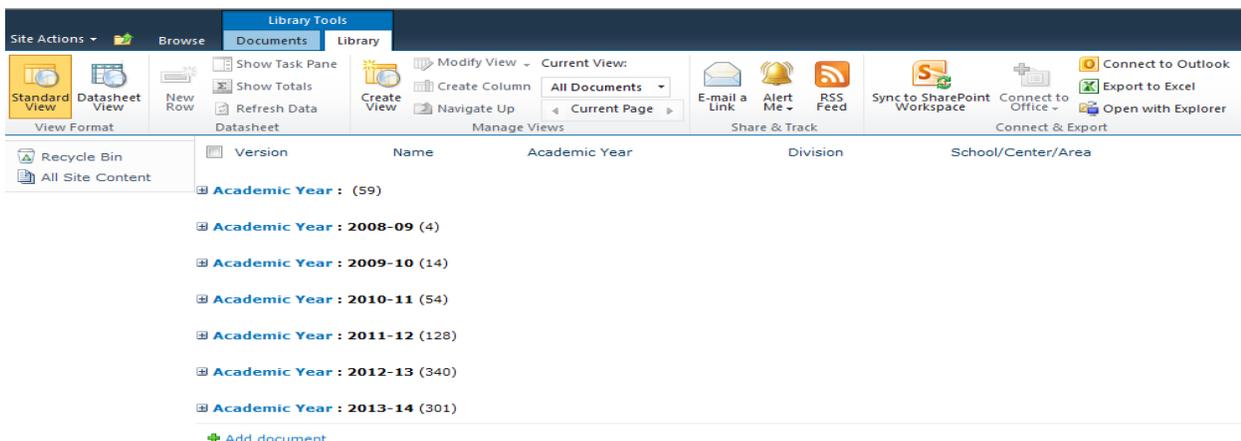
As you can see from the top of the page, there are two ways to search for program review documents:

- **Standard View** (most recommended, user-friendly method; easiest to view and search)
- **DataSheet View** (a chart-view that is best for IPRC Co-Chair work)

5. **To continue a search in Standard view**, click on the word **Library** on the top ribbon of the page.



You should then get a screen that looks like this:



You can easily locate program reviews by the years listed but there is a better and more efficient method of doing so. You can use the naming conventions. First, however, you need to understand the Program Review Documents library **naming conventions**. This is the IPRC-approved formula that is used when program review files are renamed and archived:

### **DIVISION-DESIGNATOR-YEAR-TYPE**

**DIVISION** refers to which Vice President your program/unit reports to, which are listed in capital letters. At SWC, there are four Divisions for program review: Academic Program Review (APR), Academic Administrative Program Review (AAPR), Student Affairs Program Review (SAPR) and Business and Financial Affairs/Human Resources/Superintendent-President Program Review (BFAHRSPPR).

**DESIGNATOR** is a unique brief acronym approved by each program/unit to identify itself. Please see the IPRC website for a full listing of all Designators. Designators are compiled of all capital letters also. Some examples are designators are AJ, ASTR, MATH, CEEWD, IT, LAS, OIE and VET.

**YEAR** refers to the year in which the document was due, a four digit number, like 2013.

**TYPE** is the type of program review document. This requires a capital letter only at the beginning of the word, e.g. Snapshot or Comprehensive. There are four types of documents: Snapshot, Comprehensive, TA (Tech Addendum) or Other. The Other category is used for archiving and referencing other important program review-related documents, such as Advisory Committee notes or an external accrediting agency reports, etc. While Tech Addendums will not be utilized next year, past tech addendums remain and are so archived for your reference and institutional memory.

Important Note regarding naming conventions:

**Hyphens are used between items in the file name.** When you name/rename your document, remember that underscores or slashes cannot be used for posting because it makes SharePoint think that it's all one word. Each discrete item in the naming formula must be separated by hyphens so that it becomes searchable. Thus, for program review posting purposes only ES/ATH, BFA/HR/SPPR or S/P, for example, cannot be posted with slashes so these would become ES-ATH, BFAHRSPPR and SP, respectively.

Below are a few examples for each of the program review Divisions:

If the Emergency Medical Technician Program provided Advisory Committee notes, it would be archived as "Other":

**APR-EMT-2014-Other**

If the Articulation Office provided a Comprehensive, it would be archived as "Comprehensive":

**AAPR-ARTIC-2014-Comprehensive**

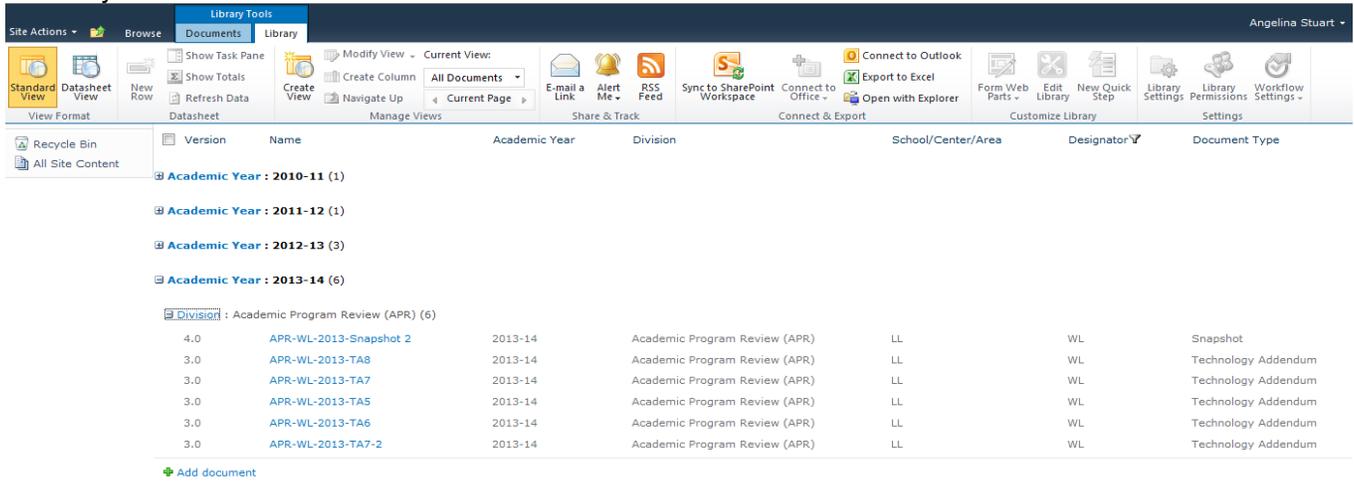
If the Veteran's Office has provided a Snapshot, it would be archived as "Snapshot":

**SAPR-VET-2014-Snapshot**

If the Superintendent/President's Office provided a Tech Addendum, it would be archived as "TA":

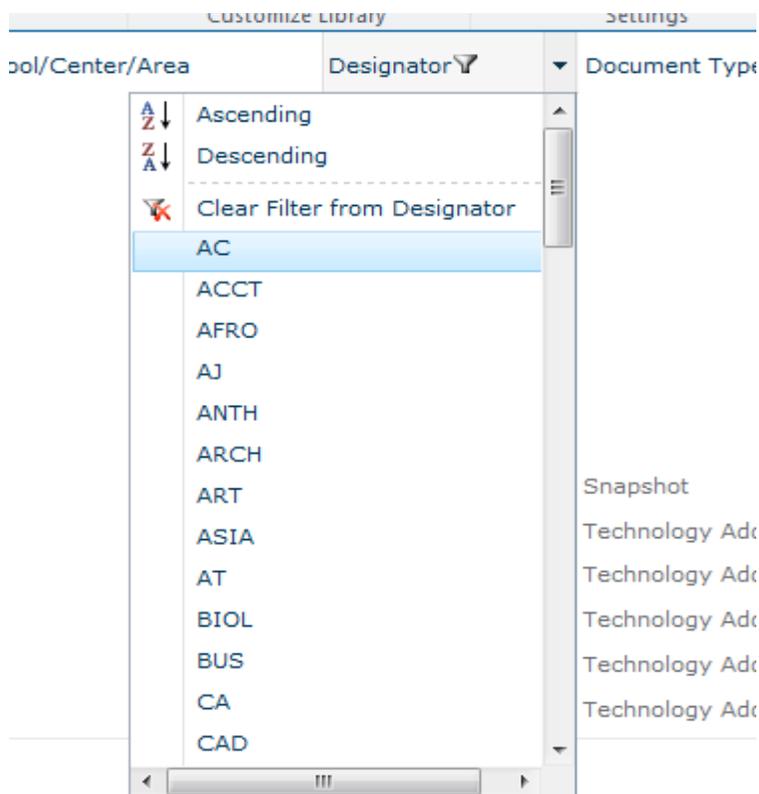
**BFAHRSPPR-SP-2015-TA**

6. **To narrow your search**, you can click on the desired **category** on the top ribbon of the page. A window with a **pull-down menu** will appear for each category. Select an item from the menu and then SharePoint will “sort” the items in the file and show you only those items you have selected



**SharePoint Tip:**

- If a category is narrowed, you will notice that the category will then have a little “funnel” to the right of it to indicate that it has been narrowed. See below:

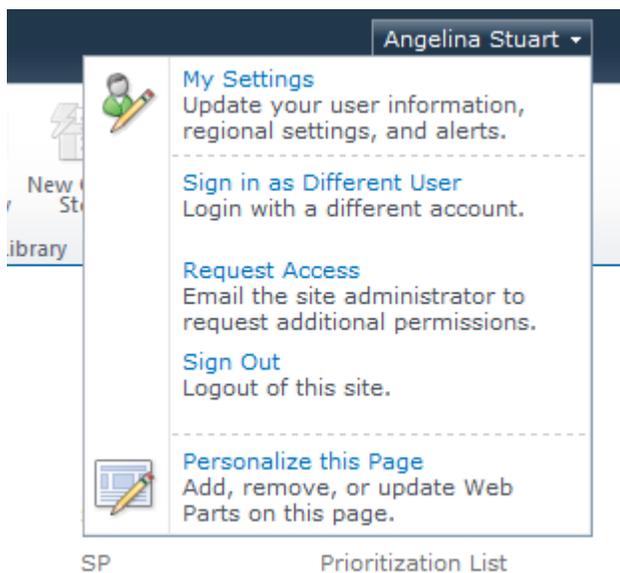


Once you have selected your item, viewed it and/or copied it for your records, you must then **remember to click the “Clear Filter from...”** button. Above is a sample from a Designator search; if you wanted to clear the Designator category, you would have to click **“Clear Filter from Designator.”**

SharePoint tip:

- You’ll know you are successful in clearing the filter when the little funnel at the top of the page is gone. You should now be able to view other files in that category.

7. Finally, **when you are done, don’t forget to “Sign-Out”**. To do so, click on little arrow next to your name at the top right hand ribbon on your page. You should get a pop-up window like this:



Click on “Sign Out”. If you don’t log-out, anyone can use your log on to access SharePoint so like Blackboard, remember to log-out.

We hope these instructions are helpful. Please contact the IPROC Coordinator, Randy Beach, if you encounter any problems. Our Training Services Coordinator, Andre Ortiz, who works in the Staff Development Office, may also be able to assist you. Thank you!