

## Approving Objectives in SPOL

### 1. Log in to SPOL

A. Go to: [www.spol.imperial.edu](http://www.spol.imperial.edu)

B. Log in using IVC single sign-on

### Approving annual future planning objectives

### 2. Change Planning year to 2021-22 to approve Planning Objectives for next fiscal year

The screenshot shows the SPOL v4.5.0.7 interface. The top right corner displays the date Wednesday, January 22, 2020, and the user's name, Jose G Carrillo, with a search bar. Below this, the 'Planning Year' is set to 2020-2021. A navigation menu includes 'My SPOL', 'Planning', 'Budget', 'Assessment', 'Credentialing', 'Accreditation', 'Resources', 'Reports', 'Support', 'Admin', and 'Logout'. The main content area features a 'Welcome Jose G Carrillo' message and five icons representing different planning areas: Planning, Budgeting, Assessment, Credentialing, and Accreditation. A large orange arrow points to the 'Planning Year' dropdown menu.

### 3. Click on Planning and then click on approve my objective

The screenshot shows the 'Planning Homepage' in SPOL. The top navigation bar has 'Planning' selected. The main content area is titled 'Welcome to the Planning Homepage'. It features several sections: 'View Planning Units' (View all current Planning Units, or search for a specific Planning Unit and make your necessary updates.), 'View My Objectives' (View all of your current objectives, or search for a specific Objective and make your necessary updates.), 'Approve My Objective' (View all of your objective that require approval), 'Search for Objectives' (Search Objectives according to Planning Unit, Planning Year or Unit Manager.), 'Create a New Objective' (Open up a blank Objective page and enter the relevant data to create a new Objective), 'Copy Objective Data' (Copy objective data from one planning year to another.), 'New Objective Wizard' (Follow our easy to use, step-by-step wizard to creating a new Objective.), and 'Print a Report' (Bring up the reporting interface to generate an informative report in minutes.). A large orange arrow points to the 'Approve My Objective' section.

4. Click on the small triangle next to the planning unit, it will open up the objectives for that planning unit. If you click on view, you enter the planning unit page, where you can see the details of each objective. Once you have reviewed each objective, you have the ability to approve all objectives at once by selecting all objectives by clicking on the box and clicking on the apply approval actions. A yellow second dot indicates the objective is awaiting approval, a green dot indicates approved objective, a red dot indicates the objective was rejected.

My SPOL > Planning > My Objectives

### My Approval Objectives for Planning Year: 2021-22

My Planning Units Apply Approval Actions

Planning Unit	Planning Unit Manager	Approval Status	View
▶ Athletics	Mecate II, James		View
▲ Biology	Gilison, Daniel		View

Sel	Objective ID	Objective Title	Approval Status	DOC	LNK
<input type="checkbox"/>	1797	Hire a full-time biology instructor			
<input type="checkbox"/>	1798	Improve incoming student preparation and performance			
<input type="checkbox"/>	1796	Increase student transfer opportunities			

▶ Chemistry Gilison, Daniel View

▶ Computer Science Nelipovich, Jill View

### My Approval Objectives for Planning Year: 2021-22

My Planning Units Apply Approval Actions

Planning Unit	Planning Unit manager	Approval Status	View
▶ Athletics	Mecate II, James		View
▶ Biology	Gilison, Daniel		View
▶ Chemistry	Gilison, Daniel		View
▶ Computer Science	Nelipovich, Jill		View
▶ Exercise Science & Wellness Department	Robinson, Andrew		View

5. If you click on view, you enter the planning unit page, click on each objective, review objective and tasks with enhanced budget requests. You can make any changes or reject for changes to be made by the writer of the objective.

The screenshot shows a web interface for 'My SPOL' with a navigation menu at the top: My SPOL, Planning, Budget, Assessment, Accreditation, Resources, Reports, Support, Logout. The breadcrumb trail is 'My SPOL > Planning > My Objectives > Biology'. The main content area is divided into several sections:

- My Planning Unit:** 23312 - Biology. Unit Manager: Gilison, Daniel. Planning Unit Purpose: To prepare the transfer student for continuing education and subsequent specialization at a four-year institution in fields such as biology, dentistry, medicine, microbiology, nursing, etc. A 'More >>' link is at the bottom.
- Alerts:** There are currently no alerts to display.
- College Calendar:** November 2018. A calendar grid shows the 19th as the current date. A 'View All Events' link is at the bottom.
- Budget Accounts:** No Data to Display. A 'View All' link is at the top right.
- Unit Objectives:** A list of objectives: '1468-increase student success in class' and '1467-Increase student transfer opportunities'. A 'View All' link is at the top right.

A large orange arrow points from the 'Budget Accounts' section down to the 'Unit Objectives' section.

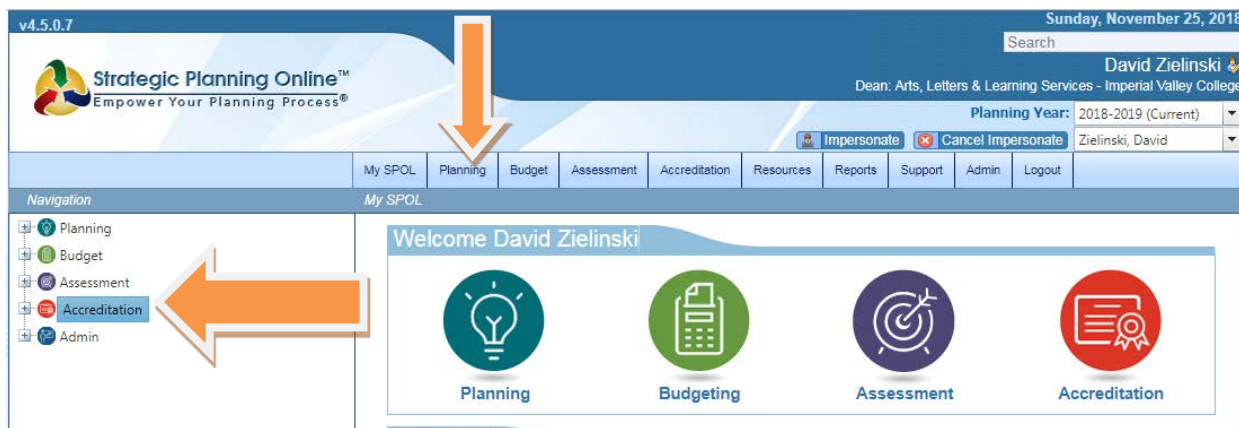
6. By returning to the planning screen, and clicking on the approve my objective, you can return to approve all pending objectives including approving all objectives at once.



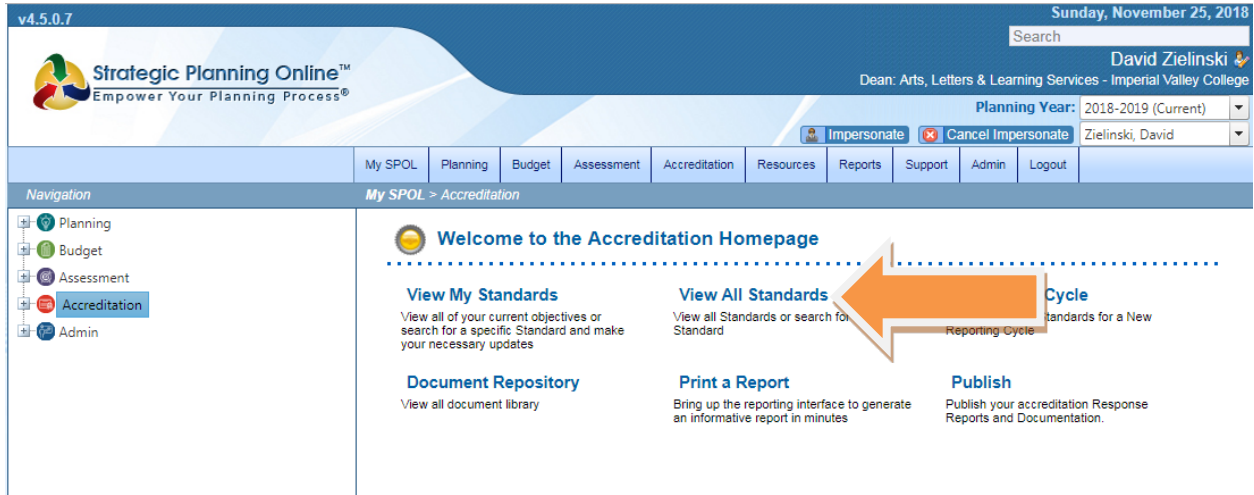
**Approving comprehensive program review (Data Analysis & SWOT)**

7. The comprehensive program review was set-up as standards under the accreditation module.

Click on My SPOL, and then on Accreditation on the left side navigation



9. Click on view all standards.



10. Make sure you are under the APR 2020-21 Academic Program Review or SAPR 2020-21 for Service Area Reviews as the Accreditation Cycles. Open your sections by clicking on each division until you see your planning units. Only those planning units due for a comprehensive will show. If the unit has completed the review the first and/or second dots should be green, and the NAR (narrative) should be in color. If there is no color for the dot but color under the NAR, it means the standards hasn't been submitted for approval.

## All Standards

Accreditation Cycle:  
APR - 2018-19 Academic Program Review

20000 - Academic Services

Sections:  
21000 - Arts, Letters, Learning Services

Sections:  
21101 - English - Reading

Standard	Approval Status	NAR	Dr	LINK	CHK	%
II.B.1.a PRESENT -- DATA ANALYSIS AND PROGRAM HEALTH	<span style="color: green;">●</span> <span style="color: orange;">●</span> <span style="color: gray;">●</span>					0%
II.B.1.b PRESENT - Analyze Productivity	<span style="color: green;">●</span> <span style="color: orange;">●</span> <span style="color: gray;">●</span>					0%
II.B.1.c PRESENT - Analyze Success and Retention	<span style="color: green;">●</span> <span style="color: orange;">●</span> <span style="color: gray;">●</span>					0%
II.B.1.d PRESENT - Analyze Success and Retention by Ethnicity	<span style="color: green;">●</span> <span style="color: orange;">●</span> <span style="color: gray;">●</span>					0%
II.B.1.e PRESENT - Analyze Degrees and Certificates	<span style="color: green;">●</span> <span style="color: orange;">●</span> <span style="color: gray;">●</span>					0%
II.B.1.f PRESENT - Analyze Program Changes	<span style="color: green;">●</span> <span style="color: orange;">●</span> <span style="color: gray;">●</span>					0%

21300 - Humanities

22000 - Economic and Workforce Development

20200 - Distance Education

23000 - Mathematics & Sciences

24000 - Health & Public Safety

10. Double-click on each standard to open. Under approval options, you can approve or reject the standard as well as provide any recommendations.

My SPOL | Planning | Budget | Assessment | Accreditation | Resources | Reports | Support | Admin | Logout

My SPOL > Accreditation > All Standards > Standard: II.B.1.a - PRES

### Accreditation Standard Details

**PRESENT -- DATA ANALYSIS AND PROGRAM HEALTH**

Source Manager:  
Tafoya, Christina - 20000 - Academic Services

Email Source Manager: [Send Email](#)

Accreditation Cycle:  
2018-19 Academic Program Review

**In Review**  
In Review By the Dean Units - Zielinski, David

No Annual Notes | Approval Status: ● ● ●

Note On | Approval Options

[Edit](#)

**Standard Detail**

Standard Number: II.B.1.a | Source: APR | Section: 21101 - English - Reading

II.B.1.a. PRESENT -- DATA ANALYSIS AND PROGRAM HEALTH -- Provide a narrative summarizing your analysis of all disaggregated data - time (day/eve/nite), gender, age, ethnicity, and distance education. (PRESENT -- DATA ANALYSIS AND PROGRAM HEALTH)

After each approval, make sure you click on the accreditation tab on the left side of the screen to continue the approval process.

The screenshot displays the Strategic Planning Online (SPOL) interface. At the top left, the version number is v4.5.0.7. The top right shows the date Sunday, November 25, 2018, and the user's name David Zielinski, Dean of Arts, Letters & Learning Services at Imperial Valley College. A search bar is located below the date. The main navigation bar includes tabs for My SPOL, Planning, Budget, Assessment, Accreditation, Resources, Reports, Support, Admin, and Logout. The Accreditation tab is currently selected. On the left side, a vertical navigation menu lists Planning, Budget, Assessment, Accreditation, and Admin. The Accreditation menu item is highlighted with a blue bar, and a large orange arrow points to it from the right. The main content area is titled "Welcome to the Accreditation Homepage" and features several action buttons: "View My Standards", "View All Standards", "Plan a New Cycle", "Document Repository", "Print a Report", and "Publish".