

## 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 planning objectives

### 2. Change Planning year to 2020-21 to approve Planning Objectives for next fiscal year

The screenshot shows the SPOL v4.5.0.7 interface. At the top right, the date is Wednesday, January 22, 2020. The user is identified as Jose G Carrillo, Director of Institutional Research at Imperial Valley College. The 'Planning Year' is set to 2020-2021. The 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 Planning, Budgeting, Assessment, Credentialing, and Accreditation.

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

The screenshot shows the 'My SPOL > Planning' page. The navigation menu is at the top. The main content area is titled 'Welcome to the Planning Homepage'. It features several sections with links and descriptions:

- View Planning Units**: View all of your 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.
- Print a Report**: Bring up the reporting interface to generate an informative report in minutes.

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: 2020-2021

My Planning Units Apply Approval Actions

Planning Unit	Planning Unit Manager	Approval Status	View																								
▶ Athletics	Mecate II, James	● ● ●	View																								
▲ Biology	Gilison, Daniel	● ● ●	View																								
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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 the 'My Planning Unit' page for '23312 - Biology'. The page is divided into several sections:

- My Planning Unit:** Displays the unit name '23312 - Biology', the unit manager 'Gilison, Daniel', and the 'Planning Unit Purpose' which is to prepare transfer students for continuing education in fields like biology, dentistry, medicine, and nursing.
- Alerts:** A box indicating 'There are currently no alerts to display.'
- College Calendar:** A calendar for November 2018 with the 19th highlighted.
- Budget Accounts:** A section titled 'Budget Accounts' with a 'View All' button and the text 'No Data to Display'. A large orange arrow points from this section down to the 'Unit Objectives' section.
- Unit Objectives:** A section titled 'Unit Objectives' with a 'View All' button, listing two objectives: '1468-increase student success in class' and '1467-Increase student transfer opportunities'.

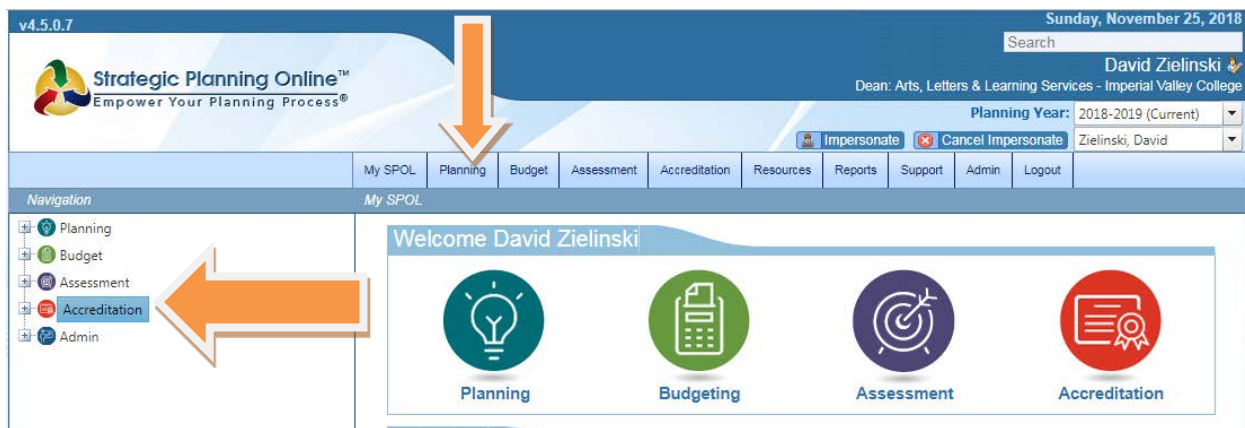
6. By returning to the planning screen, and clicking on the approve my objective, you can return to approve all pending objectives including approving all objectives at once.



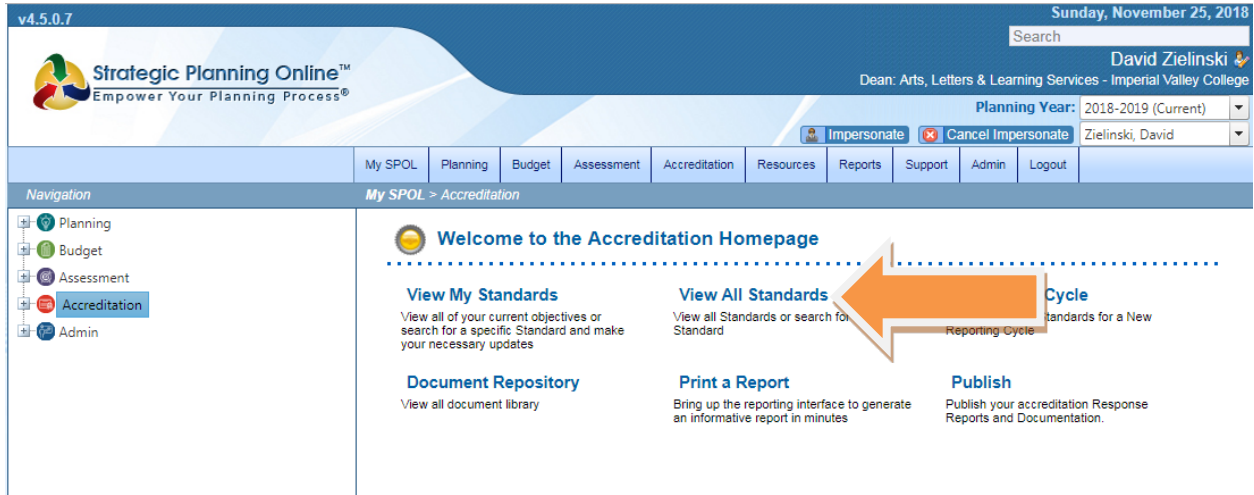
### Approving comprehensive program review (Data Analysis & SWOT)

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 2019-20 Academic Program Review or SAPR 2019-20 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

Approval Status: ● ● ●

Approval Options: [Approval Options](#)

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 'v4.5.0.7' is shown. The top right corner displays the date 'Sunday, November 25, 2018' and a search bar. The user's name 'David Zielinski' and title 'Dean: Arts, Letters & Learning Services - Imperial Valley College' are visible. The 'Planning Year' is set to '2018-2019 (Current)'. A navigation menu at the top includes 'My SPOL', 'Planning', 'Budget', 'Assessment', 'Accreditation', 'Resources', 'Reports', 'Support', 'Admin', and 'Logout'. The 'Accreditation' tab is highlighted. On the left side, a 'Navigation' sidebar lists 'Planning', 'Budget', 'Assessment', 'Accreditation', and 'Admin', with 'Accreditation' selected. A large orange arrow points to this selected tab. 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'.