

Approving Objectives in SPOL

1. Log in to SPOL

A. Go to: www.spol.imperial.edu

B. Log in using IVC credentials (e.g. jose.carrillo, the ending @imperial.edu is not needed)

Approving annual planning objectives

2. Change Planning year to 2019-20 to approve Planning Objectives for next year

The screenshot shows the SPOL dashboard for David Zielinski. The navigation bar includes 'My SPOL', 'Planning', 'Budget', 'Assessment', 'Accreditation', 'Resources', 'Reports', 'Support', 'Admin', and 'Logout'. The main content area features a 'Welcome David Zielinski' message and four icons: Planning (lightbulb), Budgeting (calculator), Assessment (target), and Accreditation (certificate). Below the icons, there is a 'Planning:' section with links to 'My Planning Units' and 'Planning Units that Report to Me', each with a 'View' button. An orange arrow points to the 'Planning Year' dropdown menu, which is set to '2019-2020'.

3. Double-click on Planning and then click on approve my objective

The screenshot shows the 'Planning Homepage' in SPOL. The navigation bar includes 'My SPOL', 'Planning', 'Budget', 'Assessment', 'Accreditation', 'Resources', 'Reports', 'Support', 'Admin', and 'Logout'. The main content area features a 'Welcome to the Planning Homepage' message and several options: 'View Planning Units', 'View My Objectives', 'Approve My Objective', 'Search for Objectives', 'Create a New Objective', 'Copy Objective Data', 'New Objective Wizard', and 'Print a Report'. An orange arrow points to the 'Approve My Objective' option.

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.

My Approval Objectives for Planning Year: 2019-2020



| My Planning Units | | Apply Approval Actions | | |
|---|-----------------------|---|-----------------|---------|
| Planning Unit | Planning Unit Manager | Approval Status | View | |
| <input checked="" type="checkbox"/> Biology | Gilison, Daniel | | View | |
| <input type="checkbox"/> Sel | Objective ID | Objective Title | Approval Status | DOC LNK |
| <input type="checkbox"/> | 1468 | increase student success in class | | |
| <input type="checkbox"/> | 1467 | Increase student transfer opportunities | | |
| <input type="checkbox"/> | 1470 | Provide increased support to laboratory classes | | |
| <input type="checkbox"/> | 1469 | DRAFT - Provide increased support to laboratory classes | | |
| ▶ Exercise Science & Wellness Department | Robinson, Andrew | | View | |
| ▶ General Science | Gilison, Daniel | | View | |
| ▶ Geography | Gretz, Suzanne | | View | |
| ▶ Physical Science | Gilison, Daniel | | View | |

My Approval Objectives for Planning Year: 2019-2020



| My Planning Units | | Apply Approval Actions | | |
|--|-----------------------|------------------------|------|--|
| Planning Unit | Planning Unit Manager | Approval Status | View | |
| ▶ Biology | Gilison, Daniel | | View | |
| ▶ Exercise Science & Wellness Department | Robinson, Andrew | | View | |
| ▶ General Science | Gilison, Daniel | | View | |
| ▶ Geography | Gretz, Suzanne | | View | |
| ▶ Physical Science | Gilison, Daniel | | 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.

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

My SPOL > Planning > My Objectives > Biology

My Planning Unit

23312 - Biology [Edit]

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, ...

More >>

Alerts

There are currently no alerts to display.

College Calendar

November 2018

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 28 | 29 | 30 | 31 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |

View All Events

Budget Accounts

No Data to Display

View All

Unit Objectives

View All

- 1468-increase student success in class
- 1467-Increase student transfer opportunities

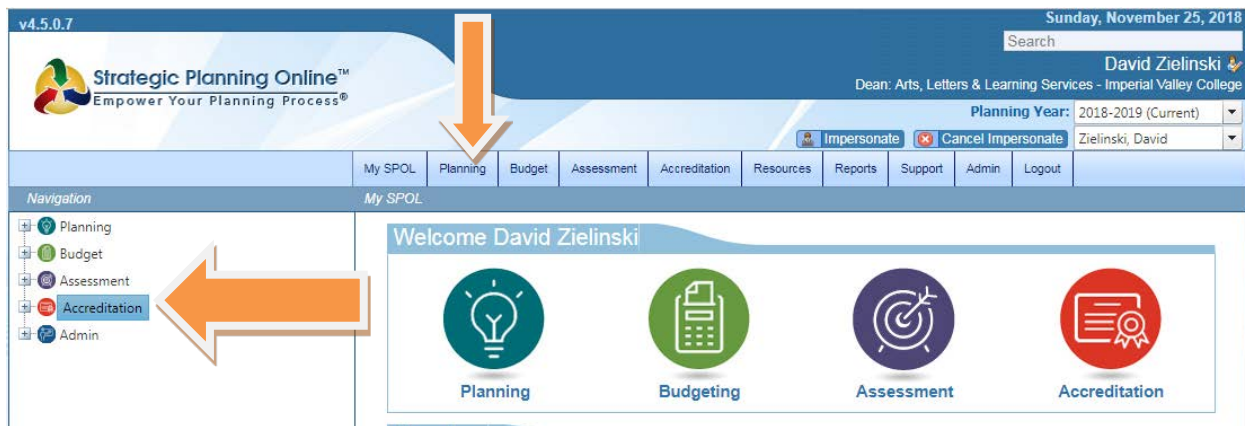
6. By returning to the planning screen, and clicking on the approve my objective, you can return to approve all pending objectives including approving all objectives at once.



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.

Strategic Planning Online™
Empower Your Planning Process®

v4.5.0.7 Sunday, November 25, 2018

Search

David Zielinski
Dean: Arts, Letters & Learning Services - Imperial Valley College

Planning Year: 2018-2019 (Current)

Impersonate Cancel Impersonate Zielinski, David

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

Navigation: My SPOL > Accreditation

Planning
Budget
Assessment
Accreditation
Admin

Welcome to the Accreditation Homepage

View My Standards
View all of your current objectives or search for a specific Standard and make your necessary updates

View All Standards
View all Standards or search for Standard

Document Repository
View all document library

Print a Report
Bring up the reporting interface to generate an informative report in minutes

Publish
Publish your accreditation Response Reports and Documentation.

Reporting Cycle standards for a New

10. Make sure you are under the APR 2018-19 Academic Program Review or SAPR 2018-19 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

Sections:
21000 - Arts, Letters, Learning Services

Sections:
21101 - English - Reading

| Standard | Approval Status | NAR | DF | INK | CHK | % |
|---|-----------------|-----|----|-----|-----|----|
| II.B.1.a PRESENT – DATA ANALYSIS AND PROGRAM HEALTH | ● ● ○ | 📄 | | | | 0% |
| II.B.1.b PRESENT - Analyze Productivity | ● ● ○ | 📄 | | | | 0% |
| II.B.1.c. PRESENT - Analyze Success and Retention | ● ● ○ | 📄 | | | | 0% |
| II.B.1.d PRESENT - Analyze Success and Retention by Ethnicity | ● ● ○ | 📄 | | | | 0% |
| II.B.1.e. PRESENT - Analyze Degrees and Certificates | ● ● ○ | 📄 | | | | 0% |
| II.B.1.f. PRESENT - Analyze Program Changes | ● ● ○ | 📄 | | | | 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.

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:

| Standard Number | Source | Section |
|-----------------|--------|---------------------------|
| II.B.1.a | APR | 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.

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Sunday, November 25, 2018

Dean: Arts, Letters & Learning Services - Imperial Valley College

Planning Year: 2018-2019 (Current)

Impersonate | Cancel Impersonate | Zielinski, David

Navigation

- Planning
- Budget
- Assessment
- Accreditation**
- Admin

Welcome to the Accreditation Homepage

- View My Standards**
View all of your current objectives or search for a specific Standard and make your necessary updates
- View All Standards**
View all Standards or search for a specific Standard
- Plan a New Cycle**
Plan and Set up Standards for a New Reporting Cycle
- Document Repository**
View all document library
- Print a Report**
Bring up the reporting interface to generate an informative report in minutes
- Publish**
Publish your accreditation Response Reports and Documentation.