

Approving Planning Objectives in SPOL

1. Log in to SPOL
 - a. Go to spol.imperial.edu
2. Change Planning year to 2016-17 to approve Planning Objectives for 2016-17 year
3. Click on my planning units

The screenshot displays the Strategic Planning Online (SPOL) interface. At the top, the version number 'v4.2.0.5' is visible on the left, and the date 'Thursday, October 2, 2014' is on the right. The main header features the 'Strategic Planning Online™ Empower Your Planning Process®' logo and the user's name 'Victor Jaime' with the title 'Superintendent/President - Imperial Valley College'. A dropdown menu for 'Planning Year: 2014-2015' is also present. Below the header is a navigation bar with tabs for 'My SPOL', 'Planning', 'Budget', 'Assessment', 'Accreditation', 'Resources', 'Reports', 'Support', and 'Log Off'. The 'My SPOL' section is active, showing a welcome message 'Welcome Victor Jaime' and four main icons: 'PLANNING', 'ACCREDITATION', 'BUDGETING', and 'ASSESSMENT'. A blue arrow points to the 'PLANNING' icon. Below this, the 'Planning:' section is expanded, showing a list of items with 'View' links: 'My Planning Units', 'Planning Units that I Am a Member Of', and 'Planning Units that Report to Me'. A blue arrow points to the 'My Planning Units' link. Other sections include 'Accreditation: My Standards', 'Budget: My Planning Units', 'Planning Units that I Am a Member Of', and 'Planning Units that Report to Me', and 'Assessment: Programs that I Am a Member Of' with a '0.0%' progress indicator.

Section	Item	View
Planning:	My Planning Units	View
	Planning Units that I Am a Member Of	View
	Planning Units that Report to Me	View
Accreditation:	My Standards	View
Budget:	My Planning Units	View
	Planning Units that I Am a Member Of	View
	Planning Units that Report to Me	View
Assessment:	Programs that I Am a Member Of	0.0% View

4. Click on your first objective

Thursday, October 30, 2014

Search

Victor Jaime
Superintendent/President - Imperial Valley College

Planning Year: 2015-2016

Impersonate Cancel Impersonate Jaime, Victor

My SPOL Planning Budget Assessment Accreditation Resources Reports Support Log Off

My SPOL

Welcome Victor Jaime

PLANNING ACCREDITATION BUDGETING ASSESSMENT

Planning:

My Planning Units View

Planning Unit	Planning Unit Manager	Approval Status	View
Superintendent/President	Jaime, Victor		View

Objective ID	Objective Title	Approval Status	DOC	LNK
361	DRAFT - Hire new Chief Student Services Officer (CSSO)			
525	DRAFT - Reorganize Information Technology structure and leadership with current resources			

Planning Units that Report to Me View

5. Under Approval options, choose Approve Objective

Thursday, October 30, 2014

Search

Victor Jaime
Superintendent/President - Imperial Valley College

Planning Year: 2015-2016

Impersonate Cancel Impersonate Jaime, Victor

My SPOL Planning Budget Assessment Accreditation Resources Reports Support Log Off

My SPOL > Hire new Chief Student Services Officer (CSSO)

Objective Details

Hire new Chief Student Services Officer (CSSO)

10000 - Superintendent/President

Unit Manager: Jaime, Victor

Email Unit Manager: [Send Email](#)

Approval Notes: [Note Options](#)

Approval Status: [Approval Options](#)

Approve Objective

[View Approval History](#)

Objective Descriptors

Objective ID: 361 Status: Initiated Objective Purpose: 3 Unit/Departmental Goals/Program Review

Advertise, Recruit, Hire, Orienting new CSSO, Bring up to speed

Planning Year	Start Date	End Date
2015-2016	07/01/2015	06/30/2016

- DO steps 1-5 for all of your objectives under my Planning Units and for Planning Units that report to me.

Approving Program Review, Present Data Analysis– in Accreditation Module

- Under Accreditation Menu, click down to open 2015-16 Academic or Service Area Program Review

The screenshot shows the Strategic Planning Online (SPOL) interface. At the top, there is a search bar and the user's name, Victor Jaime, Superintendent/President - Imperial Valley College. The planning year is set to 2014-2015. A navigation menu includes My SPOL, Planning, Budget, Assessment, Accreditation, Resources, Reports, Support, and Log Off. Below the menu, there are four main icons: PLANNING, ACCREDITATION, BUDGETING, and ASSESSMENT. A blue arrow points from the ACCREDITATION icon to the 'Accreditation' section of the interface. In this section, there are two expandable menus: 'My Standards' and 'Accreditation Cycle'. The 'Accreditation Cycle' menu is expanded to show the '2014-2015 Service Area Program Review'. Under this, the '10000 - Superintendent/President' section is expanded to show a table of standards. Each standard has an 'Approval Status' column with a green circle icon and a 'NAR' column with a green arrow icon. The table also includes columns for 'DOC', 'LNK', 'CHK', and a percentage column.

Source	Source Manager	Approval Status
Service Area Program Review	Carrillo, Jose G	
Service Area Program Review 2014-2015	Finnell, Jonathan	

Section	Approval Status					
10000 - President's Division						
10000 - Superintendent/President						
Standard	Approval Status	NAR	DOC	LNK	CHK	%
II.A. Past Goals	●●	📄	📄	📄	📄	0%
II.B.1.a. a. Strengths	●○	📄	📄	📄	📄	0%
II.B.1.b. b. Weaknesses	●○	📄	📄	📄	📄	0%
II.B.1.c. c. Opportunities	●○	📄	📄	📄	📄	0%
II.B.1.d. d. Challenges	●○	📄	📄	📄	📄	0%
II.B.1.e. e. Program changes	●○	📄	📄	📄	📄	0%

- Click on first standard.....under approval options approve standards
- Do the same for all standards and for all planning units that report to you.

Approving Budgets -

1. Change Planning year to 2016-17
2. Under Budget, My Planning Units, click down to budget accounts

v4.2.0.5 Thursday, October 30, 2014

Search

Strategic Planning Online™
Empower Your Planning Process®

Victor Jaime
Superintendent/President - Imperial Valley College


Planning Year: 2015-2016


Impersonate Cancel Impersonate Jaime, Victor


My SPOL Planning Budget Assessment Accreditation Resources Reports Support Log Off


My SPOL

Welcome Victor Jaime


PLANNING


ACCREDITATION


BUDGETING


ASSESSMENT

Planning:

- ▶ My Planning Units View
- ▶ Planning Units that Report to Me View

Accreditation:

- ▶ My Standards View

Budget:

- ▲ My Planning Units View

Planning Unit	Planning Unit Manager	Approval Status	View
Superintendent/President	Jaime, Victor		View
Account Number	Budget Account Title	Approval Status	% Change \$ Change
11001-112-6600	_Stakeholders & Visioning Process - Planning, Policymaking and Coord		0% \$0
11001-151-6600	Board of Trustees Office_Planning, Policymaking and Coord	● ●	(83%) (\$157,000)
11001-104-6790	Public Relations/Marketing_Other General Inst Support Services	● ●	(14%) (\$7,250)
22030-101-6770	Superintendent / President Office_Logistical Services		0% \$0
11012-101-6600	Superintendent / President Office_Planning, Policymaking and Coord	●	(2%) (\$500)
11014-101-6600	Superintendent / President Office_Planning, Policymaking and Coord	●	0% \$0
11001-101-6600	Superintendent / President Office_Planning, Policymaking and Coord	●	(86%) (\$445,606)

▶ Planning Units that Report to Me View

3. Click on all budget accounts that have a dollar figure and approve.