

Approving Objectives in SPOL

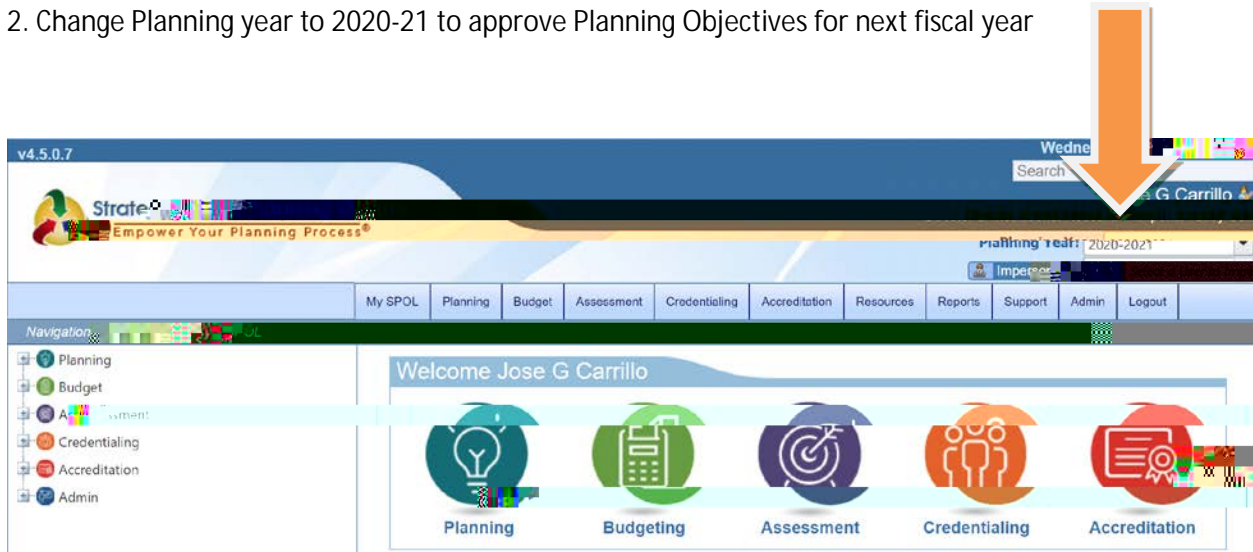
1. Log in to SPOL

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

B. Log in using IVC single sign-on

Approving annual planning objectives

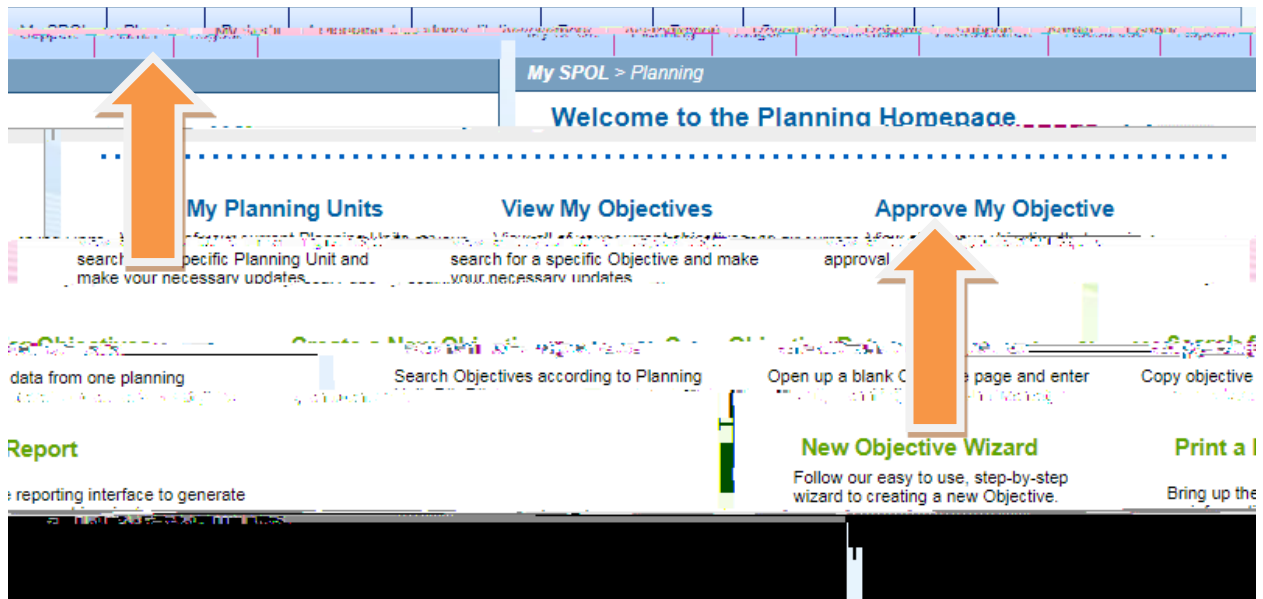
2. Change Planning year to 2020-21 to approve Planning Objectives for next fiscal year



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



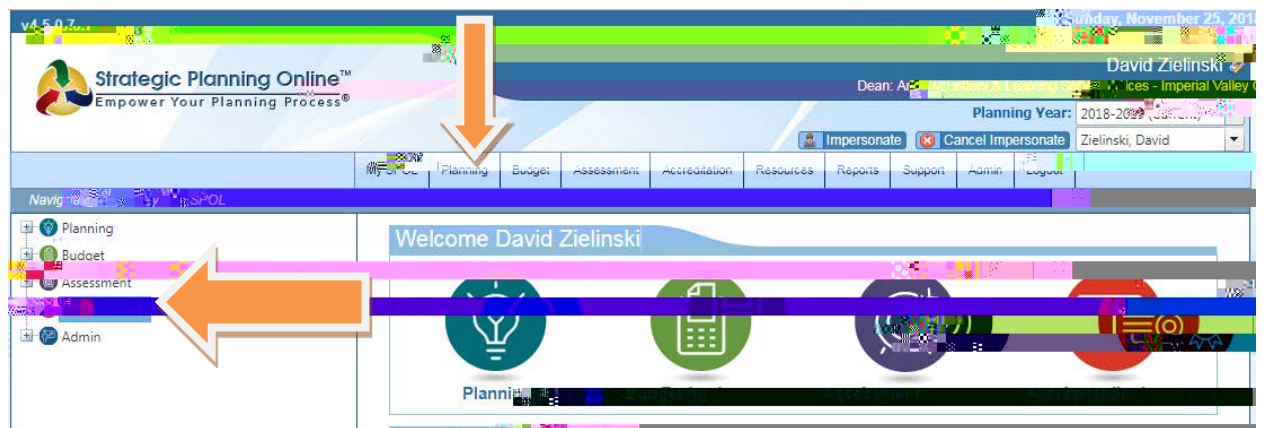
5. If you click on view, you enter the planning unit page, click on each objective, review objective



Approving comprehensive program review (Data Analysis & SWOT)

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

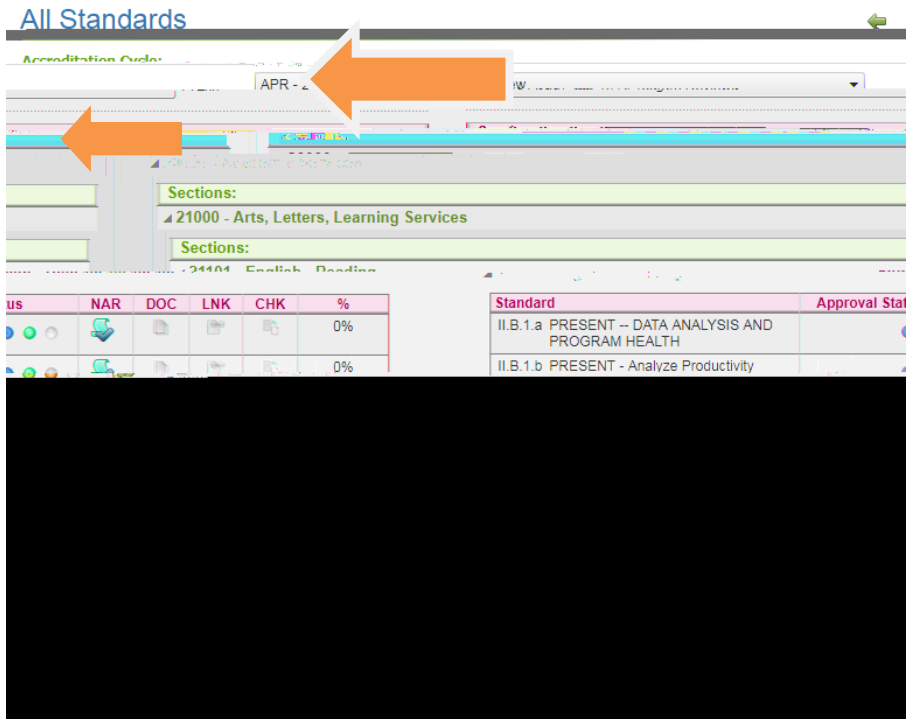
Click on My SPOL, and then on Accreditation on the left side navigation



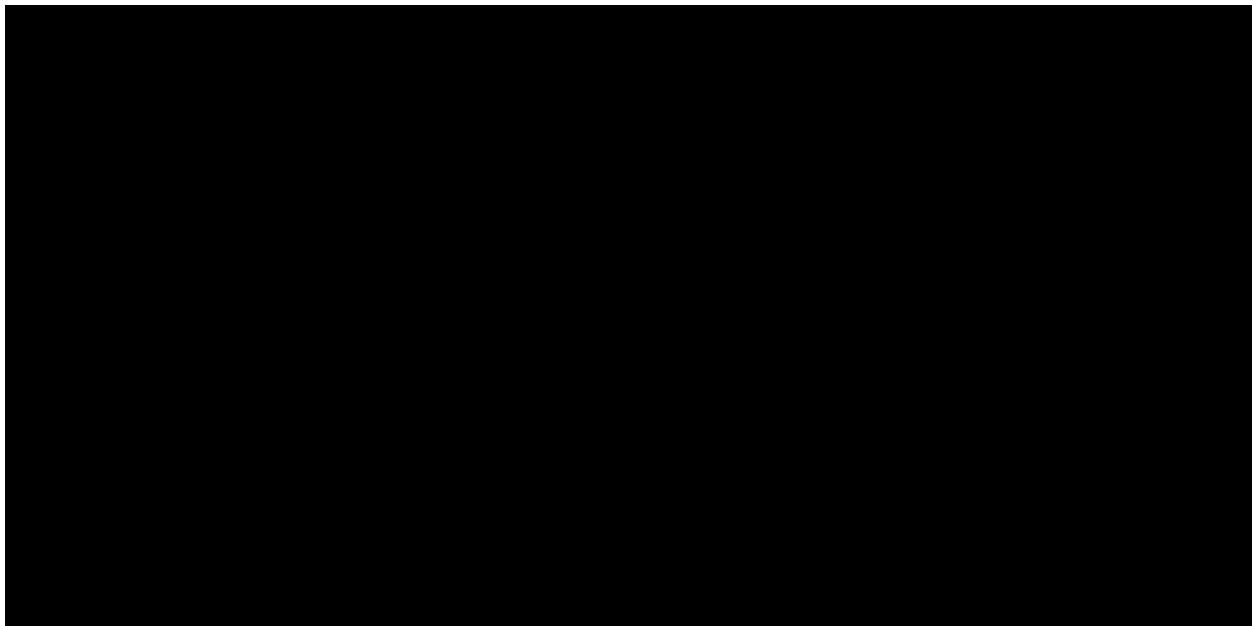
9. Click on view all standards.



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.



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



After each approval, make sure you click on the accreditation tab on the left side