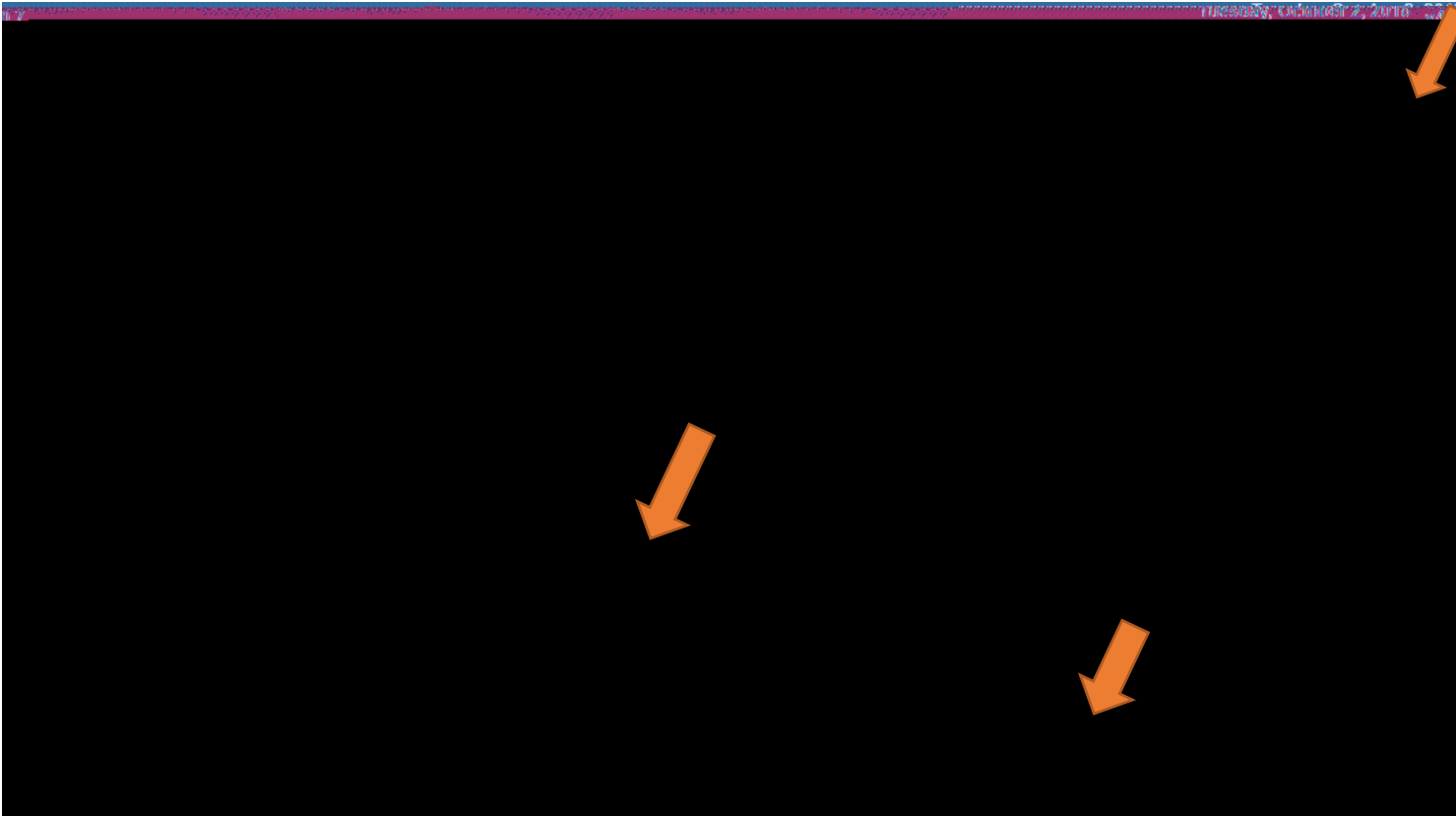


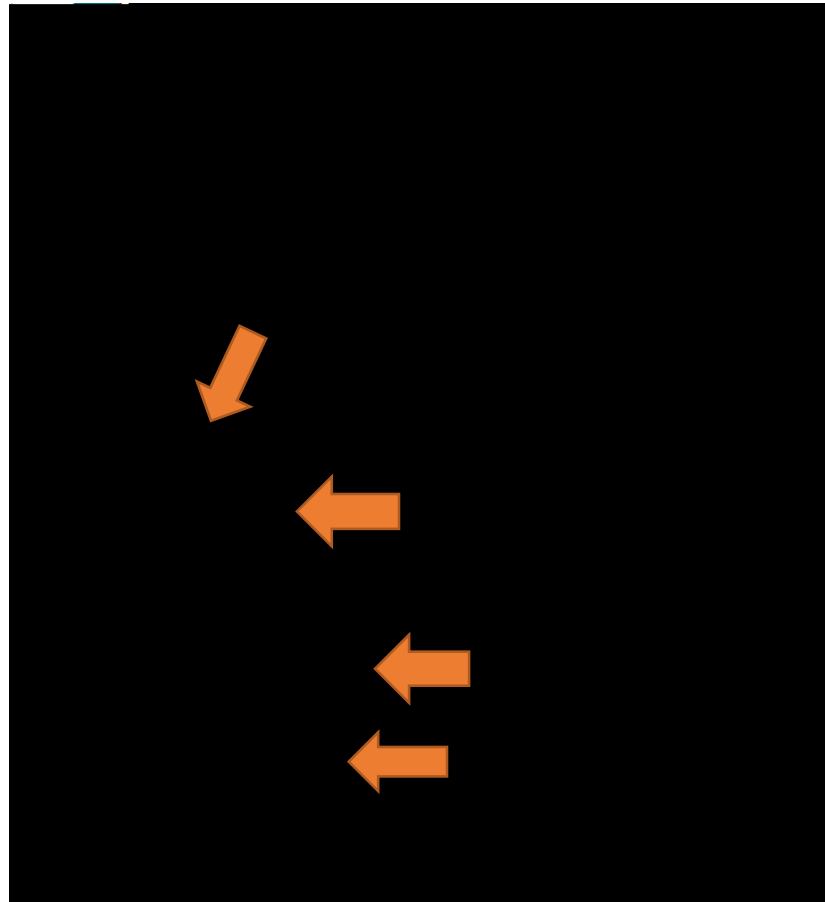
Past Goals

2. By default, you will be in the 2018-19 Planning year, so you need to go to 2017-18, click on my planning units, and continue clicking on the triangles until you find the 17-18 objectives as seen below:



Present Analysis

4. The present analysis of your program is done in SPOL's Accreditation Module. Go to my SPOL, under Accreditation click under "Standards Assigned to Me" and continue until you find your planning unit and then the Standard Section. Double Click on each standard to begin inputting your information.

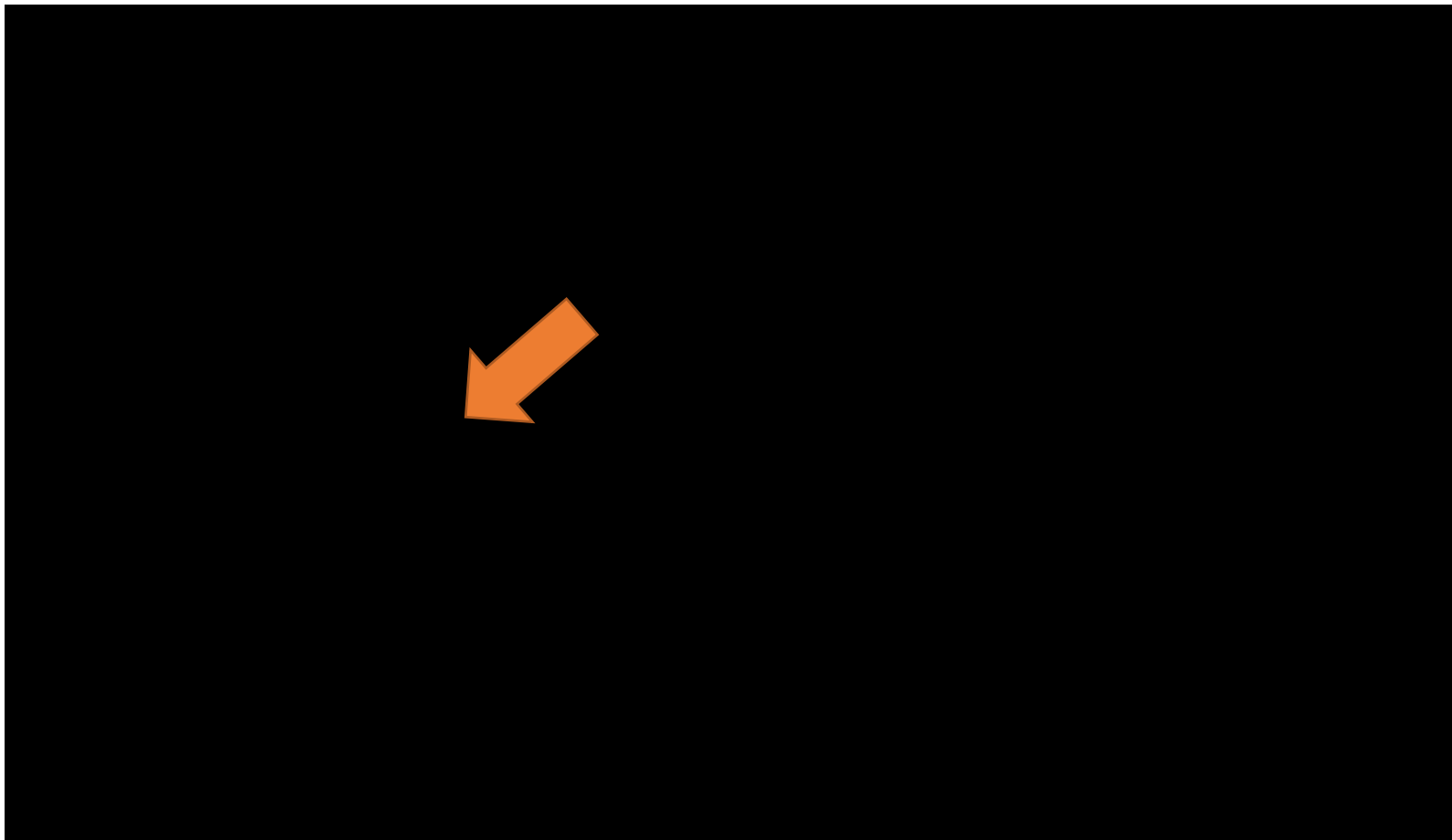


Future Goals

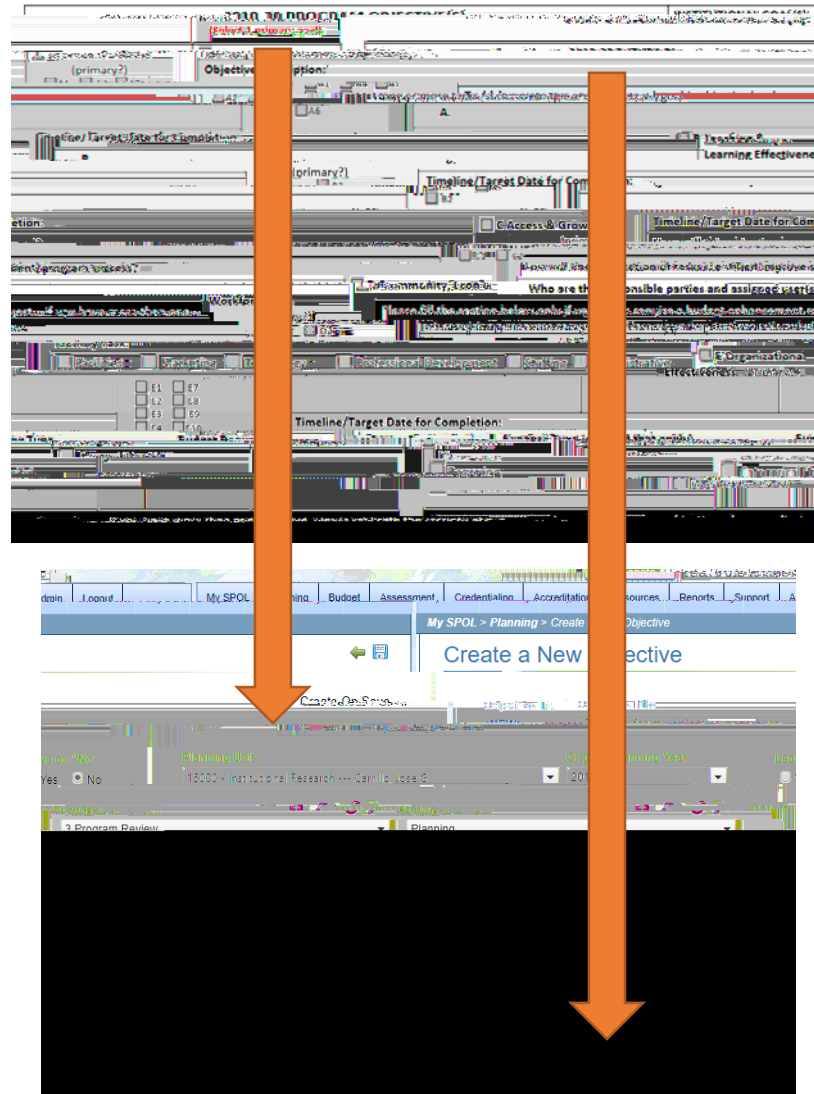
7. For Future Goals, change the planning year to 2019-20 in SPOL. Click on planning circle.



8. Click on create new objective.

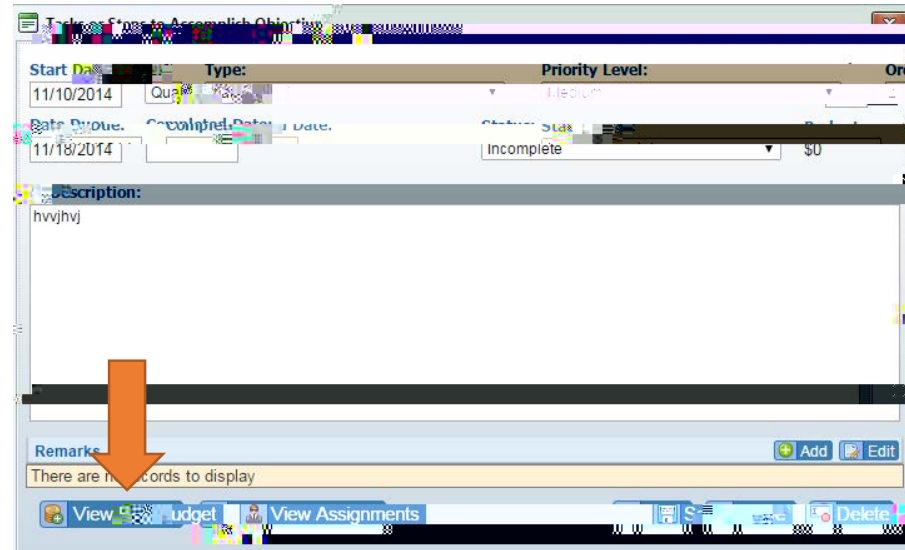


If using paper template, see below:



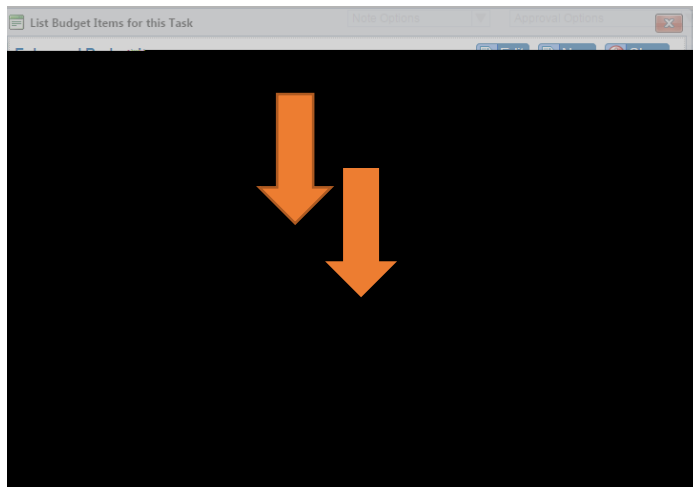
10.

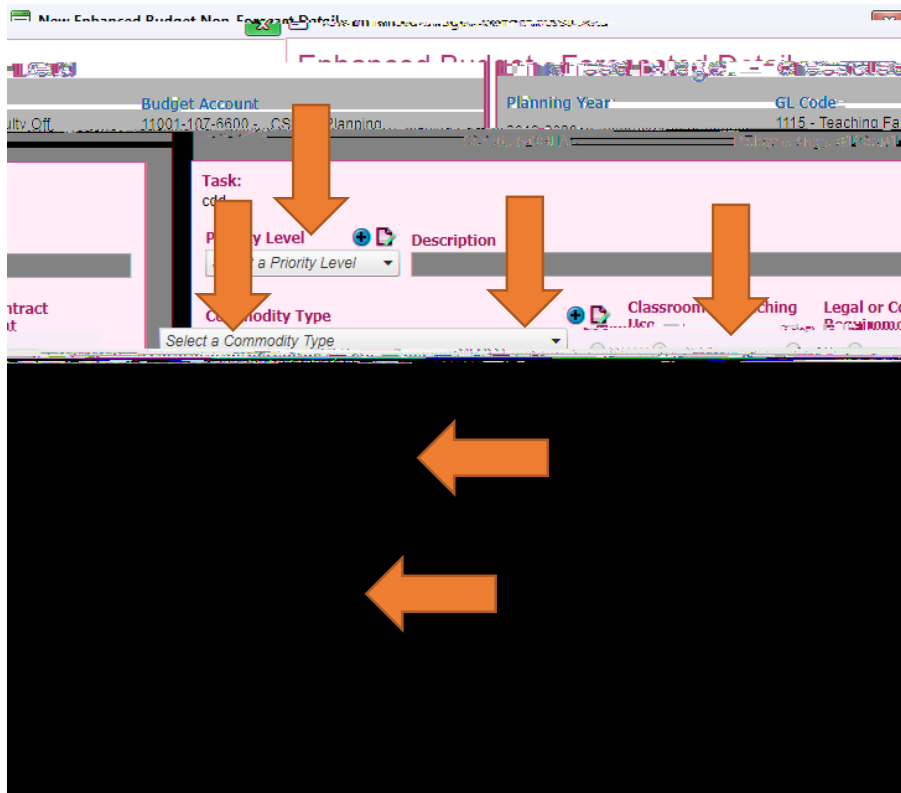
12. If there is a budget enhancement tied to this task, you need to complete following:



- a) Click on view budget
- b) Click on new
- c) Select budget account
- d) Select the GL code for corresponding request, if the GL code is not listed select new GL code, click next

the





- e) Under the Enhanced Budget forecast detail screen, select high for priority
- f) state the task on to description
- g) Select the commodity type from the Resource Committee that best describes your budget enhancement request
- h) Select if this a classroom related expense
- i) Select if this is a legal requirement
- j) Enter the cost of the expense under the proposed section
- k) Enter a justification if one is stated
- l) Click on save, then close, and close on the new window.

Note: The description and justification will be used to prioritize, budget enhancement request, please make sure these are thorough and well-written.

13. If you have supporting documentation to enter, click add on Documents with Supportive information. Click on the objective folder and select upload, choose your file and upload. Click on close.

14. When completed, go to the approval status options drop down menu and submit for approval.

15. If you have more objectives, go to my SPOL, planning, and create a new objective under the 2019-20 year.