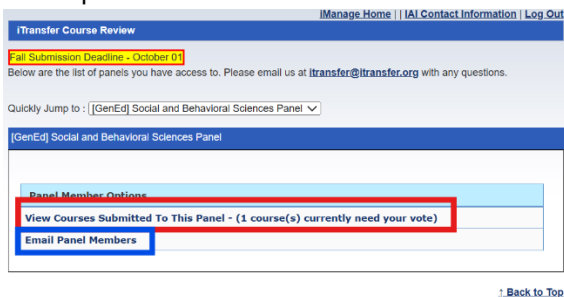


Panel Member Voting Walk Through

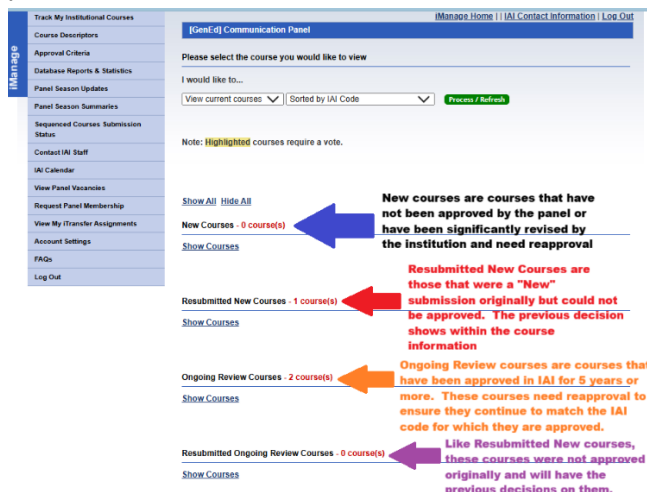
1. To vote on courses, click “Course Review” on the iManage landing page after logging into the system.



2. In the Course Review section, panel members will see the notice:
“**View Courses Submitted to This Panel – (# course(s) currently need your vote).**”
This link directs panel members to the voting system, where they can review and submit votes. The system also includes an “**Email Panel Members**” option for direct communication with fellow panel members. Members serving on multiple panels will see all panels they can access. Users with broader roles may see many panels, but the number of courses listed will show where votes are required.



3. Once panel members have entered the voting system, a brief summary of the courses requiring their vote will be displayed. The courses are organized by submission type, which may include **New Courses, Resubmitted New Courses, Ongoing Review Courses, and Resubmitted Ongoing Review Courses**. Each submission type carries a distinct meaning within the voting process.



- On the voting page, courses are automatically sorted for ease of review. Panel members may adjust this order by using the sort buttons at the top of the page and selecting “**Process**” to update the display.

| Manage Home | | IAI Contact Information | Log Out

[GenEd] Social and Behavioral Sciences Panel

Please select the course you would like to view

I would like to...

View current courses ▾ Sorted by IAI Code ▾ **Process / Refresh** ←

Note: **Highlighted** courses require a vote.

[Show All](#) [Hide All](#)

New Courses - 1 course(s)

[Show Courses](#)

- Panel members may view all courses by selecting “**Show All**” at the top of the list or expand individual sections by choosing “**Show Courses**” for each course submission category.

Show All [Hide All](#)

New Courses - 1 course(s)

[Show Courses](#)

Resubmitted New Courses - 0 course(s)

[Show Courses](#)

Ongoing Review Courses - 0 course(s)

[Show Courses](#)

Resubmitted Ongoing Review Courses - 0 course(s)

[Show Courses](#)

- Panel members may use “**Expand All**” to view every course or the “+” button to expand a single course. The “+” changes to a “-” to collapse the course view.

New Courses - 1 course(s)

[Show Courses](#)

Expand All [Collapse All](#)

	Institution Name	School Title/Code	IAI Code	
+	Rock Valley College	PGE-141 - Introduction to Geographic Information Systems and	S4905	Options

Expanded courses show deadlines, messages, vote summaries, and voting status. **Yellow** indicates a vote is required; **white** indicates the member has already voted.

New Courses - 1 course(s)

[Show Courses](#)

[Expand All](#) [Collapse All](#)

	Institution Name	School Title/Code	IAI Code	
-	Rock Valley College	PGE-141 - Introduction to Geographic Information Systems and	S4905	Options
Course Details				
Show Dates:		8/15/2025 8:00:00 AM - 12/15/2025 11:59:00 PM		
Voting Deadline:		10/23/2025 9:30:00 AM		
Total Messages:		0 message(s)		
Votes:		Accept: 0, Return: 0, Not Enough Info: 0, Needs Discussion: 0, Undecided: 0, Conditionally Approved: 0		
Your Vote:		You Have Not Voted For This Course		
Final Decision:		Pending		

7. Hover over the “Options” button and select “Details/Vote” to access the voting page.

New Courses - 1 course(s)

Show Courses

Expand All Collapse All

Institution Name	School Title/Code	IAI Code	
Rock Valley College	PGE-141 - Introduction to Geographic Information Systems and	S4905	Options Details/Vote

Course Details

Show Dates: 8/15/2025 8:00:00 AM - 12/15/2025 11:59:00 PM

Voting Deadline: 10/23/2025 9:30:00 AM

Total Messages: 0 message(s)

Votes: Accept: 0, Return: 0, Not Enough Info: 0, Needs Discussion: 0, Undecided: 0, Conditionally Approved: 0

Your Vote: You Have Not Voted For This Course

Final Decision: Pending

8. The voting page for the course will open in a new window.

Manage Home | IAI Contact Information | Log Out

Course Decision

Course QuickNav: [Discussion | Votes | Decision]

Course Summary

Course Summary

Rock Valley College
PGE-141: Introduction to Geographic Information Systems and
4 semester credit
Added: 3/11/2025 2:40:31 PM

Prerequisites

Prerequisite Number: NA
Prerequisite Title: NA

Documents Submitted +

URL / Link to Online Catalog for the Institution
[Click Here to see the Institution's Online Catalog](#)

File Type	View	Notes
Representative Syllabus	View	New Course
Representative Syllabus	View	MCS

Course Status

Votes:
Approve: 0,
Return: 0,
Not Enough Information: 0,
Needs More Discussion: 0,
Undecided: 0,
Conditionally Approve: 0,
Missing Vote: 21
Vote deadline: Thursday, October 23, 2025 (approx 44 days left)

Course Notes

-

IAI Course Description

S4905: Introduction to Geo-Spatial Thinking and Literacy
(3 semester credit/ 4.5 quarter credit)
Introduction to digital maps, spatial analysis techniques, and technology used to explore critical geographic and spatial patterns shaping the cultural and/or physical world.
Created Fall 2016 - 10/31/2016 - Effective Spring 2017 - Reviewed 2017 - No changes made - AVAILABLE FOR NEW SUBMISSIONS!

Course QuickNav: [Summary | Votes]

Discussion Board (Only viewable to voting panel members)

Discussion board messages are displayed from newest to oldest.

The purpose of the discussion forum is to allow the panels to discuss the course prior to submitting votes. If you want to comment along with your vote, we highly recommend that you use the comments box provided with the vote button towards the end of this page. The comments box at the bottom is viewable by the public.

A place to write a message is located further down the page.

Messages

(no messages posted yet)

Write a Message

From:

B I [icons] ?

Continued on Next Page...

Initial Votes

These are initial votes made by the panel members prior to the meeting.

Initial Votes Summary	
"Approve" Vote:	0
"Return" Vote:	0
"Not Enough Information" Vote:	0
"Needs More Discussion" Vote:	0
"Undecided" Vote:	0
"Conditionally Approve" Vote:	0
Missing Vote:	21

Members Voting "Approve"		
Member	Date Vote	Comment
(No Votes for Accept/yes)		

Members Voting "Return"			
Member	Date Vote	Return Reasons	Comment
(No Votes for Return/no)			

Members Voting "Not Enough Information"			
Member	Date Vote	Return Reasons	Comment
(No Votes for missing information)			

Members Asking For Additional Discussion		
Member	Date Vote	Comment
(No Votes for needs discussion)		

Members Undecided		
Member	Date Vote	Comment
(No Votes for undecided)		

Members Voting "Conditionally Approve"		
Member	Date Vote	Comment
(No Votes for Conditional Approval)		

Members Missing Votes
Member

Members who have not voted yet will be listed

Your Vote

You can change your Vote before the deadline of Thursday, October 23, 2025

Course Summary

Rock Valley College
PGE-141: Introduction to Geographic Information Systems and
4 semester credit
Added: 3/11/2025 2:40:31 PM

Syllabus Analysis

Decision

Definition of Voting Types (opens in new window)

☒ Accept ☐ Return ☐ Not Enough Information ☐ Needs More Discussion ☐ Conditional Approval

Comments (Viewable by the Public)

B I [Formatting icons] [?] [Submit Your Vote]

Course QuickNav: [Summary | Discussion | Votes]

9. This section explains how panel members can view course details and make an informed voting decision.

- a. The top of the course page displays institutional details such as course name and number, credit hours, prerequisites, catalog link, and submitted files. Selecting **"View"** opens each submitted file in a new window.

[Manage Home](#) | [IAI Contact Information](#) | [Log Out](#)

Course Decision

Course QuickNav: [Discussion | Votes | Decision]

Course Summary

Course Summary

Rock Valley College
PGE-141: Introduction to Geographic Information Systems and
4 semester credit
Added: 3/11/2025 2:40:31 PM

Prerequisites

Prerequisite Number: NA
Prerequisite Title: NA

Documents Submitted +

[URL / Link to Online Catalog for the Institution](#)
[Click Here to see the Institution's Online Catalog](#)

File Type	View	Notes
Representative Syllabus	View	New Course
Representative Syllabus	View	MCS

- b. Here is an example of the syllabus that will open in the new window. **Note:** *This example only shows the first page of the syllabus.* How to review the syllabus will be addressed in step #10.

Rock Valley College
Instructor Syllabus – Spring 2025
PGE 141: Introduction to Geographic Information Systems and Technologies

Course Essentials

Division: Mathematics and Science
Department: Physical Science
Location: JCSM 2106
Schedule: Tues. & Thurs. 1:30-2:45pm

Course Instructor Information

Name: Earle Isibue
Email: E.Isibue@RockValleyCollege.edu
Office Phone Number: 815-921-3528
Office Location: JCSM 1128
Office hours: Mondays 9-11am or by appointment

Course Details

Course Description:
This course is an introduction to Geographic Information Systems (GIS) and Technologies. Fundamental concepts of GIS, GIS software and Global positioning systems (GPS) will be presented. Components of spatial data models, coordinate systems integration, data sources, spatial database functions, and analysis will be investigated.

Course Prerequisite:
Previous or concurrent enrollment in PGE-144 recommended. Basic computer literacy required.

Credits: 4
Lecture: 2
Lab: 2
PCS Code: 1.1
IAI Code: 54 905 (pending)

Readings, Supplies and Other Requirements

Required:
Clarke, Keith. (2010). Getting Started with Geographic Information Systems (Pearson Prentice Hall Series in Geographic Information Science). MRE.


Recommended:
Technical resource: UCGIS <https://www.ucgis.org/site/eis-t-body-of-knowledge>

Other Requirements:
None

1

Rock Valley College Instructor Syllabus Updated 11.29.23
Instructor Syllabus Updated [3/3/2025]

- c. This section shows the course's current voting status and the IAI description, which will be reviewed later with the syllabus.

Course Status
Votes: Approve: 0, Return: 0, Not Enough Information: 0, Needs More Discussion: 0, Undecided: 0, Conditionally Approve: 0, Missing Vote: 21 Vote deadline: Thursday, October 23, 2025 (approx 44 days left)
Course Notes
-
IAI Course Description
S4905: Introduction to Geo-Spatial Thinking and Literacy  (3 semester credit/ 4.5 quarter credit) Introduction to digital maps, spatial analysis techniques, and technology used to explore critical geographic and spatial patterns shaping the cultural and/or physical world. Created Fall 2016 - 10/31/2016 - Effective Spring 2017 -Reviewed 2017 - No changes made - AVAILABLE FOR NEW SUBMISSIONS!

Course QuickNav: [Summary | Votes]

- f. The last section is for casting votes. Members select their vote using radio buttons and record their vote by clicking “**Submit Your Vote.**” If no option fits, select “**Needs Discussion**” and include comments. Note that descriptions of each voting option will display when hovering over the radio buttons.

Your Vote
You can change your Vote before the deadline of Thursday, October 23, 2025

Course Summary
Rock Valley College
PGE-141: Introduction to Geographic Information Systems and
4 semester credit
Added: 3/11/2025 2:40:31 PM

Syllabus Analysis

Decision
Definition of Voting Types (opens in new window)
☒ Accept ☐ Return ☐ Not Enough Information ☐ Needs More Discussion ☐ Conditional Approval

Comments (Viewable by the Public)
B I [Rich Text Editor]
Notes go here.

Course QuickNav: [Summary | Discussion | Votes]

10. Panel members evaluate submission materials against the **panel criteria document** and the **IAI description**. Materials may include a syllabus, lab outlines, bibliographies, or departmental notes.
- Panel criteria documents are found on the [Panel Criteria & Documents](#) page.
 - Course files are listed beneath the institutional catalog link.

Course Decision

Course QuickNav: [Discussion | Votes | Decision]

Course Summary

Course Summary
Rock Valley College
PGE-141: Introduction to Geographic Information Systems and
4 semester credit
Added: 3/11/2025 2:40:31 PM

Prerequisites
Prerequisite Number: NA
Prerequisite Title: NA

Documents Submitted +
URL / Link to Online Catalog for the Institution
[Click Here to see the Institution's Online Catalog](#)

File Type	View	Notes
Representative Syllabus	View	New Course
Representative Syllabus	View	MCS

- The course description appears near the top of the voting page.

Course Status

Votes:
Approve: 0,
Return: 0,
Not Enough Information: 0,
Needs More Discussion: 0,
Undecided: 0,
Conditionally Approve: 0,
Missing Vote: 21
Vote deadline: Thursday, October 23, 2025 (approx 44 days left)

Course Notes

IAI Course Description
S4905: Introduction to Geo-Spatial Thinking and Literacy
(3 semester credit/ 4.5 quarter credit)
Introduction to digital maps, spatial analysis techniques, and technology used to explore critical geographic and spatial patterns shaping the cultural and/or physical world.
Created Fall 2016 - 10/31/2016 - Effective Spring 2017 - Reviewed 2017 - No changes made - AVAILABLE FOR NEW SUBMISSIONS!

Course QuickNav: [Summary | Votes]

11. Panel members may use tools such as printed criteria documents or split screens to review materials. When reviewing the syllabus, check the description, outcomes, and topical outline to determine if all required topics are being covered within the course. Please see the new *IAI Panel Member Training Manual for the Course Review Process* ([hyperlink coming soon](#)) for more tips and detailed guidance.

GENERAL EDUCATION CORE CURRICULUM
Social and Behavioral Science Panel

Decision Rules and Precedents

Course Review Procedures

A recent instructor representative syllabus in electronic form is required by the panel for its review. If the course has yet to be taught at an institution, a sample syllabus intended for future students is still required. Institutions should submit an actual and recent syllabus.

Institutions sending a course to this panel for approval should document that the course has gone through that institution's process and verify that the course is an appropriate submission. The process should have begun at the individual instructor level, but it should have received approval of the department, curriculum committee, or other group prior to proceeding to the next step of the college's established submission process.

The submitted representative course syllabus (the one given to students) should clearly indicate the following elements:

- Course prefix, number and title
- IAI Code
- Semester credit hours
- Prerequisite information (if any): prefix course number and course title
- Delivery Modes
- Textbook or online resource used – see more detailed information below.
- Course Description
- Course Objectives
- Detailed daily or weekly schedule of material to be covered – **see additional information in criteria document.**
- Methods of evaluation and assignments, including details writing assignments

General Coding Practice

A course can only be assigned to one GE Social and Behavioral Science code/description. Institutions should be clear and careful in determining which IAI code is identified for any syllabus submitted for approval. The institution should also assure that the course meets the minimum semester credit hour requirement.

Courses from the same identifier may be counted for completion of the GECC package. Students at schools on a *quarter hour calendar* may need to complete two courses to equate to a one-semester course - a common equivalency is three quarter-credits equal two semester-credits and five quarter credits equal three semester credit hours.

Prerequisites

As a rule, general education courses should not have prerequisites. The prerequisites (including prefix, number and title) for any course to be approved as a course that will satisfy general education social and behavioral science should be listed on the submission form and in the syllabus. In addition, if a prerequisite is

Updated Spr 2025

Page | 1 of 6

Rock Valley College

Instructor Syllabus – Spring 2025

PGE 141: Introduction to Geographic Information Systems and Technologies

Course Essentials

Division: Mathematics and Science
Department: Physical Science
Location: JCSM 2106
Schedule: Tues. & Thurs. 1:30-2:45pm

Course Instructor Information

Name: Earle Isbue
Email: E.Isbue@RockValleyCollege.edu
Office Phone Number: 815-921-3528
Office Location: JCSM 1128
Office hours: Mondays 9-11am or by appointment

Course Details

Course Description:
This course is an introduction to Geographic Information Systems (GIS) and Technologies. Fundamental concepts of GIS, GIS software and Global positioning systems (GPS) will be presented. Components of spatial data models, coordinate systems integration, data sources, spatial database functions, and analysis will be investigated.

Course Prerequisite:
Previous or concurrent enrollment in PGE-144 recommended. Basic computer literacy required.

Credits: 4
Lecture: 2
Lab: 2
PCS Code: 1.1
IAI Code: S4 905 (pending)

Readings, Supplies and Other Requirements

Required:
Clarke, Keith. (2010). Getting Started with Geographic Information Systems (Pearson Prentice Hall Series in Geographic Information Science). MRE.

Recommended:
Technical resource: UCGIS <https://www.ucgis.org/site/gis-1-body-of-knowledge>

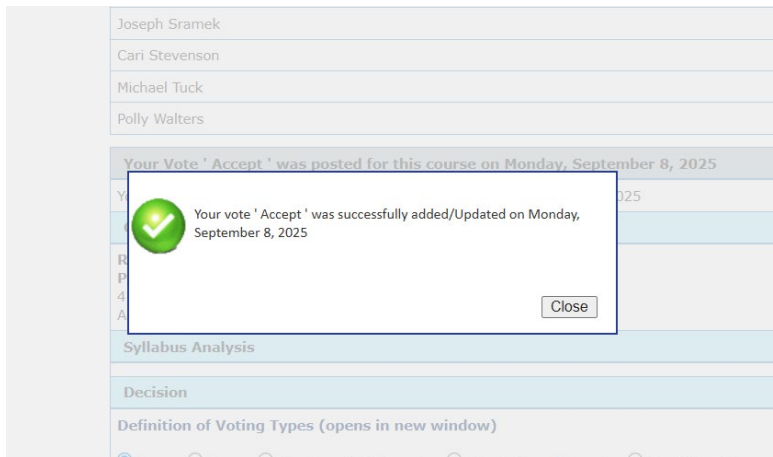
Other Requirements:
None

Rock Valley College Instructor Syllabus Updated 11.29.23
Instructor Syllabus Updated [3/3/2025]

Course Status
Votes: Approve: 0, Return: 0, Not Enough Information: 0, Needs More Discussion: 0, Undecided: 0, Conditionally Approve: 0, Missing Vote: 21 Vote deadline: Thursday, October 23, 2025 (approx 44 days left)
Course Notes
-
IAI Course Description
S4905: Introduction to Geo-Spatial Thinking and Literacy (3 semester credit/ 4.5 quarter credit) Introduction to digital maps, spatial analysis techniques, and technology used to explore critical geographic and spatial patterns shaping the cultural and/or physical world. Created Fall 2016 - 10/31/2016 - Effective Spring 2017 -Reviewed 2017 - No changes made - AVAILABLE FOR NEW SUBMISSIONS!

Course QuickNav: [[Summary](#) | [Votes](#)]

12. After clicking “**Submit Your Vote**,” a confirmation will appear as evidence that the vote was recorded.



13. After voting, close the course windows, return to the main voting page, and continue with the next course. Refresh the page periodically to confirm votes are recorded, indicated by the color change from yellow to white..

New Courses - 6 course(s)

[Show Courses](#)

[Expand All](#) [Collapse All](#)

	Institution Name	School Title/Code	IAI Code	
<input type="checkbox"/>	Morton College	ANT 103 - Introduction to Archaeology	S1903	Options
<input type="checkbox"/>	Rock Valley College	ANP-201 - Applied Anthropology	S1904D	Options
<input type="checkbox"/>	Triton College	HTH 202 - Health, Culture and Society	S1904D	Options
<input type="checkbox"/>	Rock Valley College	PGE-141 - Introduction to Geographic Information Systems and	S4905	Options
<input type="checkbox"/>	Triton College	PSY 204 - AI and Human Behavior	S8900	Options
<input type="checkbox"/>	Kankakee Community College	PSYC 2633 - Human Sexuality	S9903	Options