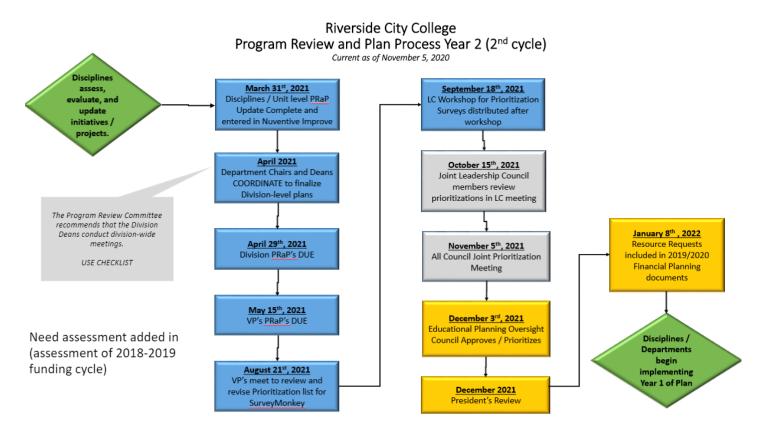
Nuventive Solutions Program Review & Planning Guide 2020-2021 Plan Update Cycle



Achieve. Improve. Adapt.

Nuventive Solutions is the <u>New and Improved</u> version of RCC's Nuventive software (aka TracDat). This guide provides an overview of the process to assess, evaluate, and update the Program Review and Plans originally submitted. For additional information and / or training, please contact the Office of Institutional Effectiveness or one of RCC's Assessment Coordinators.



Program Review and Planning Module

• Step 1. Accessing Nuventive Improve **Solutions.Nuventive.Com** (NEW LINK)

SINGLE SIGN ON (new username and password) (normal RCC Email and Password)

- Step 2. Selecting the Program Review and Planning Module
- Step 3. Updating CURRENT Initiatives (IMPORTANT RESULTS and "closing the loop")
- Step 4. Adding new Initiatives
- Step 5. Share with Department Chair / Dean

Step 1. Accessing Nuventive Improve

- Directly at Solutions.Nuventive.com
 - Your username and password is **SINGLE SIGN ON.**
- OR VIA RCC Website (Faculty and Staff / Faculty Development / Nuventive Improve



Once logged in, the **<u>TOP CENTER DROP DOWN MENU</u>** provides you with the different modules to access the different portions of Nuventive.

- Course-level assessment ("Discipline-xxxx")
- Program-level assessment ("Certificate-xxxx" or "Business Services-xxxx" or "Student Services-xxxx" or "Degreexxxx")
- Program Review and Planning ("Program Review-xxxx")

Step 2. Select the Program Review and Planning module via the center drop down.

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	Program Review - ADJ					
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in S	iummary Initiatives/Projects	Action Plan	Resources Needed	Updates	Recommendations for Improvement	Follow-Up
an S		Action Plan 0	Resources Needed	Updates 0	Recommendations for Improvement	Follow-Up 0

Step 3. Updating CURRENT Initiatives

- The UPDATE IS TO THE ACTION PLAN You are updating the ACTION PLAN FOR 2019-2020 (and 2020-2021 if you have enough information).
 - a. Select the "pancake" icon
 - b. Select the Program Review drop down
 - c. Select UPDATES

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Program Review - Office of Instit	utional Effectiveness	· · · · · · · · · · · · · · · · · · ·		
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Program Review	^			
Program Review Narrative Form				
Plan		pedagogically impactful best practices		
Updates		g an open, data-informed, facilitated conversation dentify specific faculty best practices to help close		
uales		d where specific disproportionately affected group ing awareness to student achievement gaps but a		
Map Plan to Strategic Objectives	is these gaps.	ing awareness to student achievement gaps but a	iso provide faculty	
Program Review Report	ı - 2021, 2021 - 2022			
Document Repository				
	hal Effectiveness initiated Data C	Coaching and developed PowerBI dashboards to u	ise.	
	/iddle cohort identified to inten	tionally link data to faculty and staff development	resources	
	nmittee hosted Lasana Hotep fo	or a series of webinars in a "call to action" for addr	essing equity gaps at f	
	irget: meline:			

This will then show you the initiatives in your plan. Then select the "expand" arrow to see the ACTION PLANS.

Progra	m Review - Office of Institutiona	al Effectiveness			
Program Rev	view > Updates				^ -
	Status: In Progress nted: 2019 - 2020, 2020 - 2021, 2	2021 - 2022			
	GOAL 3: INSTITUTIONAL EFFECTI	IVENESS			STREET COLLEGE
Data Conching	Status, in Progress				1916
create and imple		This program will be led by the Director of Instit at Coordinator. The program will also include cla			port 1
While RCC is the participate in con		ne District Office and Moreno Valley College are a	actively participating. Norco College i	ntends to	STORE CUTTY OF
link data analysis Initiative/Project	s to support for Ensuring Learnin Status: In Progress	etency in faculty, creating faculty leaders for dat ng through strong linkages with faculty developr		or faculty to	1916
Year(s) implement	nted: 245 - 2020, 2020 - 2021, 2 	t practices, and elect team members (faculty, st	taff, administrators).	0	port 2
		e District apporter colleges. sining and expectations for 2020-2021			
	 8≅ 2019-2020		01	5/19/2020	
	Identified "Cohort			C	HELP with Hiding Comple
	Applied to and wa faculty developme	as accepted to Leading from the Middle to help f ent.	facilitate the plan linking data coachin	g with	

Reminder: The UPDATE IS TO THE ACTION PLAN You are updating the ACTION PLAN FOR 2019-2020 (and 2020-2021 if you have enough information).

Find the appropriate action plan and select the **GREEN PLUS** on the right-hand side to add an update.

- 2) Enter Date of Update (self-populated)
- 3) Enter Update

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- 4) Select Reporting Year
- 5) Select Conclusion
 - a. Target Met
 - b. Target Not Met
 - c. Target Partially Met

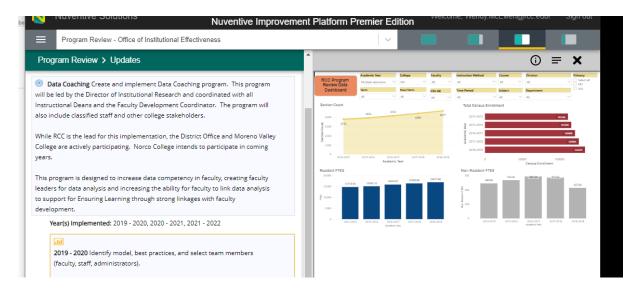
The Update Narrative and Conclusion can help us report on the status of these initiatives. An update might include:

- Not prioritized by the Dean
- Prioritized but not funded
- Funded and implementation underway

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	Program Review - Office of Institutional B	Effectiveness				
Pro	gram Review > Updates				1	÷
coord	Data Coaching Create and implement Data Coa dinated with all Instructional Deans and the Fa ge stakeholders.				FOLCIN	CO
	e RCC is the lead for this implementation, the E cipate in coming years.	Jistrict Office and Moreno Valley Colleg	ge are actively participating. Norco College ir	nte	L L	(HOR)
	program is designed to increase data compete lata analysis to support for Ensuring Learning				7916 port 1	
,	Year(s) Implemented: 2019 - 2020, 2020 - 2021	, 2021 - 2022				
	2019 - 2020 Identify model, best practice		staff, administrators).		SUICIT	Co
	Coordinate with the District and other co and Create outline of training and expectatio Initiative/Project Target Outline of mode Implementation Timeline	- ins for 2020-2021	for Summer/Fall 2020 in place		Tanta 1916	LEGR
	* Date <u>of Update</u> 01/12/2021 * Update				port 2	
	* Reporting Year * Conclusion	~			W	
	Conclusion					E
		Required field			HELP with Hidin	g Complete
Re	commendations for Improvement			•		
Rel	lated Documents			0		

NEW FEATURE – EMBEDDED REPORTS!

- These reports are the same that are in the documents repository. You can look at them IN THE SAME VIEW as the Program Review.
- INCLUDING POWERBI!



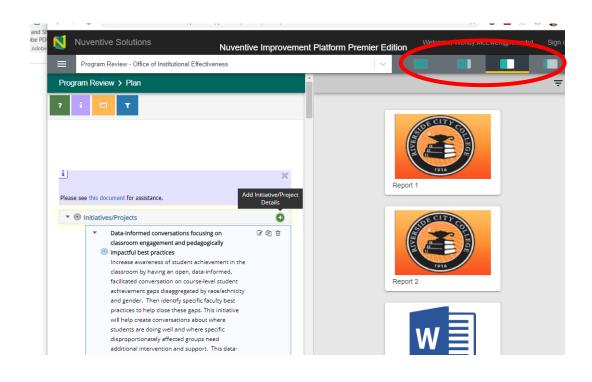
AFTER UPDATES, if you want to create new initiatives:

Step 4. Addition New Initiatives

If in your planning your discipline / department determines that new initiatives and / or projects need to be included, you can include them by adding new initiatives using the green "+" at the far right of the Initiatives / Projects section.

- Select the PANCAKE ICON again
- Select PLAN
- You can modify the side pane view based on the icons at the top left.

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	Home	
	Program Review	
	Program Reverse Narrative Form	
C	Plan	on classroom engagement and pedagogically impactful best practices ment in the classroom by having an open, data-informed, facilitated conversation on course-level student
	Updates	e/ethnicity and gender. Then identify specific faculty best practices to help close these gaps. This initiative ere students are doing well and where specific disproportionately affected groups need additional
	Map Plan to Strategic Objectives	ormed structure is meant to bring awareness to student achievement gaps but also provide faculty is these gaps.
	Program Review Report	- 2021, 2021 - 2022
	Document Repository	

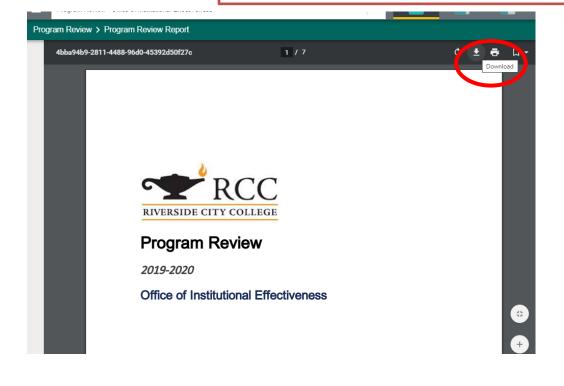


Step 5. Share with Department Chair / Dean

- Select Program Review Report
- Select DOWNLOAD

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THIS IS IMPORTANT – COMMUNICATION!



Supporting Information

Initiative Categories

These categories help Deans and VPs identify and prioritize initiatives.

Category 1: New programs/ educational initiatives/ or other needs which are in clear alignment with the college goals outlined in the Strategic Plan and the direction mapped out in the Educational Master Plan, and for which the divisions and areas had provided clear plans following the guidelines provided by the joint councils.

Category 2: Initiatives that the department / discipline is working on but are not ready to forward for request for funding or deans / VP level coordination.

- This does not mean these items are unimportant, but will need to come back to the body in the next round as the timing for them is clearer and as the plans are refined.
- Example 1: CTE Program Development which is planned for 3 years from now is placed into Category 2 instead of Category 1
- Example 2: A Department wants to implement new software but the specific software has not yet been evaluated
- Example 3: The Initiative is cross-departmental, but the proposing department has not coordinated with the other departments involved in the initiative.

Category 3: Technology and Facilities. Needs/ requests that need to be referred to Physical, Technology, Human Resources, (and Faculty Development) committees or addressed through a Budget Allocation Model (BAM).

NEED MORE INFORMATION HERE – VP WEST

Category 4: Faculty Hiring Prioritization Recommendation

Tips and Best Practices

- Initiative has a clear relationship to College Goals
 - Example: The initiative "Buy better computers for FTV" could be re-written as "Ensure student access to current technology to meet industry expectations and increase the likelihood students' skills will be relevant to industry needs."
- Uses evidence to document need
- Include information about why this is important data, reports, assessment results, etc.
- Includes specific implementation strategies documented by year
- For long-term initiatives, create yearly Action Plans to identify which step will be completed each year.
- Include specific and detailed resources needed for each year's Action Plan.
- Possibly think in terms of... "How is the discipline going to operationalize the implementation of this initiative in a step-by-step way?"
- Includes specific targets / milestones (how will we know the initiative is successful)
 - Example: Increase course success for Hispanic students by 1% per year
 - \circ $\;$ Example: Faculty advisors will make two contacts with their advisees during the fall term.
 - Example: All SLO's in Course-XX will be assessed over a 2 year period allowing the faculty to analyze the effectiveness of this initiative.

Department Chair Checklist.

Initiative Format and Process	Meets Expectations	Needs Improvement	Comments / Recommendations
Prior year initiative action plans have updates in Nuventive			
New / active initiatives include yearly action plans			
Initiatives are mapped with College Objectives and Goals			
Faculty prioritization worksheets completed (if faculty requested)			
Discipline / Department priorities are clearly identified			
Inter-Department initatives have been coordinated			
PRaP has been shared with discipline / department faculty			
PRaP has been shared and discussed with Division Dean			
Initiative Content	Meets Expectations	Needs Improvement	Comments / Recommendations
Initatives are clearly defined and supported / documented			
Initiatives demonstrate support of College Objectives and Goals			
Initiatives demonstrate support of Guided Pathways Goals and Objectives			
Initiatives demonstrate support of Student Equity Goals and Objectives			
Initatives support movement of the Vision for Success Goals			
Initiatives that are time sensitive / timeline-bound are clearly documented			
Resource Request Checklist (VP WEST ADD HERE) Complete this checklist for resource requests			
Life cycle resource requests have been communicated / coordinated with Business Services			
Physical plnat requests including faciliaties and furniture have been communicated / coordinated with Facilities			
Initiatives with resources requested over multiple years are clearly written and the subsequent year costs are adquately explained / documented			
Resource requests directly relate to the initiative			
Initiatives with multiple resource request categories are easily identifiable and able to be reviewed and prioritized			
Initiatives that are contingent on having a personnel position prioritized are clearly identified.			
Grant-funded resource requests are clearly identified and separated from those needing prioritization			
Initiative-Specific Comments (Use this space to identify specific initatives which might need additional support	t / documentatio	n)	