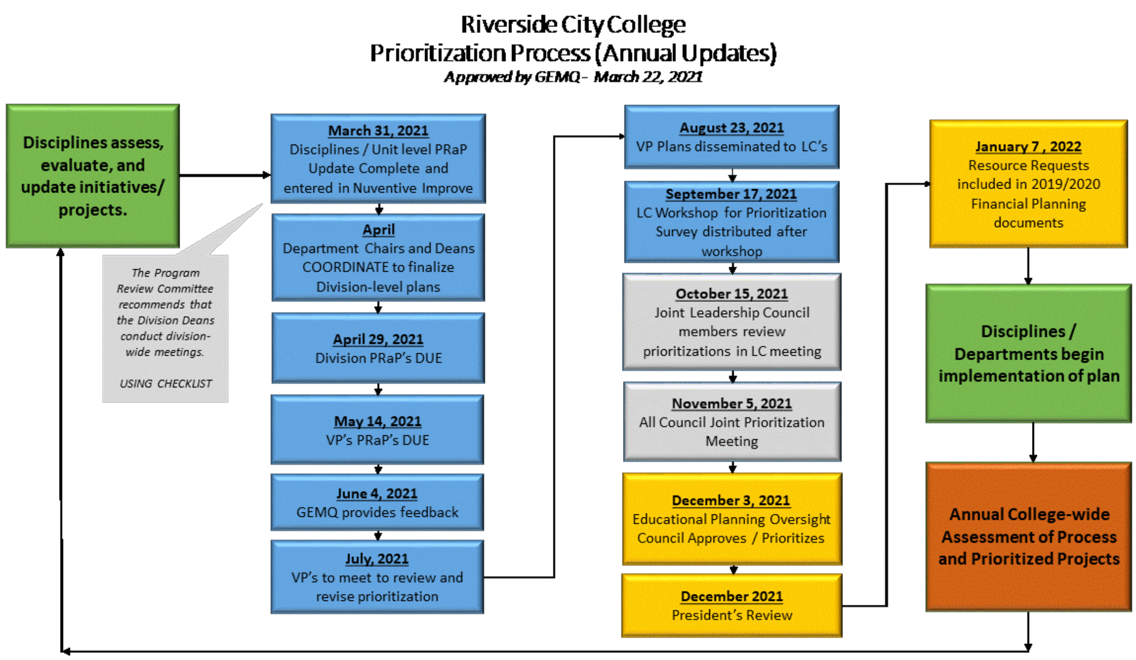
Nuventive Solutions Program Review & Planning Guide
2021-2022 Plan Update Cycle

Nuventive

Achieve. Improve. Adapt.

Nuventive Solutions is the ***New and Improved*** *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. Additional support is also:* [*https://www.rcc.edu/about/strategic-planning/program-review.html*](https://www.rcc.edu/about/strategic-planning/program-review.html)

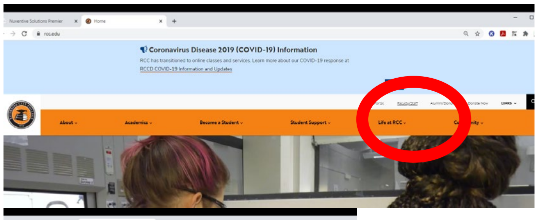


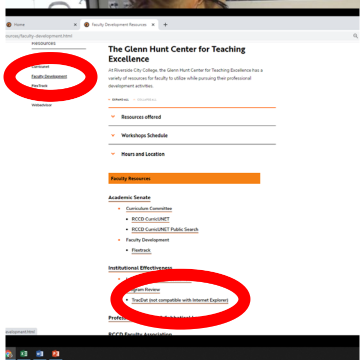
Program Review and Planning Module

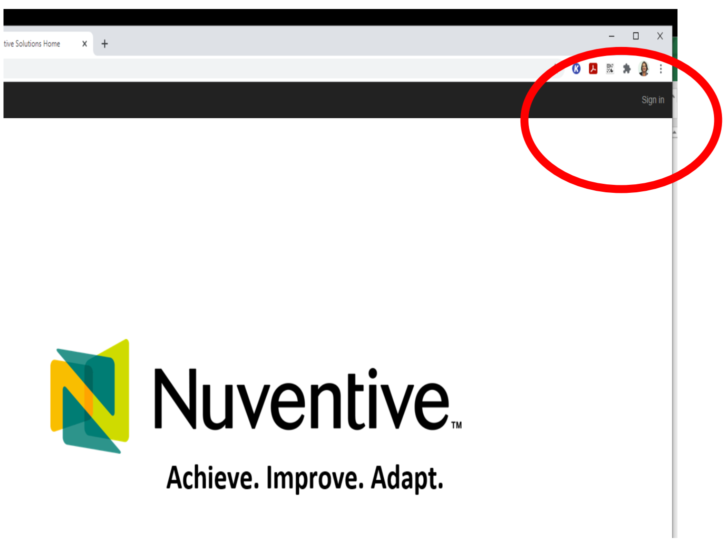
- Step 1. Accessing Nuventive Improve **Solutions.Nuventive.Com** (NEW LINK)
    - **SINGLE SIGN ON (new username and password) (normal RCC Email and Password)**
- Step 2. Selecting the Program Review and Planning Module
- Step 3. Updating CURRENT Initiatives (IMPORTANT – RESULTS and "closing the loop")
- 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





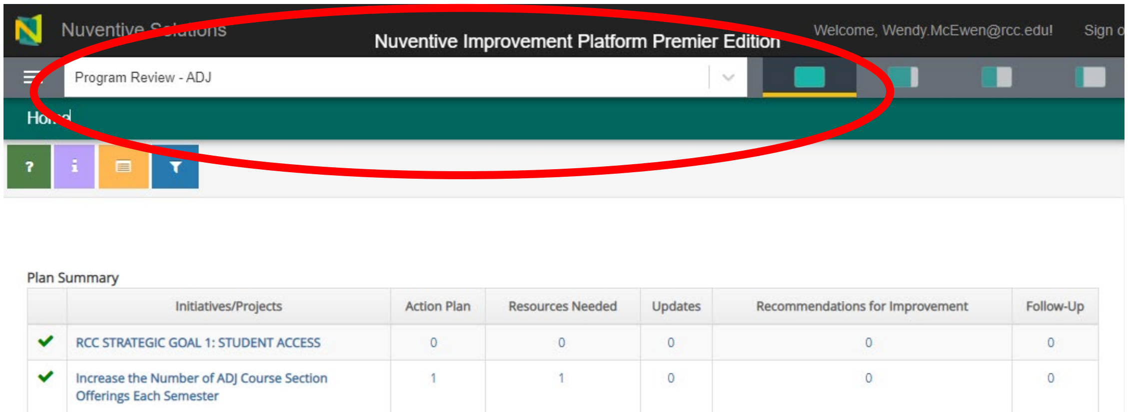


And use your SINGLE SIGN ON

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

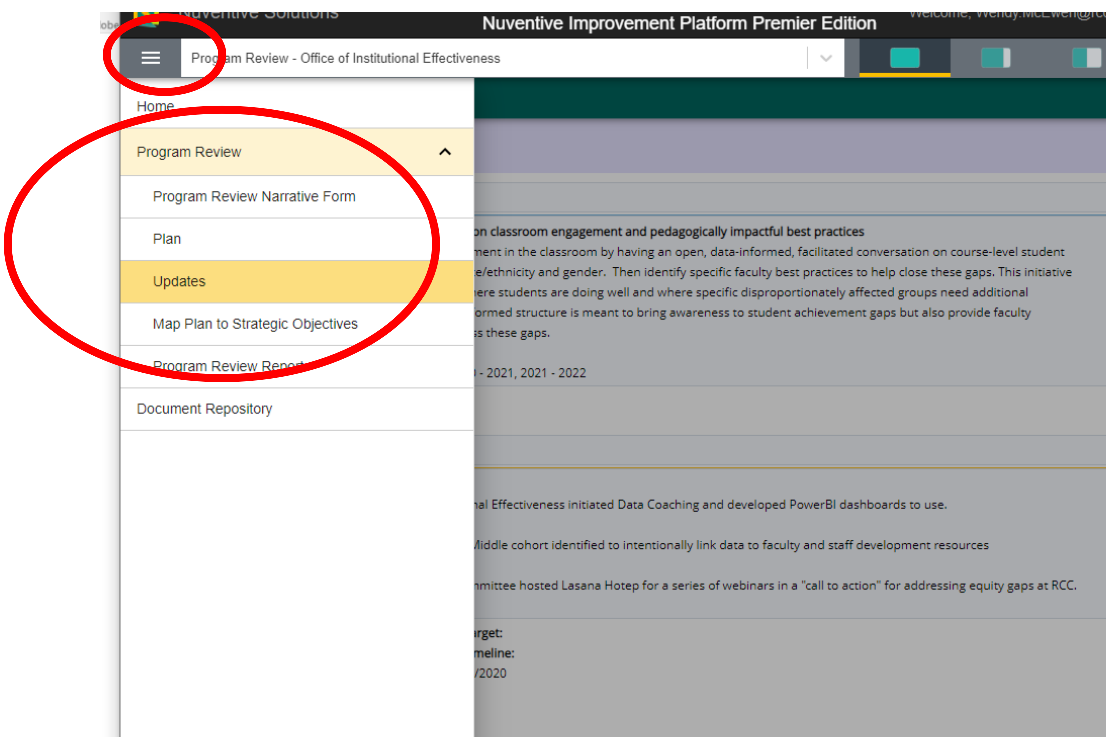
- Course-level assessment (“Discipline-xxxx”)
- Program-level assessment (“Certificate-xxxx” or “Business Services-xxxx” or “Student Services-xxxx” or “Degree-xxxx”)
- Program Review and Planning (“Program Review-xxxx”)

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

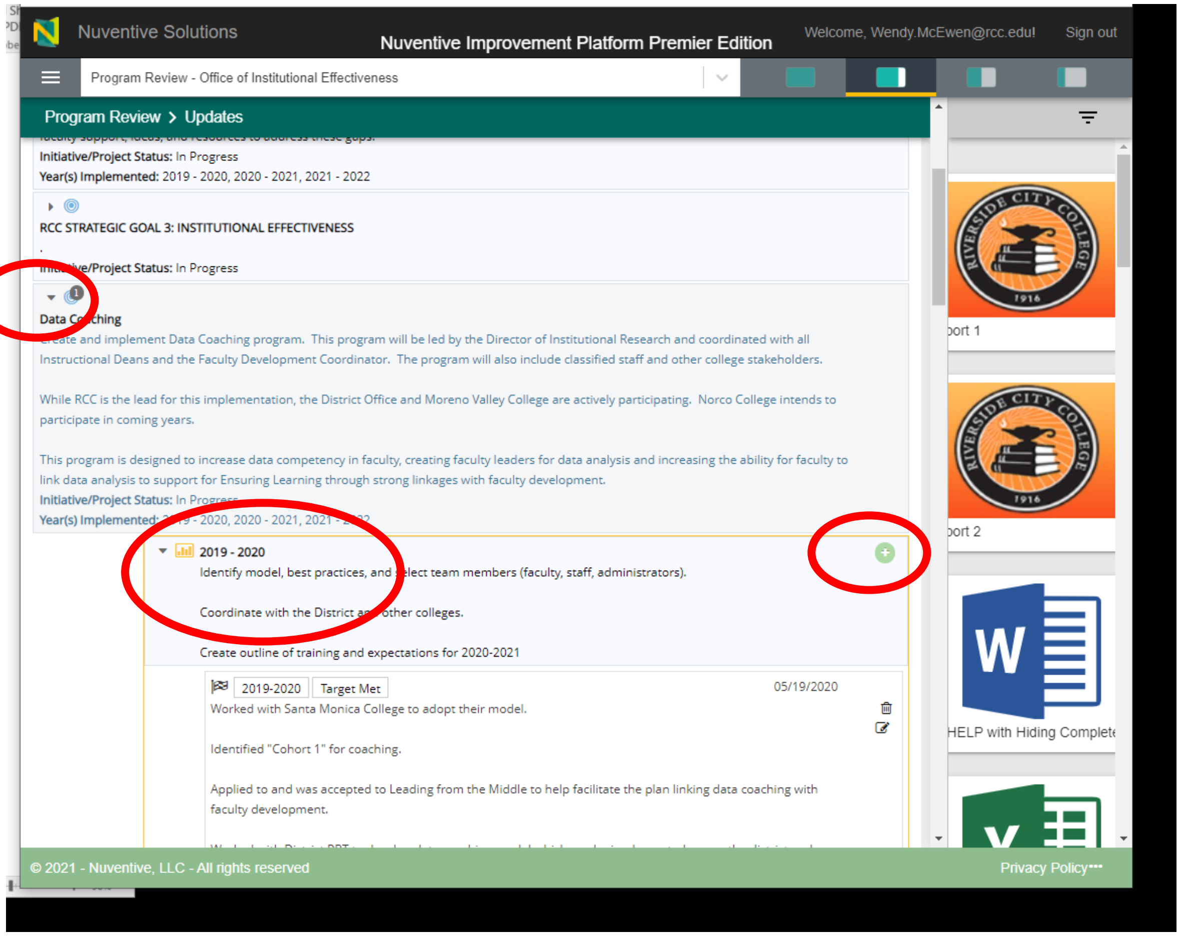


Step 3. Updating CURRENT Initiatives

1) **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



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



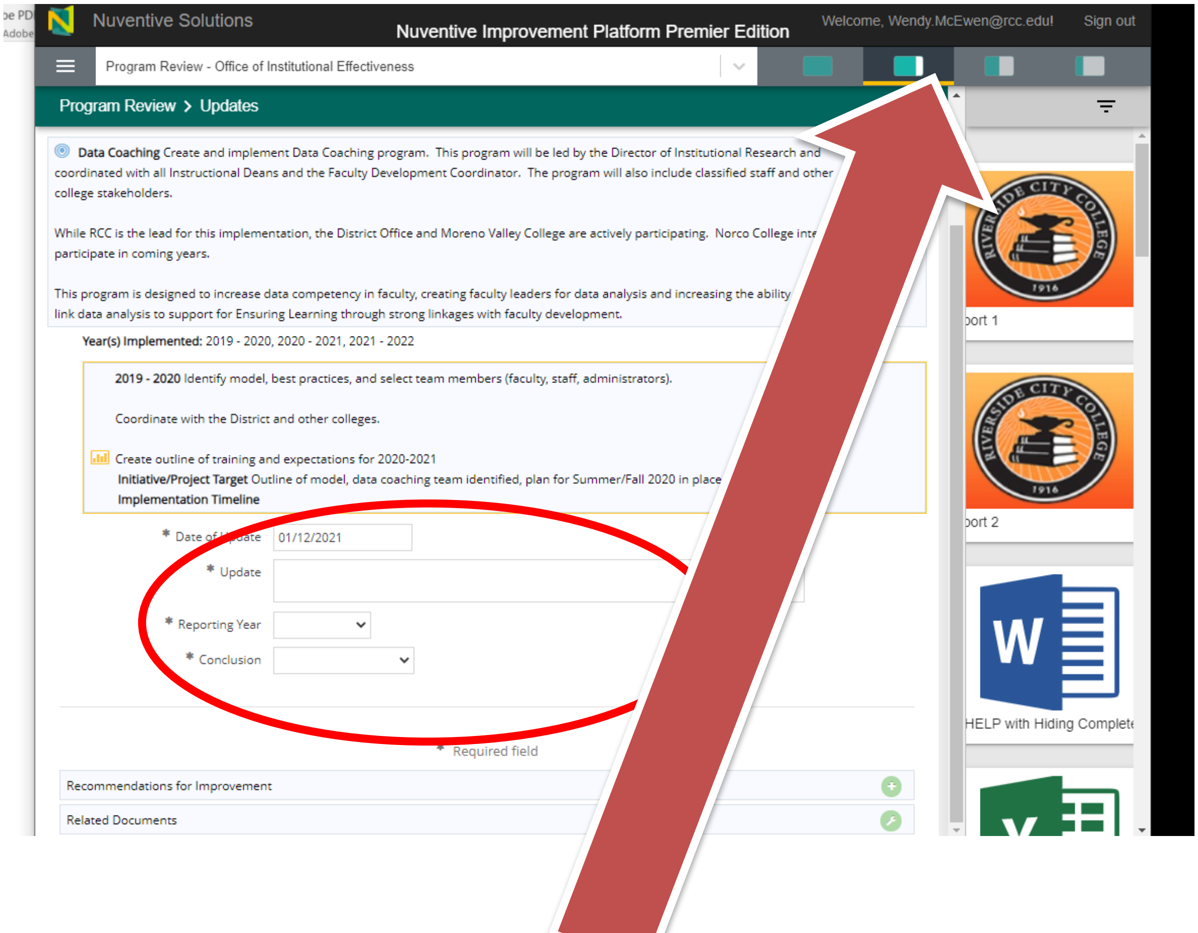
Reminder: **The UPDATE IS TO THE ACTION PLAN** You are updating the ACTION PLAN FOR 2020-2021 (and 2021-2022 if you have enough information).

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

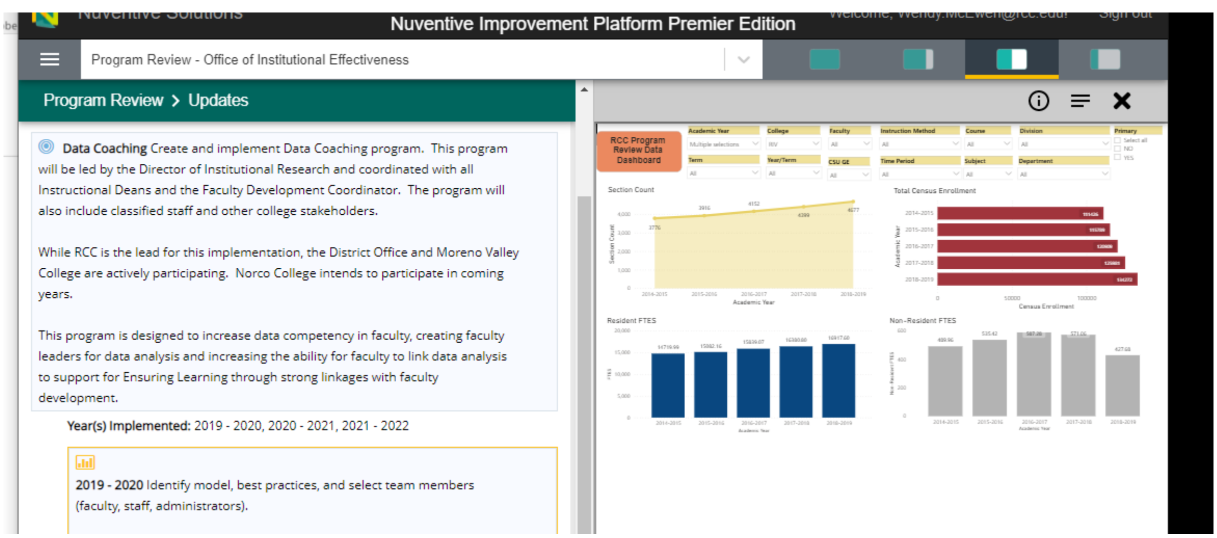
The Update Narrative and Conclusion can help us report on the status of these initiatives. An update might include:

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



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!



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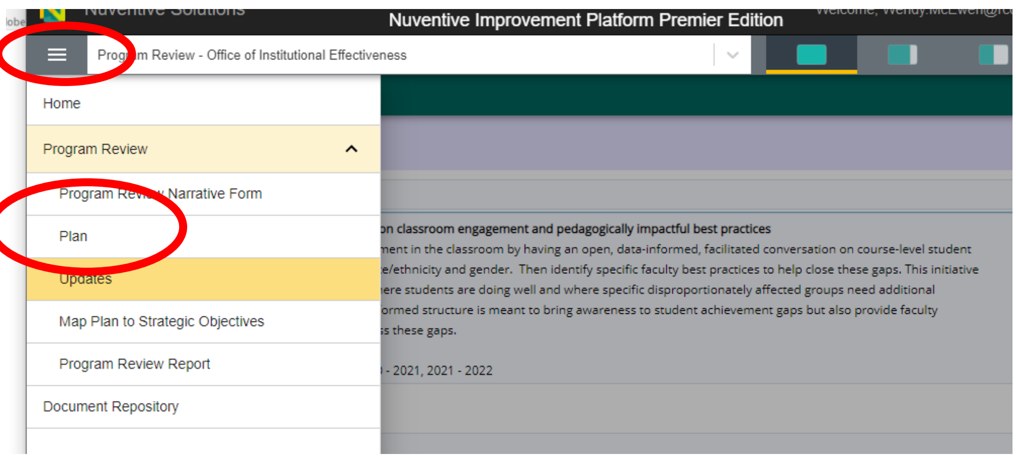
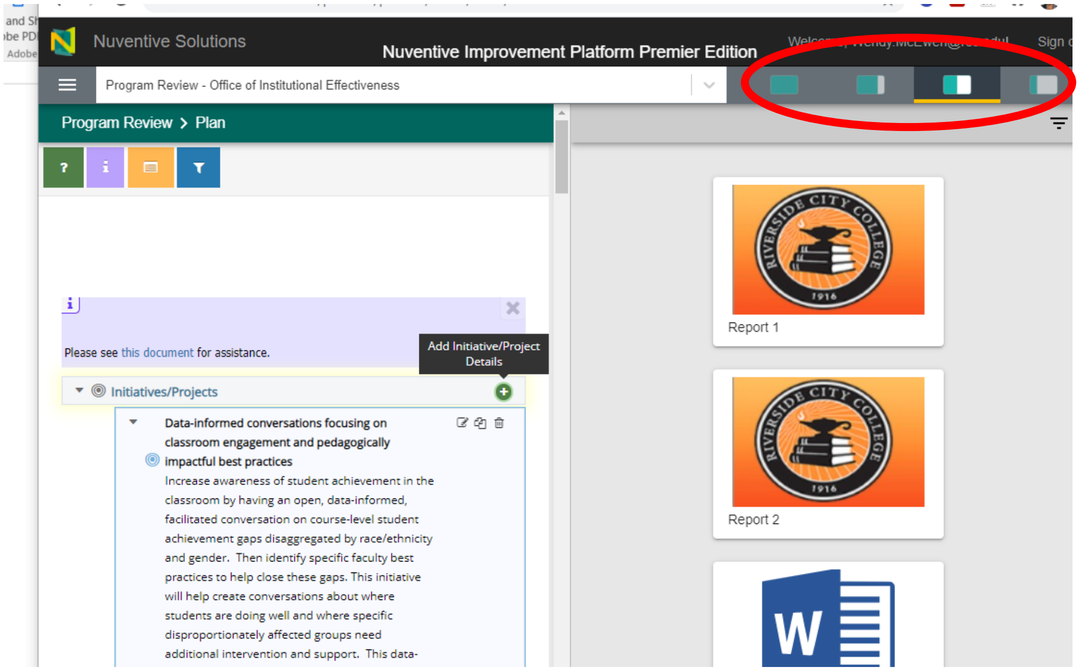
AFTER UPDATES, if you want to create new initiatives:

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.

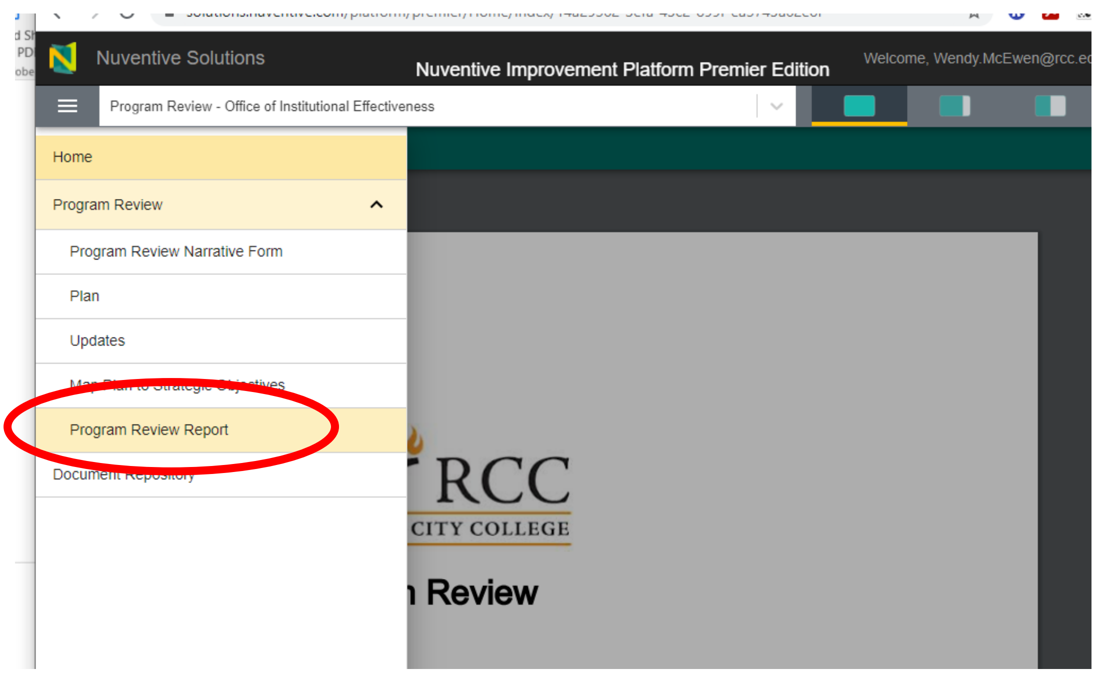
- Select the PANCAKE ICON again
- Select PLAN
- You can modify the side pane view based on the icons at the top left.



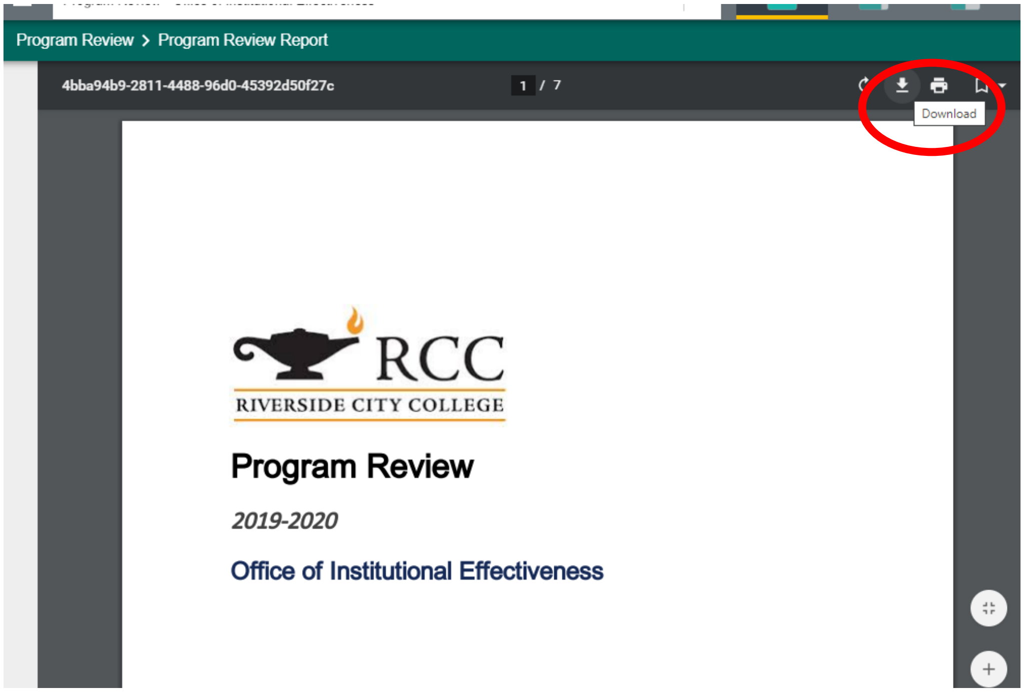


Step 5. Share with Department Chair / Dean

- Select Program Review Report
- Select DOWNLOAD



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
    - 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 / documentation)
