

## Nuventive Solutions Program Review & Planning Guide 2024-2025 Plan Update Cycle

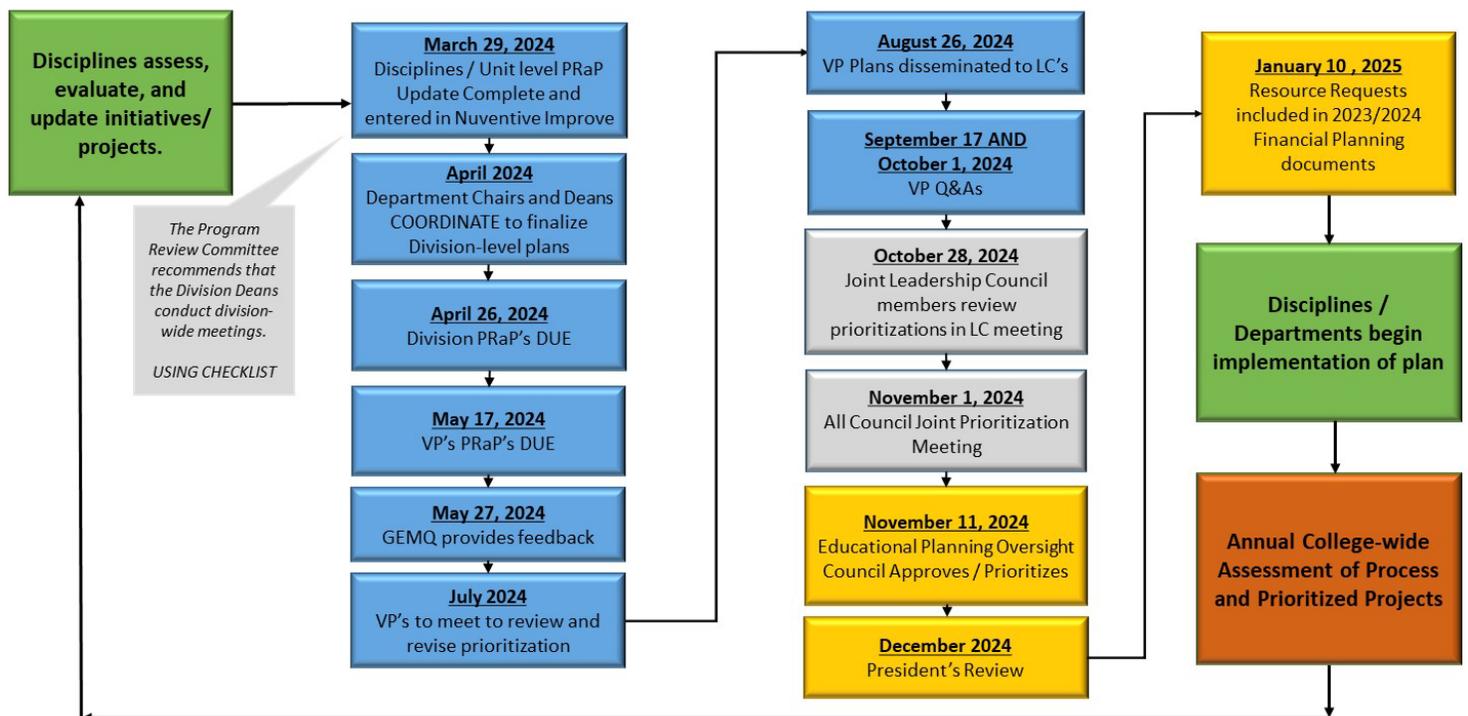
This guide provides an overview of the process to assess, evaluate, and update the Program Review and Plans originally submitted in Spring 2020 at the beginning of RCC's 2020-2025 Strategic Plan cycle. For additional information and / or training, please contact the Office of Institutional Effectiveness or a member of RCC's Program Review Committee. Additional support is also at:

<https://www.rcc.edu/about/strategic-planning/program-review.html>

This is the last update before next year's comprehensive cycle. The Program Review Committee is encouraging departments to engage in thoughtful reflection and discussion during this year's process, laying the groundwork for next year's Comprehensive Review.

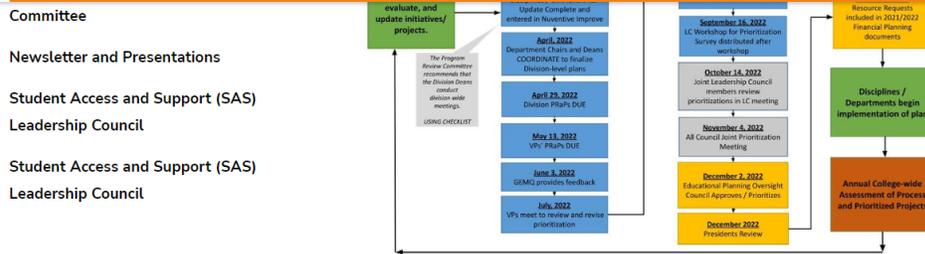
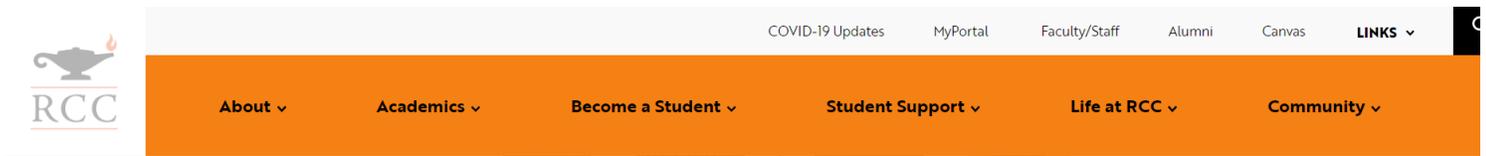
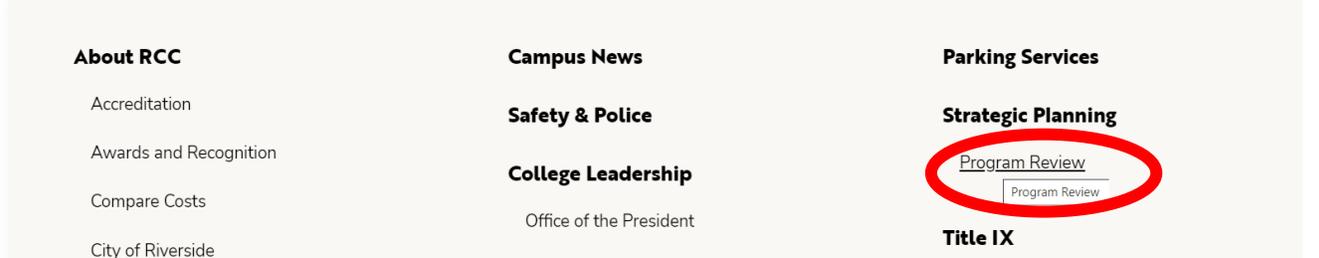
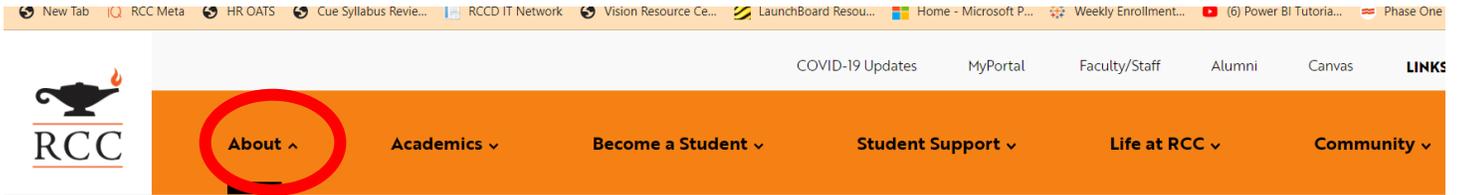
The Faculty Development Committee is encouraging the college to use *Becoming Hispanic Serving Institutions: Opportunities for Colleges and Universities (Reforming Higher Education: Innovation and the Public Good)* as one framework for Program Review reflection and discussion.

### Riverside City College 2024-2025 Prioritization Process (Annual Updates)



## Step 1. Accessing Nuventive Improve

- Directly at [Solutions.Nuventive.com](https://Solutions.Nuventive.com)
  - o Your username and password is **SINGLE SIGN ON**.
- **OR VIA RCC Website** (About / Program Review / Nuventive Solutions Website)



### Help With the Process

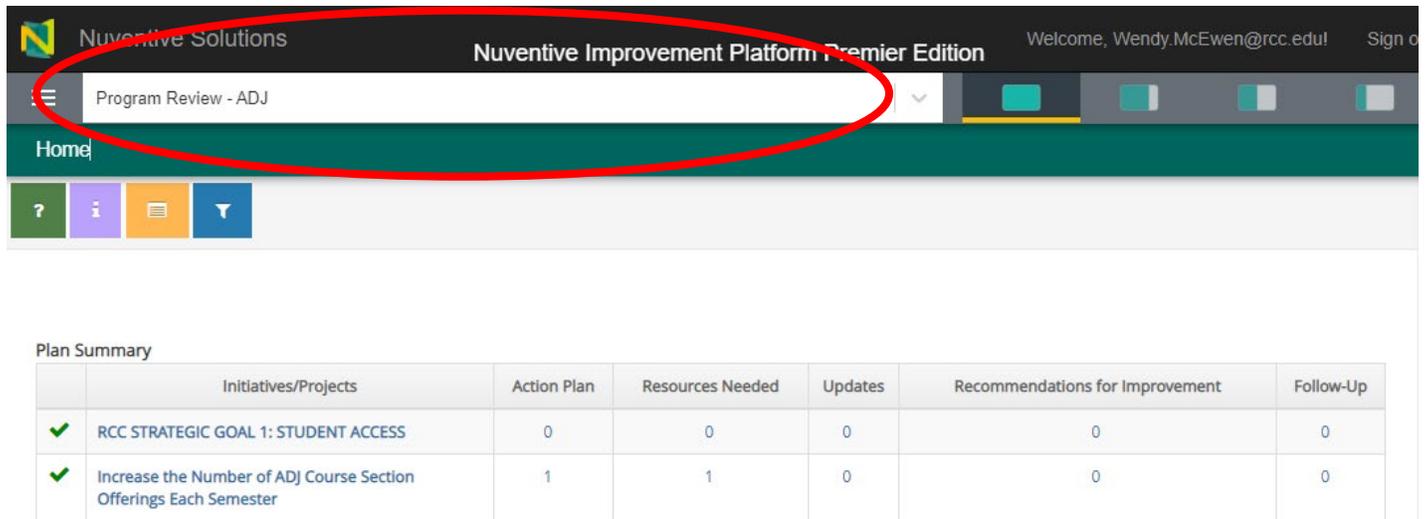
- [HOW TO GUIDE – Nuventive PRaP Quick Start Guide 2021-2022.](#)
- [Nuventive Solutions Website](#)
- [Comprehensive Program Review Development Process.pdf](#)

**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-xxx”)
- Program-level assessment (“Certificate-xxx” or “Business Services-xxx” or “Student Services-xxx” or “Degree-xxx”)
- Program Review and Planning (“Program Review-xxx”)

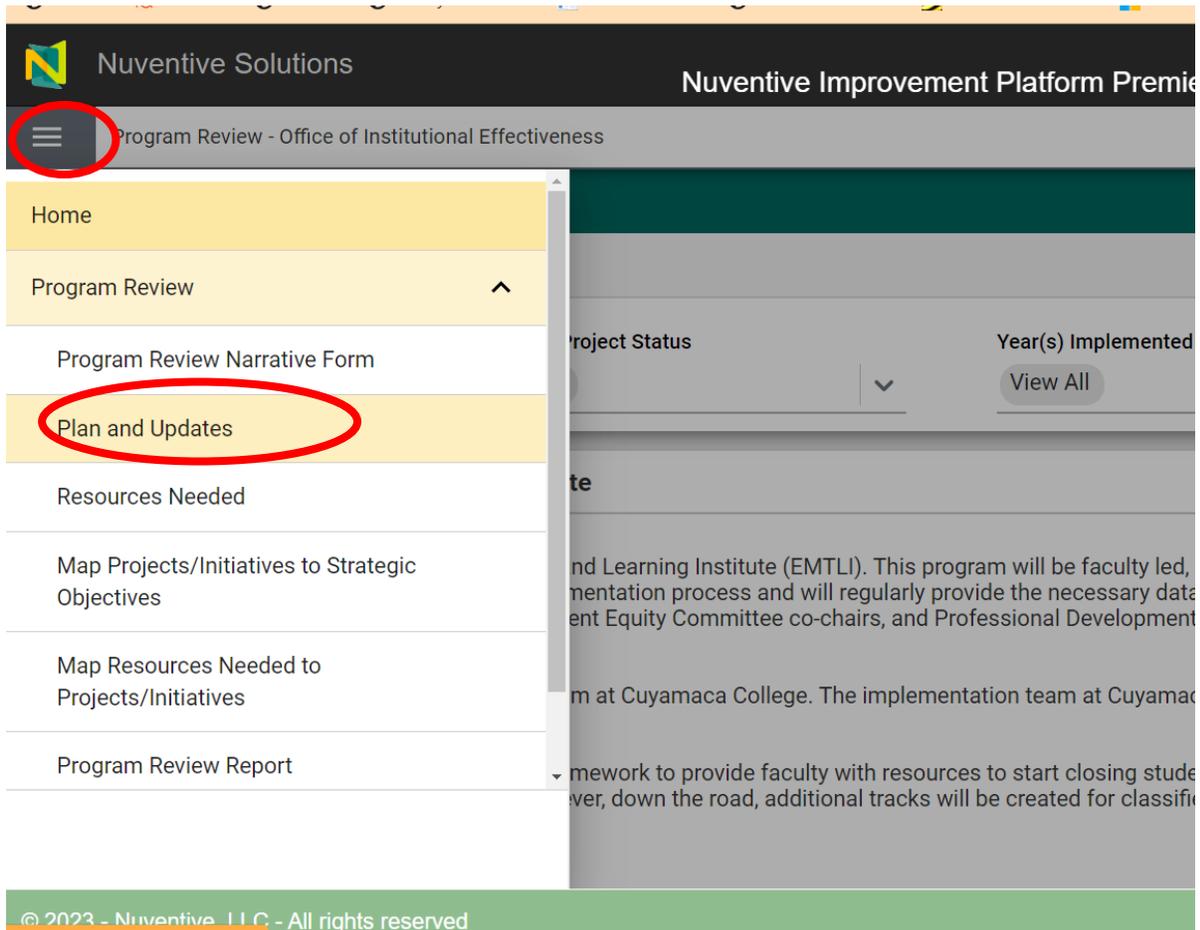
## Step 2. Select the Program Review module via the center drop down.



Plan Summary						
	Initiatives/Projects	Action Plan	Resources Needed	Updates	Recommendations for Improvement	Follow-Up
✓	RCC STRATEGIC GOAL 1: STUDENT ACCESS	0	0	0	0	0
✓	Increase the Number of ADJ Course Section Offerings Each Semester	1	1	0	0	0

## Step 3. Update CURRENT Initiatives

- 1) **The UPDATE IS TO THE year-specific ACTION PLAN.** You are updating the ACTION PLAN FOR 2023-2024 (and 2023-2024 if you have enough information).
  - a. Select the “hamburger” icon on the top left-hand corner of the screen
  - b. Select the Program Review drop down
  - c. Select Plan and Updates



This will then show you the current initiatives in your plan. Nuventive has an updated website interface which has improved navigation in a “card” layout. Double click the card for the initiative you want to update and it will expand to see details.

Nuventive Solutions Nuventive Improvement Platform Premier Edition Welcome, Wendy.McEwen@rcc.edu! Sign out

Program Review - Office of Institutional Effectiveness

Program Review > Plan and Updates

Program Review Plan and Results +

Search by Keyword Initiative/Project Status View All Year(s) Implemented View All Showing 19 of 19

**Equity-Minded Teaching and Learning Institute** W. McEwen 4/19/21

**Initiative/Project Details**  
 Create and implement an Equity-Minded Teaching and Learning Institute (EMTLI). This program will be faculty led, but the Director of Institutional Research will be involved in the planning and implementation process and will regularly provide the necessary data. The planning body will consist of the faculty lead, Director of Institutional Research, Student Equity Committee co-chairs, and Professional Development chairs (Classified Professional and Faculty).  
 The EMTLI program is based off the existing program at Cuyamaca College. The implementation team at Cuyamaca College will be used as a resource during the development of our program.  
 The program is designed to provide a structured framework to provide faculty with resources to start closing student equity gaps within the classroom. Initially the EMTLI will focus solely on faculty. However, down the road, additional tracks will be created for classified professionals and potentially administrators.

**Initiative/Project Status**  
 Initial Proposal

**Year(s) Implemented**  
 2020 - 2021, 2021 - 2022

**Enrollment Management Planning Support** W. McEwen 6/23/20

**Initiative/Project Details**  
 The Office of Institutional Effectiveness has been charged with providing on-going detailed support to the Instructional Deans and Department Chairs as



Resource Request Form Final 2-



Nuventive PRaP Quick Start Guide



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Program Review - Office of Institutional Effectiveness

Program Review > Plan and Updates Close Save

Equity-Minded Teaching and Learning Institute

INITIATIVE/PROJECT DETAILS ACTION PLANS MAPPING UPDATES

**Initiative/Project Name \***  
 Equity-Minded Teaching and Learning Institute

**Initiative/Project Details \***  
 Create and implement an Equity-Minded Teaching and Learning Institute (EMTLI). This program will be faculty led, but the Director of Institutional Research will be involved in the planning and implementation process and will regularly provide the necessary data. The planning body will consist of the faculty lead, Director of Institutional Research, Student Equity Committee co-chairs, and Professional Development chairs (Classified Professional and Faculty).  
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**Initiative/Project Status**  
 Initial Proposal x | v

**Year(s) Implemented**  
 2020 - 2021 x 2021 - 2022 x

**Date Started**

**Date Completed / Discontinued**

**Guiding Questions**



Resource Request Form Final 2-



Nuventive PRaP Quick Start Guide



Department PRaP Checklist.xlsx



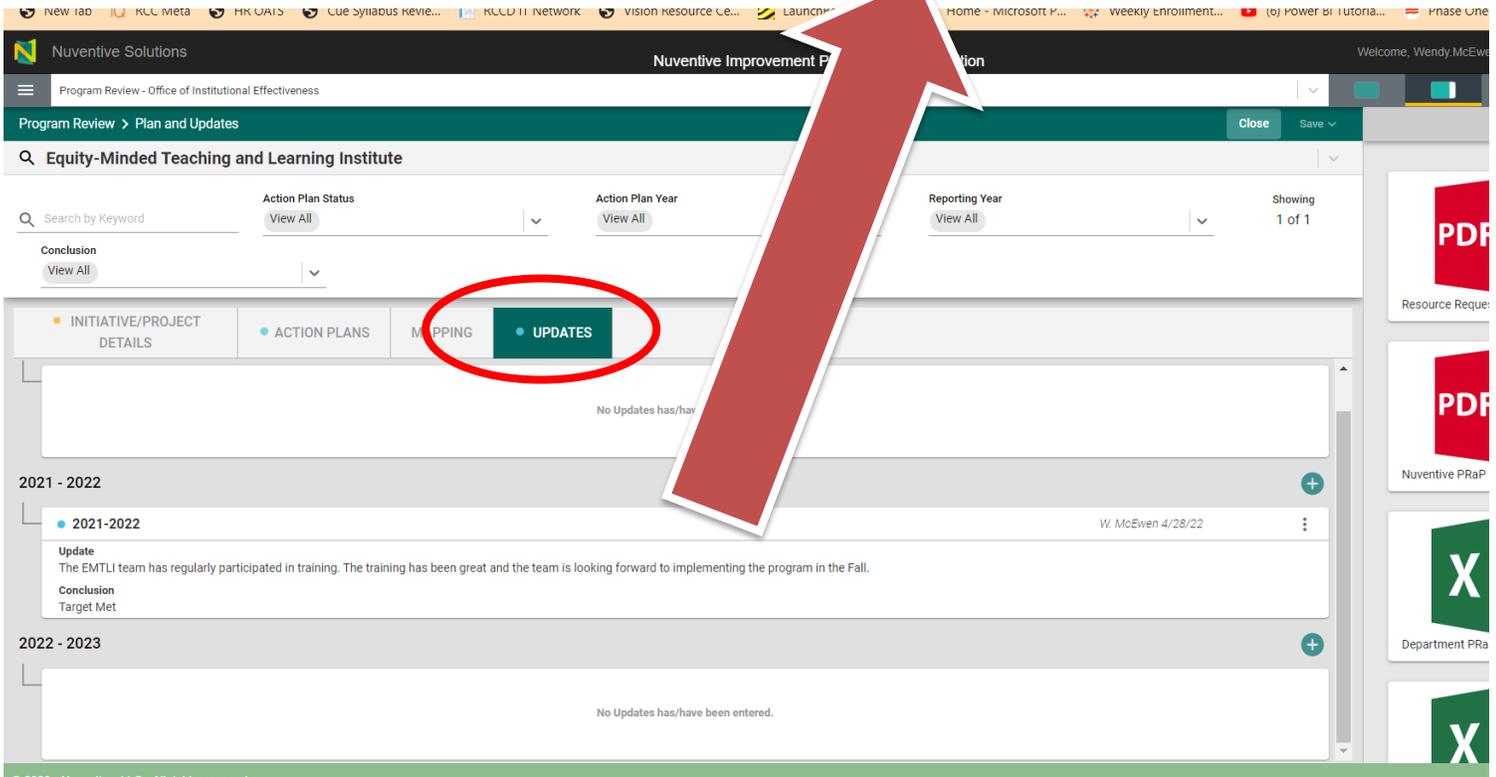
The Nuventive interface for an Initiative / Project is arranged differently – you can now navigate to each section of an initiative using the tabs at the top (instead of having to use the “pancake” or “hamburger” menu on the top left-hand side). Select Update to update the Action Plan for the year.

**Reminder:** **The UPDATE IS TO THE ACTION PLAN** You are updating the ACTION PLAN FOR 2022-2023 (and 2023-2024 if you have enough information).

- 1) Select the Updates Tab
- 2) Select the Year you want to update
- 3) Enter Update
- 4) 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



## Step 4. Create / Add a new initiative (if needed)

If your discipline / department determines that new initiatives and / or projects should 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” or “hamburger” icon
- Select Plan and Updates
- Select the green “+” to add a new initiative / project

**TIP:** Most disciplines / departments rank order their initiatives with those at the top being highest priority. You can re-order the initiatives by using your mouse to drag the cards into the preferred order.

## Step 5. Share with Department Chair / Dean

- Select the “pancake” or “hamburger” icon
- Select Program Review Report
- Select DOWNLOAD to create a .pdf of the plan

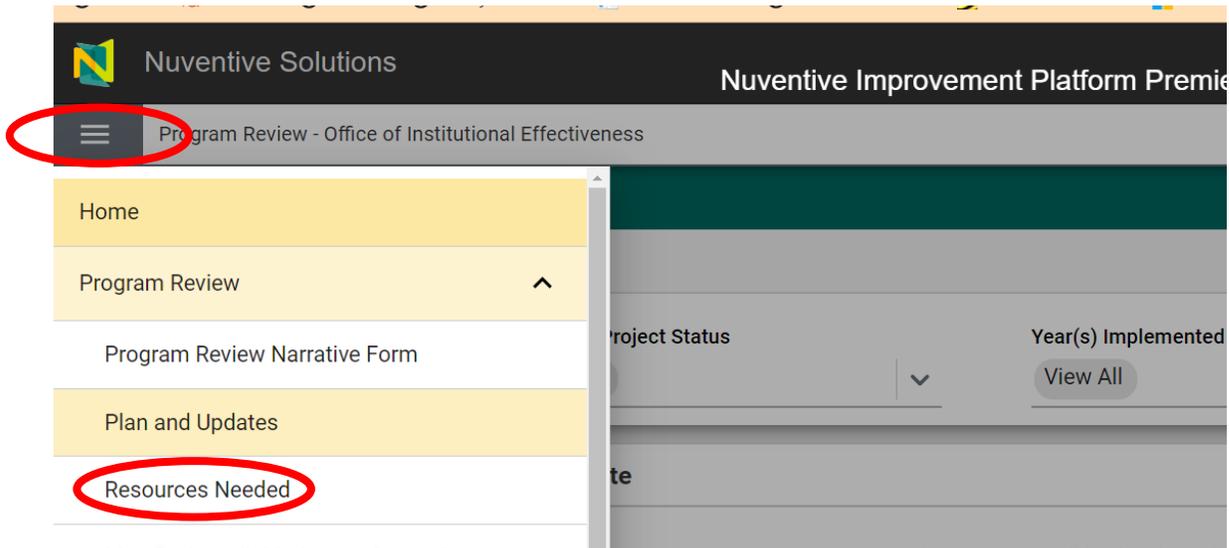
## Resource Requests Overview

For 2022-2023, the resource request form was a .pdf that had to be completed and linked to the initiative. The resource request form is now imbedded within Nuventive. It includes:

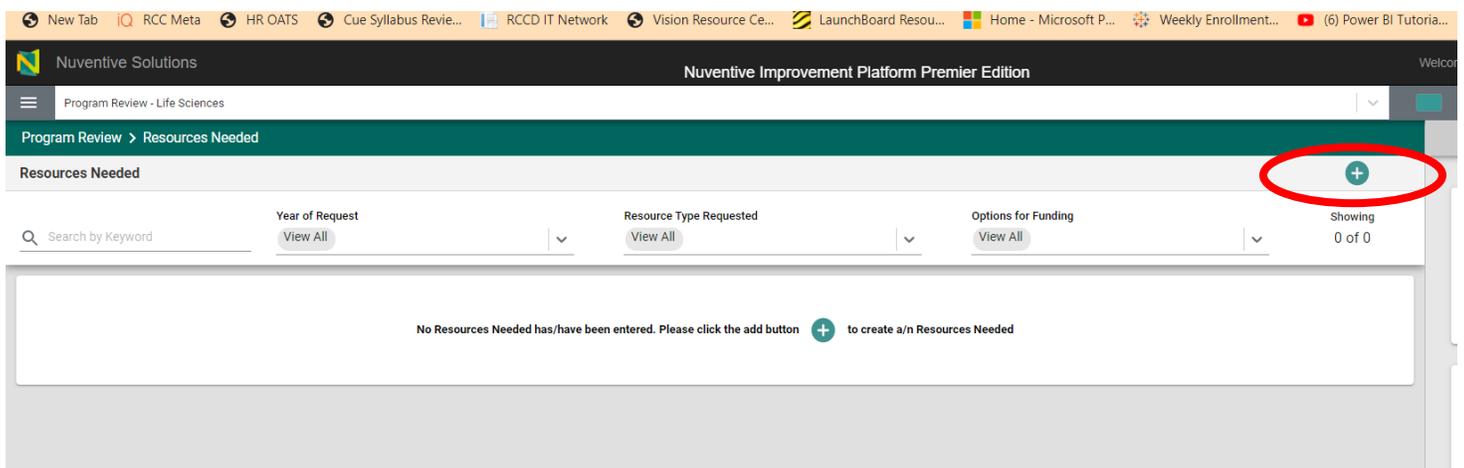
- Request Name & Rationale (text box)
- Year of Request (drop down)
- Resource Type Requested (drop down)
  - One Time Budget Enhancement
  - Permanent / On-going Budget Increase
  - Classified Professional Position
  - Administrative Position
  - Student Worker
  - Facilities / Space
  - Technology / Equipment / Software
  - Other (Guest Speaker funding / Conference funding / etc.)
- Total Amount Requested (and you can now include '\$' and commas)
- Options for Funding (drop down)
  - Grant
  - General Fund
  - Other
- Human Resources Position -- Is there an existing physical location for this position? (drop down)
  - Yes
  - No
  - Not HR Position
- Human Resources Position -- Is there technology / equipment needed for the position?
  - Yes
  - No
  - Not HR Position
- Facility / Space Resource Request Type
  - New Space
  - Modification of Existing Space
  - Other
  - Not Facility / Space Request
- Technology Resource Request Type
  - Hardware
  - Software
  - Equipment
  - Other
  - Not Technology Request

## Resource Requests Step-by-Step

- From the “hamburger” menu select Resources Needed.



- Use the green “+” icon to create a resource.
  - o The drop-down items are the same as in the overview.
  - o **IMPORTANT** – to get accurate information on the cost, contact the correct person for an estimate:
    - Personnel or Budget Details (Elia Blount/Sendy Powell/Aprilyn Tulod)
    - Facility/Space Details (Robert Beebe)
    - Technology/Software/Equipment Details (Gabriel Rivera)



Then enter the information for the new initiative.

Nuventive Solutions Nuventive Improvement Platform

Program Review - Life Sciences

Program Review > Resources Needed

### New Resources Needed

**RESOURCES NEEDED** | MAPPING

Item Requested \*

Rationale \*

Year of Request | v

Resource Type Requested | v

Total Amount Requested \*

Options for Funding | v

**Human Resources Position - Only complete the following two fields if the request is for a Human Resources position.**

Is there an existing physical location for this position? | v

Is there technology / equipment needed for the position? | v

**Facility / Space Resource Request - Only complete the following if this is a Facility/Space request.**

Facility / Space Resource Request Type | v

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Once the resource is entered, you need to MAP the resource to the appropriate initiative by selecting the appropriate "X."

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To create a report from Nuventive, select Program Review Report from the hamburger menu – it will create a MS Word report you can download and distribute.

For help or other support, please contact [Wendy.McEwen@rcc.edu](mailto:Wendy.McEwen@rcc.edu) or a member of RCC’s Program Review Committee.