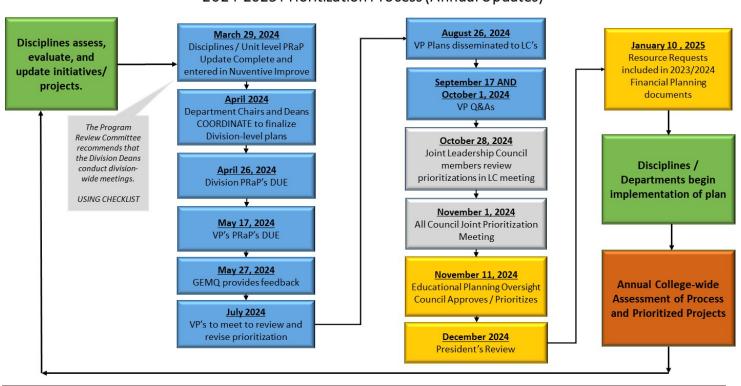




Nuventive Solutions Program Review & Planning Guide 2024-2025 Plan Update Cycle

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

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)

RCC Institutional Effectiveness

Step 1. Accessing Nuventive Improve

- Directly at Solutions.Nuventive.com

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- Your username and password is **SINGLE SIGN ON.**
- OR VIA RCC Website (About / Program Review / Nuventive Solutions Website

				COVID-19 Update	es MyPorta	al Faculty/Staff	Alumni	Canvas	LINKS
RCC	About A	Academics ~	Become a Student 🗸	Stude	nt Support 🗸	Life at	RCC V	Community	/~
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	Accreditation		Safety & Pol	ice		Strategi	c Planning		
	Awards and Rec	ognition	College Lead	dership			n Review		
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	City of Riverside					Title IX			
				COVID-19 Updates	MyPortal	Faculty/Staff	Alumni Ca	invas LINKS	~
RCC	About 🗸	Academics ~	Become a Student 🗸	Student S	upport 🗸	Life at RCC	·	community 🗸	
	Committee	ev upda	aluate, and Update Complete and entered in Nuventive Improve projects.	September 16, 2022 LC Workshop for Prioritizet Survey distributed after	tion docu	Requests 2021/2022 Planning ments			
	Newsletter and Presentations		The Program Review Committee recomments their the Division Density the Division devel plans	workshop + October 14, 2022 Joint Leadership Council members review	Discie	liner (
	Student Access and Support (Leadership Council	SAS)	consult division and/e meetings. Division PRaPs DUE Using OreCruist May 13, 2022 VPS PRaPs, DUE	prioritizations in LC meetin * November 4, 2022 All Council Joint Prioritizati	ing Departm implement	ents begin ation of plan			
	Student Access and Support (SAS)	VPs' PRaPs DUE June 3, 2022 GEMQ provides feedback	Meeting Pecember 2, 2022 Educational Planning Oversi	Annual Co	llege-wide			
	Leadership Council		Auty, 2022 VPs meet to review and revise prioritization	Council Approves / Prioriti December 2022 Presidents Review	and Prioriti	t of Process zed Projects			
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			Comprehensive Program F	Review Developn	nent Process.	pdf			
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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 "Degreexxx")
- Program Review and Planning ("Program Review-xxx")

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

Nuvertive Solutions	Nuventive Im	provement Platfor	m Premier I	Edition Wel	come, Wendy.McE	wen@rcc.edu!	Sign
Program Review - ADJ				-			
Home							
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Plan Summary							
Initiatives/Projects	Action Plan	Resources Needed	Updates	Recommendat	ions for Improvemen	nt Follow	-Up
✓ RCC STRATEGIC GOAL 1: STUDENT ACCESS	0	0	0		0	0	

*	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

Nuventive Solutions	Nuventive Improvement Platform Premie
rogram Review - Office of Institutional Effecti	veness
Home	
Program Review	
Program Review Narrative Form	roject Status Year(s) Implemented
Plan and Updates	
Resources Needed	te
Map Projects/Initiatives to Strategic Objectives	nd Learning Institute (EMTLI). This program will be faculty led, nentation process and will regularly provide the necessary data ent Equity Committee co-chairs, and Professional Development
Map Resources Needed to Projects/Initiatives	m at Cuyamaca College. The implementation team at Cuyamac
Program Review Report	 mework to provide faculty with resources to start closing stude ver, down the road, additional tracks will be created for classifier
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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	Nuventi	ve Improveme	nt Platform Premier Ed	lition	Welcome, Wend	ly.McEwen@rcc.edu!	Sign ou
Program Review - Office of Instit	tutional Effectiveness						
Program Review > Plan and Upda	ates						÷
Program Review Plan and Result	ts				Ð	^	
Q Search by Keyword	Initiative/Project Status	~	Year(s) Implemented View All	~	Showing 19 of 19	PDF	٤
Equity-Minded Teaching and Le	earning Institute			W. McEwen 4/1	9/21		
Create and implement an Equity-Mi Research will be involved in the plat faculty lead, Director of Institutiona Faculty). The EMTLI program is based off the during the development of our prog The program is designed to provide initially the EMTLI will focus solely.	inded Teaching and Learning Institute nning and implementation process ar Il Research, Student Equity Committer e existing program at Cuyamaca Colle gram. e a structured framework to provide fa on faculty. However, down the road, a	d will régularly pro e co-chairs, and Pro ege. The implemen aculty with resource	vide the necessary data. The ofessional Development chair tation team at Cuyamaca Col es to start closing student eq	planning body will c 's (Classified Profess lege will be used as uity gaps within the c	onsist of the ional and a resource classroom.	PDF	
administrators. Initiative/Project Status Initial Proposal						uventive PRaP Qu	ick Start G
Year(s) Implemented 2020 - 2021, 2021 - 2022							
Enrollment Management Plann	ing Support			W. McEwen 6/2	3/20	X	
Initiative/Project Details	ness has been charged with providing	on-going detailed	support to the Instructional F	eans and Departme	nt Chairs as		

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Program Review - Office of Institutional Effectivene	285	~				
Program Review > Plan and Updates			Close			Ŧ
२ Equity-Minded Teaching and Learn	ring Institute			~		
INITIATIVE/PROJECT DETAILS ACTIV	ON PLANS MAPPIN • UPDATES	5			PDF	ړ
Initiative/Project Name * Equity-Minded Teaching and Learning Institute					PUR	4
Research will be involved in the planning and implem	nd Learning Institute (EMTLI). This program will be fac nentation process and will regularly provide the necess nt Equity Committee co-chairs, and Professional Deve	sary data. The planning body	will consist	of the	esource Request I	Form Final
during the development of our program. The program is designed to provide a structured fram	m at Cuyamaca College. The implementation team at (mework to provide faculty with resources to start closi ver, down the road, additional tracks will be created for	ing student equity gaps within	n the classr	oom.	PDF	Å
Initiative/Project Status				_		ICK Start G
Initial Proposal	X ~					
Year(s) Implemented 2020 - 2021 × 2021 - 2022 ×	× ~				V	
Date Started					Λ	
Date Completed / Discontinued					epartment PRaP (Checklist.x
Guiding Questions						

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

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Program Review > Plan and Updates							Close Save ~	
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INITIATIVE/PROJECT DETAILS	ACTION PLANS M. PPING	• UPDATES						Resource Reque
			No Updates has/hay				_	PDI
2021 - 2022							•	Nuventive PRaP
• 2021-2022						W. McEwen 4/28/22	:	
Update The EMTLI team has regularly partic Conclusion Target Met	cipated in training. The training has been great a	nd the team is loo	oking forward to implementing	g the program in the Fall.				X
2022 - 2023							e	Department PR
			No Updates has/have been en	ntered.			×	X

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.

RCC Institutional Effectiveness

- Select the "pancake" or "hamburger" icon
- Select Plan and Updates
- Select the green "+" to add a new initiative / project

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Program Review - Office of Institutional Effectiveness								
Prog	ram Review > Plan and Updat	tes						Ŧ
Prog	ram Review Plan and Results				(€	A	
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Equ	iity-Minded Teaching and Lea	arning Institute			W. McEwen 4	/19/21		
Cre Res fact Fac The	search will be involved in the planr ulty lead, Director of Institutional I culty).	ded Teaching and Learning Institute ning and implementation process an Research, Student Equity Committer existing program at Cuyamaca Coll- am.	nḋ will régularly pr e co-chairs, and Pi	ovide the necessary data. The rofessional Development chair	planning body will s (Classified Profe	consist of the ssional and		orm Final 2
Initi	e program is designed to provide a ially the EMTLI will focus solely or ninistrators.	a structured framework to provide fa n faculty. However, down the road, a	aculty with resourd additional tracks w	es to start closing student equilible created for classified pro	uity gaps within the fessionals and pot	e classroom. entially		
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Enr	ollment Management Plannir	ng Support			W. McEwen 6,	/23/20	Y	
	iative/Project Details 9 Office of Institutional Effectivene	ess has been charged with providing	g on-going detailed	l support to the Instructional D	eans and Departm	ent Chairs as		



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)
 - o One Time Budget Enhancement
 - Permanent / On-going Budget Increase
 - Classified Professional Position
 - Administrative Position
 - o 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)
 - o Grant
 - o General Fund
 - o Other
- Human Resources Position -- Is there an existing physical location for this position? (drop down)
 - o Yes
 - 0 **No**
 - Not HR Position
- Human Resources Position -- Is there technology / equipment needed for the position?
 - o Yes
 - 0 **No**
 - Not HR Position
 - Facility / Space Resource Request Type
 - o New Space
 - Modification of Existing Space
 - \circ Other
 - Not Facility / Space Request
- Technology Resource Request Type
 - o Hardware
 - o Software
 - o Equipment
 - o Other
 - Not Technology Request

Resource Requests Step-by-Step

- From the "hamburger" menu select Resources Needed.

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Program Review - Office of Institutiona	al Effectiv	veness		
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Plan and Updates				
Resources Needed		te		
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- Use the green "+" icon to create a resource.
 - The drop-down items are the same as in the overview.
 - 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)

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٩	Search by Keyword	Year of Request View All	~	Resource Type Requested View All	~	Options for Funding View All	~	Showing 0 of 0	
	No Resources Needed has/have been entered. Please click the add button 😝 to create a/n Resources Needed								

Then enter the information for the new initiative.

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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	~
Resource Type Requested	~
Total Amount Requested *	
Options for Funding	~
Human Resources Position - Only complete the following two fields if the req	uest is for a Human Resources position.
Is there an existing physical location for this position?	<u>~</u>
Is there technology / equipment needed for the position?	~
Facility / Space Resource Request - Only complete the following if this is a Fa	cility/Space request.
Facility / Space Resource Request Type	~
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Once the resource is entered, you need to MAP the resource to the appropriate initiative by selecting the appropriate "X."

	Nuventive Solutions		Nuventive Improvement Platform Premier Edition
	Program Review - VP of Student Services		
ate	Program Review > Resources Needed		
	Q Spry / Accelerate CCCAA		
s c ski	To establish a relationship (e.g., between an Initia If text is cut off, hover over the ellipses (three dot		in the cell with an "X" and it will turn green. Be sure to click Save in the upper right before navigating a
ola ati	RESOURCES NEEDED MAPPIN	NG	
ne nt Ig	Program Review Plan and Updates	Resources Needed x = x	
	Q Search by Keyword	Spry / Accelerate CC	
<u>da</u> 'rii	Improve Athletic Service and Facility Maintenance Maintains assigned gymnasium and facilities in a clean and orderly condition; stores,	X	
urs :hr m	Francis Bushman Tennis Courts resurfacing and fencing entrances. Francis Bushman Tennis Courts have not been resurfaced since initial construction. Re	X	
re . (:a	Athletic Annual Maintenance Plan (\$40k / year) The College/District must include a budget with Ecalities for grounde and maintenance	x	
<u>24</u>	Wheelock Gym-Enhanced lighting in classrooms, locker rooms, showers, b	x	
m	Enrollment Services Outreach Budget Augmentation Outreach has, for years, survived by relying on the generosity of other departments t	x	
<u>ad</u>	Veterans Resource Center Staffing Work with Veterans Center and Division to create an effective model to ensure integra	X	
Im	© 2023 - Nuventive, LLC - All rights reserved		

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 <u>Wendy.McEwen@rcc.edu</u> or a member of RCC's Program Review Committee.