Dean and VP Approval Guide on Nuventive (2021)

1. Log-in to Nuventive by using IVC's single sign-on: https//sso.imperial.edu, use your IVC email and password, and click on Nuventive.
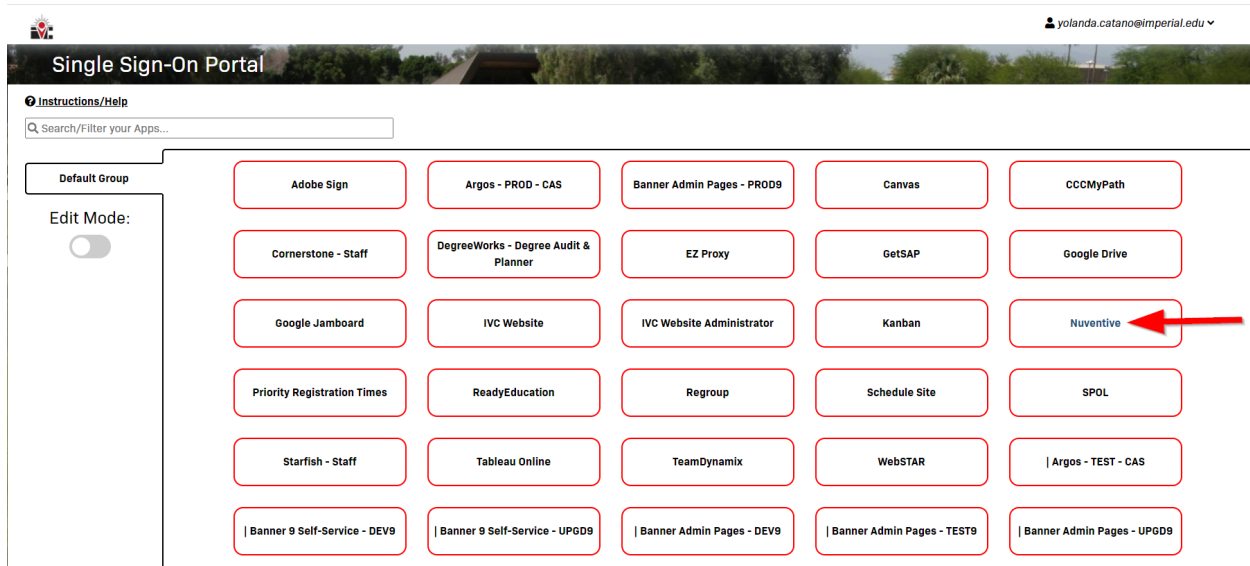
2. Click on the tab on the far-left side to access the program review information. Then click on the Dean/VP Approval and Feedback tab.
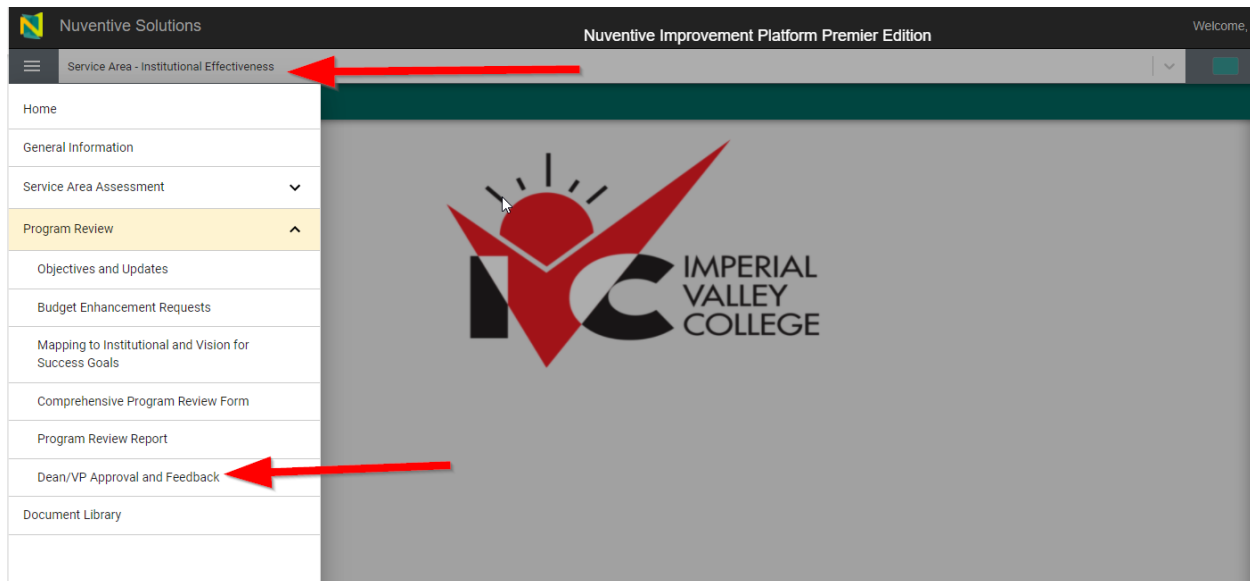
3. The following screen will appear. Click on the green add button to enter a new response.

4. Two tabs will appear. One for Dean Approval/Feedback and one for VP Approval Feedback. Depending on your role, you will enter the information on the screen.

5. On the right side, you have access to three different reports: **1**. Service Area Outcomes Assessment, **2**. Program Review Report, and **3**. Budget Enhancement Request. Make sure to click on the top right side to expand or lessen the screen size.

6. _Dean review is due by December 15, 2021_. Please review the program review report and budget enhancement requests. Once you have approved the program review submission, you can enter information regarding objectives and tasks, budget enhancement requests, comprehensive program reviews, and overall feedback you may have for the chair, director, or staff who worked on the submission report. Please note that chairs, directors, and staff have read-only view to the Dean and VP Approval/Feedback form. The Deans and VPs are the only one's who have access to write on these forms and approve program review submissions.

   To approve, please click on the Dean Approval tab:

7. To provide feedback, please click on the Dean Feedback tab. Please remember that this is optional. We highly encourage you to provide feedback because this will inform next year's process.

☰   Service Area - Institutional Effectiveness

Program Review > Dean/VP Approval and Feedback > Cycle: 2021-22 - Add New Response | Close | | Save |

Cycle: 2021-22   ↙ COLLAPSE ALL

⌄

Dean Approval/Feedback

To make your approval decision, please refer to the "Program Review Report" on the right. The report   ✕
contains all program review information based on the program details (i.e. general information,
objectives, comprehensive, and budget enhancements). The Program Review Report does not include
information on outcomes and assessments. For those, refer to the Outcomes Assessment Report to the
right for your reference and review. However, please note that you are only approving and providing
feedback on the program review report and any information related to that content.

D
     Please provide any comments/feedback regarding the program review below. ✕

Dean Feedback

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8.   The deadline for *VP review is due by January 15, 2021*.

⌄   **VP Approval/Feedback**

To make your approval decision, please refer to the "Program Review Report" on the right.   ✕

VP Approval
                                                              ⌄

Approved

Not Approved

9.   To approve, please click on the VP Approval tab:

⌄   VP Approval/Feedback

To make your approval decision, please refer to the "Program Review Report" on the right. The report contains all program review information based on the program details (i.e. general information, objectives, comprehensive, and budget enhancements). The Program Review Report does not include information on outcomes and assessments. For those, refer to the Outcomes Assessment Report to the right for your reference and review. However, please note that you are only approving and providing feedback on the program review report and any information related to that content.   ✕

V

Please provide any comments/feedback regarding the program review below.   ✕

VP Feedback