

## 2022-23 Program Review Guide

### Inputting Comprehensive Program Review using Nuventive

Comprehensive Program review has three areas to be completed:

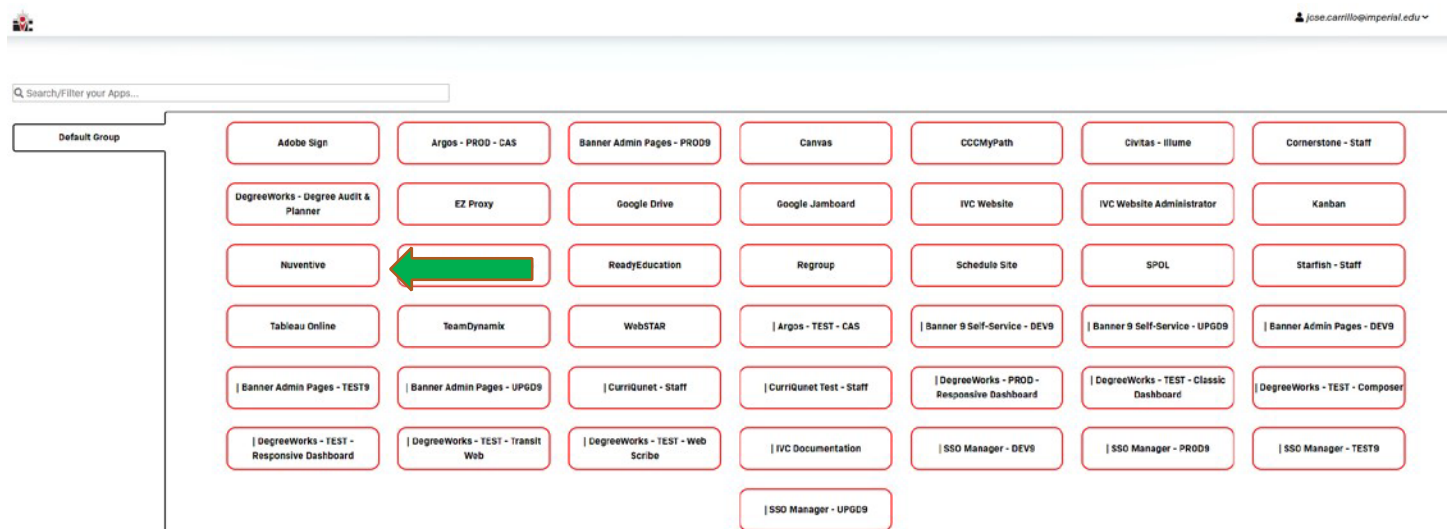
**Past Objectives** – Provide update to 2021-22 objectives

**Future Objectives** – Development of 2023-24 objectives

**Present** – Do a current program data analysis of academic areas or SWOT analysis for service areas

Below is a guide of the inputting process:

1. Log in to Nuventive through IVC single sign-on: <https://sso.imperial.edu> , use IVC email and password, and click on Nuventive



2. The Nuventive Screen will open on a specific Program, Department, or Service Area that you have been assigned access to.

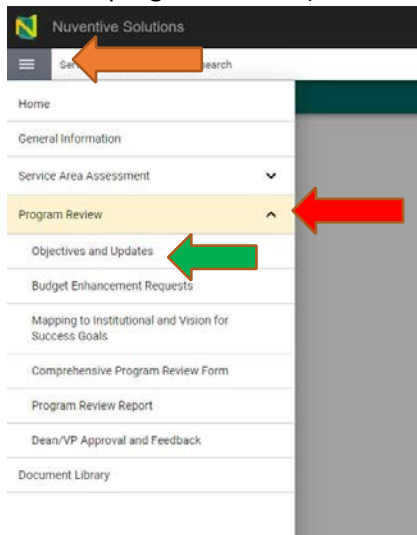


To toggle between programs or departments, click on the arrow on the green arrow above and select the program or department you are conducting a program review for. If your department or program is missing from the menu, please contact [jose.carrillo@imperial.edu](mailto:jose.carrillo@imperial.edu) or [yolanda.catano@imperial.edu](mailto:yolanda.catano@imperial.edu) .

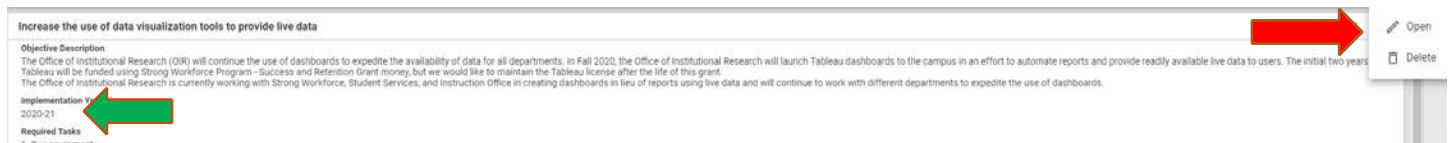
### **Past Objectives – Provide update to 2021-22 objectives**

3. We will begin with the first section of the comprehensive program review:

Click on the three lines, next to the program (orange arrow below), we will refer to these lines as the hamburger menu. Click on program review (red arrow below).



4. Click on objectives and updates as shown on the green arrow above. The objectives screen will show all past, present and future objectives for your area on Nuventive. The current task is to provide an update for all the 2021-22 objectives. Click on the three dots on any objective that has the implementation year of 2021-22 (green arrow below) and open as shown below (red arrow below):



5. Click on the mapping tab on the top of the screen.

This section will require your objectives be aligned to the 2021-30 IVC Comprehensive Master Plan and Vision for Success Goals. You can access the plan at: <https://tinyurl.com/IVCCMP2130>

Pages 2.4-2.11 list the Strategic Goals your objectives must align to.

Please review all Strategic Goals and objectives listed under the mapping tab and click on the H,M, and L, to determine if your objective has a High, Medium or Low impact on achieving the Institutional Strategic Goals as shown by the green arrow below. If your objective does not impact a specific goal, please leave blank and proceed to next one as shown by the green arrow. After completing this section, click on save on the right upper corner and close.

Q Increase the use of data visualization tools to provide live data

If your Objective does not map to a particular Strategic Objective, please leave it blank. If you need to add notes.

OBJECTIVE DESCRIPTION MAPPING UPDATES

Institutional Goals - Institutional Goals Program Objectives  
H - High Impact, M - Medium Impact, L - Low Impact

Search by Keyword

Increase the use of ...

**Clear Pathways A1.**  
Implement the Completion-by-Design Framework: Connection, Entry, Progress, Completion...

H	M	L
---	---	---

**Clear Pathways A2.**  
Develop a strategic approach to enrollment management and course scheduling...

	M	L
--	---	---

**Clear Pathways A3.**  
Expand learning opportunities for faculty and staff

H	M	L
---	---	---

**Clear Pathways A4.**  
Strengthen and expand partnerships (e.g., high schools, four-year institutions, emplo...

H	M	L
---	---	---

Once you map your objectives to the Strategic Goals, please click on the arrow and map your objective to the Vision for Success goals as shown below. After you select your objective's impact on the Vision for Success goal, save and close.

Q Increase the use of data visualization tools to provide live data

If your Objective does not map to a particular Strategic Objective, please leave it blank. If you need to add notes.

OBJECTIVE DESCRIPTION MAPPING UPDATES

Vision for Success Goals - Vision for Suc... P... Objectives  
H - High Impact, M - Medium Impact, L - Low Impact

Search by Keyword

Increase the use of ...

**Goal 1A. Increase Awards**  
Imperial Valley College will increase among all students, the number who earned an as...

H	M	L
---	---	---

**Goal 2A. Increase Associate Degrees for Transfer**  
Imperial Valley College will increase among all students, the number who earned an as...

H	M	L
---	---	---

**Goal 3A. Decrease Units**  
Imperial Valley College will decrease among all students who earned an associate degr...

H	M	L
---	---	---

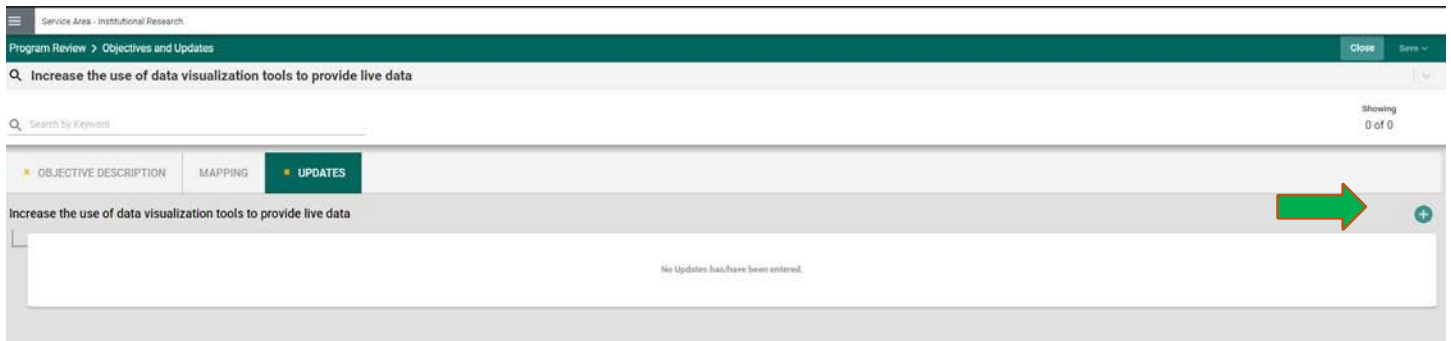
**Goal 4A. Increase Work in Area of Study**  
Imperial Valley College will increase among all students who did not transfer to a fo...

H	M	L
---	---	---

**Goal 5A. Decrease Equity Gaps**  
Imperial Valley College will reduce equity gaps across all of the above measures thro...

H	M	L
---	---	---

6. Click on the updates tab of the objective. This is where you need to provide an update for your 2021-22 objective by clicking on the green plus sign below as shown by the arrow.



Complete the update tab, by selecting 2021-22 reporting period, then choose the status update that best reflects your objective status under conclusion, and provide a writing narrative of the developments of your 2021-22 objectives. Feel free to add any documents, reports, presentations or any supporting evidence by clicking the green + sign under related documents. Please click save and close to continue.

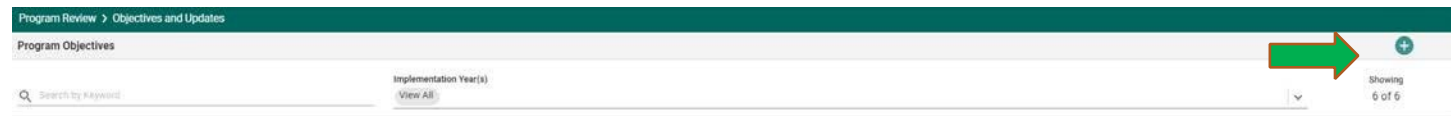
7. Continue to follow steps 4-6 on all objectives that have an implementation year of 2021-22.

8. For objectives under implementation year 2022-23, please make sure that these objectives are still relevant, and feel free to make any modifications; you will be reporting updates on these objectives Fall 2023.

## Future Goals – Development of 2023-24 objectives

9. Click on program review and proceed to Objectives and updates. The current task is to develop new objectives for the 2023-24 academic cycle. These objectives will serve as the link to budget enhancement requests, which will be covered later on this guide. If you are carrying forward objectives from previous year, please see step 10.

Click on the green + to create a new objective as shown by the arrow below:



A new screen will open up with three new tabs, objective description, mapping, and updates.

Under objective description, complete the objective name, description; choose 2023-24 for implementation year. Write 2-5 tasks that will help you in outlining the required steps to complete the objective, and write how the objective will be measured/evaluated and if there are any additional departments or programs at IVC that will be required to assist you in completing this task. After you complete all sections, save and close. If you have other new tasks, follow the steps above in step 9 until you enter all your new objectives.

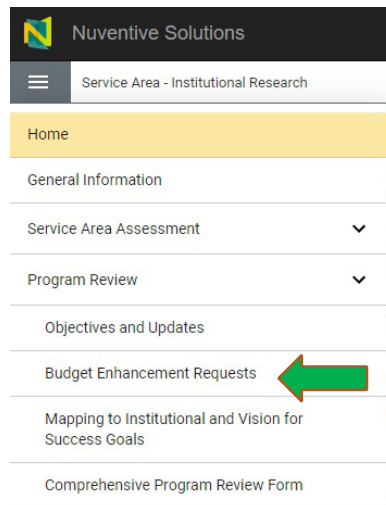
10. If you have old objectives you wish to carry forward to 2023-24, go to Program Review and under Objectives and Update, open the objective you wish to move to 2023-24. Under implementation years, add year 2023-24 as shown with the arrow on the next page. Please make sure you add the required tasks, the objective measurement tool is completed, and the responsible parties are filled in. Save and close the objective.

OBJECTIVE DESCRIPTION	MAPPING	UPDATES
<p><b>Objective Name *</b> Increase the use of data visualization tools to provide live data</p> <p><b>Objective Description *</b> The Office of Institutional Research (OIR) will continue the use of dashboards to expedite the availability of data for all departments. In Fall 2020, the Office of Institutional Research will launch Tableau dashboards to the campus in an effort to automate reports and provide readily available live data to users. The initial two years of Tableau will be funded using Strong Workforce Program - Success and Retention Grant money, but we would like to maintain the Tableau license after the life of this grant. The Office of Institutional Research is currently working with Strong Workforce, Student Services, and Instruction Office in creating dashboards in lieu of reports using live data and will continue to work with different departments to expedite the use of dashboards.</p> <p><b>Implementation Year(s)</b> 2020-21 x 2022-23 x</p> <p><b>Required Tasks</b></p> <ol style="list-style-type: none"> <li>1. Renew Tableau Licenses</li> <li>2. Develop new dashboards</li> <li>3. Conduct Quality Assurance on data reports</li> <li>4. Train Users</li> </ol> <p><b>How will the objective be measured</b> We will measure this objective by 1) adding additional licenses to the IVC tableau account 2) developing new dashboards 3) training additional users to use these dashboards 4) monitoring the number of users that log in into Tableau</p> <p><b>Responsible Party(s)</b> IR, IT</p>		

**If your objectives do not require a budget enhancement, proceed to Step 14 for Academic Program Review or Step 17 for Service Area Program Review.**

## Budget Enhancement Requests

11. If any of your 2023-24 objectives require a budget enhancement request, under Program Review, please go to Budget Enhancement Requests as shown by the arrow below. As in previous year, you will tie next funding cycle objectives to budget enhancement requests.



12. Once a new screen open, click on the green + sign to create a new budget enhancement request.

**BUDGET REQUEST**    MAPPING

Budget Year(s) Requested \*

Budget Enhancement Request Name \*

Budget Enhancement Request Description

Budget Enhancement Request Amount

Using 250 words or less, please provide a justification for your Budget Enhancement Request.

Budget Enhancement Request Priority

Provide a ranking for your Budget Enhancement Request

Category

Funding Type

If your funding type is Categorical, please specify here.

Expense Type

Legal or Contract Requirement

Complete all areas for the budget enhancement request. The requested year should be 2023-24. The name/title of the description should be key words to identify your request, the description of the request should include any clarifying information (if needed) on the type of request, and then include the dollar amount, and the justification should include how this request will improve your programs or fill your program needs. **Please exclude all commas when inputting a dollar amount; otherwise, an error message will not let you save.**

Under the budget enhancement request, choose High, Medium, or Low to label your request. The next question asks you provide a ranking for each of your requests. This is your chance to rank your requests, and provide a level of priority among those by the same department or unit. An example is a program requesting and ranking the following three requests: 1) computer \$2000 2) travel funds \$2500 and 3) computer software \$1000, and only \$2500 become available, the items ranked higher are to be funded first.

Please make sure you select the appropriate category for your request, if you have any questions about a specific category please email [Stacey.browning@imperial.edu](mailto:Stacey.browning@imperial.edu) with any questions. Choose the funding type that best describes your request, then chose the expense type and indicate if there is a legal obligation as part of your request. Save and close.

13. Once the budget enhancement request details are inputted, open the mapping tab as shown below with the arrow.

Program Review > Budget Enhancement Requests

Q Conference funding

If you need to add additional information/notes to describe the mapping, you can click the 3 dots to the right and add notes.

**BUDGET REQUEST**    **MAPPING**

Objectives    Budget Enhancement Request

Search by Keyword	Conference funding
<b>Increase the use of data visualization tools to provide live data</b> The Office of Institutional Research (OIR) will continue the use of dashboards to exp...	<input type="checkbox"/>
<b>Strengthen IVC's ability to compete for Grants</b> Imperial Valley College identified the need to establish a resource development servi...	<input type="checkbox"/>
<b>Inform campus community on latest data trends</b> The Office of Institutional Research will inform the campus community of the latest f...	<input type="checkbox"/>
<b>Continue supporting the college's needs for research, data, planning a...</b> The additional duties being added to the Office of Institutional Research such as Pro...	<input type="checkbox"/>
<b>Provide PD opportunities for staff</b> here and describe... send them to a conference, buy new curri...	<input checked="" type="checkbox"/>
<b>Create new PD opportunities for Faculty</b> objective description	<input type="checkbox"/>

The list of all of your objectives will open up. Please select the objective that your budget enhancement request is supporting.

This mapping is important so that when all the budget enhancement requests are prioritized, the corresponding objective is extracted with the request and may provide additional information when making a decision. Save and close.

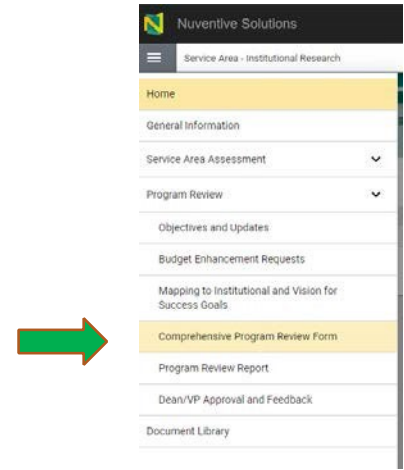
14. If you have other budget enhancement requests, repeat step 11-12. Once you completed entering your entire budget enhancement requests, click on the hamburger menu, go to budget enhancement requests, and you should see the entire request that will go for ranking and funding consideration. Please make sure that the 2023-24 year is on the request.

## Comprehensive Program Review Academic Data Analysis and Service Area SWOT Analysis

**Present** – Do a current program data analysis of academic areas or SWOT analysis for service areas

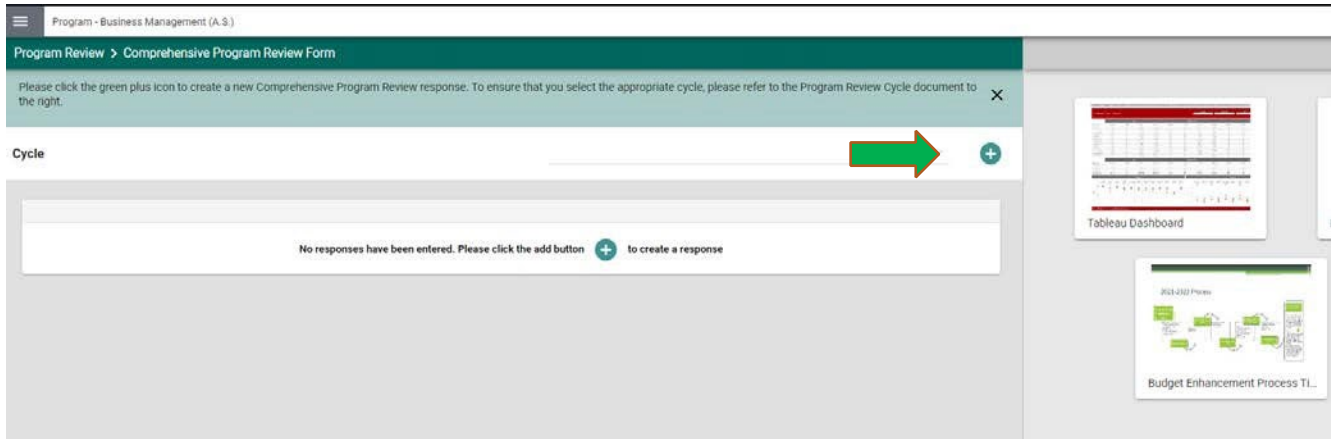


14. Every three years all program need to complete a comprehensive program review. If your program needs to complete a program. For the service area program review calendar click [here](#), for the academic program review schedule click [here](#). In the hamburger menu, select Comprehensive Program Review. Depending on whether you complete an academic or service area program review, your questions will be different.

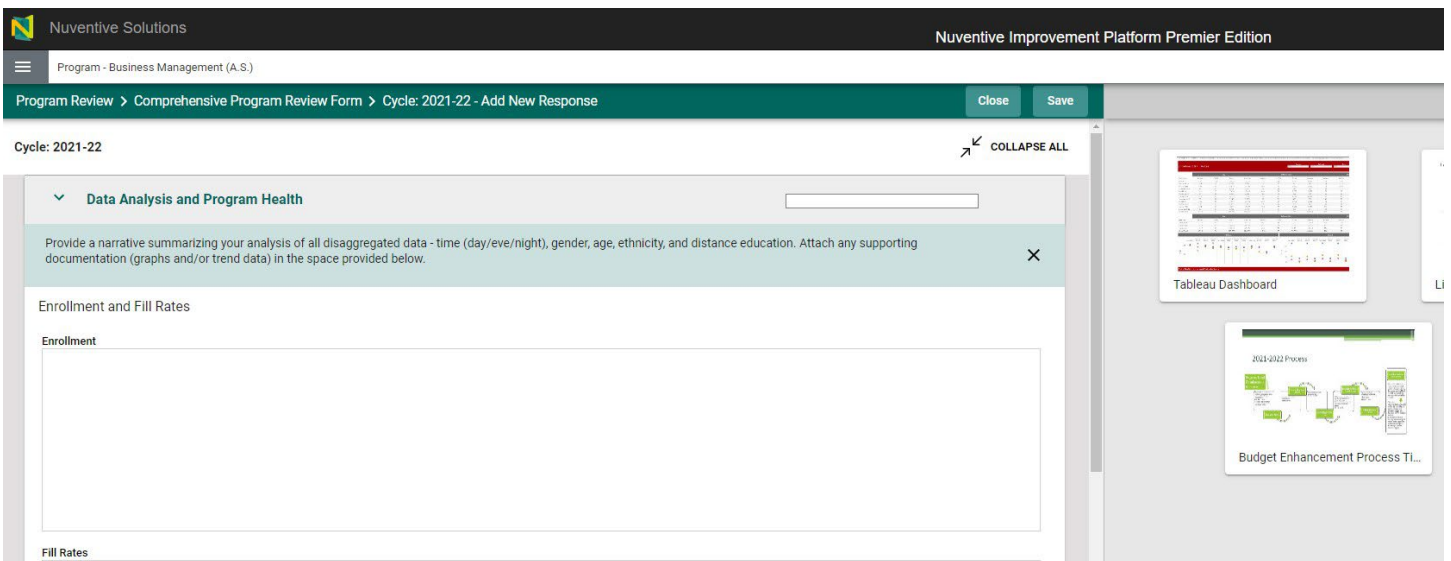


### Academic Area Program Review - Present

15. Once every three years academic programs will need to conduct a comprehensive analysis of enrollment and outcomes. Click on the green + arrow to begin entering your responses. Select 2022-23 as the cycle year.



16. Once you select the cycle year you will be prompted to enter an analysis of enrollment, fill rates, productivity, success/retention and degrees awarded.



You will see that a link to tableau will be visible on your right side of your screen. Click on the tableau dashboard screen and you will be prompted to log in in to Tableau. We have limited Tableau licenses in our initial launch. If you do not have access to Tableau, and need data, please contact [oliver.zambrano@imperial.edu](mailto:oliver.zambrano@imperial.edu).

Nuventive will allow you to open a Tableau dashboard next to your comprehensive program review questions. You can use the Microsoft snipping tool, or the snipping tool of your choice to print screen and attach to your analysis.

The screenshot shows the Nuventive Improvement Platform Premier Edition interface. The left sidebar is titled "Data Analysis and Program Health" and contains a text area for "Enrollment and Fill Rates". The main content area displays a red header "A. Enrollment & Fill Rates" followed by two tables. The first table shows enrollment data by term name (Fall 2018 to Summer 2022) with columns for Sections, Fill (%), Enrollment, and Mass Csg. The second table shows enrollment data by academic year (2018-2019 to 2020-2021) with columns for Sections and Fill (%).

After you complete the data analysis questions, you need to complete the program changes, linkage to Vision for Success questions, and how you utilized your SLO/PLO assessment to develop your planning objectives. If you have any questions on linking Assessment to Planning please contact [kevin.howell@imperial.edu](mailto:kevin.howell@imperial.edu), if you have any questions on linking Vision for Success Goals to planning please contact [jose.carrillo@imperial.edu](mailto:jose.carrillo@imperial.edu). If you have any supporting documents, please feel free to attach them using the supporting documentation link using the green + sign. After you complete all prompts, save and close.

This step completes your comprehensive program review. You can obtain a full report by clicking Program Review report on the hamburger menu. Feel free to email this report to your supervisor to share that your program review is complete.

### Service Area Program Review - Present

17. Once every three years, service area programs will need to conduct a comprehensive analysis utilizing a SWOT analysis. Click on the green + arrow to begin entering your responses. Select 2022-23 as the cycle year.

The screenshot shows the Nuventive interface for "Service Area - Institutional Research". A green plus icon is highlighted with a red arrow, indicating the button to click to create a new response. Below the icon, a message states: "No responses have been entered. Please click the add button + to create a response".

18. Once you select the cycle year you will be prompted to enter your SWOT analysis questions.



Nuventive Solutions Nuventive Improvement

Service Area - Institutional Research

Program Review > Comprehensive Program Review Form > Cycle: 2021-22 - Add New Response Close Save

Cycle: 2021-22 COLLAPSE ALL

▼ **Data Analysis and Program Health - Accreditation**

Use data pertinent to your program/department. Include qualitative and quantitative data. Use survey-evaluation results and other relevant data to assess program/department effectiveness. Evaluate the strengths, weaknesses, challenges and opportunities, providing thorough interpretation of data. Attach any data reports as document uploads. ✕

**Strengths**

**Weaknesses**

**Opportunities**

Please complete all areas of the SWOT analysis as well as the linkage to Vision for Success questions, and how you utilized your SAO assessment to develop your planning objectives. If you have any questions on linking Assessment to Planning please contact [kevin.howell@imperial.edu](mailto:kevin.howell@imperial.edu), if you have any questions on linking Vision for Success Goals to planning please contact [jose.carrillo@imperial.edu](mailto:jose.carrillo@imperial.edu). If you have any supporting documents, please feel free to attach them using the supporting documentation link using the green + sign. After you complete all prompts, save and close.

This step completes your comprehensive program review. You can obtain a full report by clicking Program Review report on the hamburger menu. Feel free to email this report to your supervisor to share that your program review is complete.