

2022-23 Program Review Guide

Inputting Program Review Update using Nuventive

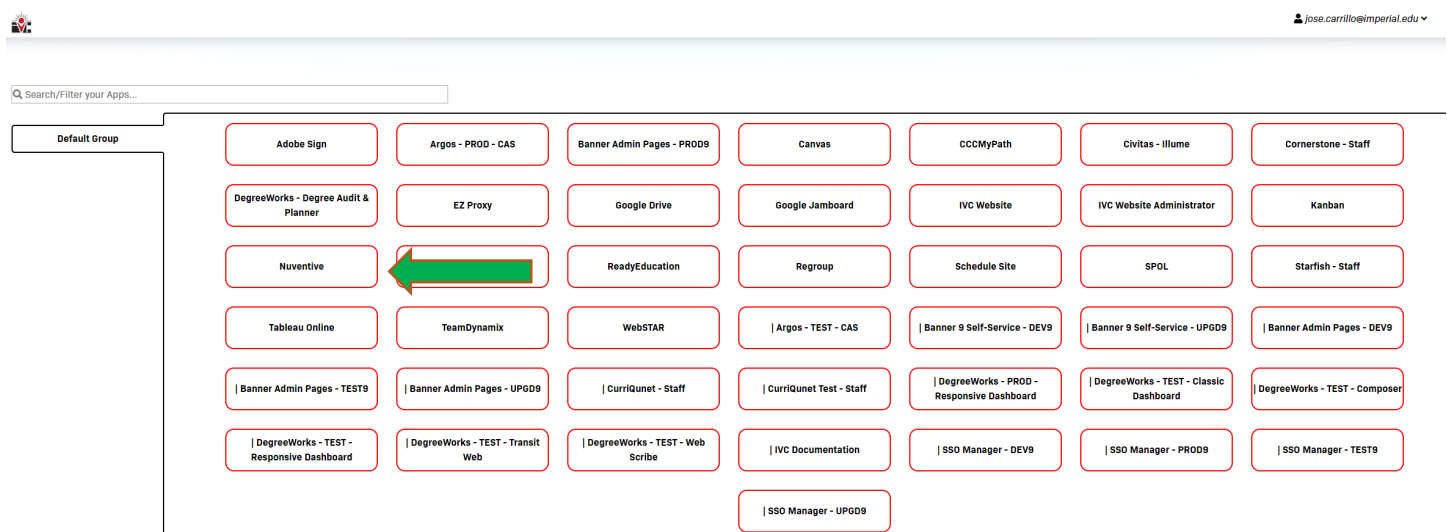
Program review update has two areas to be completed:

Past Objectives – Provide update to 2021-22 objectives

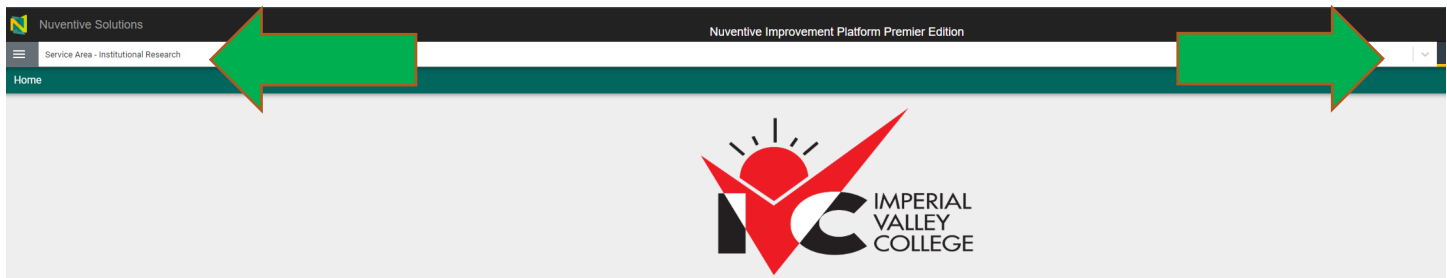
Future Objectives – Development of 2023-24 objectives

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.

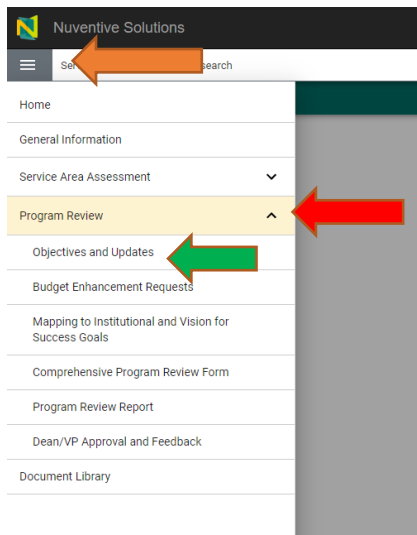


To toggle between programs or departments, click on the arrow on the green arrow above and select the program or department you are conducting a program review for. If your department or program is missing from the menu, please contact jose.carrillo@imperial.edu.

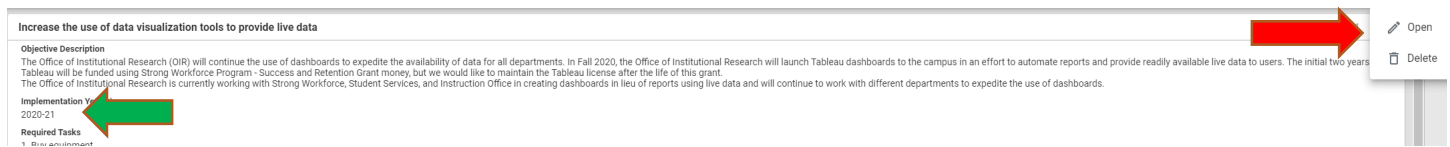
Past Objectives – Provide update to 2021-22 objectives

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

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 and objectives all objectives need to map and aligned 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...



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



Clear Pathways A3.
Expand learning opportunities for faculty and staff



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



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... Program 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...



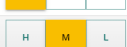
Goal 2A. Increase Associate Degrees for Transfer
Imperial Valley College will increase among all students, the number who earned an as...



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



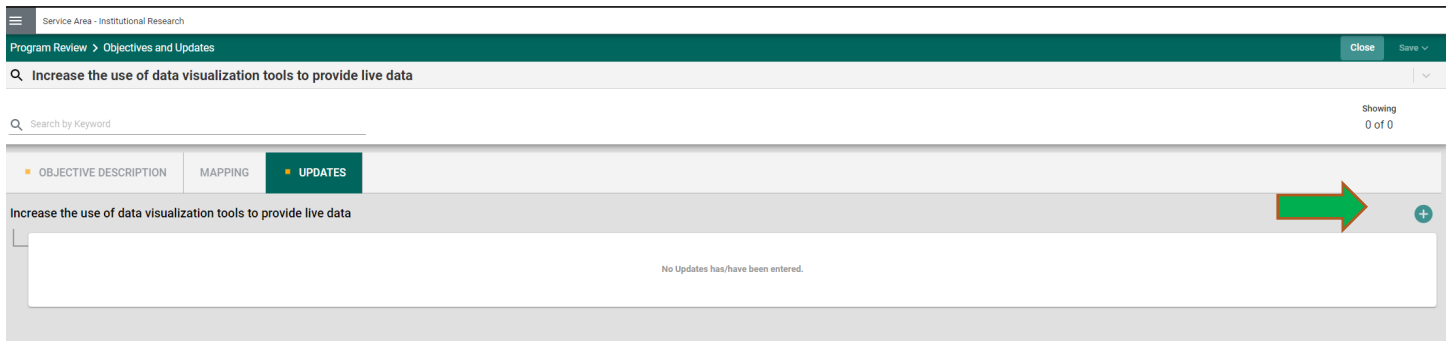
Goal 4A. Increase Work in Area of Study
Imperial Valley College will increase among all students who did not transfer to a fo...



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



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.

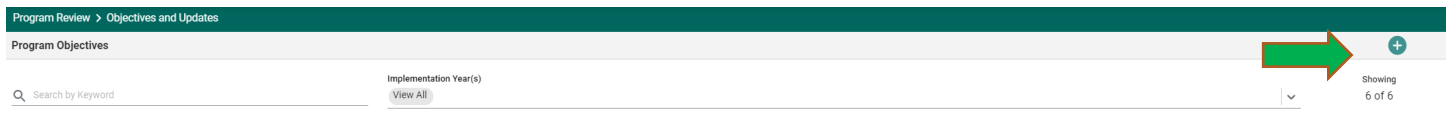
8. For objectives under implementation year 2022-23, please make sure that these objectives are still relevant, and feel free to make any modifications; you will be reporting updates on these objectives Fall 2022.

Future Goals – Development of 2023-24 objectives

9. This is the second section of the program review update:

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.

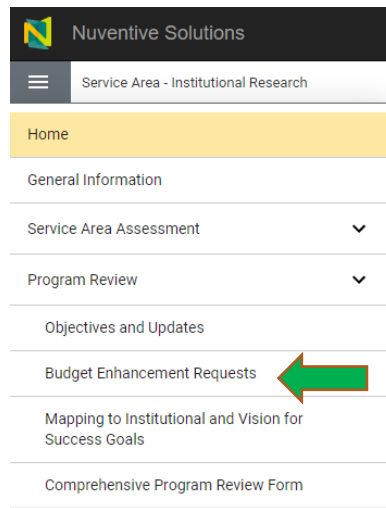
10. If you have old objectives you wish to carry forward to 2023-24, go to Program Review and under Objectives and Update, open the objective you wish to move to 2023-24. Under implementation years, add year 2023-234as shown with the arrow on the next page. Please make sure you add the required tasks, the objective measurement tool is completed, and the responsible parties are filled in. Save and close the objective.

OBJECTIVE DESCRIPTION	MAPPING	UPDATES
<p>Objective Name * Increase the use of data visualization tools to provide live data</p> <hr/> <p>Objective Description * 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> <hr/> <p>Implementation Year(s) 2020-21 x 2022-23 x</p> <hr/> <p>Required Tasks</p> <ol style="list-style-type: none"> 1. Renew Tableau Licenses 2. Develop new dashboards 3. Conduct Quality Assurance on data reports 4. Train Users <hr/> <p>How will the objective be measured 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> <hr/> <p>Responsible Party(s) IR, IT</p>		

If your objectives do not require a budget enhancement request, your program review update is complete. If your objectives require additional funding, please continue to step 11-13.

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 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

Objectives	COnference funding
Increase the use of data visualization tools to provide live data The Office of Institutional Research (OIR) will continue the use of dashboards to exp...	<input type="checkbox"/>
Strengthen IVC's ability to compete for Grants Imperial Valley College identified the need to establish a resource development servi...	<input type="checkbox"/>
Inform campus community on latest data trends The Office of Institutional Research will inform the campus community of the latest f...	<input type="checkbox"/>
Continue supporting the college's needs for research, data, planning a... The additional duties being added to the Office of Institutional Research such as Pro...	<input type="checkbox"/>
Provide PD opportunities for staff here and describe...send them to a conference, buy new curri...	<input checked="" type="checkbox"/>
Create new PD opportunities for Faculty 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 all your budget enhancement request, click on the hamburger menu, go to budget enhancement requests, and you should see all the request that will go for ranking and funding consideration. Please make sure that the 2023-24 year is on the request.

This completes the second part of your program review update.