Text

Description automatically generated with medium confidence

IMPERIAL VALLEY COLLEGE

NUVENTIVE GUIDE

*Last updated: August 26, 2021*

Access to Nuventive Platform in IVC Portal

Program review updates are entered in the planning module of Nuventive.

Access:

1. Log in to Nuventive: <https://sso.imperial.edu/_layouts/PG/login.aspx?ReturnUrl=%2Fsso%2Fdefault.aspx>. Use your IVC credentials as demonstrated below to access the portal.

Graphical user interface, website

Description automatically generated

1. Single Sign-On Portal – Click on the Nuventive tab to access the platform.

Table

Description automatically generated with low confidence

1. View of the Nuventive Platform.

Text

Description automatically generated with low confidence

1. Click on the menu (3 bars) on the top left to access Program Review Information.
   1. Home
   2. Program Information
   3. Program Learning Outcomes Assessment
   4. Program Review
   5. Document Library

Please note: Not all menu options will be visible to all users.

Graphical user interface, text

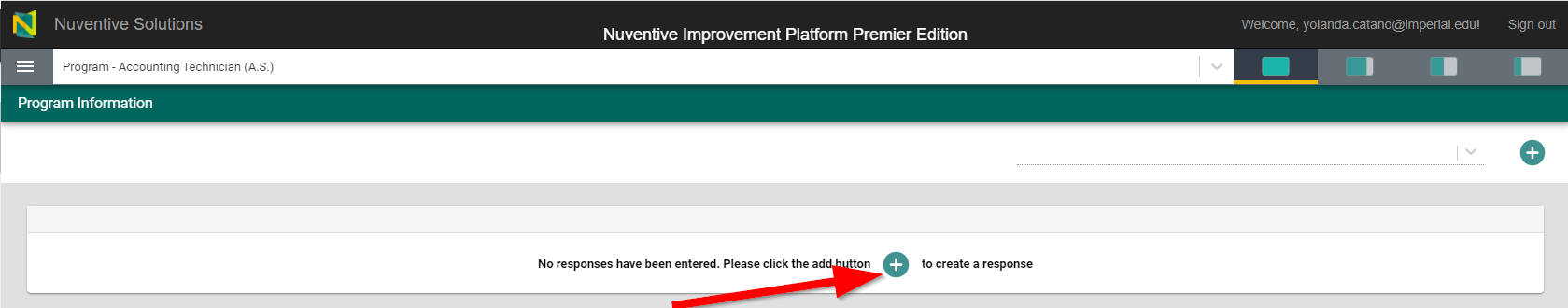
Description automatically generated

1. Click on Program Information to view information about this unit. This information typically won’t change from year-to-year and will appear on your program review report.

Graphical user interface, text, application

Description automatically generated

1. Click on the green plus sign to access the program information page to enter your information. (If information is provided to Nuventive reps then I will update this information.)



1. Begin entering your program information based on the academic year 2021-2022. The program information entails the following:
   1. Mission Statement
   2. Division
   3. Department
   4. Assessment Lead (If you are the person submitting final assessment results for the department or program. This is usually the administrator or program chair.)

Graphical user interface, text, application, email

Description automatically generated

Program Learning Outcomes Assessment

To access the Program Learning Outcomes Assessment tab, click the three lines on the top left and this pop up will appear:

Graphical user interface, text, application, email

Description automatically generated

1. Click on the assessment plan to view your Program Learning Outcomes. Each PLO indicates if it’s active or not.

Graphical user interface, application, Teams

Description automatically generated

1. Click on the side arrow to open up the assessment methods portion.

Graphical user interface

Description automatically generated

1. Click the assessment green plus sign on the right to enter assessment method information.

Application

Description automatically generated with medium confidence

1. The assessment method screen will appear to enter additional information. Please make sure to save your work before moving on to the next assignment.

Graphical user interface, text, application

Description automatically generated

1. When you click on the SLOs to PLOs & ILOs Mapping side bar, the following items will appear:

Graphical user interface, application

Description automatically generated

You will align your ILOs to your SLOs here by clicking the cell at the intersection and a checkmark will appear.

1. Course SLOs and PLOs will be managed through assignments. An assignment link will be emailed to you. Clicking on it will provide you with an overview on the status of your assignments that require your attention.

Graphical user interface, application

Description automatically generated

1. Once mapping has occurred, Nuventive has the capacity to print program reports and they are accessed under the Program Learning Outcomes Assessment tab.

Graphical user interface, text, application

Description automatically generated

1. When you click on any of the report options, it will ask you additional questions to create the report and in what format.

Graphical user interface, application, email

Description automatically generated

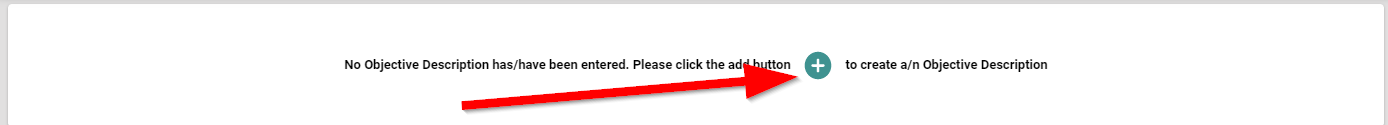
Budget Enhancement Requests and Institutional Mapping and Planning

1. Click on Program Review on the left tab.
2. Open Objectives, Tasks, and Budget Enhancements.

Graphical user interface, application

Description automatically generated

1. Click on green tab to open objective description.

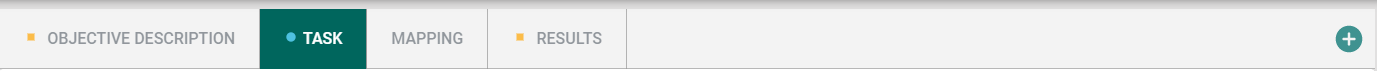


1. The next screen will appear to ask you to enter the objective description information.
   1. Objective Name
   2. Objective Description
   3. Objective Status
   4. Implementation Year(s)
   5. How will the objective be measured?
   6. Explain how you linked your assessments (SLO/SAO/PLO/ILO) to this objective
   7. Explain how you linked your Vision for Success Goals to this objective.

Graphical user interface, text, application, email

Description automatically generated

1. Once you have created an objective, click on the task tab.



1. The task drop down will take you to the budget enhancement request based off of the associated objective. Please note: If your objective does not require a budget request, only fill out the task status, timeline, and overall task for completing the objective.

Graphical user interface, application

Description automatically generated

1. Budget Enhancement Requests (Only complete the following fields if requestion a budget enhancement)
   1. Category
   2. Expense Type
   3. Funding Type
      1. If categorical, specify.
   4. Budget Request Among
   5. Supporting Documents

Graphical user interface, text, application

Description automatically generated

1. Budget Request Status.
   1. Status of Budget Request
   2. Additional Information

Table

Description automatically generated

1. Comprehensive Program Review
   1. Click on the cycle year to access your comprehensive program review information. More importantly, please note the side panels on the right to access additional documents that can help you enter information.
      1. Program Review Cycles – Academic Services and Service Areas (Administrative and Student Services).
      2. Tableau Dashboard – Academic Services only
      3. Live Enrollment Data – (Metabase)
   2. Click on the thumbnail and it will open a split screen.
      1. The icons at the top can be used to manage the size of the data view.

Example #1

Graphical user interface, text, application, Word, email

Description automatically generated

Example #2

Graphical user interface, application

Description automatically generated

Example #3

Graphical user interface, text, application

Description automatically generated

Graphical user interface, text, application, email

Description automatically generated

1. The Mapping to Institutional Goals and Vision for Success Goals screen.

Graphical user interface

Description automatically generated with low confidence Graphical user interface

Description automatically generated with medium confidence

Program Review Report

You can download your Program Review Reports in various formats.

Logo

Description automatically generated Text

Description automatically generated with low confidence

Assistance with Program Review

Please Contact:

|  |  |  |  |
| --- | --- | --- | --- |
| IVC Program Review | | | |
| Department | Representatives | Email | Ext. |
| Office of Institutional Effectiveness | Yolanda Cataño | [Yolanda.catano@imperial.edu](mailto:Yolanda.catano@imperial.edu) | X5710 |
| Office of Institutional Research | Jose Carrillo | [Jose.carrillo@imperial.edu](mailto:Jose.carrillo@imperial.edu) | X6487 |
| Office of Institutional Research | Oliver Zambrano | [Oliver.zambrano@imperial.edu](mailto:Oliver.zambrano@imperial.edu) | X6130 |
| Outcomes and Assessment | Kevin Howell | [Kevin.howell@imperial.edu](mailto:Kevin.howell@imperial.edu) | X5712 |
| Outcomes and Assessment | Dixie Krimm | [Dixie.krimm@imperial.edu](mailto:Dixie.krimm@imperial.edu) | X6344 |
| IT | Jeff Enz | [Jeff.enz@imperial.edu](mailto:Jeff.enz@imperial.edu) |  |
| IT | Jeff Cantwell | [Jeff.cantwell@imperial.edu](mailto:Jeff.cantwell@imperial.edu) | X6388 |
| IT | Omar Ramos | [Omar.ramos@imperial.edu](mailto:Omar.ramos@imperial.edu) | X6500 |
| Administrative Services | Cesar Vega | [Cesar.vega@imperial.edu](mailto:Cesar.vega@imperial.edu) | TBD |
| Budget and Enhancement Process | Stacey Browning | [Stacey.browning@imperial.edu](mailto:Stacey.browning@imperial.edu) | X6234 |

Oversight:

President’s Office:

* Interim Superintendent/President, Dr. Lennor Johnson

President’s Cabinet:

* Vice-President of Academic Services, Dr. Christina Tafoya
* Interim Vice-President of Student Services, Dr. Henry Covarrubias
* Vice-President of Administrative Services, Cesar Vega
* Chief of Technology – Jeff Enz
* Chief of Human Resources – Clint Dougherty