Nuventive Improve Training
for Unit/Division & Office/Program Managers

DECEMBER 9, 2020

Planning Process

All plans contribute to the plans of others stakeholders throughout the College.

Nuventive Improve provides the ability to track and map these relationships for better coordination.

Elements of a Plan in Nuventive

Goal

Long-range, broad statements. Reflect role & responsibilities, i.e., how your team serves the College.

Objective

Shorter-term, more action-oriented. What needs to be done to achieve the goal. Measurable with performance indicators and targets. (e.g., improve, increase, enhance, strengthen)

Action / Resources

Specific tasks to achieve objectives (e.g, update, refurbish, purchase, hire).

Could require new funding or reallocation of existing resources or staff time.

For more planning resources

https://www.elcamino.edu/about/depts/ir/

PLANNING

- Planning Processes & Calendars
- Planning Resources
- Planning Documents
- Accreditation

Planning Training

- Comprehensive Review Training (September 2020)
- Annual Planning Kick-off Meeting (pilot areas) (September 2020)
- Annual Planning Kick-off Meeting (non-pilot areas) (September 2020)
- Annual Planning Guide (October 2020)
- Planning Process Re-Envisioned (November 2019)

Nuventive Training

Academic Affairs & Student Services

- Nuventive Quick Guide
- Nuventive Refresher Video
- Linking Recommendations from Program Review Video
- Accessing Budget Worksheets via Nuventive Video

Logging in

https://solutions.nuventive.com/

Logging in

Please use your ECC credentials to log into Nuventive Improve. These extra screens are required the first time logging into Nuventive to provide your credentials. Click on "Don't' show this again" to save your credentials so that entering log-in credentials will not be necessary in the future.
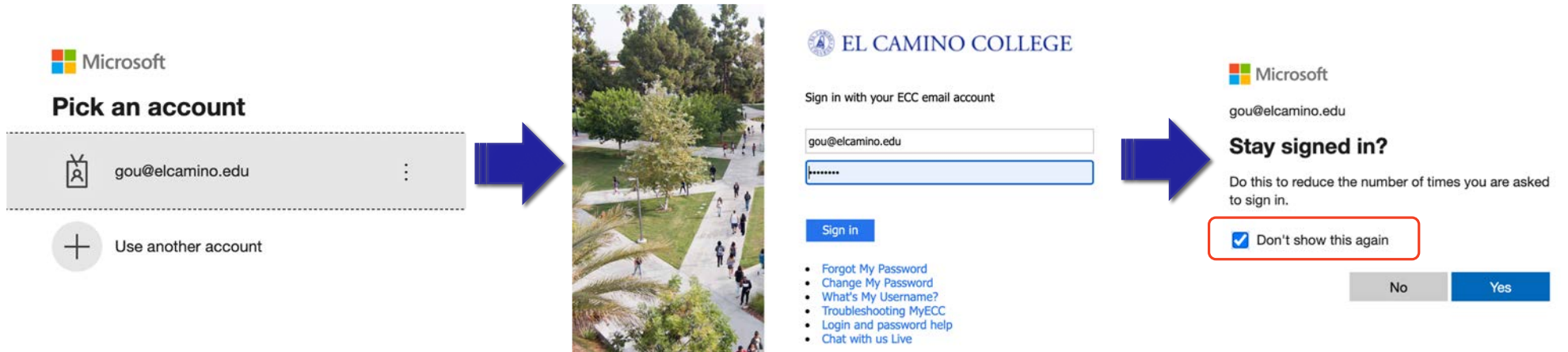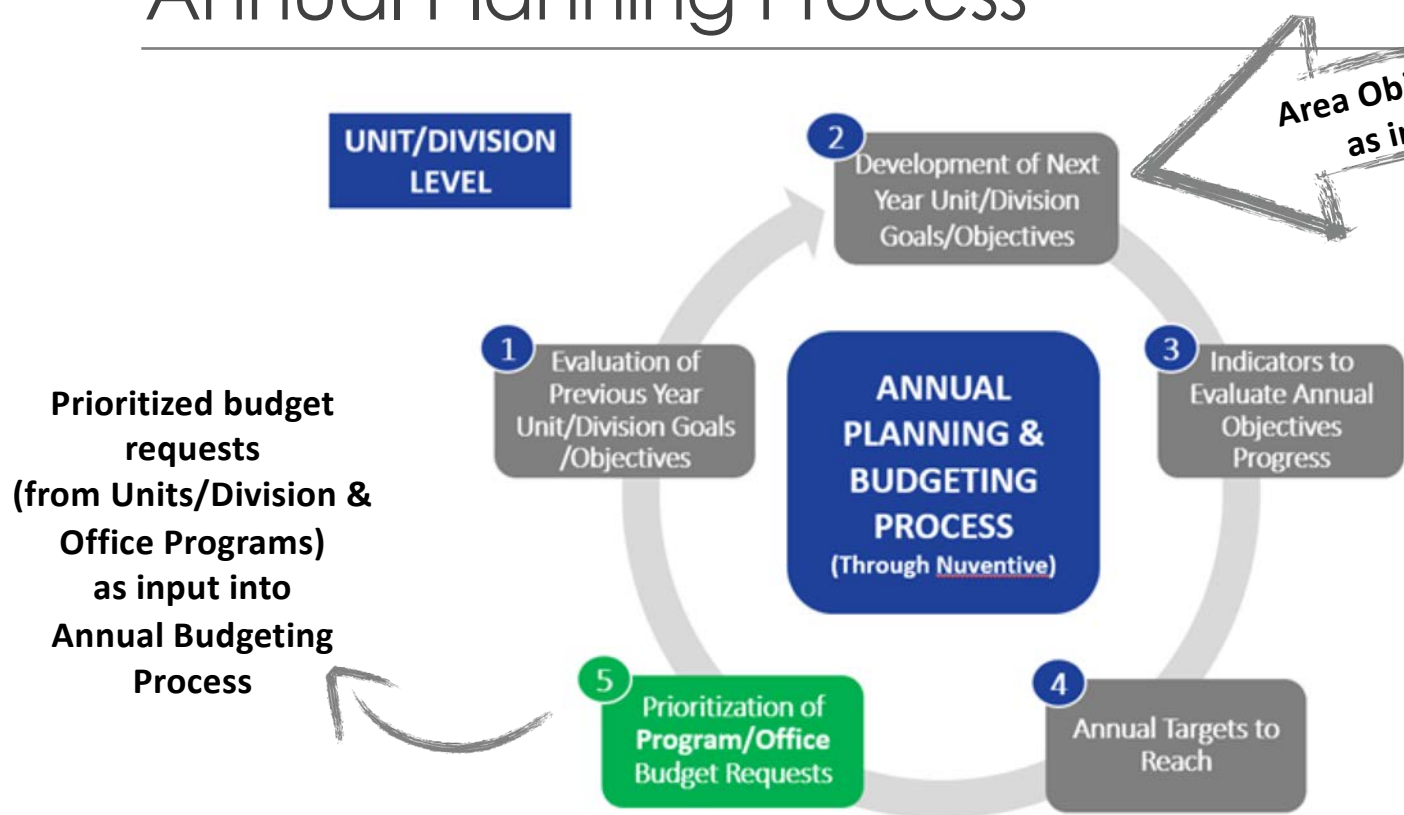
Menu

Use the three bars to reveal the left menu.
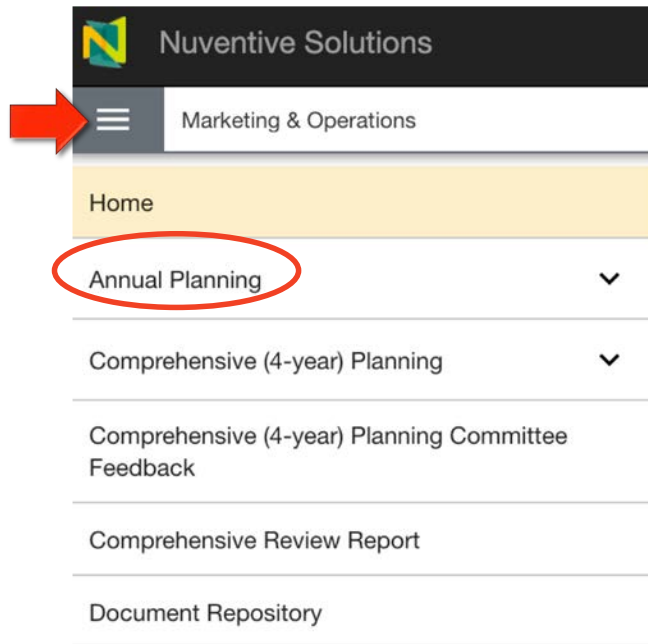
Use the dropdown arrow to ensure you are in the module for your unit/division or office/program

Annual Planning Process

Area Objectives as input

UNIT/DIVISION LEVEL

2 Development of Next Year Unit/Division Goals/Objectives

1 Evaluation of Previous Year Unit/Division Goals/Objectives

ANNUAL PLANNING & BUDGETING PROCESS (Through Nuventive)

3 Indicators to Evaluate Annual Objectives Progress

5 Prioritization of **Program/Office Budget Requests**

4 Annual Targets to Reach

Prioritized budget requests (from Units/Division & Office Programs) as input into Annual Budgeting Process

The content documented in Nuventive mirrors the Annual Planning Process.

For the purposes of 2021-22 planning, we will skip STEP 1: Evaluation or Assessment (in Nuventive) since there are no existing plans to evaluate at this point.

Menu
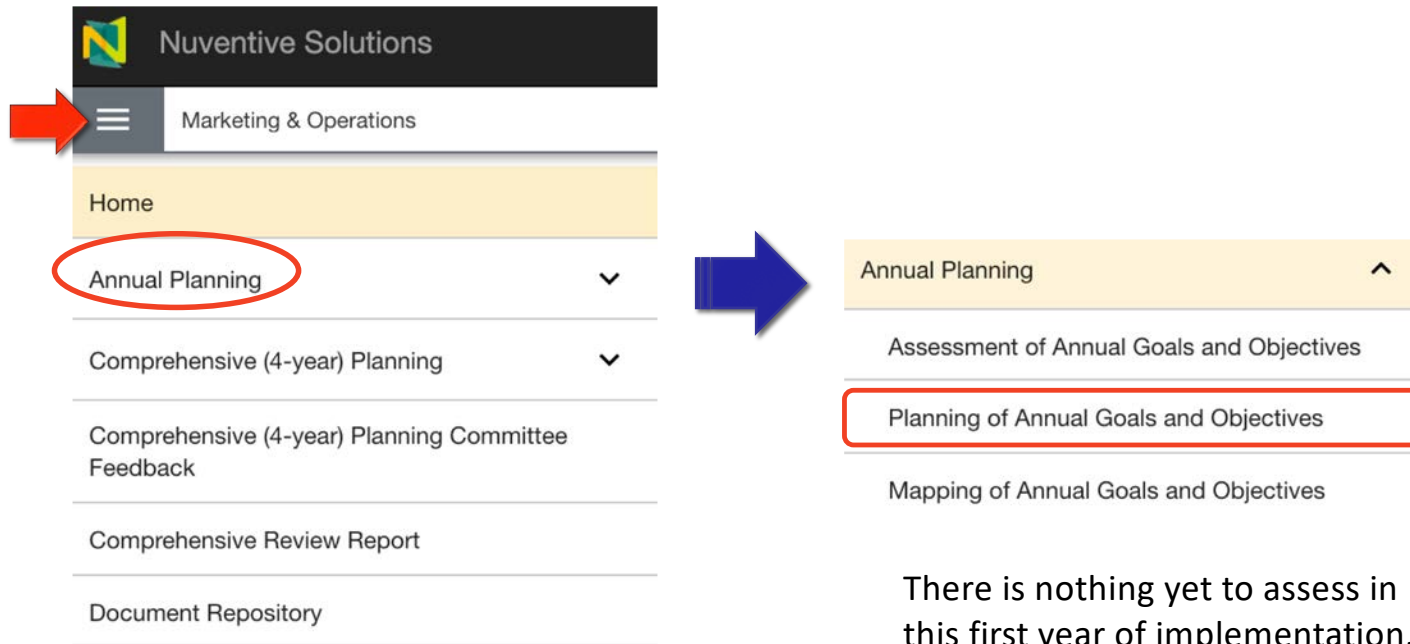
There is nothing yet to assess in this first year of implementation. Instead, focus on "Planning for Annual Goals and Objectives"

To do (for managers in pilot areas)

1. Enter goals

2. Enter objectives (including actions & resources)

3. Map goals to manager's goals

4. Download budget spreadsheet, complete and upload completed spreadsheet to Nuventive

5. Managers only:
   - Review actions & resources using rubrics and assign a prioritization score
   - If needed, submit additional actions & resources not included in the office/program plans

Entering Goals

Entering Goals

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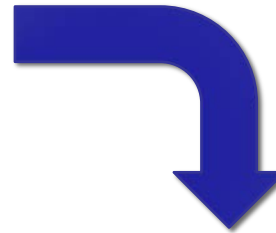
Entering Goals

Remember to click SAVE

Annual Planning > Planning of Annual Goals and Objectives

? i ☐ ▼   💾 Save ▾   ↩ Return

* Annual Goal Title | Support career education | ?

* Annual Goal Description | Support career education by getting involved in the city, county and state workforce development efforts | ?

* Annual Goal Status | Not Started ▾ | ?

* Annual Goal Cycles(s) | 2021-22 ✖ | ?

N/A | | ?

N/A | | ?

Goal successfully saved

Annual Planning > Planning of Annual Goals and Objectives

? i ☐ ▼

Annual Goal Description saved successfully.

Entering Objectives, Actions, Resources

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Entering Objectives

Use drop down arrows to reveal the details under each goal.

Click on the ⊕ to add a new objective

Entering Objectives: Office/Program

- Health and Safety: The budget request(s) linked to the objective entered in Nuventive is fully and directly related to eliminating, preventing or reducing a known condition likely to result in harm, injury, illness, exposure, loss of life or destruction of property.
- Liability: The budget request(s) linked to the objective entered in Nuventive is fully and directly related to eliminating, preventing or reducing the likelihood of a lawsuit, fine, citation or reputational damage against the District.

This box is checked by default to indicate that this is an active objective.

Active ☑ ?

Using the definitions above, answer YES/NO: Is this objective related to health safety or liability issue

* Objective related to health, safety and/or liability

* Objective

Actions/resources needed to meet objective

* Performance indicator/accomplishment

* Target

* Objective related to annual priority

Click on the ?
for definitions and more information

Entering Objectives: Office/Program

Funding required to meet objective [▼]

Funding Category(ies)
| Staffing |
| Software/hardware |
| Instructional equipment |
| Non-instructional equipment |
| Furniture |
| Facilities |
| Contracts/Services/Memberships/Travel and Conferences |

CTRL + click
To select
multiple
categories

Estimated total cost [   ]

Estimated cost by funding category [   ]

This funding request is mentioned or derives from the
last program review [▼]

If requesting funding, copy explanation of funding impact
from last program review, if granted [   ]

If requesting funding, copy the qualitative or quantitative
indicators to evaluate funding impact [   ]

Entering Objectives: Office/Program

Funding required to meet objective [▾]

Funding Category(ies)

| |
| Staffing |
| Software/hardware |
| Instructional equipment |
| Non-instructional equipment |
| Furniture |
| Facilities |
| Contracts/Services/Memberships/Travel and Conferences |

(?)

List the funding categories from above with a funding breakdown by category.
Example:
Staffing – 60,000
Facilities – 7,500
Once approved, this should be consistent with your budget spreadsheets

Estimated total cost [ ] (?)

Estimated cost by funding category [ ] (?)

This funding request is mentioned or derives from the last program review [▾]

If requesting funding, copy explanation of funding impact from last program review, if granted [ ]

If requesting funding, copy the qualitative or quantitative indicators to evaluate funding impact [ ]

Entering Objectives: Office/Program

Funding required to meet objective [▾]

Funding Category(ies)
> Staffing
> Software/hardware
> Instructional equipment
> Non-instructional equipment
> Furniture
> Facilities
> Contracts/Services/Memberships/Travel and Conferences

Estimated total cost [ ]

Estimated cost by funding category [ ]

This funding request is mentioned or derives from the last program review [▾]

Review your latest Program Review document to answer these 3 questions.

If requesting funding, copy explanation of funding impact from last program review, if granted [ ]

If requesting funding, copy the qualitative or quantitative indicators to evaluate funding impact [ ]

Entering Objectives: Office/Program

For Manager input only:

Manager Score (Completed by Deans and VPs Only) ⌄ ❓

Manager's Comments

Funding request approved ⌄

Entering Objectives: Unit/Division

Goal supported

Support career education Support career education by getting involved in the city, county and state workforce development efforts

Active ☑ ?

* Objective related to health, safety and/or liability — Objective related to health, safety, and/or liability: No ▼ ?

* Objective — Increase engagement with local workforce stakeholders to facilitate greater support for Career Education ?

Actions/resources needed to meet objective — Subscribe to membership with the Chambers of Commerce ?

* Performance indicator/accomplishment — Increase engagement with local city officials ?

* Target — Increase by 20% ?

* Objective related to annual priority — No ▼

Funding required to meet objective — Yes ▼

Funding Category(ies) — ?
- Staffing
- Software/hardware
- Instructional equipment
- Non-instructional equipment
- Furniture
- Facilities
- Contracts/Services/Memberships/Travel and Conferences

Estimated total cost — 5500 ?

Estimated cost by funding category — ?

Rubric for Area VP use

Prioritization Criteria	3 points: High Level	2 Points: Moderate Level	1 Point: Low Level
1) Area Objectives	The request impacts all objectives of the area.	The request impacts 50% or more of the objectives of the area.	The request impacts less than 50% of the objectives of the area
2) Annual Priority	The request intentionally impacts the academic progress of Black/African American students and/or The request intentionally impacts the College experience of Black/African American students.	The request addresses some aspect(s) of the academic progress or College experience of Black/African American students, however, addressing this annual priority is a secondary or peripheral outcome of the request.	There is no clear connection between the request and its impact on the academic progress or the College experience of Black/African American students.
3) Student Impact	The request intentionally impacts the academic progress of the entire student body and/or The request intentionally impacts the College experience of the entire student body.	The request addresses some aspect(s) of the academic progress or College experience of the entire student population, however, doing so is a secondary or peripheral outcome of the request or The request intentionally impacts the academic progress or College experience of students from multiple academic programs.	There is no clear connection between the request and its impact on the academic progress or the College experience of the entire student body. or The request intentionally impacts the academic progress or College experience of students from one academic program.
4) Purpose	The request addresses an institution-level problem that has been occurring for multiple years	The request addresses an institution-level problem that has been occurring for a year or The request addresses a unit/division-level or office /program-level problem that has been occurring for multiple years	The request addresses a unit/division-level or office /program-level problem that has been occurring for one year or The request addresses a new problem or The request does not explicitly address a problem

What part of the student body does this impact?

How long as this issue been happening?

Entering Objectives: Unit/Division

◎ Support career education Support career education by getting involved in the city, county and state workforce development efforts

Active	☑ ❓
* Objective related to health, safety and/or liability	Objective related to health, safety, and/or liability: No ⌄ ❓
* Objective	Increase engagement with local workforce stakeholders to facilitate greater support for Career Education ❓
Actions/resources needed to meet objective	Subscribe to membership with the Chambers of Commerce ❓
* Performance indicator/accomplishment	Increase engagement with local city officials ❓
* Target	Increase by 20% ❓
* Objective related to annual priority	No ⌄
Funding required to meet objective	Yes ⌄
Funding Category(ies)	Staffing ❓ Software/hardware Instructional equipment Non-instructional equipment Furniture Facilities Contracts/Services/Memberships/Travel and Conferences
Estimated total cost	5500 ❓
Estimated cost by funding category	❓

Mapping Goals
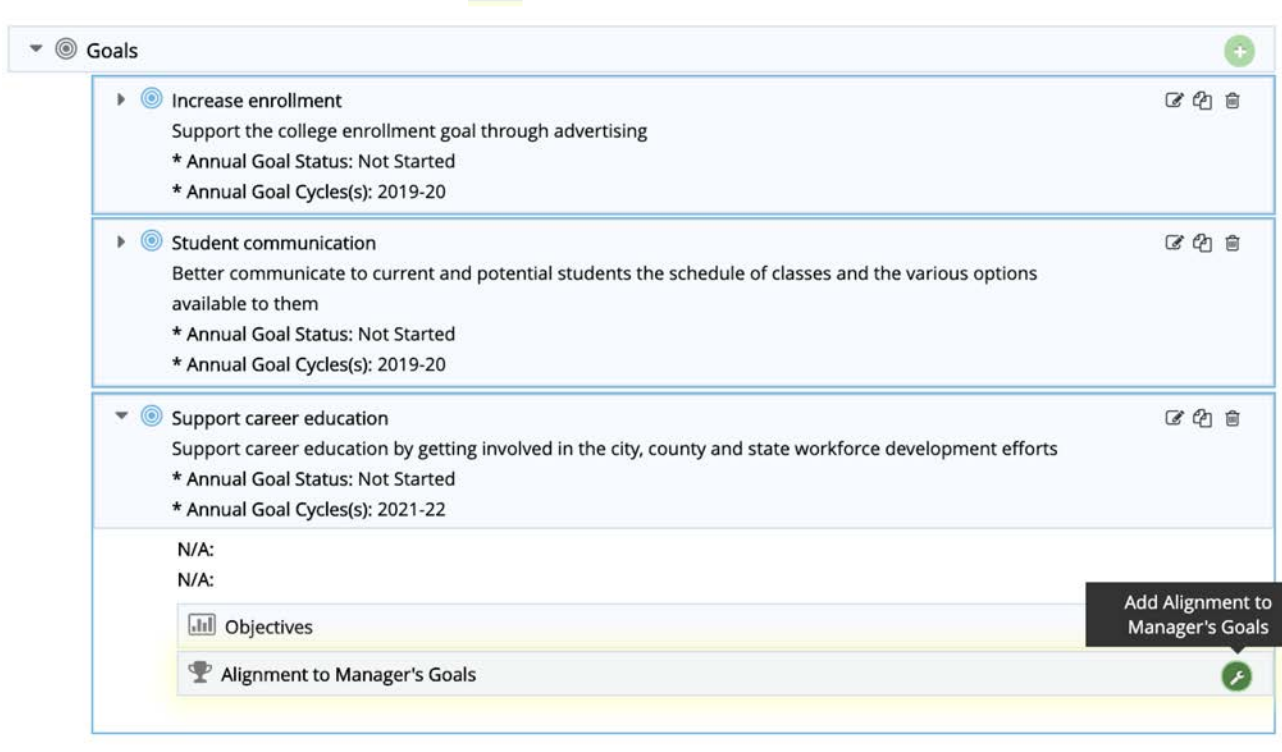
Mapping Goals

Two ways to navigate to the same screen:
1) On the goals screen, click on the 🔧 symbol under "Alignment to Manager's Goals"

Menu

Two ways to navigate to the same screen:
2) Under the "Annual Planning" menu, select "Mapping of Annual Goals and Objectives
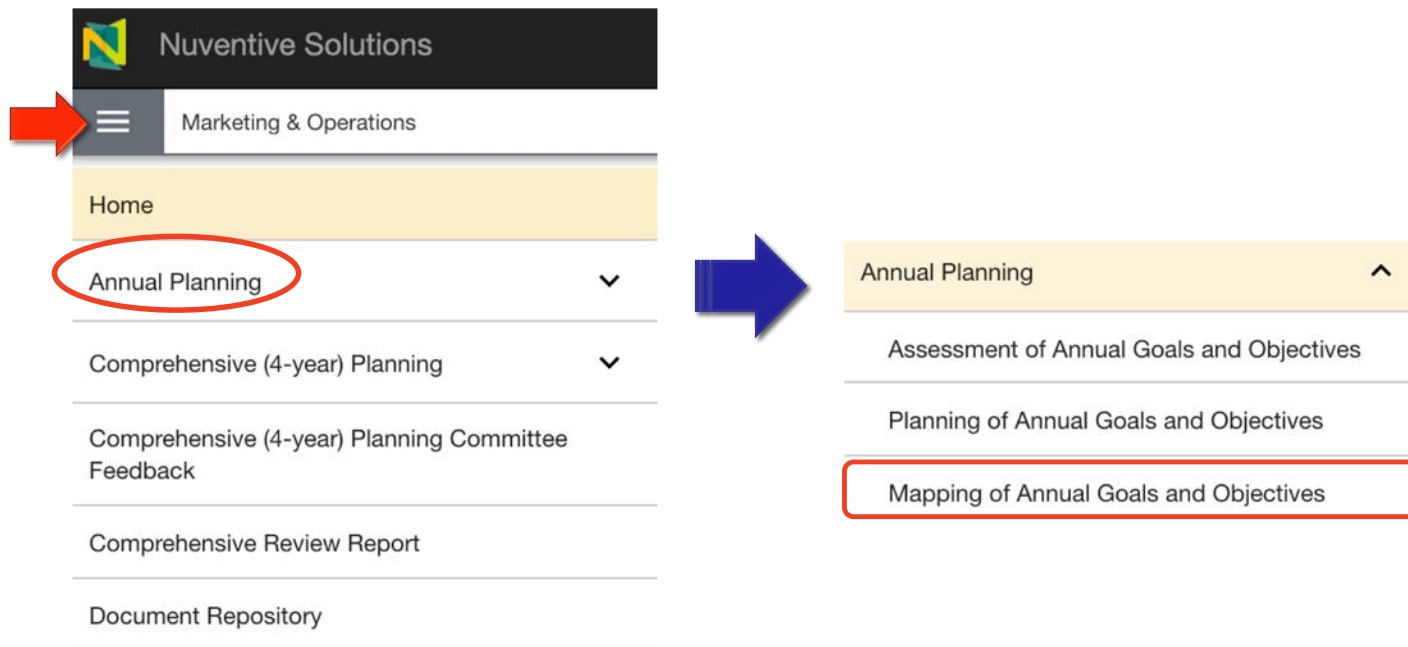
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Mapping Goals

Purpose of mapping: To ensure vertical and horizontal alignment between all plans at all levels of the College. The goals of all entities at El Camino should to contribute to the goals of the higher level entity and ultimately the goals of the College as a whole.

Map your goals to both: 1) the Annual Priorities and 2) your manager's goals

- Division/unit goals must align with one or more of the area objectives and the annual priority. Ideally, there is one division/unit Goal per area objective. To adequately align division/unit goals, make yourself the following questions: a) how is this division/unit goal contributing to the completion of area objectives?; Does this division/unit goal contribute to making progress on the annual priority? b) Does this division/unit goal involve actionable objectives that contribute to the completion of area objectives and to progress on the annual priority?
- You can find the annual priority document in the side bar.
- To look at indicators used to track institutional goals, please see "Lagging Indicators Targets for 2020-23 Institutional Goals" in the side bar.
- To look at institutional actionable indicators that track information about students' progress and provide a window for the College to act, please see "Leading Indicators Targets for 2020-23 Institutional Goals" in the side bar.

Annual Priority ▼	Goals		
Annual Priorities	Increase enrollment Support the college enrollment goal through advertising	Student communication Better communicate to current and potential students the schedule c ...	Support career education Support career education by getting involved in the city, county and ...
Annual Priority			

Navigation Tip

Navigation Tip

To access the reference documents in the right side bar.

Navigation Tip

To increase the size of the right side bar

Navigation Tip

To increase the size of the right side bar

Mapping Goals

Mapping Goals

If a box is checked, it implies that:
- the goals of the *office/program* contributes to the goals of the unit/division or annual priority OR
- the *unit/divisiona*l goals contributes to the area objectives or annual priority.

Goals that your goals are being mapped to, e.g., Annual Priority

Click on the cell to check the box

Mapping Goals

Use the drown down arrow to pivot between the Annual Priority and Manager's Goals

Mapping Goals