

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

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*DECEMBER 9, 2020*

# Planning Process



# Elements of a Plan in Nuventive

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# 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

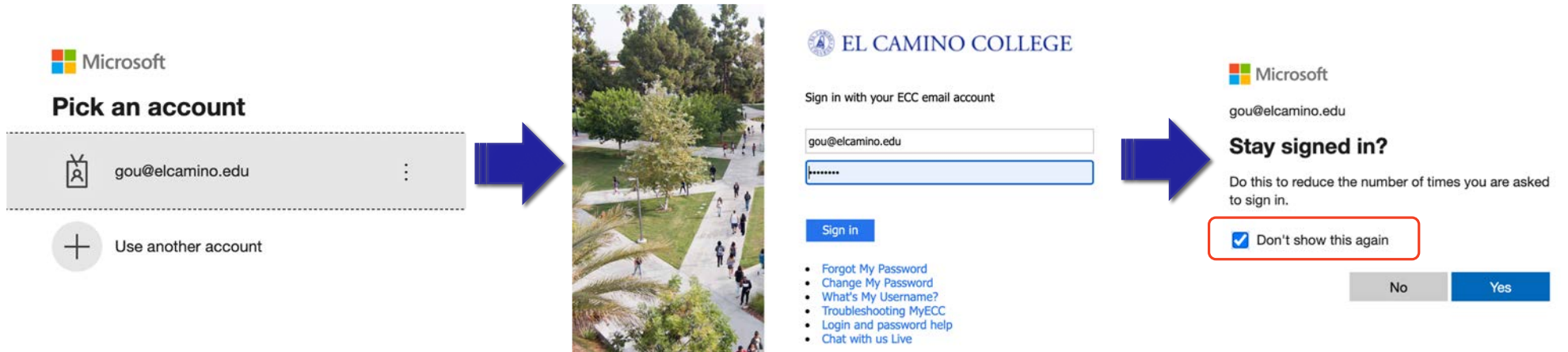
# Logging in

<https://solutions.nuventive.com/>



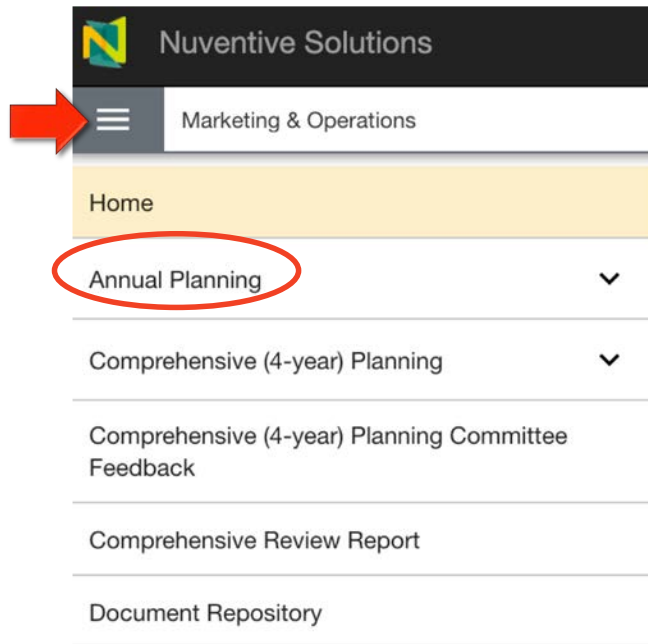
# Logging in

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

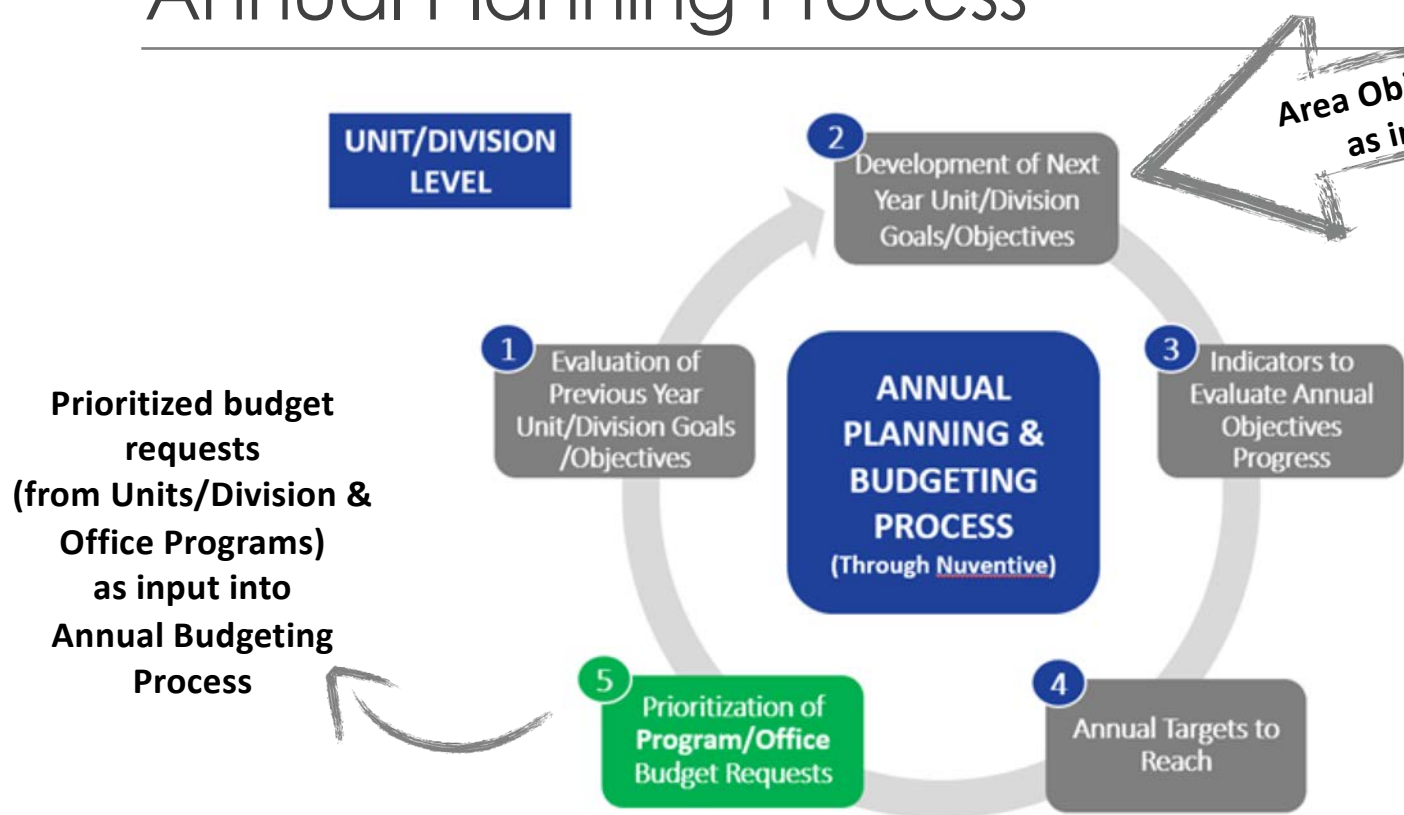
Use the three bars to reveal the left menu.



Use the dropdown arrow to ensure you are in the module for your unit/division or office/program



# Annual Planning Process

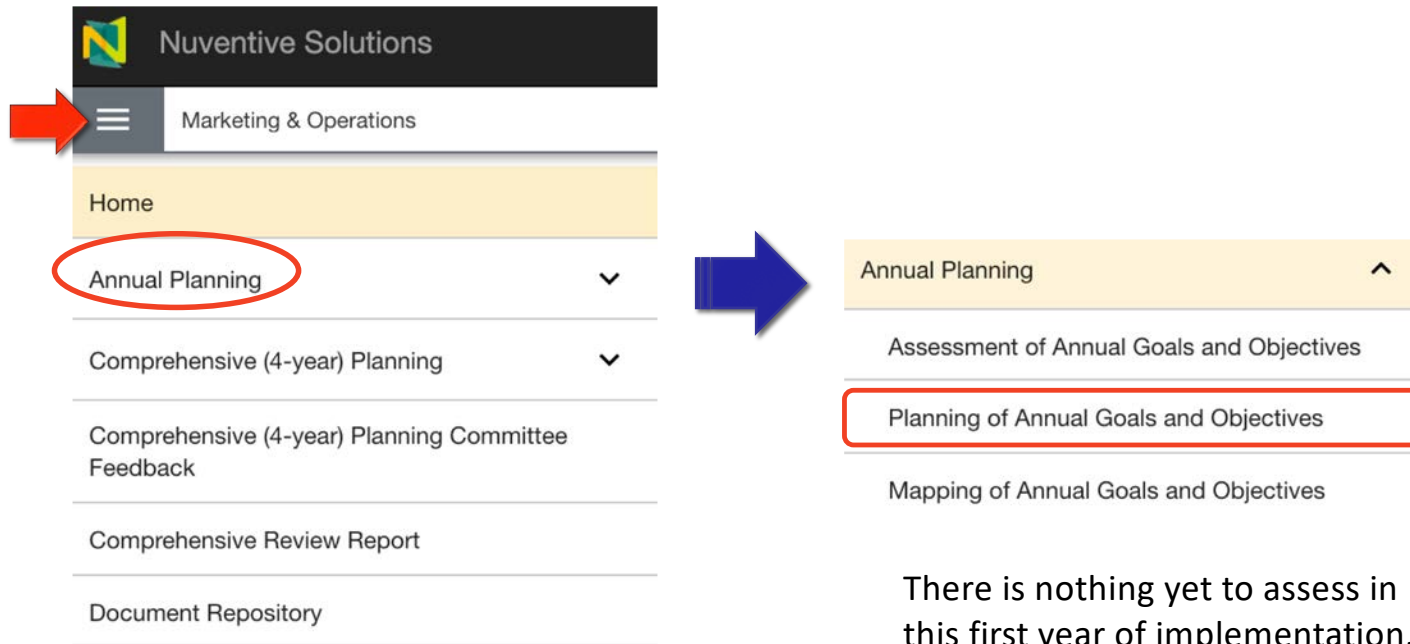


The content documented in Nuventive mirrors the Annual Planning Process.

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)

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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

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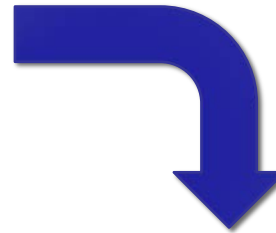
# Entering Goals

Annual Planning > Planning of Annual Goals and Objectives

? i [message icon] [dropdown icon]

Goals +

Add Annual Goal Description



\* Annual Goal Title  ?

\* Annual Goal Description  ?

\* Annual Goal Status  ?

\* Annual Goal Cycles(s)  ?

N/A  ?

N/A  ?

# Entering Goals

Remember to  
click SAVE



Annual Planning > Planning of Annual Goals and Objectives

? i [message icon] [dropdown icon]

Save Return

\* Annual Goal Title  ?

\* Annual Goal Description  ?

\* Annual Goal Status  ?

\* Annual Goal Cycles(s)  ?

N/A  ?

N/A  ?

Annual Planning > Planning of Annual Goals and Objectives

? i [message icon] [dropdown icon]

Save Return

Annual Goal Description saved successfully.

Goal successfully saved

# Entering Objectives, Actions, Resources


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# Entering Objectives

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

The screenshot shows a 'Goals' section with a dropdown arrow and a plus sign. It contains three goal entries, each with a plus sign icon on the right for expansion. The third goal, 'Support career education', is expanded to show details: 'Support career education by getting involved in the city, county and state workforce development efforts', '\* Annual Goal Status: Not Started', and '\* Annual Goal Cycles(s): 2021-22'. Below the goals are sections for 'Objectives' and 'Alignment to Manager's Goals'. A tooltip 'Add Objective' points to a plus sign icon in the 'Objectives' section, which is circled in red.

Goal	Details	Annual Goal Status	Annual Goal Cycles(s)
Increase enrollment	Support the college enrollment goal through advertising	Not Started	2019-20
Student communication	Better communicate to current and potential students the schedule of classes and the various options available to them	Not Started	2019-20
Support career education	Support career education by getting involved in the city, county and state workforce development efforts	Not Started	2021-22

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

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

CTRL + click  
To select  
multiple  
categories

# Entering Objectives: Office/Program

Funding required to meet objective

Funding Category(ies)  ?

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

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

# Entering Objectives: Office/Program

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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

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

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



# Entering Objectives: Office/Program

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

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

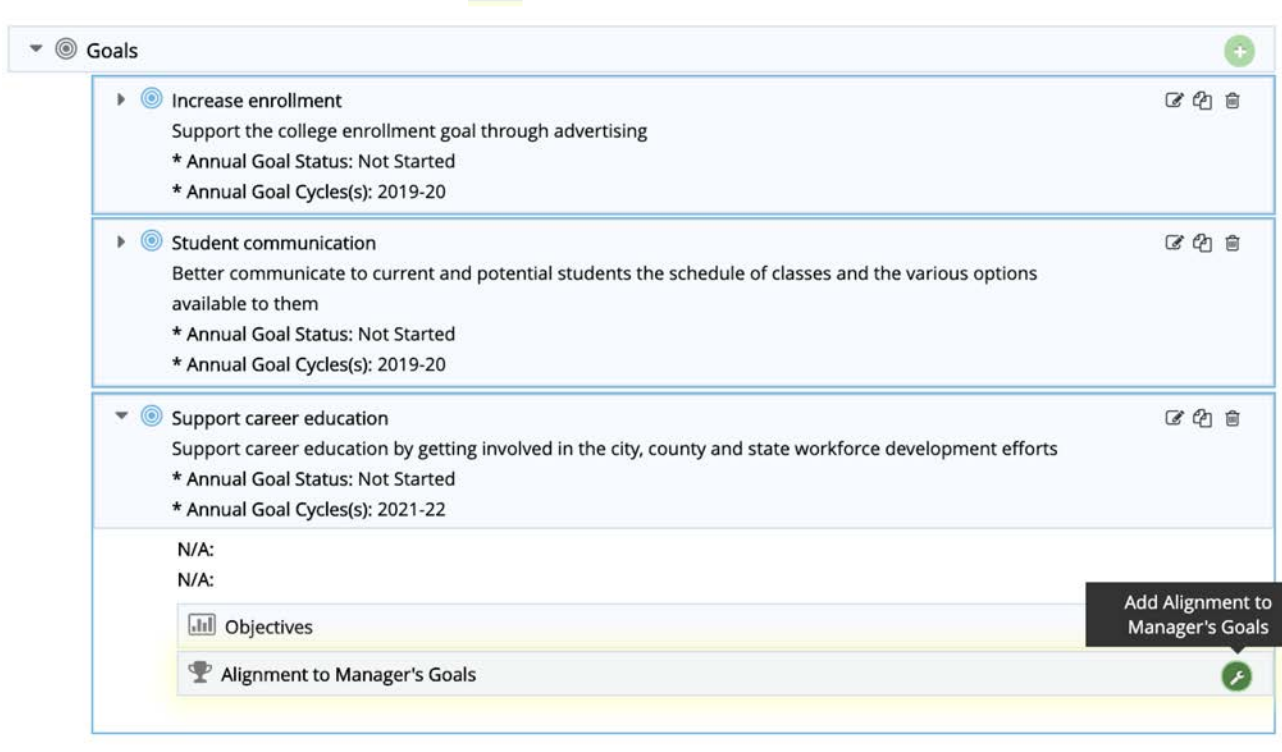
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# Mapping Goals

Two ways to navigate to the same screen:

- 1) On the goals screen, click on the  symbol under “Alignment to Manager’s Goals”



The screenshot shows a 'Goals' interface with a list of goals. Each goal entry includes a title, a description, and status information. The 'Support career education' goal is expanded to show two options: 'Objectives' and 'Alignment to Manager's Goals'. A tooltip points to the 'Alignment to Manager's Goals' option, indicating it can be added to manager's goals.

Goal Title	Description	Annual Goal Status	Annual Goal Cycles(s)
Increase enrollment	Support the college enrollment goal through advertising	Not Started	2019-20
Student communication	Better communicate to current and potential students the schedule of classes and the various options available to them	Not Started	2019-20
Support career education	Support career education by getting involved in the city, county and state workforce development efforts	Not Started	2021-22

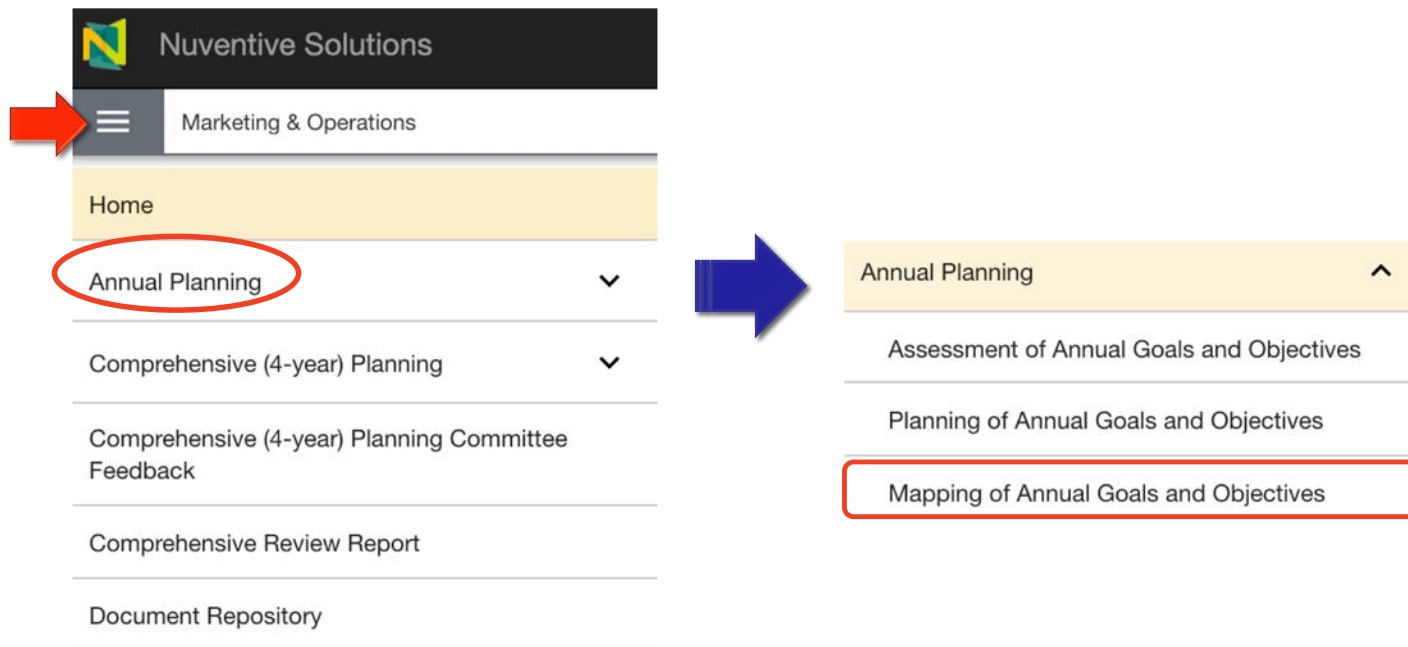
Options for 'Support career education':

- N/A:
- N/A:
- Objectives
- 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"



# 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

**i** • 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



- i**
- 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?
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Annual Priority	Goals		
Annual Priorities	<b>Increase enrollment</b> Support the college enrollment goal through advertising	<b>Student communication</b> Better communicate to current and potential students the schedule c...	<b>Support career education</b> Support career education by getting involved in the city, county and ..
Annual Priority			

# Navigation Tip

The screenshot shows a web application interface. At the top, there is a navigation bar with a hamburger menu icon, the text 'Marketing and Communications', and a dropdown arrow. Below this is a green header bar with the text 'Annual Planning > Mapping of Annual Goals and Objectives'. A secondary navigation bar contains icons for help, information, chat, and a funnel, along with a yellow 'Save' button. The main content area features a light blue information box with a list of instructions. Below the information box is a table with columns for 'Annual Priority' and 'Goals'. To the right, a sidebar displays a list of reference documents, including '21-22 Annual Priority ECC' and 'Lagging Indicators Targets for 2020-23 Institutional Goals'.

Marketing and Communications

Annual Planning > Mapping of Annual Goals and Objectives

Save

**i**

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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...	Supp caree invol
Annual Priority			

21-22 Annual Priority ECC

Lagging Indicators Targets for

To access the reference documents in the right side bar.

# Navigation Tip

The screenshot shows a web application interface. At the top, there is a navigation bar with a hamburger menu icon, the text "Marketing and Communications", and a dropdown arrow. Below this is a green header bar with the text "Annual Planning > Mapping of Annual Goals and Objectives". Underneath the header bar is a toolbar with icons for help, information, a list, and a search icon, along with a "Save" button. The main content area is split into two columns. The left column contains a light blue information box with a close button. The right column contains three document thumbnails with titles: "2021-22 Annual Priority ECC", "Lagging Indicators Targets for 2...", and a partially visible one below. A red box highlights a small icon in the top right corner of the main content area, with a red arrow pointing to it from a text box that says "To increase the size of the right side bar".

Marketing and Communications

Annual Planning > Mapping of Annual Goals and Objectives

Save

**i**

- 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.
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- 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.

2021-22 Annual Priority ECC

Lagging Indicators Targets for 2...

To increase the size of the right side bar

# Navigation Tip

The screenshot shows a web application interface. At the top, there is a header bar with the text "Marketing and Communications" and a hamburger menu icon on the left. Below the header, there is a sidebar on the left with a green button containing a question mark and a purple button containing an information icon. The main content area displays three cards: "2021-22 Annual Priority ECC", "Lagging Indicators Targets for 2...", and "Leading Indicators Targets for 2...". Each card contains a table with data. A red box highlights a small white square icon in the top right corner of the application, with a red arrow pointing to it from a text box that says "To increase the size of the right side bar".

Marketing and Communications

Annual Pla

? i

2021-22 Annual Priority ECC

Lagging Indicators Targets for 2...

Leading Indicators Targets for 2...

To increase the size of the right side bar

- Division and the objecti
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Annual Pri

# Mapping Goals

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Your goals:

<p>Annual Priority</p> <input type="text"/> <b>Annual Priority</b> Area Level - President's Office	<p>Goals</p>		
	<p><b>Increase enrollment</b> Support the college enrollment goal through advertising</p>	<p><b>Student communication</b> Better communicate to current and potential students the schedule c ...</p>	<p><b>Support career education</b> Support career education by getting involved in the city, county and ...</p>



# Mapping Goals

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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/divisional* goals contributes to the area objectives or annual priority.

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	✓		

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

Click on the cell to check the box

# Mapping Goals

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Annual Priority	Goals			
Annual Priority				
Area Level - President's	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 ...	

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

# Mapping Goals

Area Level - President's Office	Goals		
<b>Objectives</b> <b>Manager's goals:</b>	<b>Increase enrollment</b> Support the college enrollment goal through advertising	<b>Student communication</b> Better communicate to current and potential students the schedule c...	<b>Support career education</b> Support career education by getting involved in the city, county and ...
Build an institutional environment that engages in continuous assessment to improve overall effectiveness and efficiency in pursuit of equitable ...	<input checked="" type="checkbox"/>		
Support all ECC students in achieving their educational goals by providing clear program pathways and removing barriers	<b>Units/divisions map to Area Objectives</b> <b>Office/programs map to unit/divisional goals</b>		
Demonstrate engagement and commitment across ECC's community constituencies			
Address existing and emerging workforce and employment opportunities needs of non-traditional students			
Build an institutional environment that engages in continuous assessment to improve overall effectiveness and efficiency in pursuit of equitable ...			