## Dean and VP Approval Guide on Nuventive (2021)

1. Log-in to Nuventive by using IVC's single sign-on: <u>https://sso.imperial.edu</u>, use your IVC email and password, and click on Nuventive.

<b>*</b> :					💄 yolanda.catano@imperial.edu 🗸
Single Sign-On	Portal			and a state of	a antificia de la constante
Instructions/Help					
Search/Filter your Apps					
Default Group	Adobe Sign	Argos - PROD - CAS	Banner Admin Pages - PROD9	Canvas	CCCMyPath
Edit Mode:					
	Cornerstone - Staff	DegreeWorks - Degree Audit & Planner	EZ Proxy	GetSAP	Google Drive
	Google Jamboard	IVC Website	IVC Website Administrator	Kanban	Nuventive
	Priority Registration Times	ReadyEducation	Regroup	Schedule Site	SPOL
	Starfish - Staff	Tableau Online	TeamDynamix	WebSTAR	Argos - TEST - CAS
	Banner 9 Self-Service - DEV9	Banner 9 Self-Service - UPGD9	Banner Admin Pages - DEV9	Banner Admin Pages - TEST9	Banner Admin Pages - UPGD9

2. Click on the tab on the far-left side to access the program review information. Then click on the Dean/VP Approval and Feedback tab.

Nuventive Solutions	Nuventive Improvement Platform Premier Edition	
Service Area - Institutional Effectiveness		
Home		
General Information		
Service Area Assessment		
Program Review		
Objectives and Updates	IMPERIAL	
Budget Enhancement Requests	VALLEY COLLEGE	
Mapping to Institutional and Vision for Success Goals		
Comprehensive Program Review Form		
Program Review Report		
Dean/VP Approval and Feedback		
Document Library		

3. The following screen will appear. Click on the green add button to enter a new response.

Nuventive Solutions	Nuventive Improvement Platform Premier Edition		Welcome, y	yolanda.catano@im	perial.edul	Sign out
Service Area - Institutional Effectiveness		~				
Program Review > Dean/VP Approval and Feedback						Ŧ
Cycle	No responses have been entered. Please click the add button	×		Service Area O	Interest Assessment of the second of the sec	eent was seessm

4. Two tabs will appear. One for Dean Approval/Feedback and one for VP Approval Feedback. Depending on your role, you will enter the information on the screen.

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	Service Area - Institutional Effectiveness		~			
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	Y Dean Approval/Feedback		]		IMPER COLU	RLAL FY ECE
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	Y VP Approval/Feedback		]		Program Review Report -	Service
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	VP Approval	×			Budget Enhancem	ege
	VP Feedback				Budget Enhancement Re	

5. On the right side, you have access to three different reports: 1. Service Area Outcomes Assessment, 2. Program Review Report, and 3. Budget Enhancement Request. Make sure to click on the top right side to expand or lessen the screen size.

1	Nuventive Solutions	Nuventive Improveme	ent Platform Premier Edition	Welcom	e, yolanda.catano@imperial.edu! Sign out
≡	Service Area - Institutional Effectiveness	To expand your screen, cl	ick on these tabs.		
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	Dean Feedback Program	comes Assessment, 2. Review Report, and 3. nhancement Requests.	Program Review Cycles - S		Budget Enhancement Request Ev

6. <u>Dean review is due by December 15, 2021</u>. Please review the program review report and budget enhancement requests. Once you have approved the program review submission, you can enter information regarding objectives and tasks, budget enhancement requests, comprehensive program reviews, and overall feedback you may have for the chair, director, or staff who worked on the submission report. Please note that chairs, directors, and staff have read-only view to the Dean and VP Approval/Feedback form. The Deans and VPs are the only one's who have access to write on these forms and approve program review submissions.

To approve, please click on the Dean Approval tab:

✓ Dean Approval/Feedback	
To make your approval decision, please refer to the "Program Review Report" on contains all program review information based on the program details (i.e. gener comprehensive, and budget enhancements). This does not include information or assessments. For those, refer to service area assessment on the left tab.	ral information, objectives, 🛛 🗙
Dean Approval	
Not Approved	

7. To provide feedback, please click on the Dean Feedback tab. Please remember that this is optional. We highly encourage you to provide feedback because this will inform next year's process.

Service Area - Institutional Effectiveness

Program Review > Dean/VP Approval and Feedback > Cycle: 2021-22 - Add New Respon	ise Close	Save
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Please provide any comments/feedback regarding the program review below. X		
Dean Feedback		_

8. The deadline for <u>VP review is due by January 15, 2021</u>.

✓ VP Approval/Feedback		
To make your approval decision, please refer to the "Program Rev	view Report" on the right.	×
VP Approval		3
Approved Not Approved		

9. To approve, please click on the VP Approval tab:

## ✓ VP Approval/Feedback

To make your approval decision, please refer to the "Program Review Report" on the right. The report contains all program review information based on the program details (i.e. general information, objectives, comprehensive, and budget enhancements). The Program Review Report does not include information on outcomes and assessments. For those, refer to the Outcomes Assessment Report to the right for your reference and review. However, please note that you are only approving and providing feedback on the program review report and any information related to that content.

Please provide any comments/feedback regarding the program review below. X

VP Feedback

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X