

FY2025-26 Resource Allocation Nuventive Training

NOVEMBER 8, 2024

Agenda

- Guidance on **identifying funding requests** that are **aligned to institutional priorities**
- Share **key dates** for the 2025-26 Resource Allocation process
- Overview of the **Nuventive** Annual Planning Funding Request module

Identifying Funding Needs

WHAT SHOULD THE DEPARTMENT/PROGRAM SUBMIT IN NUVENTIVE?

Informing Funding Needs

Insight from **Data**



Institutional Goals from
Comprehensive Integrated Plan

Urgent Operational Needs

Goals & Resource Needs
in **Program Review**

Guidance for Annual Planners to Identify the Highest Priority Funding Needs

Work Collaboratively

- Brainstorm funding needs with other faculty/staff in your department/program
- Identify opportunities where a funding request could benefit multiple departments/programs

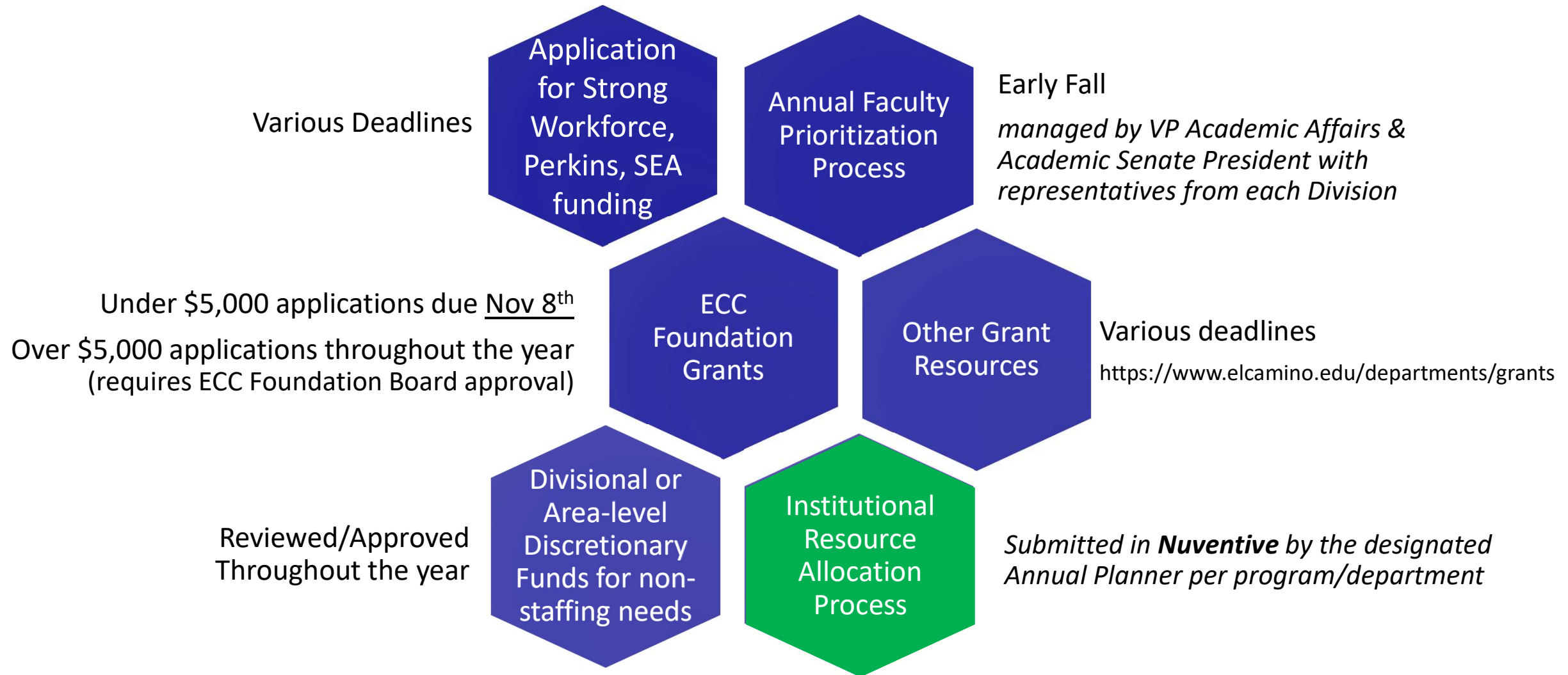
Focus on Funding Requests for Urgent Issues

- Funding requests that address a safety, security, or liability risk
- Operational needs that could impact student learning & success or enrollment

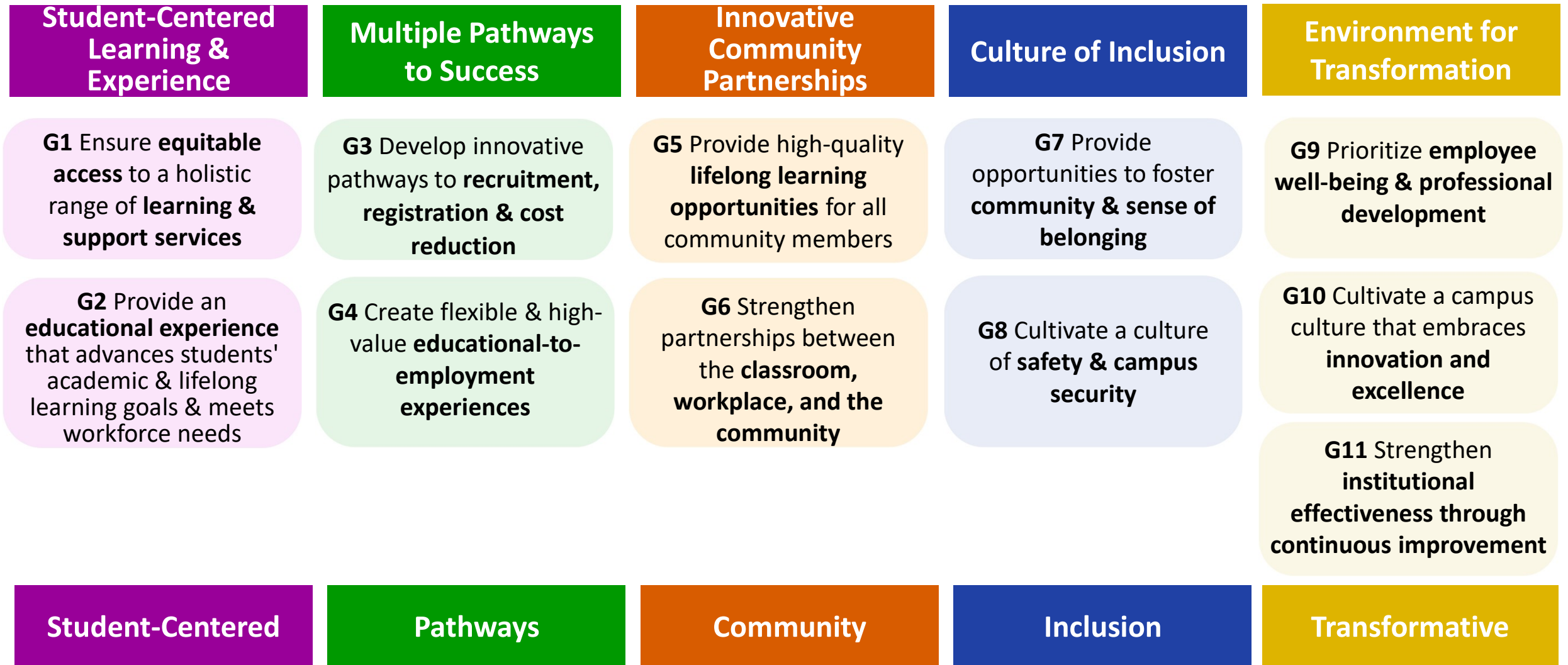
Focus on Funding Requests that will have the Greatest Impact

- Review goals from the Comprehensive Integrated Plan & Program Review
- Use data insight to understand areas of greatest need or impact on enrollment

Possible Funding Resources



CIP Institutional Goals



Program Review

Academic Program Review

Program Resources

In the following areas, what are the resources needed by the program to meet the goals for the next four years?

List resources in order of priority. Prioritize them within each category and/or develop an overall prioritized list of resources.

- 1. Recommendation: Program Growth Self-Study** [The Faculty will engage in an informed and meaningful (taking this Program Review into account) discussion of how to secure program growth. This is critical and should be central to all programmatic planning in the next five years.]
Notes/Comments: Program growth requires continuous discussions and analyses: they are central to all critical elements of growth mentioned hereafter. We wish to focus on increasing student success and retention in our classes but in turn this means the college has to improve its methods of drawing students into our programs (see second recommendation below).
- 2. Recommendation: Marketing Efforts** [We need to have an overt marketing campaign to secure program growth. This is critical and should be central to all programmatic planning in the next five years. Community outreach needs to include advertisement materials, an online and social media presence, etc.] --> \$10,000/year
Notes/Comments: Recruitment is a vital part of growing our shrinking language

Student Services Program Review

Program Vision and Future Planning

1. Program Vision

2. Future Planning

3. Program Resources

In the following areas, what are the resources needed by the program to meet the goals and SAOs for the next four years?

- List resources in order of priority. You might want to prioritize them within each category and/or develop an overall prioritized list of resources.
- Explain how these resources contribute to achieving the program's goals and SAOs.
- Explain how these resources contribute to the ECC Institutional Goals.

a) Staffing

b) Facilities and Equipment

c) Technology/Software

d) Contracts/Services |

Data Resources

The screenshot shows the El Camino College Institutional Research website. At the top, there is a navigation bar with the college name and links for 'Explore Programs', 'Apply/Register', 'Find Support', and 'Discover Campus'. Below this is a secondary navigation bar with 'Institutional Research' and links for 'Apply', 'MyECC', 'Canvas', 'Translate', and 'Dire'. A text block states: 'Refer to the [List of Standard Reports and Dashboards](#) for production frequency and term for which standard reports and dashboards are updated.' Below this are four blue cards with icons and labels: 'Dashboards' (with a red circle around the label and 'View' link), 'Annual Factbook' (with 'View' link), 'Reports & Briefs' (with 'View' link), and 'Surveys' (with 'View' link).

<https://www.elcamino.edu/about/institutional-research>



El Camino College Annual Planning Dashboard

Division

All

Program

All

Race/Ethnicity

All

Gender

All

2023-24

F'23 Unduplicated Students

22,223

Average Degree Applicable Units

Average degree applicable units earned by declared majors in their first year at ECC.

13.4

Updated by Institutional Research and Planning
Last date dashboard refresh: September 30, 2024
Month(s) when dashboard is updated: every October



Annual Planning Dashboard:



Link to Annual Planning Dashboard:

<https://tinyurl.com/ECCannualplanningdashboard>

Using **Data Insight** to Inform Resource Needs

Issues to Address

1. From the data (*trends/changes/key observations*), **what areas/issues** could be addressed in the next academic year?

Initiatives

2. **How can these issues/areas be addressed** through specific **initiatives or efforts** at the Department/Program level?

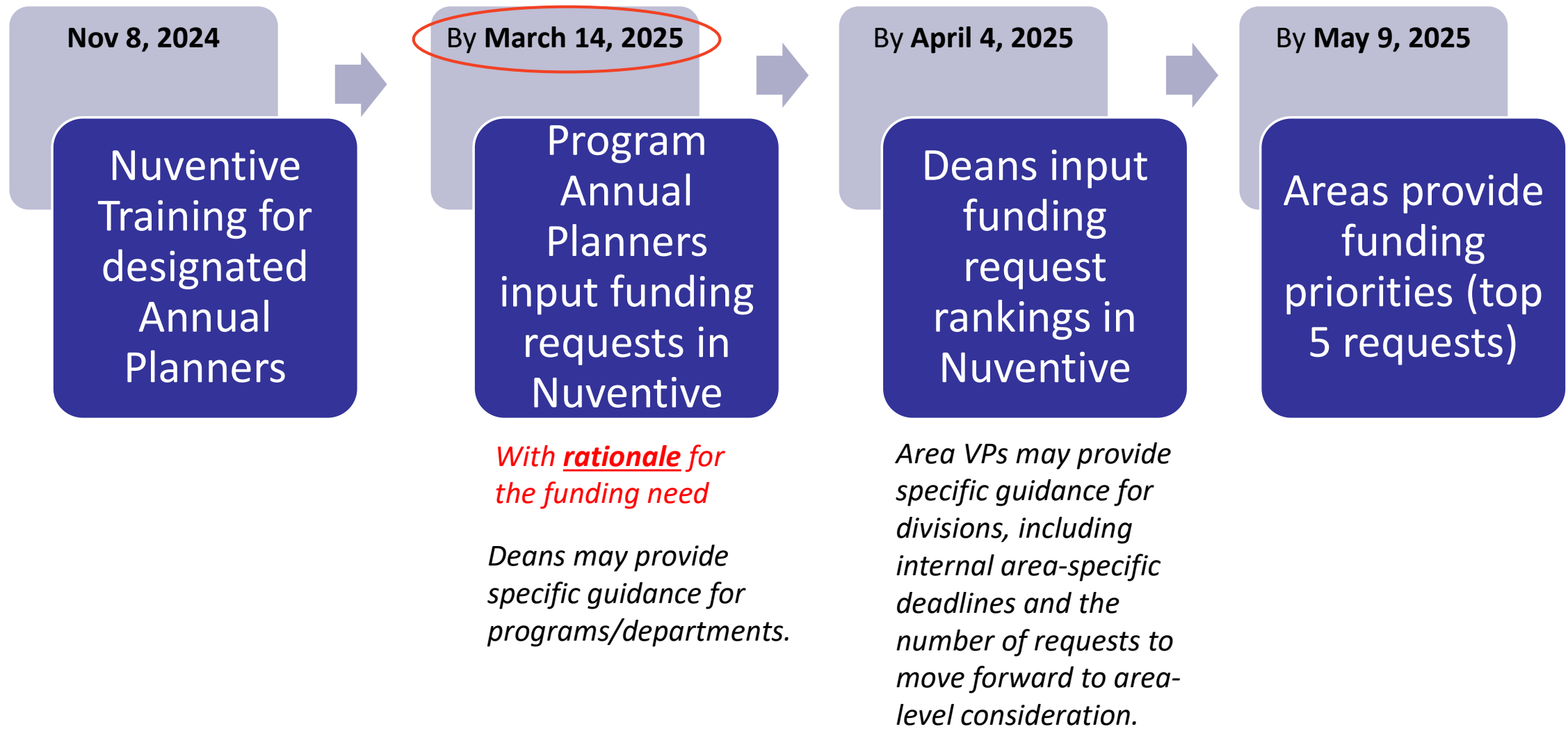
Resources

3. Who could you **partner** with or what **resource** may be necessary to support these initiatives?

Key Dates

2025-26 RESOURCE ALLOCATION PROCESS

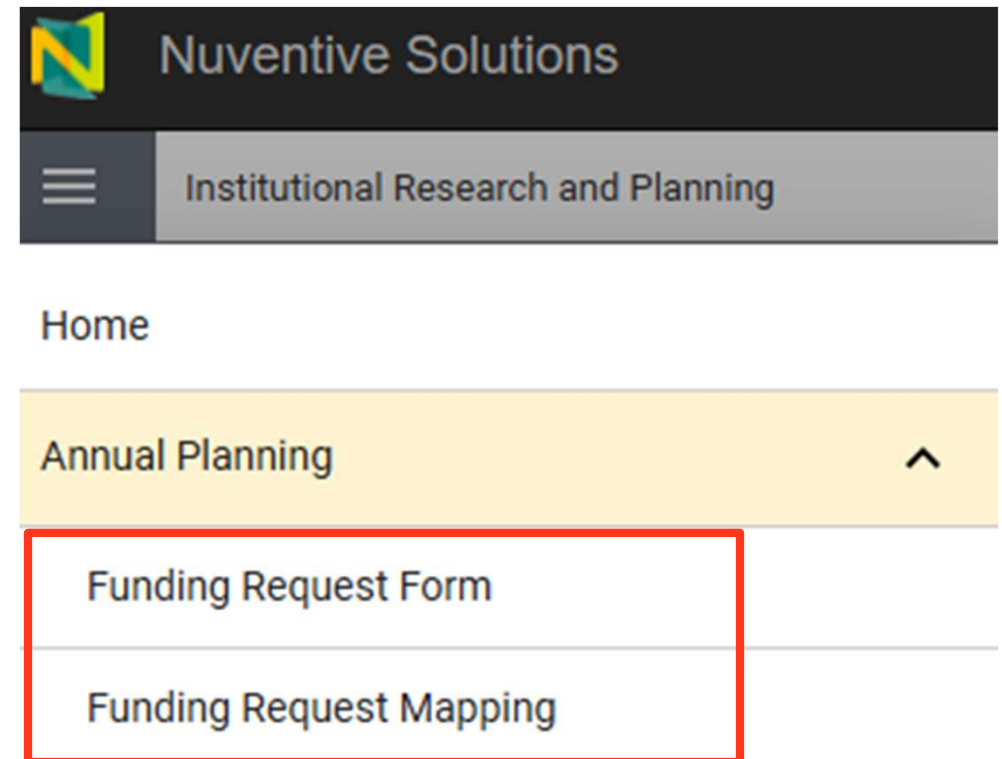
2025-26 Institutional Resource Allocation Process



Nuventive Overview

Topics Covered: Nuventive Overview

- How to log-into & Navigate Nuventive
- Entering New & Resubmitting Funding Requests
- Mapping Funding Requests to the goals
- Divisional Prioritization



Logging in with URL

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



Nuventive Solutions

NuventiveTM

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Privacy Policy ...

Logging in through IRP website

The log-in link can also be found on the [IRP website](#) . Click on the Nuventive button below for quick access to the Nuventive link.



Nuventive Access

Nuventive is the online planning platform where annual goals, actions, metrics and resource requests are documented, mapped and tracked.

- [Link to Nuventive for Annual Planning/Program Review](#)

Logging in

Use your ECC credentials to log-in. Click on “Don’t show this again” to stay logged into Nuventive in the future.

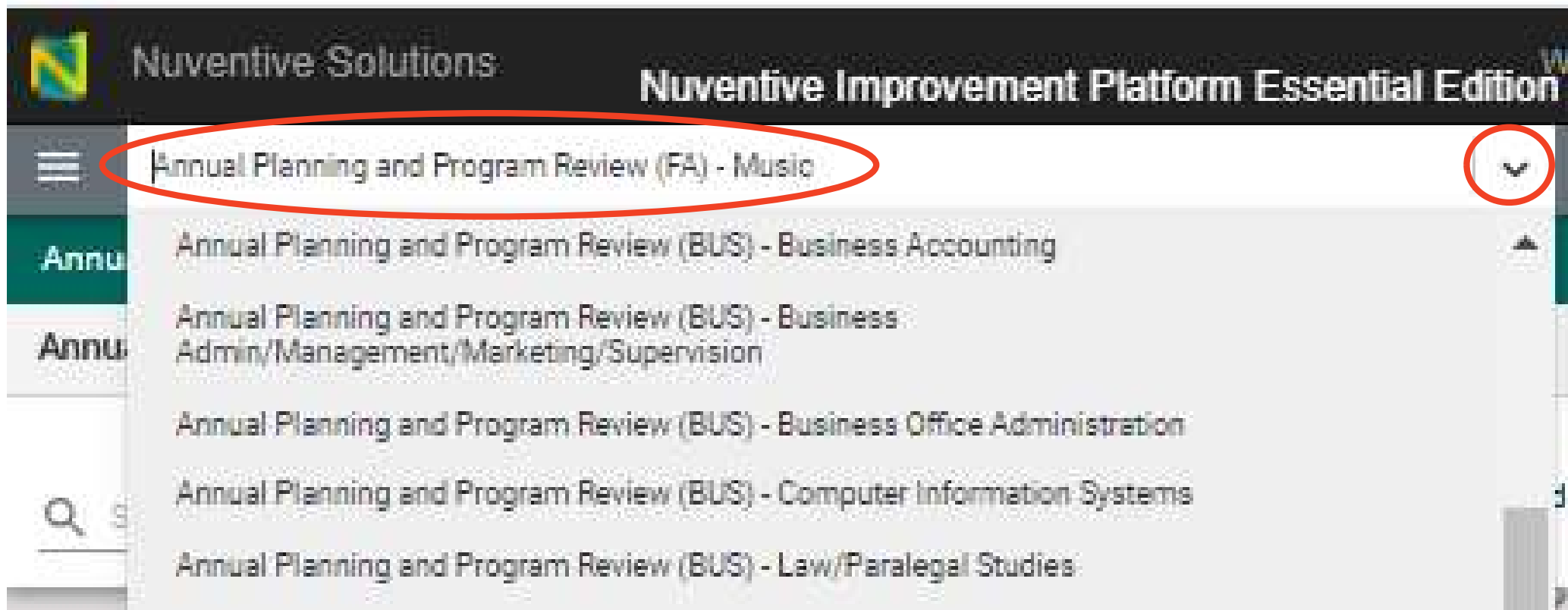
The image illustrates the login process through four sequential steps:

- Account Selection:** A Microsoft account selection screen titled "Pick an account" shows the account "gou@elcamino.edu" selected. Below it is an option to "Use another account".
- Campus Image:** A photograph of a college campus with trees and people walking on a path.
- Login Page:** The El Camino College login page. It features the college logo and name, the text "Sign in with your ECC email account", and two input fields: one for the email address "gou@elcamino.edu" and one for the password. A "Sign In" button is located below the fields. A list of links is provided: "Forgot My Password", "Change My Password", "What's My Username?", "Troubleshooting MyECC", "Login and password help", and "Chat with us Live".
- Stay Signed In Prompt:** A Microsoft prompt titled "Stay signed in?" with the text "Do this to reduce the number of times you are asked to sign in." Below the text is a checked checkbox labeled "Don't show this again". At the bottom right are two buttons: "No" and "Yes".

Submitting New Requests

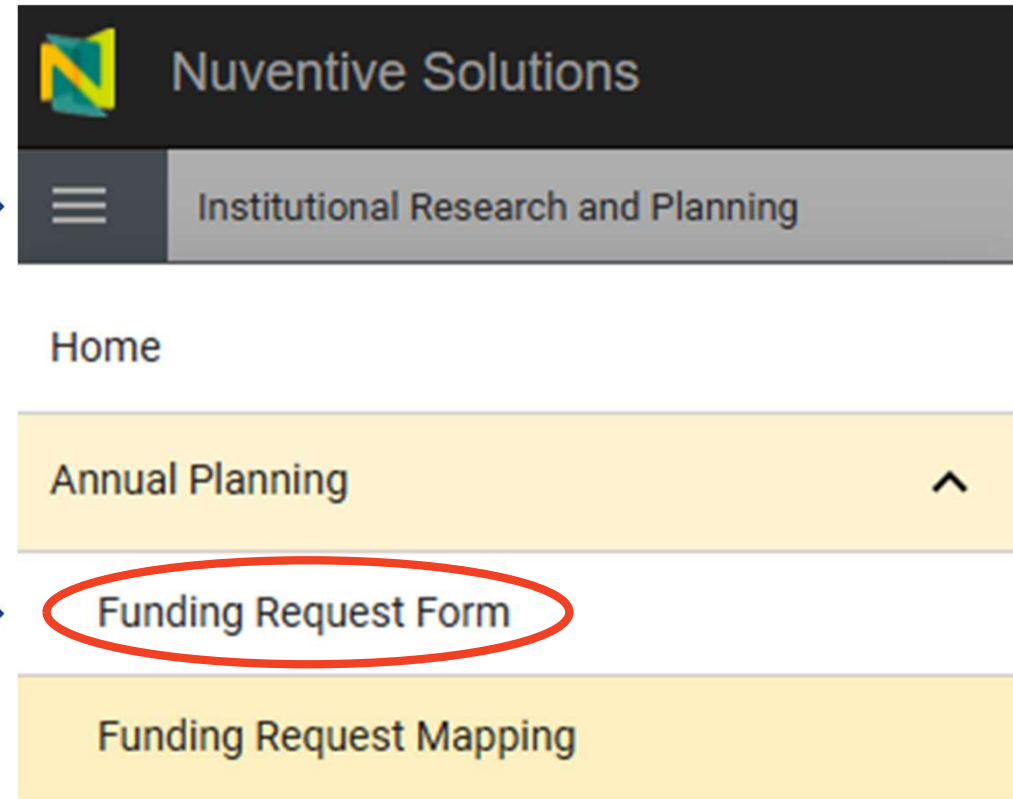
Select Your Office or Program Name

Select your office or program name by either typing in the name or by clicking the dropdown arrow to view the list.



Funding Request Form

Click on the hamburger (menu) to get to the Home screen.

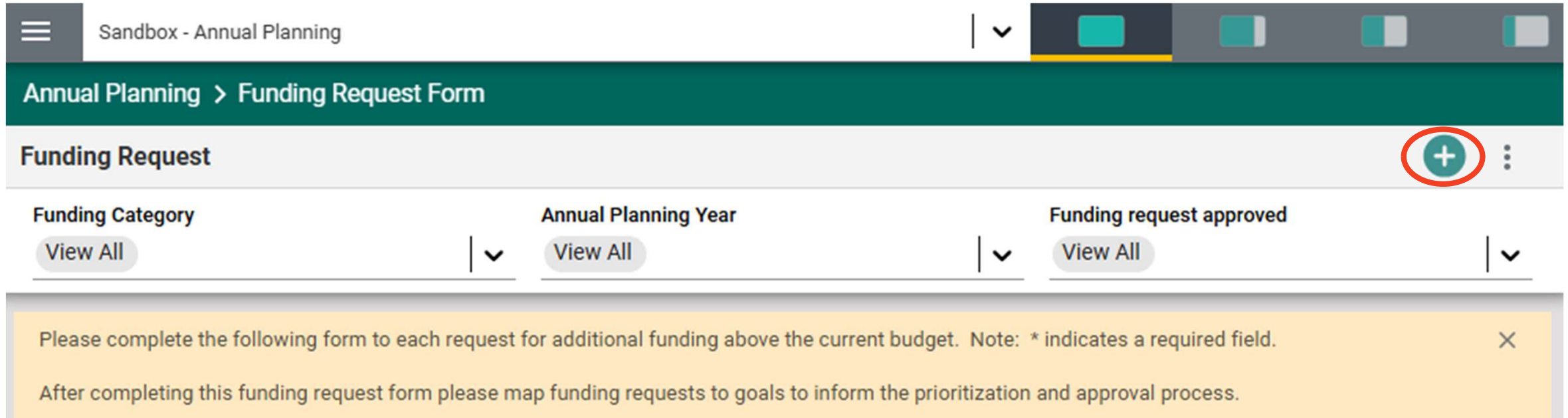


Click on Annual Planning and select **Funding Request Form**




Entering New Funding Request

Click  to add a new funding request



Sandbox - Annual Planning

Annual Planning > Funding Request Form

Funding Request 

Funding Category
 View All

Annual Planning Year
 View All

Funding request approved
 View All

Please complete the following form to each request for additional funding above the current budget. Note: * indicates a required field.

After completing this funding request form please map funding requests to goals to inform the prioritization and approval process.

Field Descriptions

Sandbox - Annual Planning

Annual Planning > Funding Request Form

New Funding Request

FUNDING REQUEST

FUNDING STATUS

MAPPING TO

* denotes a required field.

Annual Planning Year *

Academic year when the funding request, if approved, will be used.

- A description will appear the first time you click in the white space under each field.
- Click “x” to hide the description box.

Click ⓘ to access the description.

Annual Planning > Funding Request Form

New Funding Request

FUNDING REQUEST

FUNDING STATUS

MAPPING

Annual Planning Year *

Close

ve v

ⓘ

Required Fields

Annual Planning > Funding Request Form

New Funding Request

FUNDING REQUEST FUNDING STATU

Annual Planning Year *

Type of Funding Request *

Funding Category *

Funding Request Description *

* Indicates a required field

Funding Request Form (Amount Requested)

Note to enter ***numbers only*** for the Amount Requested.



If applicable, was this funding request mentioned or derived from the last program review? ⓘ

Please enter numbers only - no text. X | v

Amount Requested

65,000

For Academic Affairs & Student Services: Historical records from TracDat*

- Funding recommendations and Program Review recommendations from previous years are available as a PDF to the right of the “Funding Request Form”
- Click on viewing options to enlarge data/documents on the right-side panel.

Annual Planning and Program Review (BSS) - Anthropology

Annual Planning > Funding Request Form

Funding Request

Search by Keyword

Funding Category View All

Annual Planning Year View All

Funding request approved View All

Showing 5 of 5

Please complete the following form to each request for additional funding above the current budget. Note: * indicates a required field.

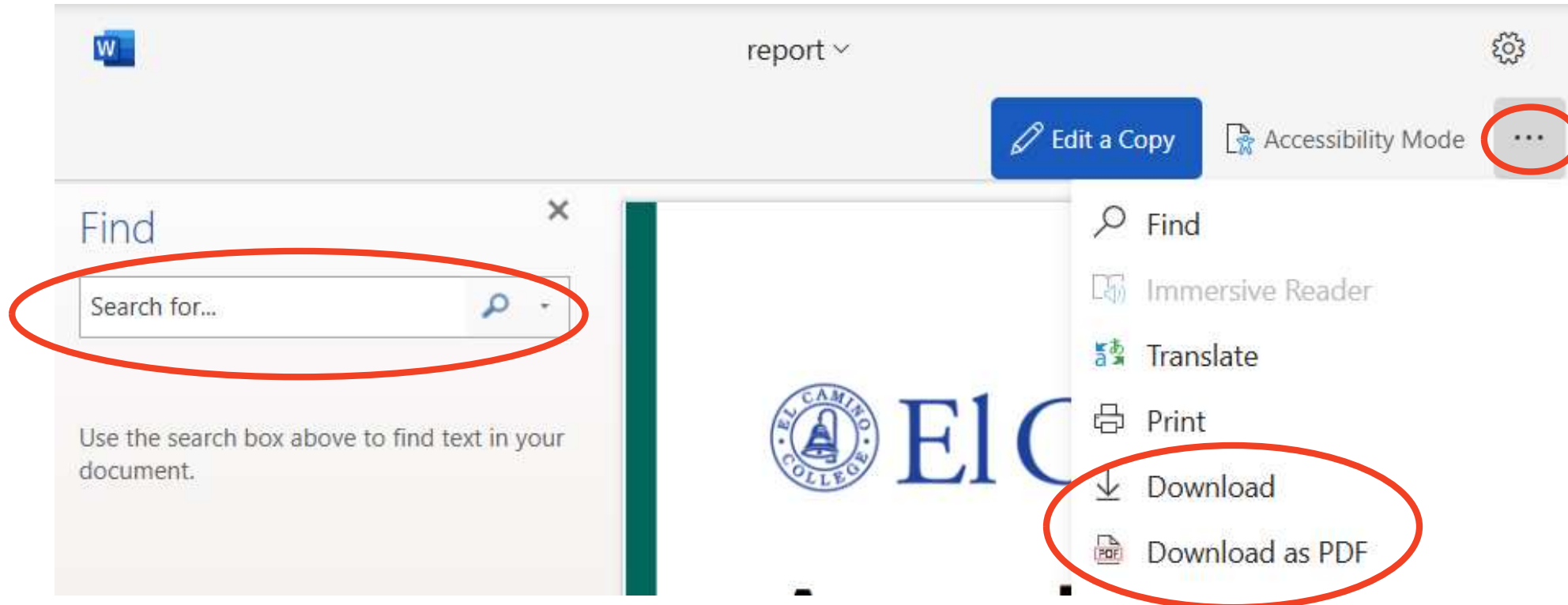
After completing this funding request form please map funding requests to goals to inform the prioritization and approval process.

El Camino College
Planning & Program Review Recommendations
Historical Recommendations (pri...

*TracDat was the annual planning and budgeting system used before Nuventive.

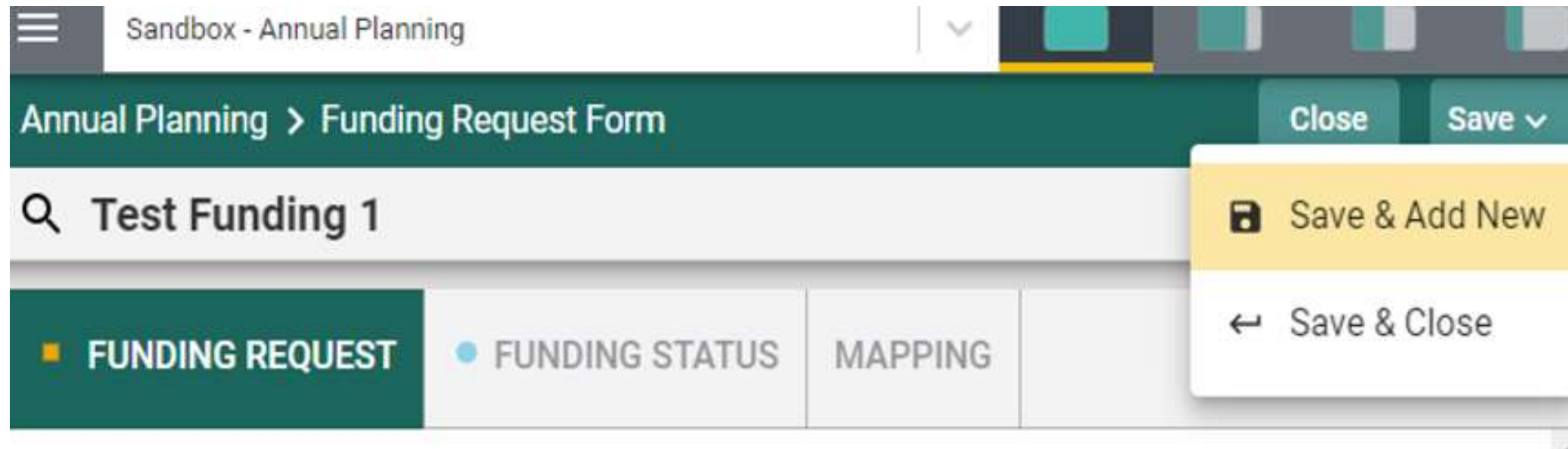
For Academic Affairs & Student Services: Historical records from TracDat

Click on the document image to view the document. To download or print the document, click on the 3-dots to view the list of options .



Save your work

The Save function only works when all required fields (indicated with *) have been completed.



Open a Funding Request

Institutional Research and Planning

Annual Planning > Funding Request Form

Funding Request

Funding Category: View All | Annual Planning Year: View All | Funding request approved: View All

Please complete the following form to each request for additional funding above the current budget. Note: * indicates a required field.

After completing this funding request form please map funding requests to goals to inform the prioritization and approval process.


Showing 6 of 6

Nuventive Training Demo Software D. HONG 11/7/24

Amount Requested: 50,000

2025-26 Divisional Priority Ranking: 1

Open, Copy, Audit Log, Delete

- Each saved funding request will show as a card in the Funding Request landing page.
- To view or edit a funding request, click  and select open.

Mapping of Funding Requests to Goals

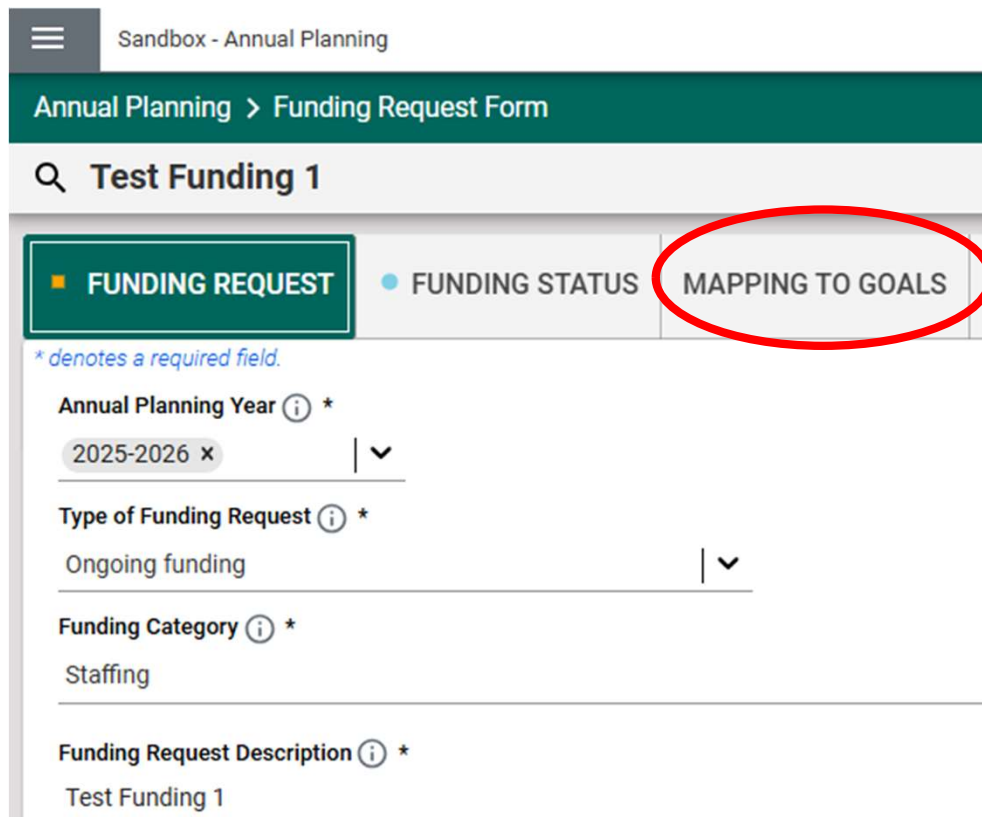
Mapping Funding Requests to Goals

Purpose of mapping: To provide information about how the funding request will support one or more of the CIP Institutional Goals

Although one funding request may be mapped to more than one goal, **please only map to the goal(s) that this funding request contributes most directly to.**

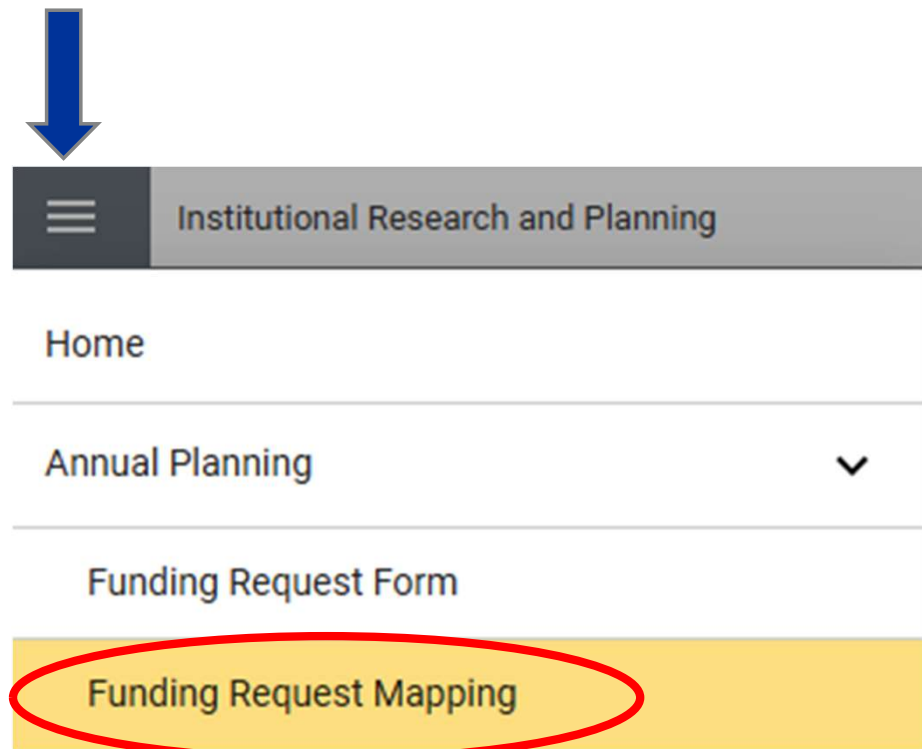
Mapping Form Access

One way to access the Mapping form is to click on “Mapping to Goals” within the Funding Request Form.



Screenshot of the 'Sandbox - Annual Planning' interface. The breadcrumb trail shows 'Annual Planning > Funding Request Form'. The search bar contains 'Test Funding 1'. Below the search bar, there are three tabs: 'FUNDING REQUEST' (selected), 'FUNDING STATUS', and 'MAPPING TO GOALS' (highlighted with a red circle). Below the tabs, there are several form fields: 'Annual Planning Year' (2025-2026), 'Type of Funding Request' (Ongoing funding), 'Funding Category' (Staffing), and 'Funding Request Description' (Test Funding 1). A note indicates that an asterisk denotes a required field.

Another way to access the Mapping form is to click on Funding Request Mapping in the main menu.



Screenshot of the 'Institutional Research and Planning' main menu. A blue arrow points to the menu icon. The menu items are: Home, Annual Planning (with a dropdown arrow), and Funding Request Form (with a dropdown arrow). The 'Funding Request Mapping' item is highlighted with a red circle.

Mapping Funding Requests to Goals

To link a funding request to an annual goal(s), click in the corresponding cell to highlight in green (once a button the screen.
(Note: do not use the Notes function available to the far right of your screen).

■ FUNDING REQUEST ● FUNDING STATUS **MAPPING TO GOALS**

CIP Institutional Goals - College-wide An... | ▼ Funding Request
L = Linked

Search by Keyword	Nuventive Training
Goal 1: Ensure equitable access to a holistic range of learning & support services...	L
Goal 2: Provide an educational experience that advances students' academic & lifelong learnin...	L
Goal 3: Develop innovative pathways to recruitment, registration & cost reduction...	L
Goal 4: Create flexible & high-value educational-to-employment experiences	L
Goal 5: Provide high-quality lifelong learning opportunities for all community members...	L

There are 11 CIP goals.

- Click on the “L” button to link the funding request to the goal that is supported by the funding request.
- A button highlighted in green indicates the funding request supports the goal on the left.
- One funding request may support more than one goal. Please only map to the goal(s) that this funding request contributes most directly to.

Mapping Form: Ignore Add/Edit Note Feature

Annual Planning > Funding Request Form Close Save

Q Nuventive Training

To link a funding request to an annual goal(s), click in the corresponding cell to highlight in green (once a button is highlighted in green, it indicates the funding request is linked to the goal on the left). Please be sure to click "Save" at the top right before exiting the screen.
(Note: do not use the Notes function available to the far right of your screen).

FUNDING REQUEST FUNDING STATUS **MAPPING TO GOALS**

CIP Institutional Goals - College-wide An... | Funding Request
L = Linked

Search by Keyword Nuventive Training **Add/Edit Note**

Goal 1:
Ensure equitable access to a holistic range L

Please Do Not Use this Add/Edit Note feature

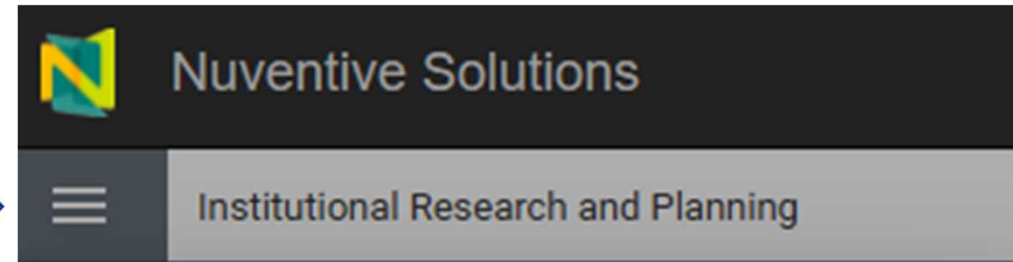
Resubmitting Funding Requests

Resubmitting Funding Requests

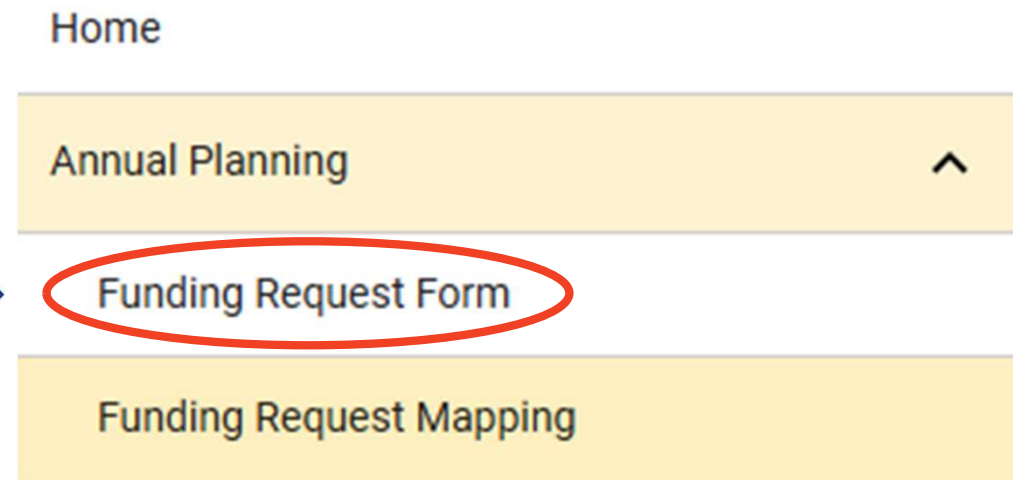
- To resubmit a funding request: update the submission **year** and **rationale**, including clarifying alignment to the new **CIP Institutional Goals** or your **Program Review goals**.
- Requests that require more than these two changes may be submitted as a new request.

Funding Request Form

Click on the hamburger (menu) to get to the Home screen.



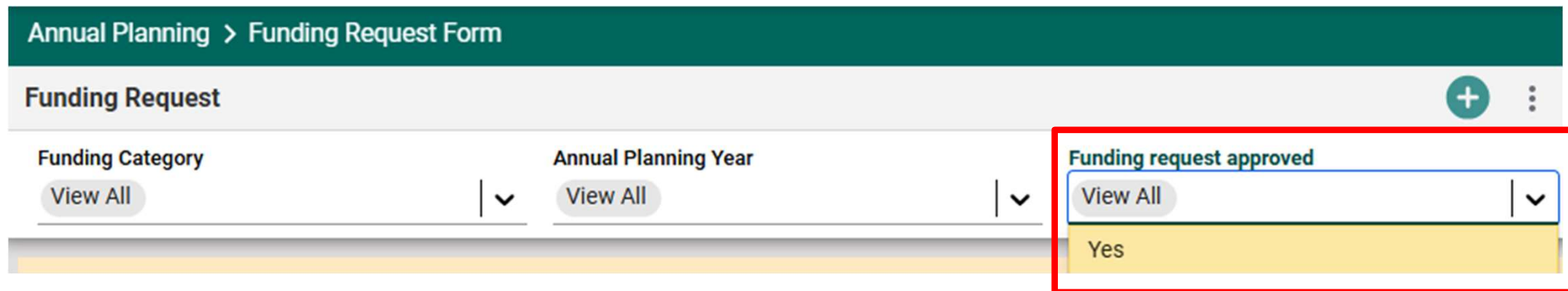
Click on Annual Planning and select **Funding Request Form**



Reviewing Funding Requests

To review existing funding requests:

- Use the filters to view funding request cards previously entered by selecting the funding category and/or annual planning year.



The screenshot shows a web interface for 'Annual Planning > Funding Request Form'. Below the header, there is a 'Funding Request' section with a '+' icon and a menu icon. There are three filter sections: 'Funding Category' with a 'View All' button and a dropdown arrow; 'Annual Planning Year' with a 'View All' button and a dropdown arrow; and 'Funding request approved' with a 'View All' button and a dropdown arrow. The 'Funding request approved' dropdown is highlighted with a red box and shows 'Yes' selected.

To find out if a funding request from a previous year was approved, select **YES** in the “Funding request approved” filter dropdown.

Please note this filter currently does not have a “NO” option.

Funding Approval Status

Annual Planning > Funding Request Form

Close Save

Q Test Funding 1

Showing 0 of 0

FUNDING REQUEST FUNDING STATUS MAPPING TO GOALS +

No Funding Status has/have been entered. Please click the add button + to create a/n Funding Status

- If the funding request was approved, the Funding Status tab will be populated with funding information.
- If the Funding Status tab is blank, the funding request was not approved.

Resubmitting Funding Requests

Institutional Research and Planning

Annual Planning > Funding Request Form

Funding Request

Funding Category: View All | Annual Planning Year: View All | Funding request approved: View All

Please complete the following form to each request for additional funding above the current budget. Note: * indicates a required field.

After completing this funding request form please map funding requests to goals to inform the prioritization and approval process.

Showing 6 of 6

Request Name	Requester	Date
Nuventive Training Demo Software	D. HONG	11/7/24

Amount Requested: 50,000

2025-26 Divisional Priority Ranking: 1

- Open
- Copy
- Audit Log
- Delete

To open a request that you would like to resubmit, click on the three dots and select open to edit the funding request form.

Resubmitting Funding Requests: Enter a New Annual Planning Year

Nuventive Solutions

Sandbox - Annual Planning

Annual Planning > Funding Request Form

Close Save

Test Funding 1

Save & Add New

Save & Close

FUNDING REQUEST FUNDING STATUS MAPPING TO GOALS

* denotes a required field.

Annual Planning Year ⓘ *

2023-24 x

2025-2026

2024-25

2022-23

Staffing

Funding Request Description ⓘ *

Test Funding 1

The Save function only works when all required fields (indicated with *) have been completed.

To resubmit a funding request for the 25-26 resource allocation cycle:

- Add 2025-2026 to the annual planning field. Keep the previous year(s) in the field.

Resubmitting Funding Requests: Update Funding Request Rationale

In the rationale for the funding request, please clearly and succinctly articulate:

- * How will the funding request support the goals of the institution, area or division/program?
- * What rationale for the funding request was provided in the last program review? If applicable, copy text from program review.

Rationale for funding request

Test Funding 1: Rationale

Does this funding request directly address a critical risk?

No

X | v



If applicable, was this funding request mentioned or derived from the last program review?

No

X | v



Amount Requested

60,000

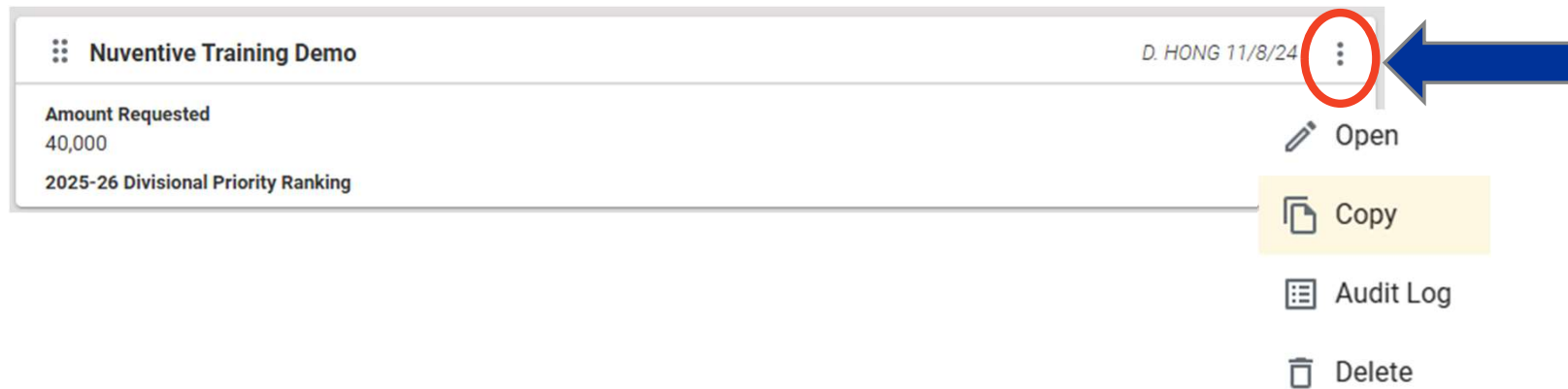
Be sure to provide a clear rationale for your funding request by including an explanation of how it supports the institutional, area, or division/program goals. The institutional goals can be found in the Mapping to Goals tab.

Additional Features

COPY FUNDING REQUESTS

EXPORT FUNDING REQUESTS

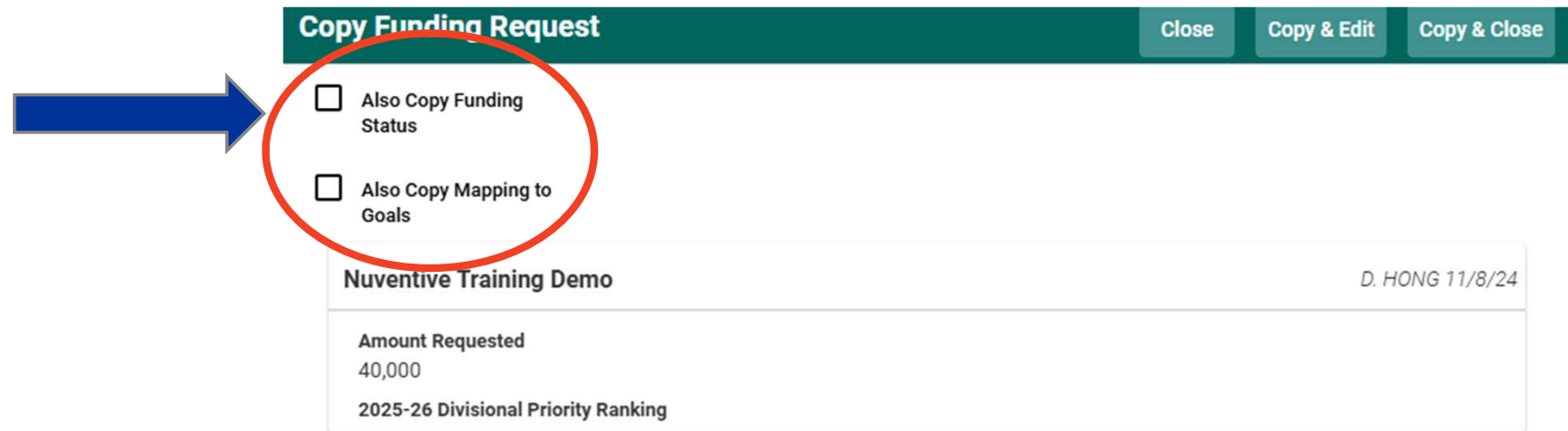
How to Copy a Funding Request



The screenshot shows a card for "Nuventive Training Demo" with details: "Amount Requested 40,000" and "2025-26 Divisional Priority Ranking". A user "D. HONG 11/8/24" is associated with the card. A dropdown menu is open, showing options: "Open", "Copy", "Audit Log", and "Delete". A blue arrow points to the three-dot menu icon, and a red circle highlights the "Copy" option.

To copy a funding request, click on the three dots and select “Copy” in the option box.

This screen will pop up. If it applies, click in the two boxes to copy the Funding Status and Mapping to Goals tabs.



The screenshot shows a dialog box titled "Copy Funding Request" with buttons for "Close", "Copy & Edit", and "Copy & Close". Two checkboxes are visible: "Also Copy Funding Status" and "Also Copy Mapping to Goals". A blue arrow points to the checkboxes, and a red circle highlights them. Below the dialog box, a smaller version of the funding request card is visible.

How to Copy a Funding Request

The copy will show up as a separate funding request card on the Funding Request Form main page.

The screenshot displays two identical funding request cards. The top card is highlighted with a yellow background. Each card features a title, a user and date, and two data fields.

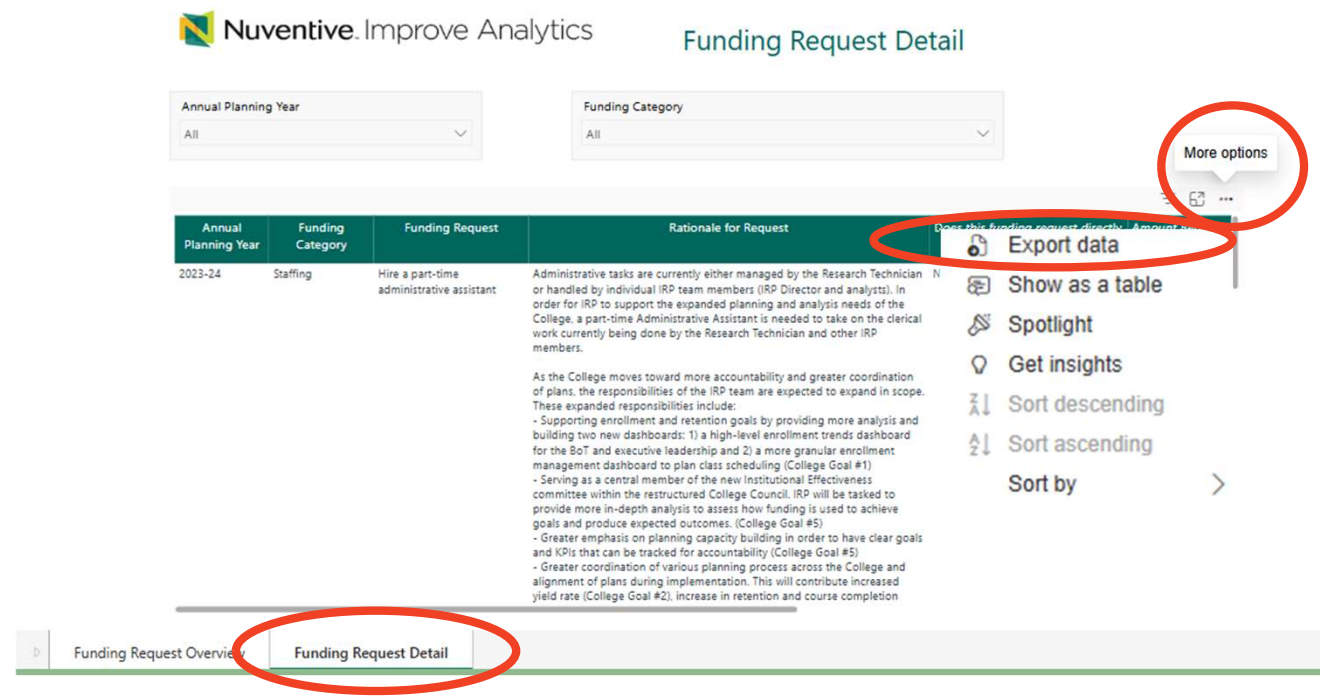
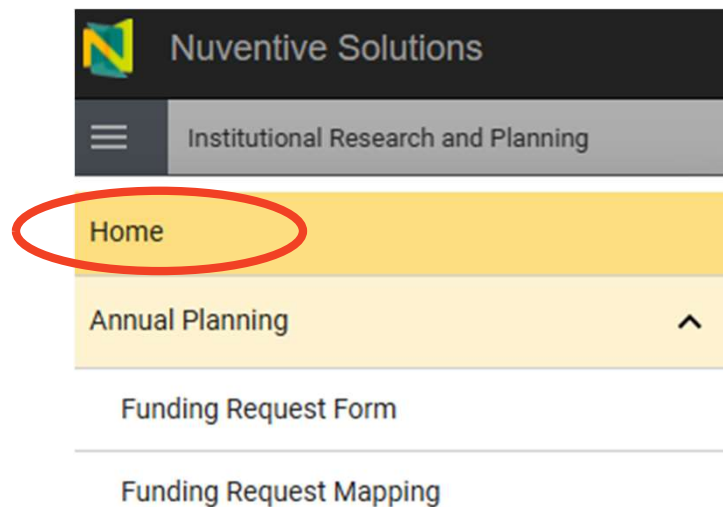
Title	User/Date	Amount Requested	2025-26 Divisional Priority Ranking
Nuventive Training Demo (Copied on 11/08/2024, 11:42:14)	D. HONG 11/8/24	40,000	
Nuventive Training Demo	D. HONG 11/8/24	40,000	

How to Export Funding Request Data

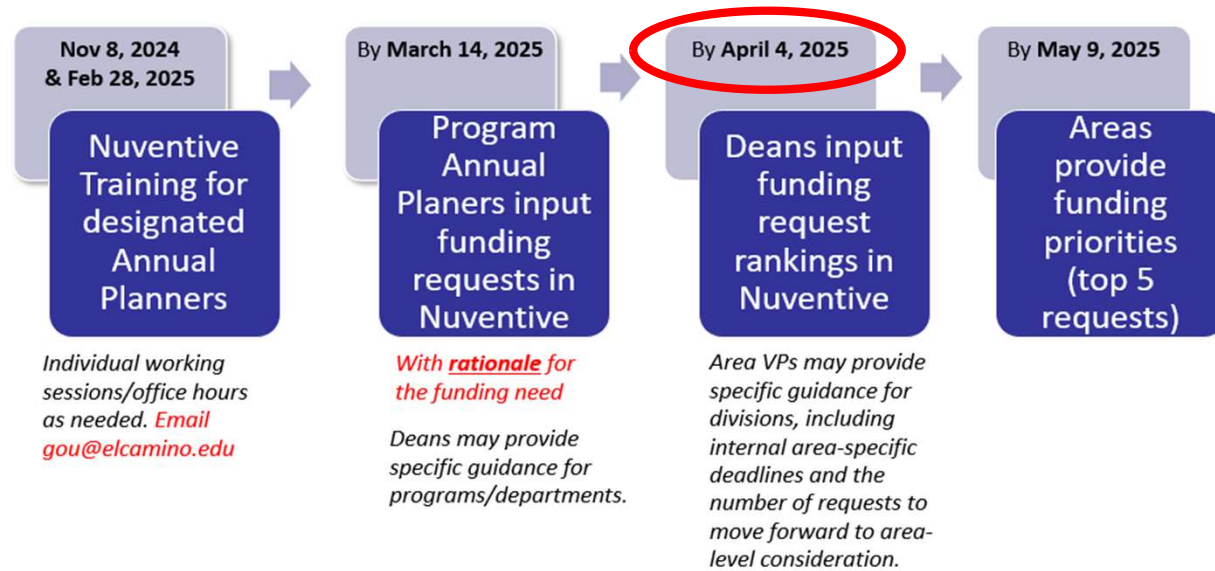
To export funding request information, select “Home” in the main menu.



Click the “Funding Request Detail” tab at the bottom. Filter by annual planning year and/or funding category or leave it at “All” if you would like to export every funding request for your department/program, division or area. Click on the 3-dots to view more options. Select “Export data”.



2025-26 Institutional Resource Allocation Process



Divisional Prioritization

FOR DEAN AND DIRECTOR USE ONLY

Divisional Prioritization *(For Dean and Director Use Only)*

FUNDING REQUEST • FUNDING STATUS MAPPING TO GOALS

Amount Requested ⓘ
50,000

For Dean/Director Use Only

2025-26 Divisional Priority Ranking ⓘ

If you are a Dean or a Director, use this space to enter a number to indicate (to rank) the priority of the funding request for your division/department during the prioritization process.

Only funding requests with a number entered would be considered for area level prioritization.

Divisional Prioritization *(For Dean and Director Use Only)*

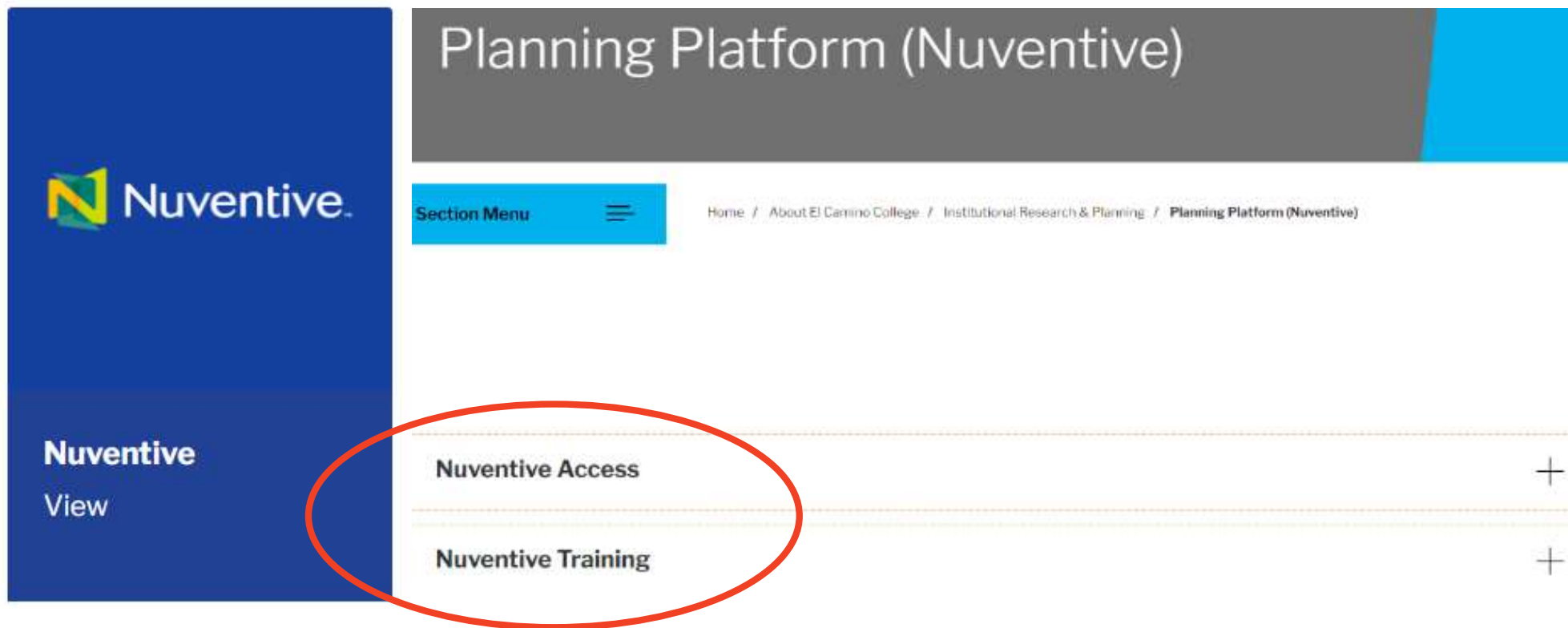
If a funding request is prioritized and ranked with a number in the funding request form, that number will populate on the funding request card.

 Nuventive Training Demo	D. HONG 11/6/24 
Amount Requested 50,000	
2025-26 Divisional Priority Ranking 1	

Next Steps

Nuventive Resources on IRP Website

- Nuventive log-in link can be found in [Nuventive Access](#)
- Today's PowerPoint presentation can be found in [Nuventive Training](#)



Contact for Support

Contact for questions related to Nuventive access & support: Diora Hong (dhong@elcamino.edu)

Contact for questions related to annual planning process: Grace Ou (gou@elcamino.edu)

To Request for Access to a Program in Nuventive

If you are an annual planner for your program and do not have Nuventive access, please contact the following individuals in your area to request for access.

Academic Affairs:

Diora Hong (dhong@elcamino.edu)

Administrative Services:

Shobhana Warriar (swarrier@elcamino.edu)

Student Services:

Jose Acevedo (jacevedo@elcamino.edu)

Human Resources:

Roxanne McCoy (rmccoy@elcamino.edu)



Questions?

THANK YOU!

EL CAMINO COLLEGE