

# 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**

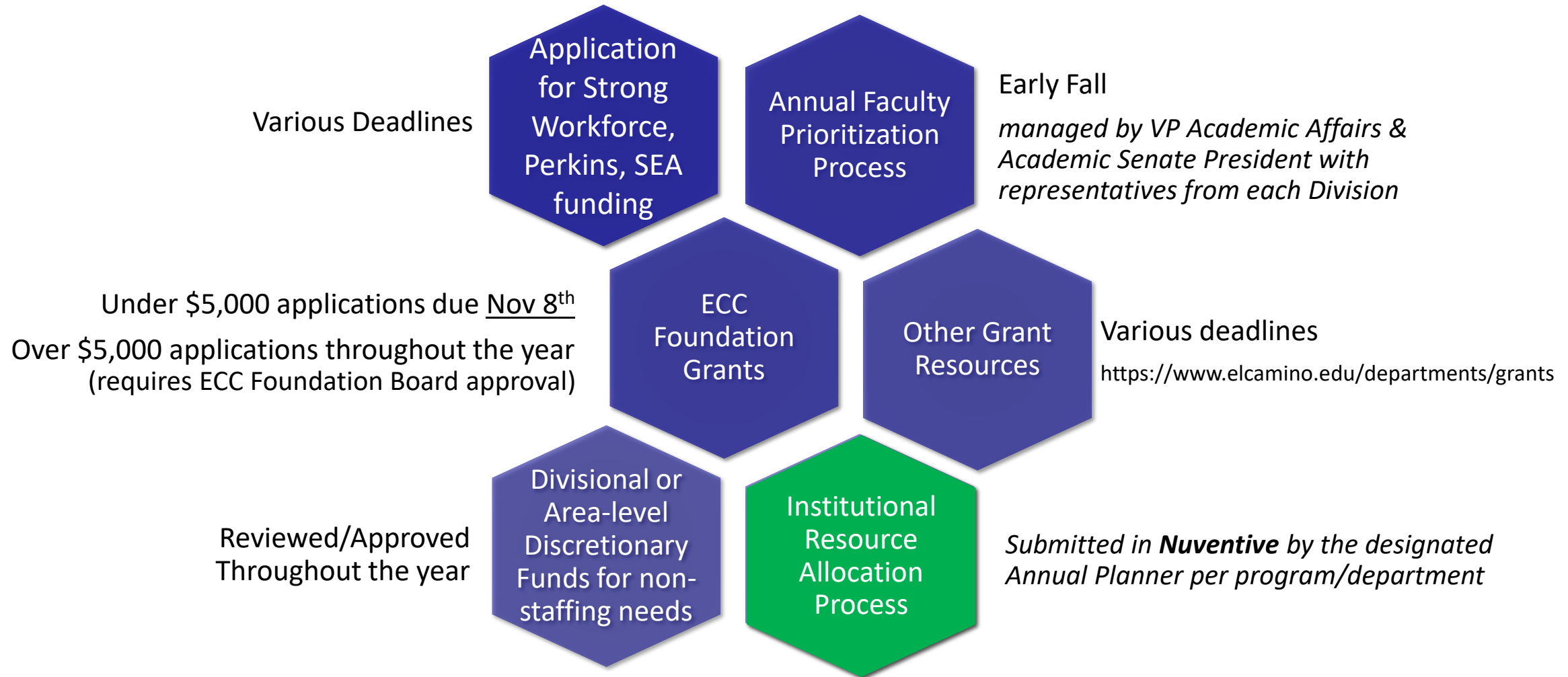
- Funding requests that address a safety, security, or liability risk
- Operational needs that could directly impact student learning and success

## **Focus on Funding Requests that will have the Greatest Impact**

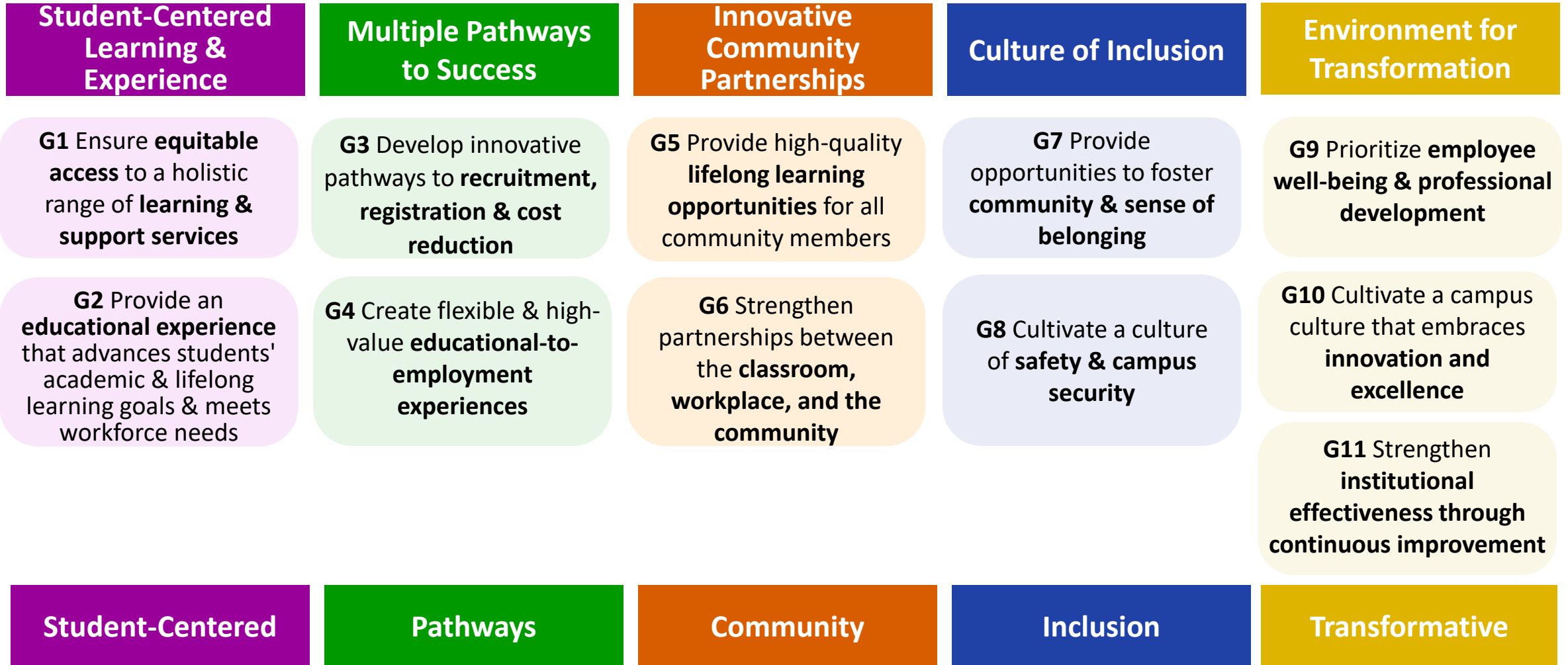
- Review goals from the Comprehensive Integrated Plan & Program Review
- Use data insight to understand areas of greatest need

# 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 program and thus marketing the value of our department to potential students is highly

## ***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 page. 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 sub-header for 'Institutional Research' with additional links for 'Apply', 'MyECC', 'Canvas', 'Translate', and 'Dire'. A paragraph of text refers to a 'List of Standard Reports and Dashboards'. Below the text are four blue buttons with white icons and text: 'Dashboards' (with a circled red border), 'Annual Factbook', 'Reports & Briefs', and 'Surveys'. Each button has a 'View' link below it.

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



# El Camino College Annual Planning Dashboard

Division

All

Program

All

Race/Ethnicity

All

Gender

All

## 2023-24

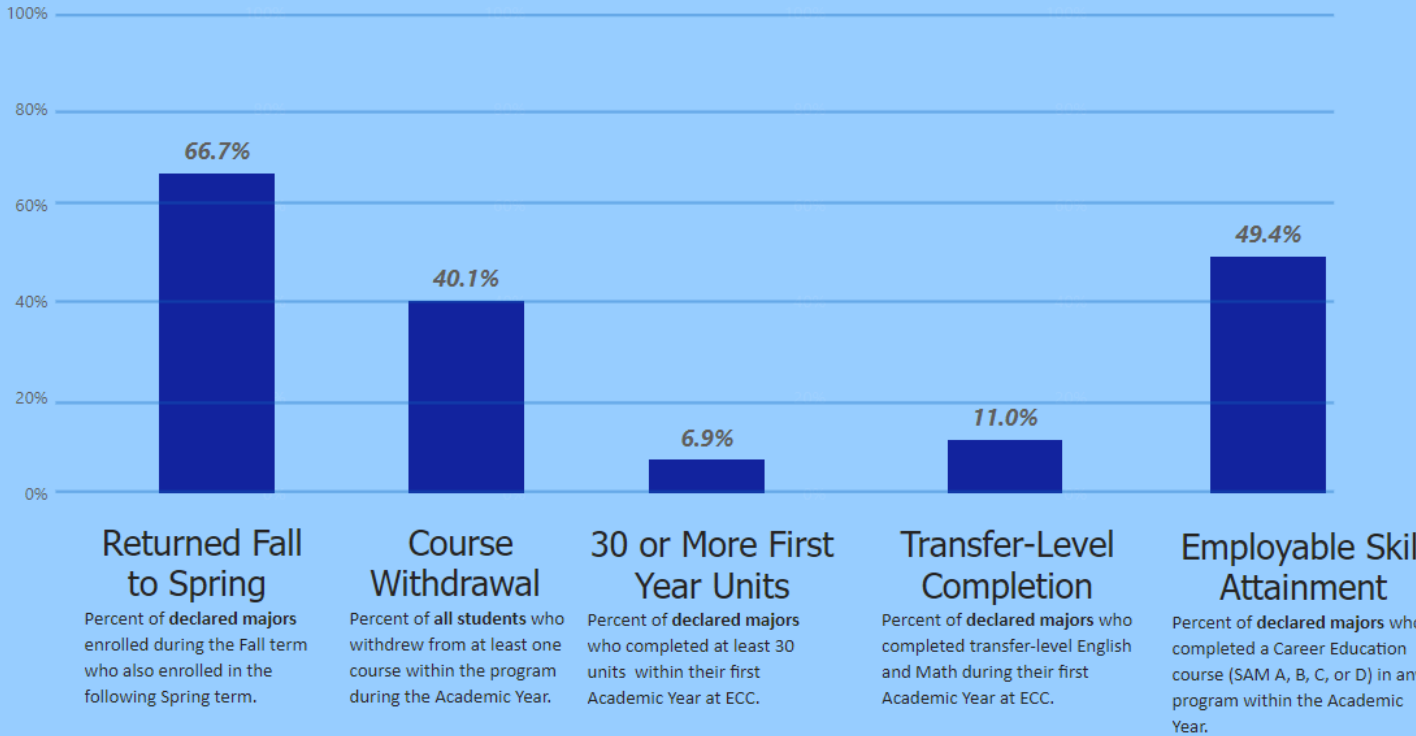
F'23 Unduplicated Students

# 22,223

Average Degree Applicable Units

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

# 13.4



**Returned Fall to Spring**

Percent of declared majors enrolled during the Fall term who also enrolled in the following Spring term.

**Course Withdrawal**

Percent of all students who withdrew from at least one course within the program during the Academic Year.

**30 or More First Year Units**

Percent of declared majors who completed at least 30 units within their first Academic Year at ECC.

**Transfer-Level Completion**

Percent of declared majors who completed transfer-level English and Math during their first Academic Year at ECC.

**Employable Skill Attainment**

Percent of declared majors who completed a Career Education course (SAM A, B, C, or D) in any program within the Academic Year.

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

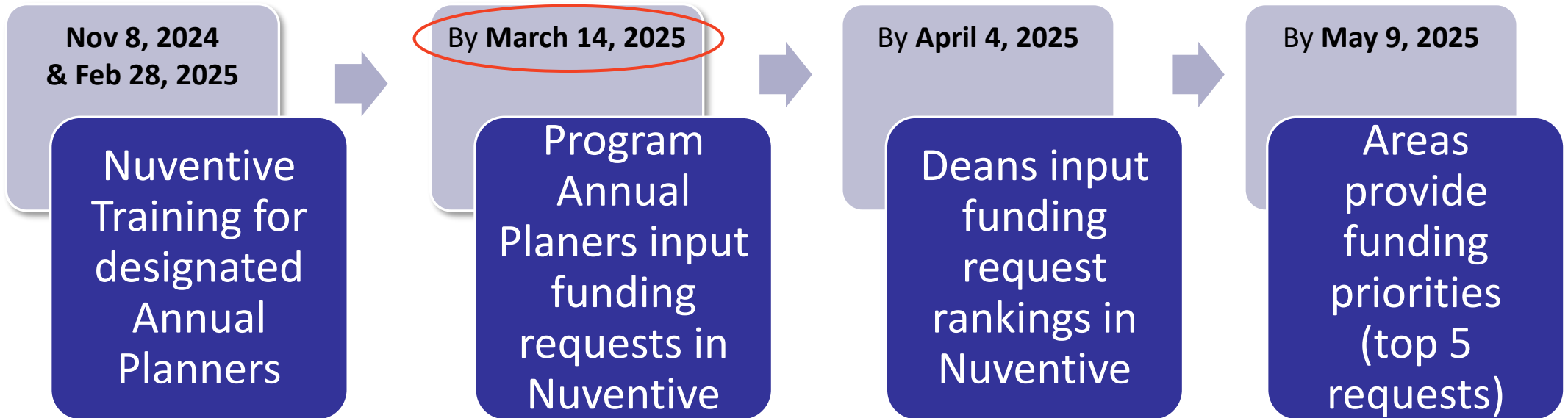
3. Who could you **partner** with or what **resource** may be necessary to support these initiatives?

# Key Dates

---

2025-26 RESOURCE ALLOCATION PROCESS

# 2025-26 Institutional Resource Allocation Process



*Individual working sessions/office hours as needed. Email [gou@elcamino.edu](mailto:gou@elcamino.edu)*

*With **rationale** for the funding need*

*Deans may provide specific guidance for programs/departments.*

*Area VPs may provide specific guidance for divisions, including internal area-specific deadlines and the number of requests to move forward to area-level consideration.*

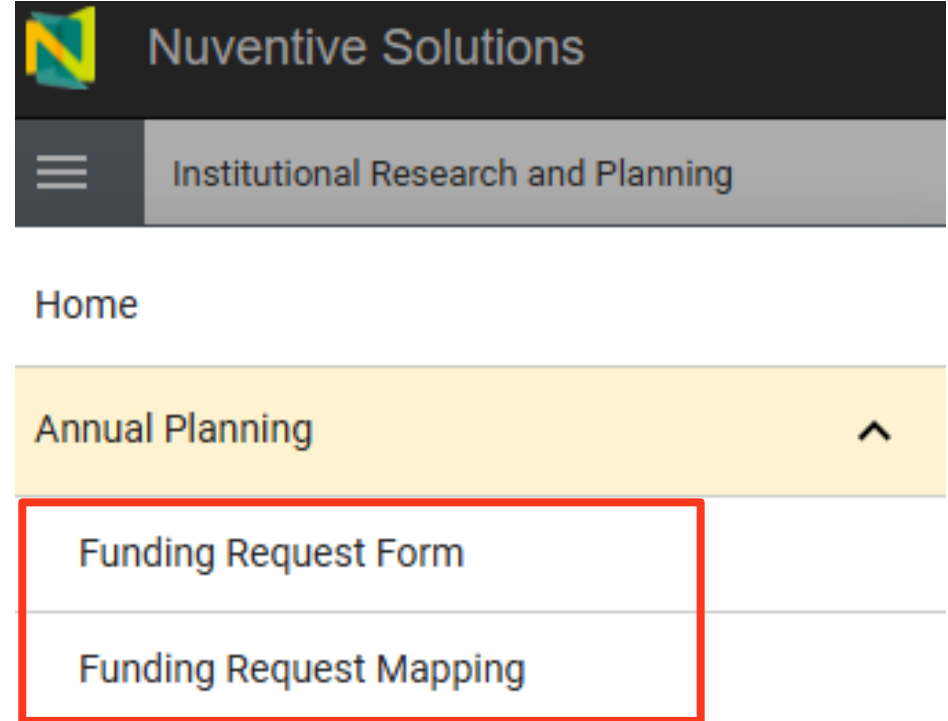
# Nuventive Overview

---

# 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

Sign in



**Nuventive™**

**Achieve. Improve. Adapt.**

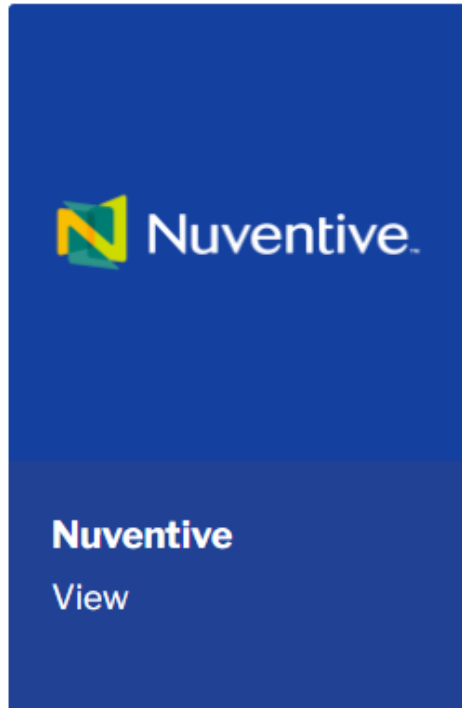
© 2020 - Nuventive, LLC - All rights reserved

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 New Nuventive link.



## Nuventive Access

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

Goals should cascade first from the institution to all areas, then to all divisions/units, and finally to all offices/programs. The relationships between these goals can be documented and mapped within Nuventive. Any new budget request can also be documented in Nuventive and mapped to a goal to inform the review and approval of budget requests.

For the 2021-22 annual planning and budgeting process, ECC introduced a new version of Nuventive. The new *Nuventive Improve* platform will facilitate the tracking of goals, metrics, actions and the mapping of resource requests to goals. This will allow greater transparency and alignment of the priorities across all ECC entities. It will also more clearly connect the annual planning and budgeting processes.

All areas will use new *Nuventive Improve* platform for the 2022-23 planning process which began in October 2021.

To access Nuventive:

- [Link to NEW Nuventive Improve](#)

# Logging in

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





# Submitting New Requests

---

# Select Your Office or Program Name

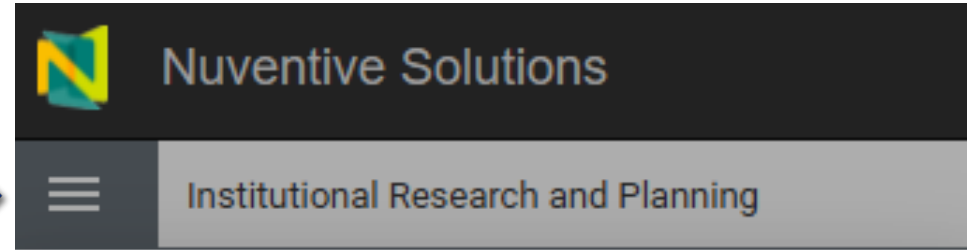
Select your office or program name by either typing in the name or by clicking the dropdown arrow to view the list.



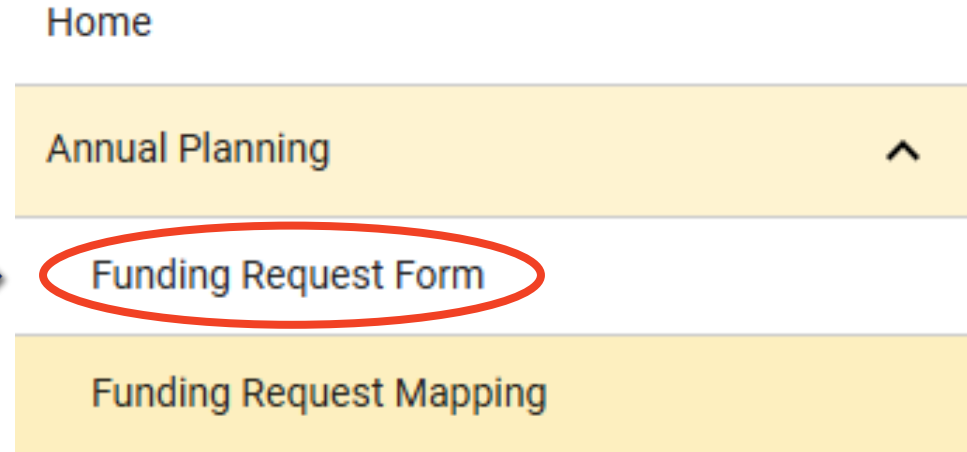
# Funding Request Form

---

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

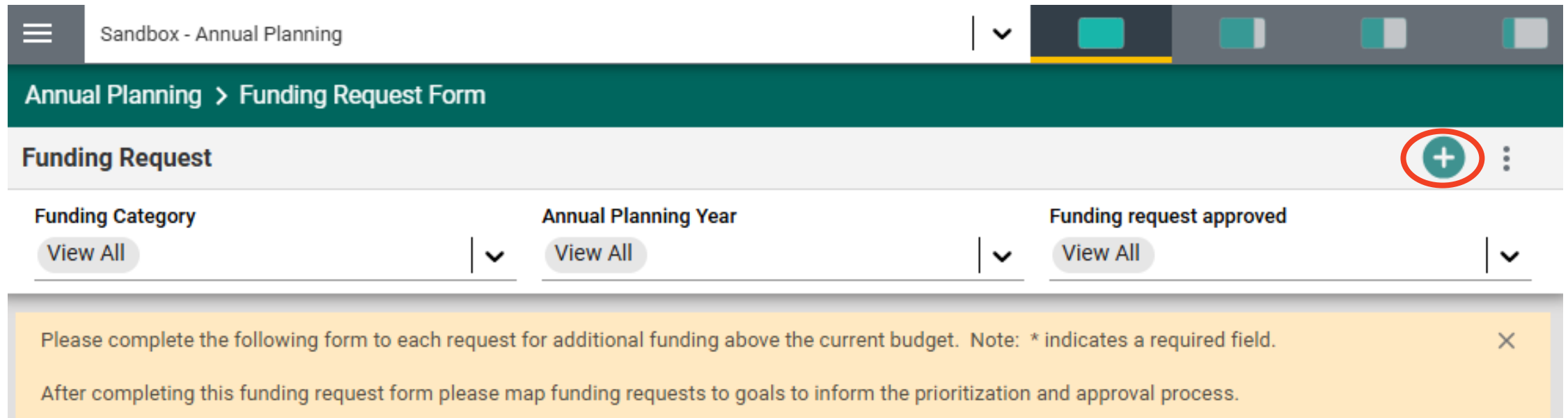


Click on Annual Planning and select **Funding Request Form**




# Entering New Funding Request

Click  to add a new funding request



Sandbox - Annual Planning

Annual Planning > Funding Request Form

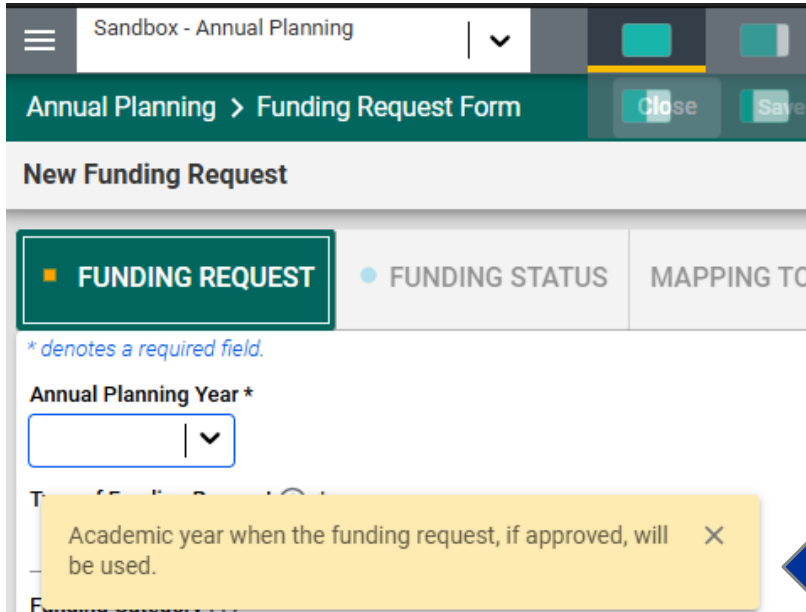
Funding Request 

Funding Category  | Annual Planning Year  | Funding request approved

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

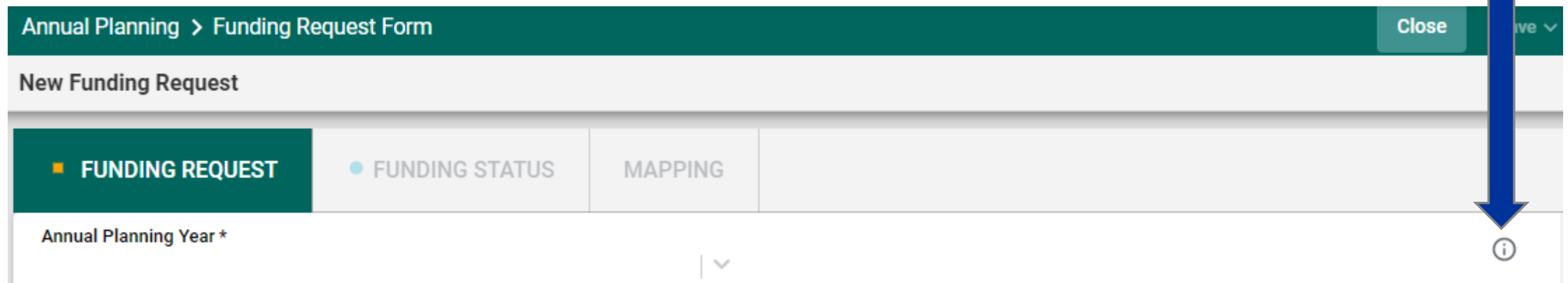
After completing this funding request form please map funding requests to goals to inform the prioritization and approval process.

# Field Descriptions



- 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.





# Required Fields

Annual Planning > Funding Request Form

New Funding Request

■ FUNDING REQUEST ● FUNDING STATUS

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. ✕



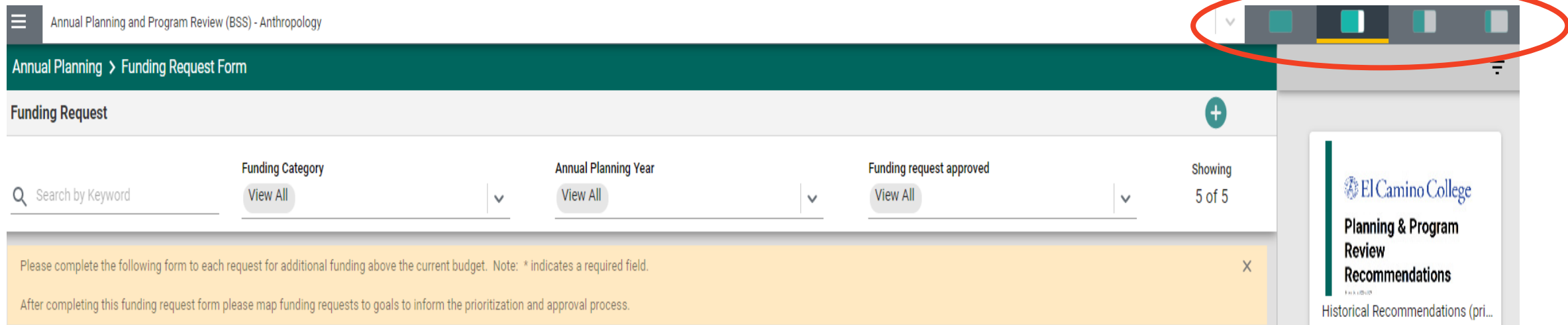
Amount Requested

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.



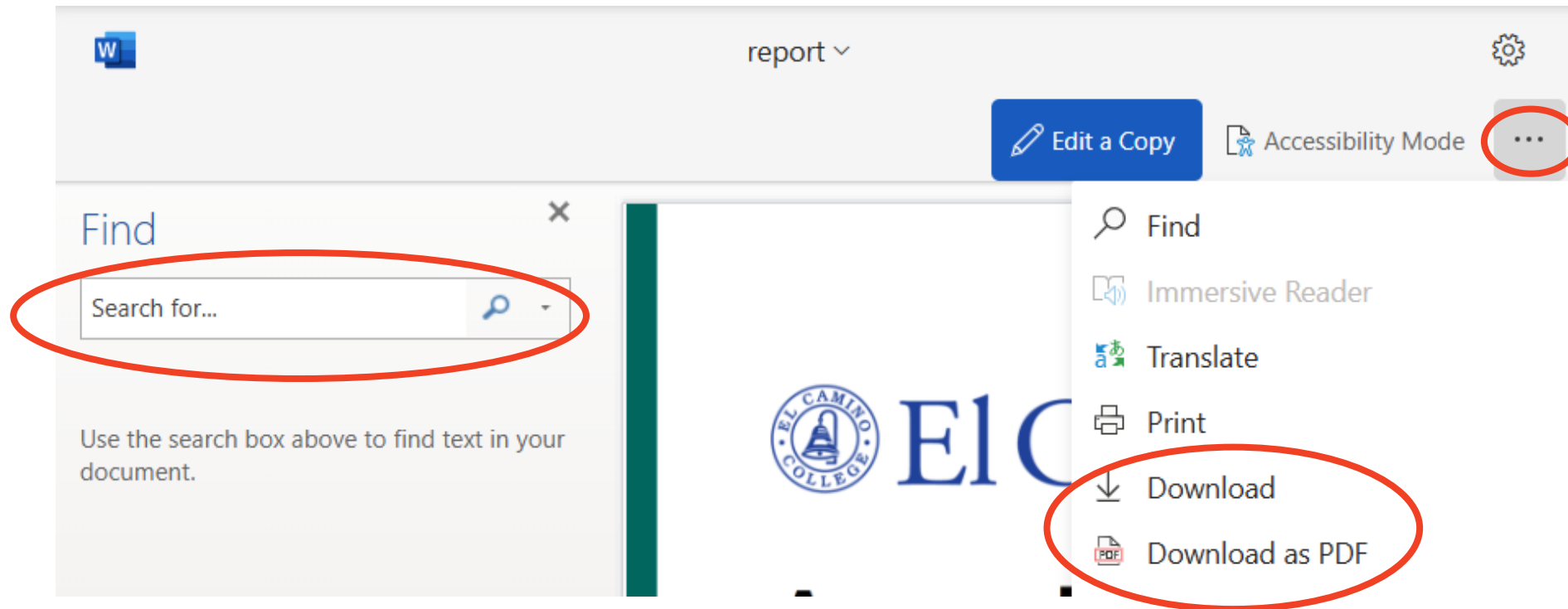
The screenshot displays the 'Annual Planning and Program Review (BSS) - Anthropology' interface. The main content area is titled 'Annual Planning > Funding Request Form'. Below the title, there is a 'Funding Request' section with a search bar and three filter buttons: 'Funding Category View All', 'Annual Planning Year View All', and 'Funding request approved View All'. The status 'Showing 5 of 5' is visible. A yellow notification banner at the bottom of the main area contains instructions: '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.' On the right side, a panel titled 'El Camino College Planning & Program Review Recommendations' is visible, with a red circle highlighting the viewing options (a dropdown arrow and several document icons).

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

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

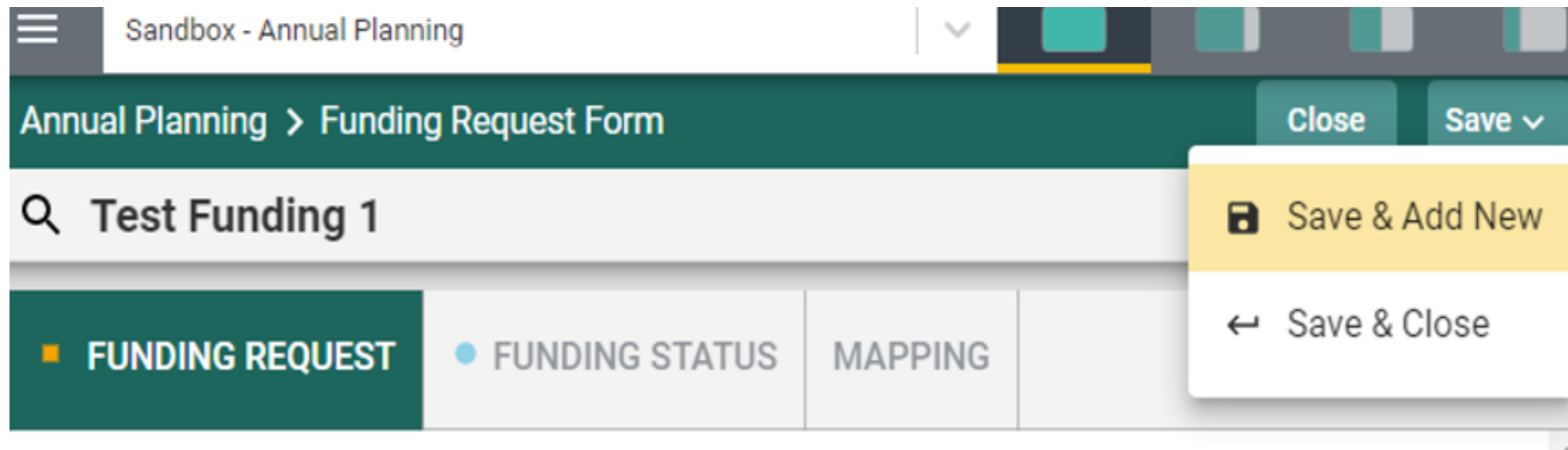
---

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

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

- 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

---

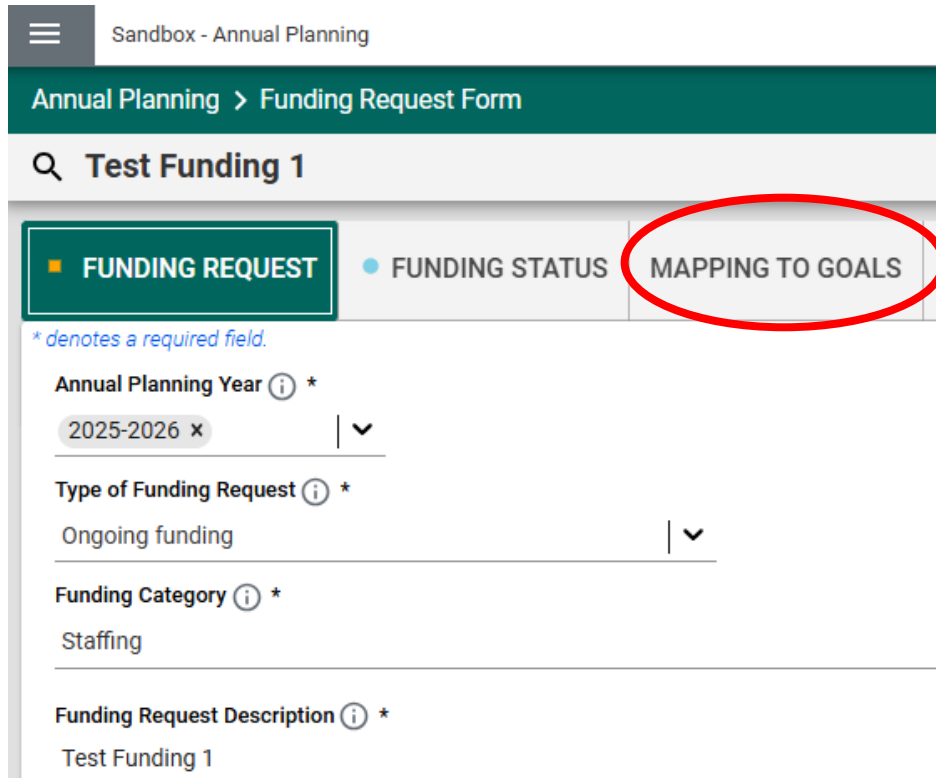
Purpose of mapping: To provide information about how the funding request will support one or more of the CIP Institutional Goals

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.**



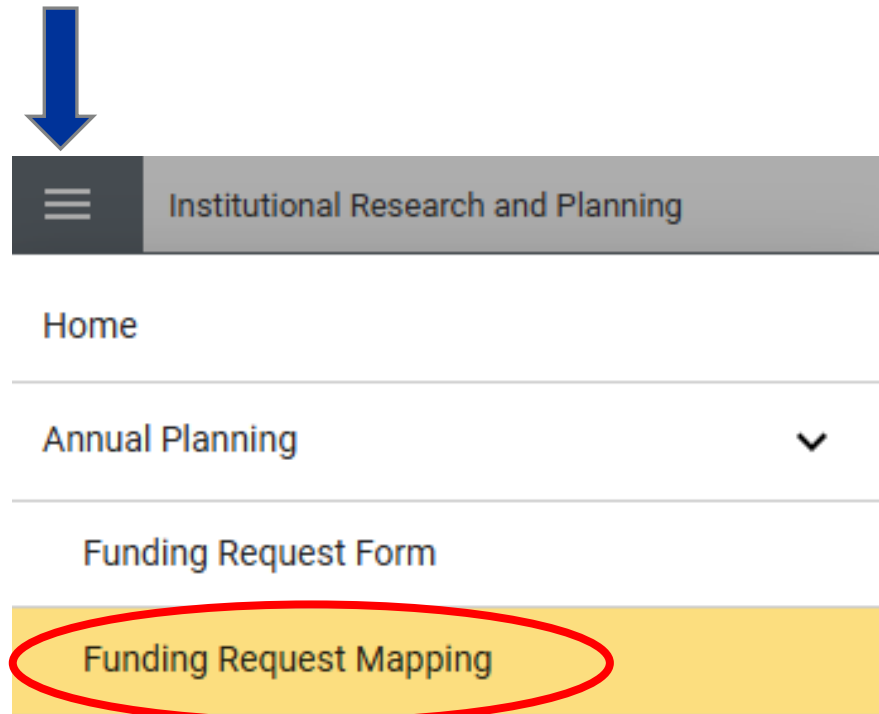
# Mapping Form Access

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' (highlighted with a green box), 'FUNDING STATUS', and 'MAPPING TO GOALS' (circled in red). 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 below the tabs states '\* 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 down to the menu. The menu items are: Home, Annual Planning (with a dropdown arrow), and Funding Request Form (with a dropdown arrow). The 'Funding Request Mapping' option is highlighted with a yellow background and circled in red.

# Mapping Funding Requests to Goals

Nuventive Solutions

Institutional Research and Planning

Annual Planning > Funding Request Form

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 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
<b>Goal 1:</b> Ensure equitable access to a holistic range of learning & support services...	L
<b>Goal 2:</b> Provide an educational experience that advances students' academic & lifelong learnin...	L
<b>Goal 3:</b> Develop innovative pathways to recruitment, registration & cost reduction...	L
<b>Goal 4:</b> Create flexible & high-value educational-to-employment experiences	L
<b>Goal 5:</b> 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

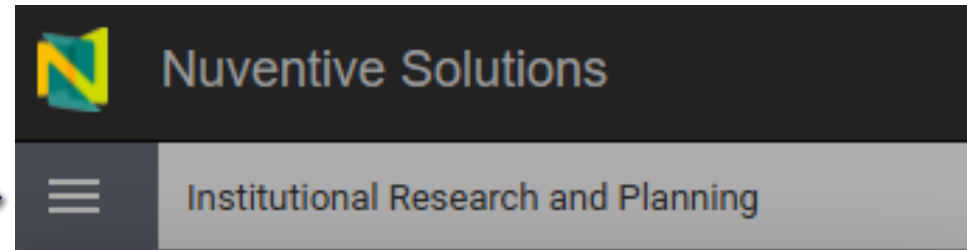
---

- 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.

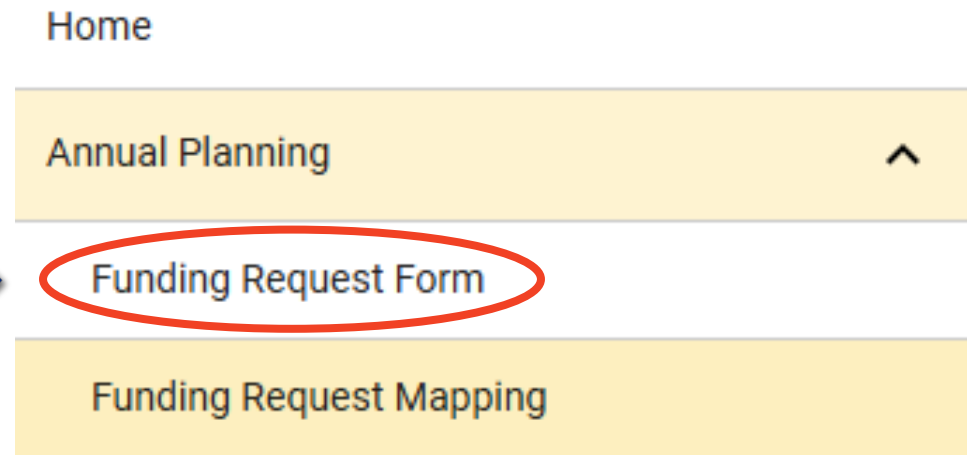
# Funding Request Form

---

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 reviewing funding requests. At the top, there is a dark green header with the text "Annual Planning > Funding Request Form". Below this is a light gray bar with the title "Funding Request" and a plus sign icon. The main area contains 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 a yellow background with the text "Yes".

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

The screenshot shows a web interface for 'Annual Planning > Funding Request Form'. At the top, there are 'Close' and 'Save' buttons. Below is a search bar containing 'Test Funding 1'. The main content area has a tabbed interface with three tabs: 'FUNDING REQUEST', 'FUNDING STATUS' (which is highlighted with a green border and a blue dot), and 'MAPPING TO GOALS'. To the right of these tabs is a green circular button with a white plus sign. Below the tabs, a message reads: 'No Funding Status has/have been entered. Please click the add button  to create a/n Funding Status'. The top right of the main content area says 'Showing 0 of 0'.

- 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

The screenshot shows the 'Institutional Research and Planning' interface. At the top, there is a navigation bar with a hamburger menu icon, the text 'Institutional Research and Planning', a dropdown arrow, and two teal status indicators. Below this is a dark green header with 'Annual Planning > Funding Request Form'. A light grey bar below the header contains the text 'Funding Request' and a teal plus icon. Underneath 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. A yellow warning box contains the text: 'Please complete the following form to each request for additional funding above the current budget. Note: \* indicates a required field.' and 'After completing this funding request form please map funding requests to goals to inform the prioritization and approval process.' Below the warning box, it says 'Showing 6 of 6'. A table entry for 'Nuventive Training Demo Software' is shown, with the name on the left and 'D. HONG 11/7/24' on the right. A red circle highlights the three-dot menu icon next to the name. A dropdown menu is open, showing options: 'Open' (with a pencil icon), 'Copy' (with a document icon), 'Audit Log' (with a grid icon), and 'Delete' (with a trash icon). The 'Open' option is highlighted in yellow.

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

\* 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.

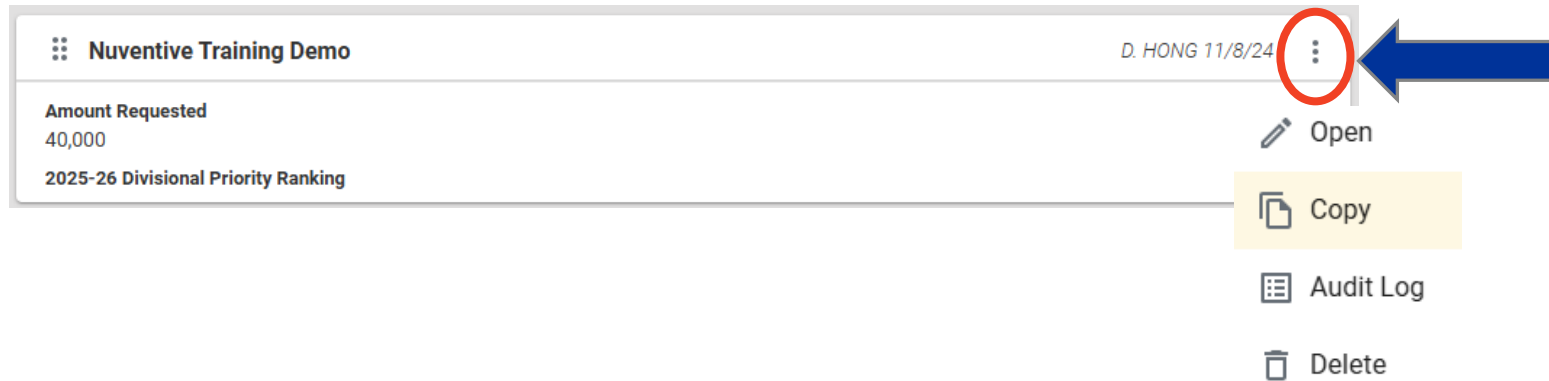
# Additional Features

---

COPY FUNDING REQUESTS

EXPORT FUNDING REQUESTS

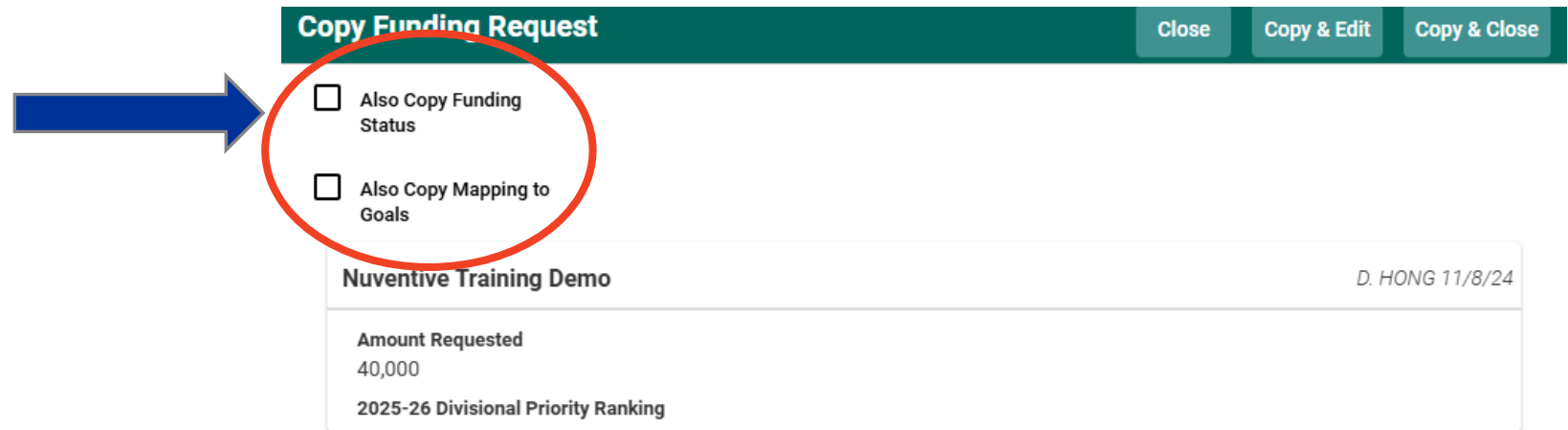
# How to Copy a Funding Request



The screenshot shows a funding request card for 'Nuventive Training Demo' with a value of 40,000. A dropdown menu is open, showing options: 'Open', 'Copy', 'Audit Log', and 'Delete'. A red circle highlights the three-dot menu icon, and a blue arrow points to it from the right.

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 red circle highlights these two checkboxes, and a blue arrow points to them from the left.

# 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 has a yellow highlight on its title: **Nuventive Training Demo (Copied on 11/08/2024, 11:42:14)**. The bottom card has the title: **Nuventive Training Demo**. Both cards show the following details:

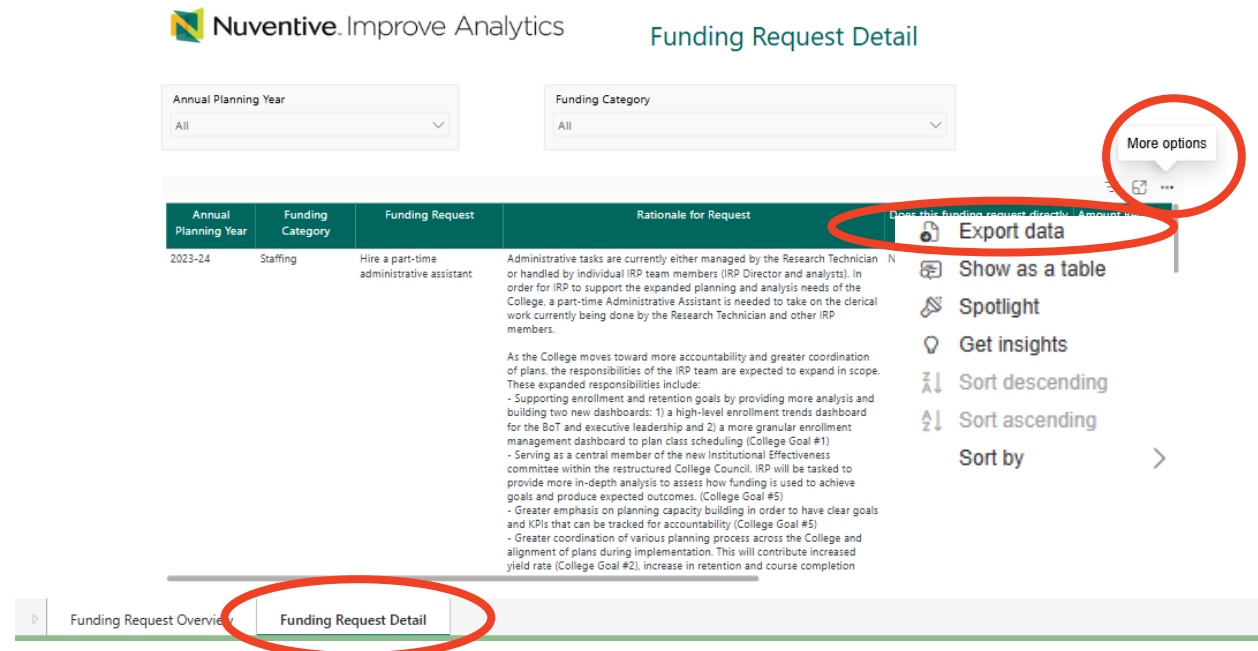
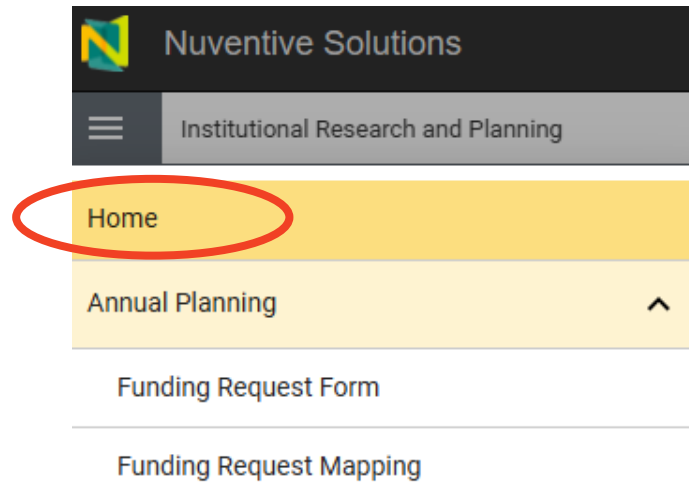
- Amount Requested:** 40,000
- 2025-26 Divisional Priority Ranking:**

# How to Export Funding Request Data

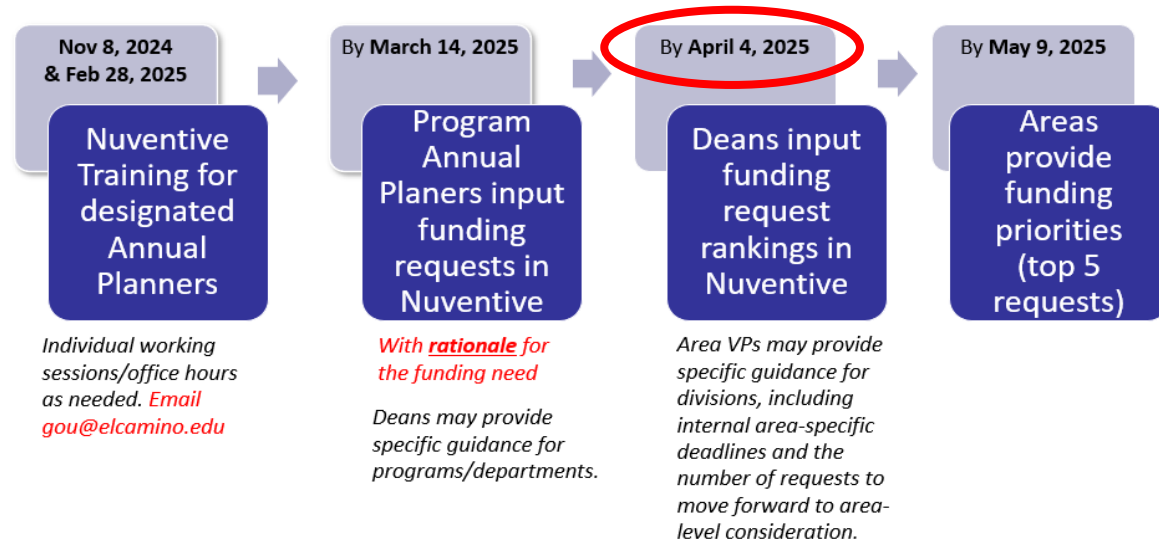
To export funding request information, select “Home” in the main menu.



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.

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

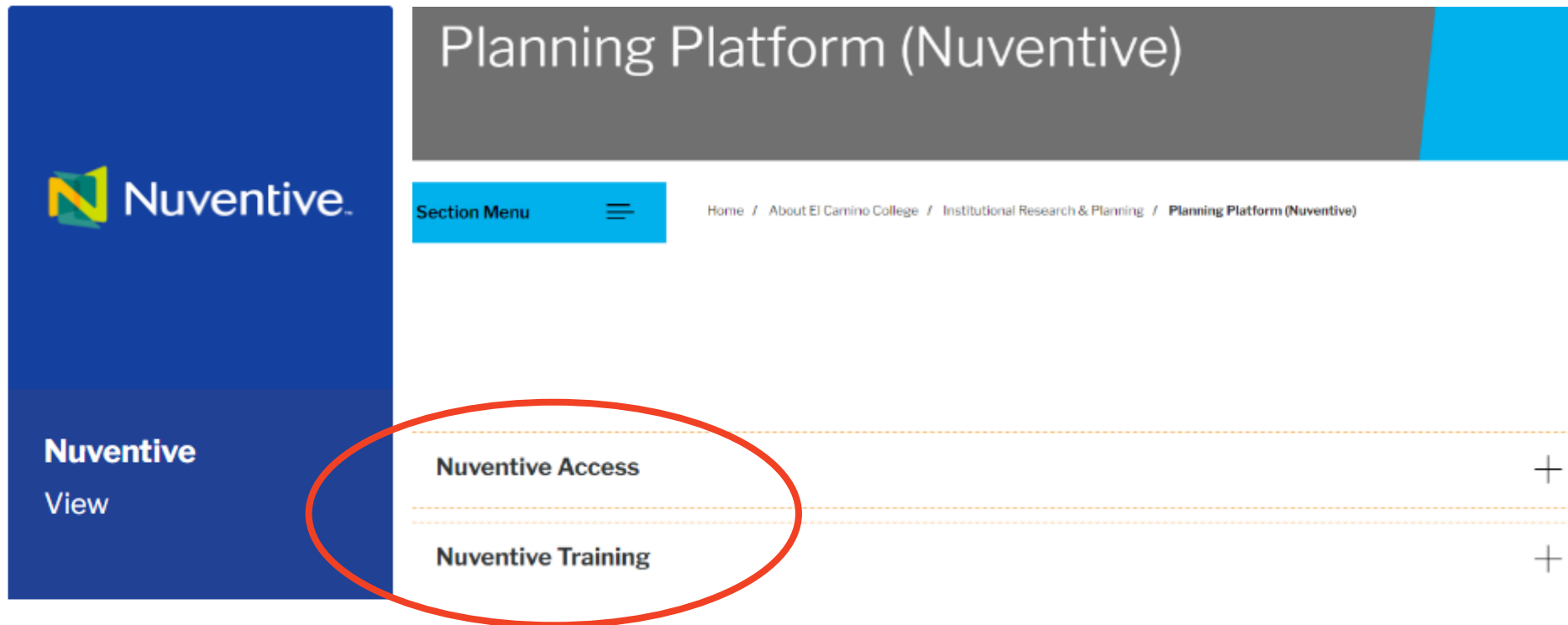


# Next Steps

---

# 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](mailto:dhong@elcamino.edu))

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

## Administrative Services:

Shobhana Warriar ([swarrier@elcamino.edu](mailto:swarrier@elcamino.edu))

## Student Services:

Jose Acevedo ([jacevedo@elcamino.edu](mailto:jacevedo@elcamino.edu))

## Human Resources:

Roxanne McCoy ([rmccoy@elcamino.edu](mailto:rmccoy@elcamino.edu))



Questions?

THANK YOU!

EL CAMINO COLLEGE