FY2024-25 Annual Planning
Nuventive Improve Training

DECEMBER 8, 2023

Purpose of this meeting

- Share with annual planners 2024-25 goals and introduce 2024-25 annual planning process
- Learn how to navigate the Nuventive Annual Planning module

2024-25 Goals

2022-25 Strategic Enrollment Management Plan Goals

Increase **FTES**

(Enrollment of full-time equivalent students)

Increase **ENGAGEMENT**

(Improve admissions to enrollment yield rate and the percent of students enrolled in 12+ units)

Increase student **RETENTION** or course **SUCCESS**

Increase completion of **DEGREES or CERTIFICATES** or **TRANSFERS**

Goals to ensure covering operational, and risk, safety and liability needs

Organizational **EFFECTIVENESS**

(ensure operations continue efficiently for the sustainability of the College)

Risk, Safety, Liability

** Priority every year*

(Same goals used last year. They are in Nuventive under Funding Request, Mapping)

2024-25 Annual Planning & Budgeting process

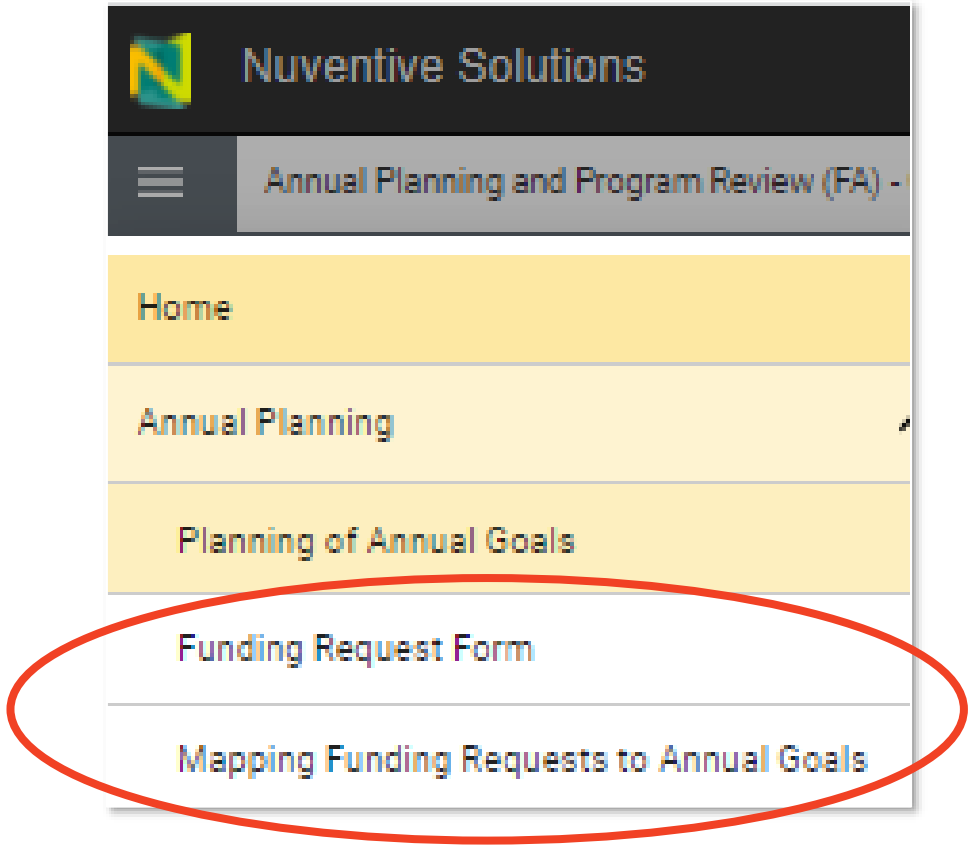
- Nuventive is available now for 2024-25 Annual Planning.
- Deadline for submissions will be in the Spring 2024 semester. More specific information regarding the 2024-25 process will be communicated in the Spring.
- An additional similar training will take place at the beginning of the Spring 2024 semester.

NOTE: Resubmitting Funding Requests

- To resubmit a funding request: update the submission **year** and **rationale** to clarify alignment to the 2024-25 Goals.
- Requests that require more than these two changes may be submitted as a new request.

Nuventive Overview

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



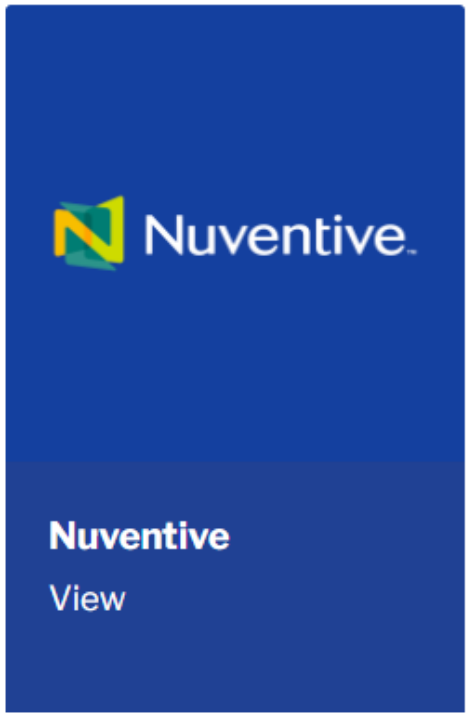
Nuventive Access & Log-in

Logging in with URL

https://solutions.nuventive.com/

Logging in through IRP website

The log-in link can also be found in the IRP website . Click on the Nuventive button below for quick access to the New Nuventive Improve 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.

Select Your Office or Program Name

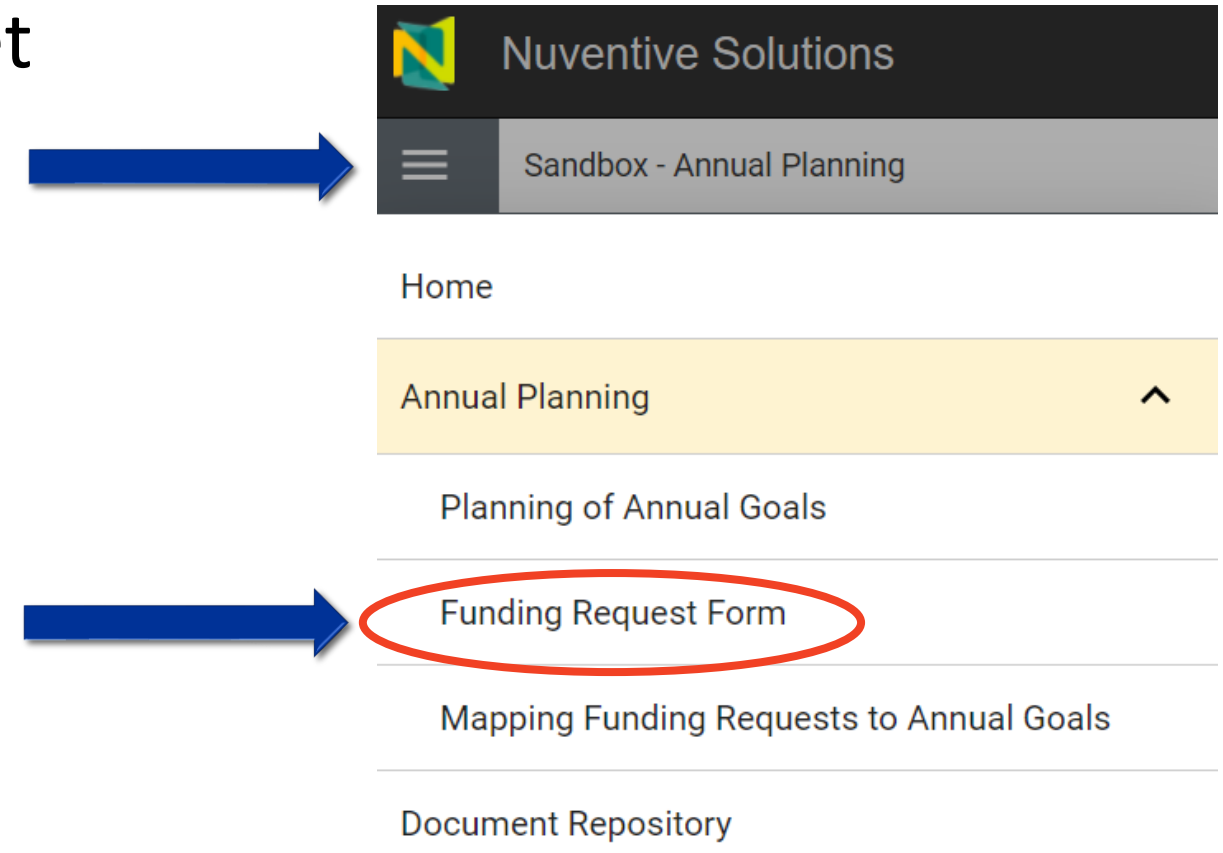
Select your office or program name by either typing in the name or by clicking the dropdown arrow to view the list.

Resubmitting Funding Requests

Funding Request Form

Click on the hamburger to get to the Home screen.

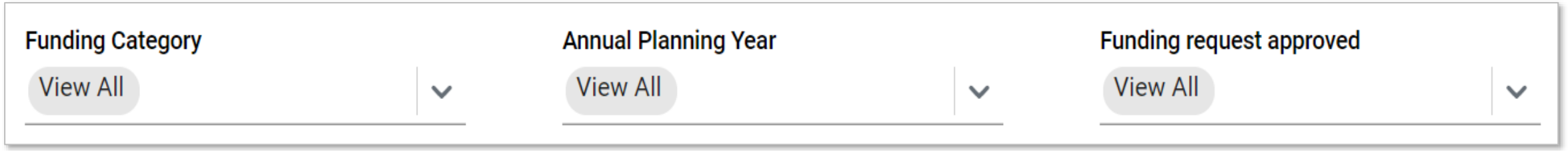
Click on Annual Planning and then **Funding Request Form**



Reviewing Funding Requests

To review existing funding requests:

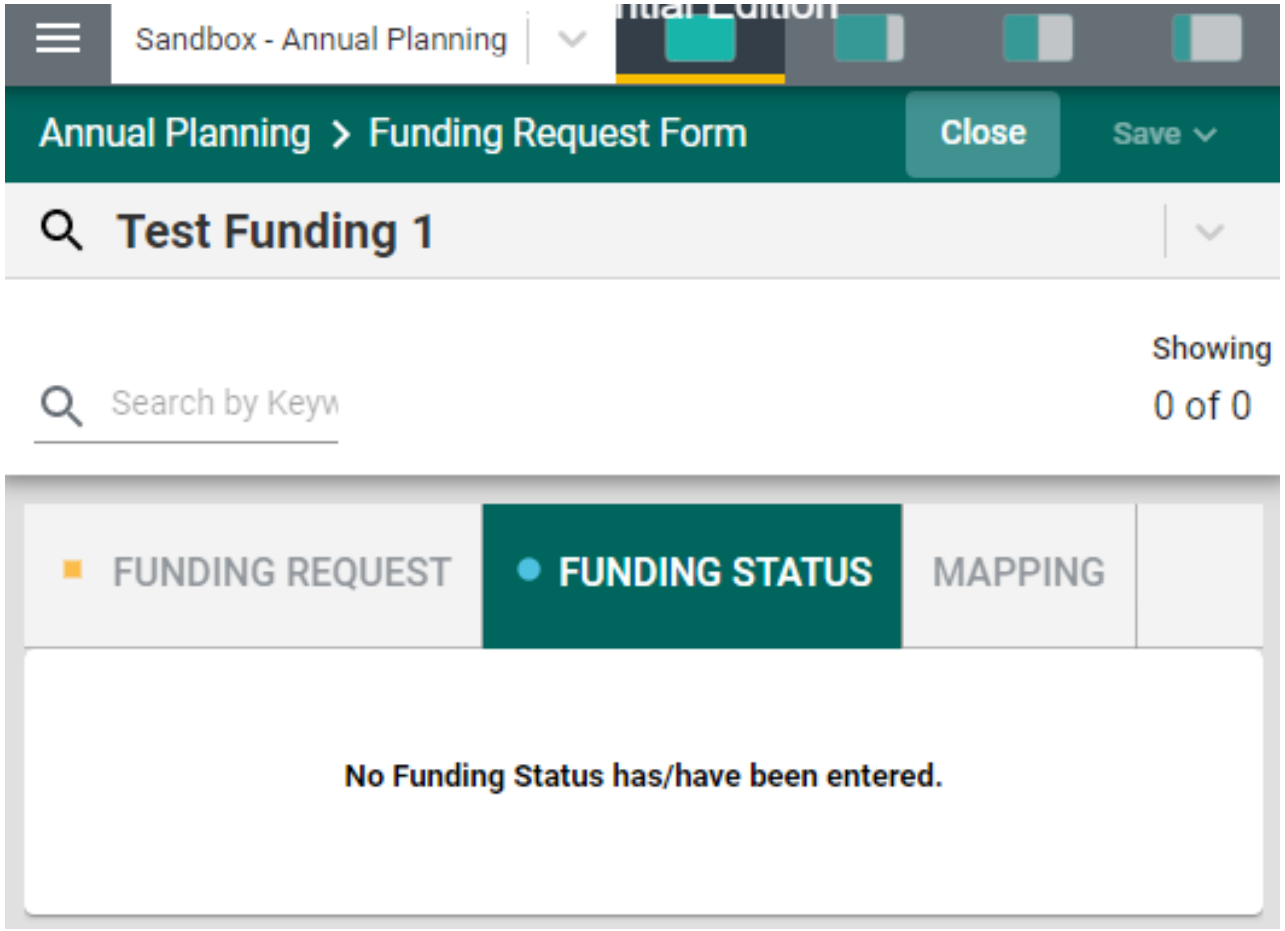
- Use the filters to view funding request cards previously entered by selecting the funding category and/or annual planning year.



If a funding request from a previous year was approved, the “Funding request approved” filter should say **YES**.

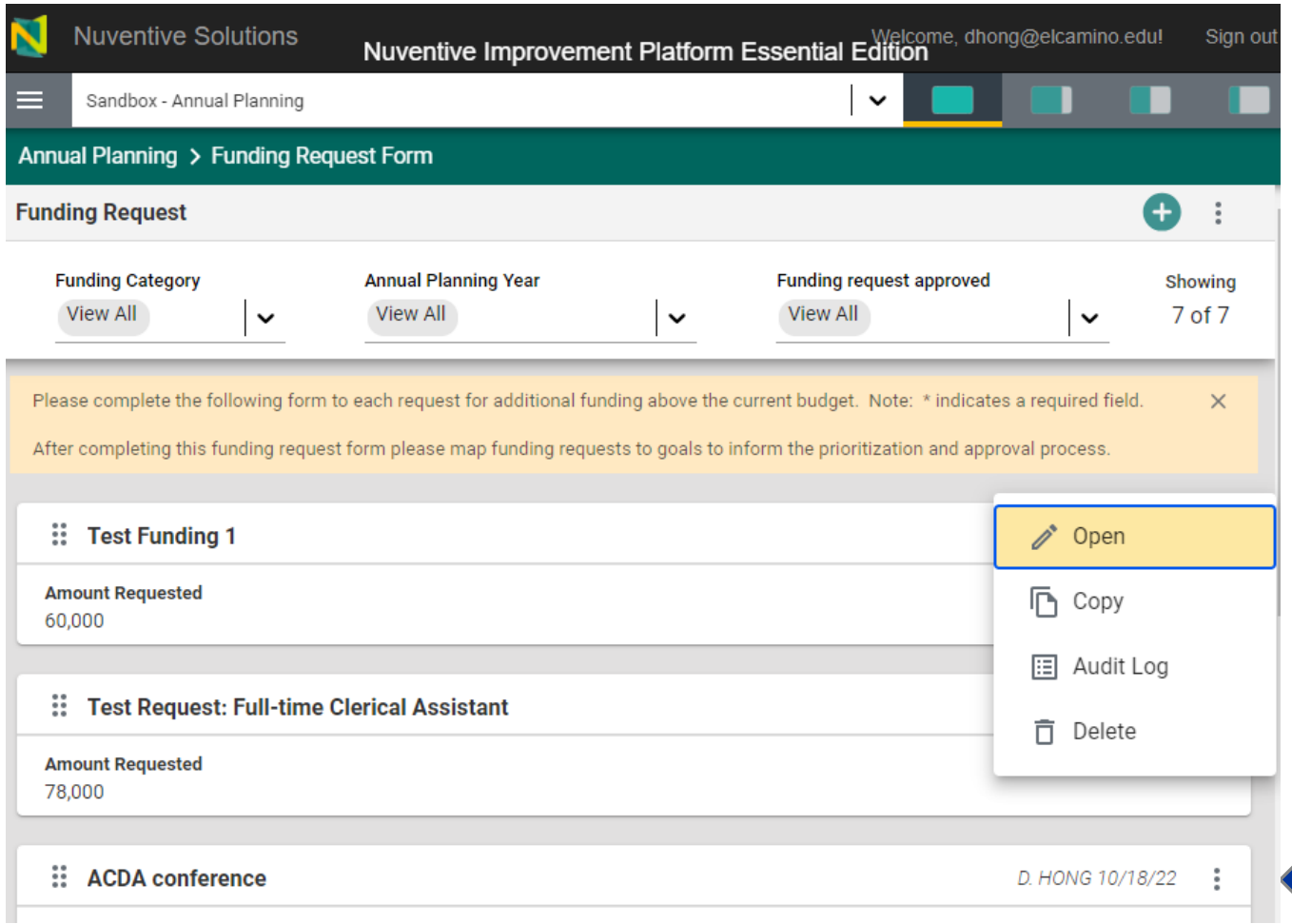
Please do not use the **NO** filter. If the Funding request was not approved in previous years, the approval status would be **blank**.

Determining Funding Approval Status



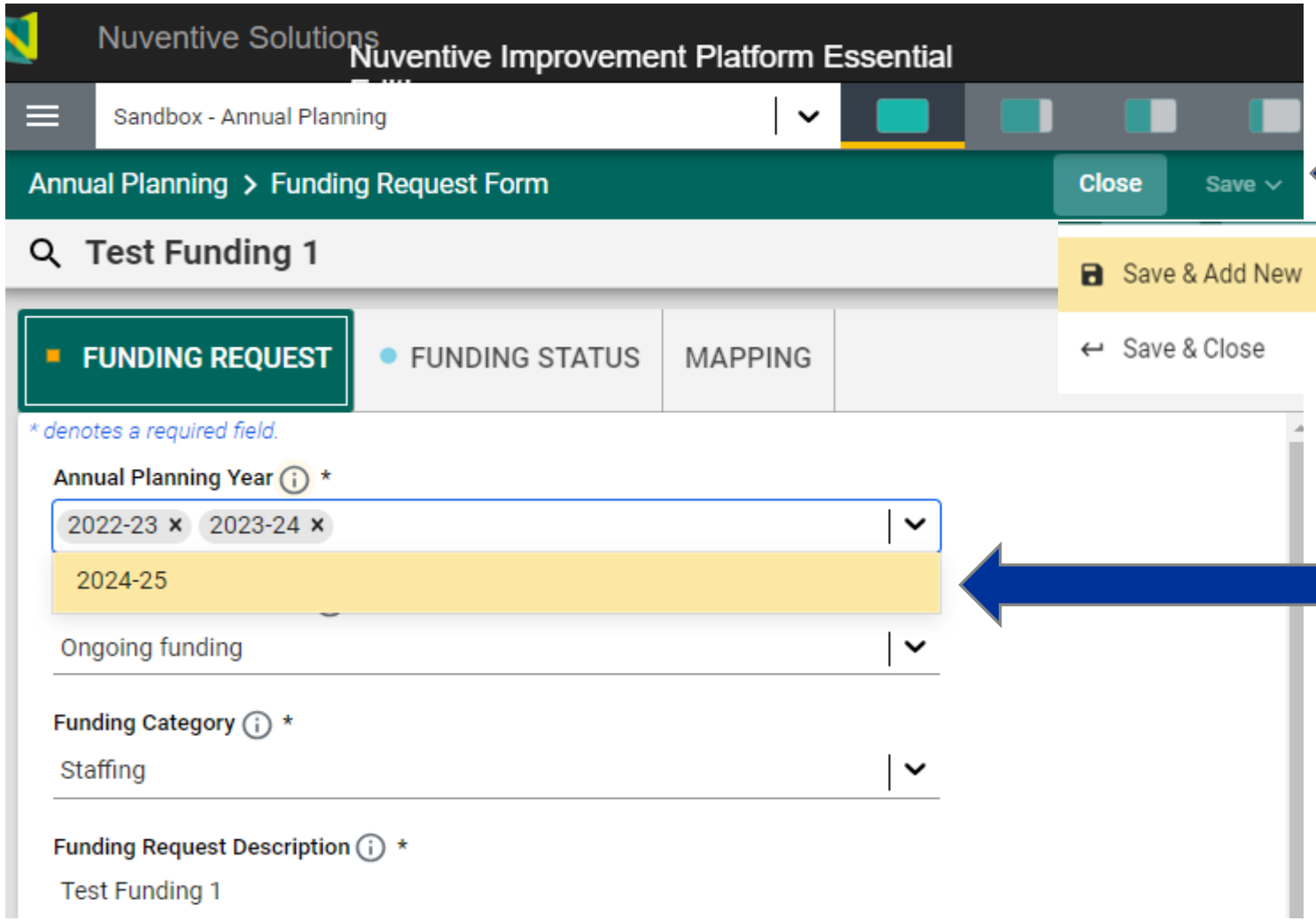
- If the funding request was approved for funding in 2023-24, the Funding Status tab will be populated.
- If the Funding Status tab is blank, the funding request was not approved in 2023-24.

Resubmitting Funding Requests



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: How to Enter a New Annual Planning Year

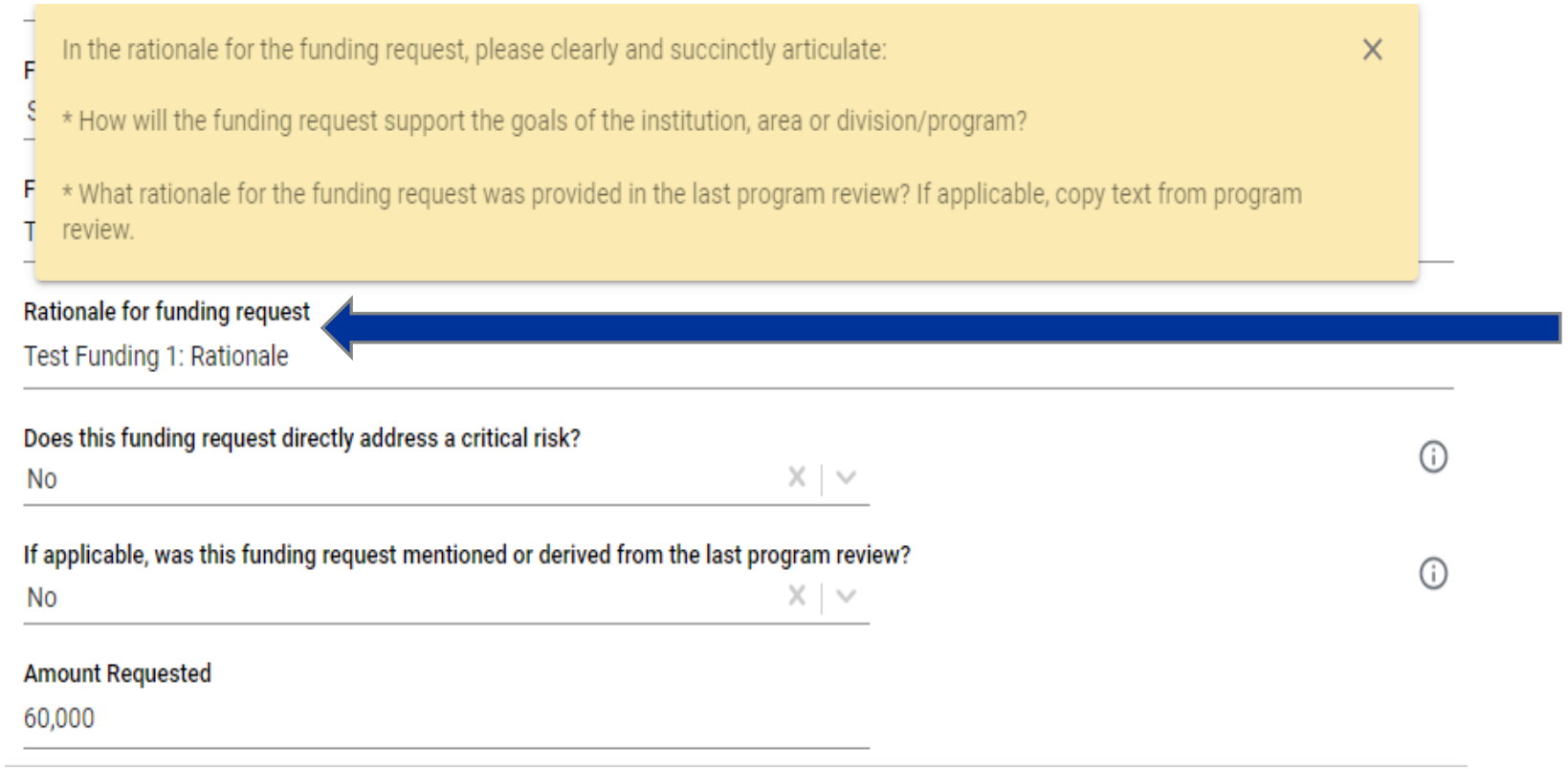


The Save function only works when all required fields (indicated with *) have been completed.

To resubmit a funding request :

- Add 2024-25 to the annual planning year field. Keep the previous years in the field.

Resubmitting Funding Requests: Updating Funding Request Rationale

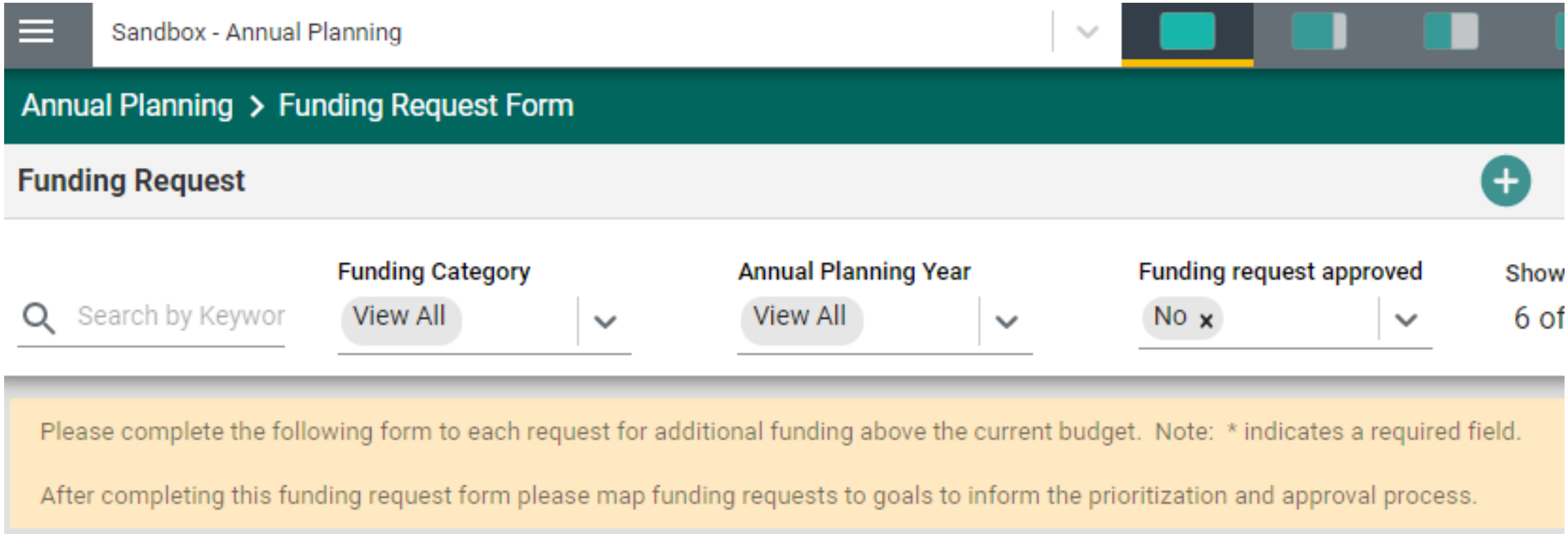


Be sure to provide a clear rationale for your funding request by including an explanation of how it supports the 2024-25 goals. The goals can be found in the Mapping tab.

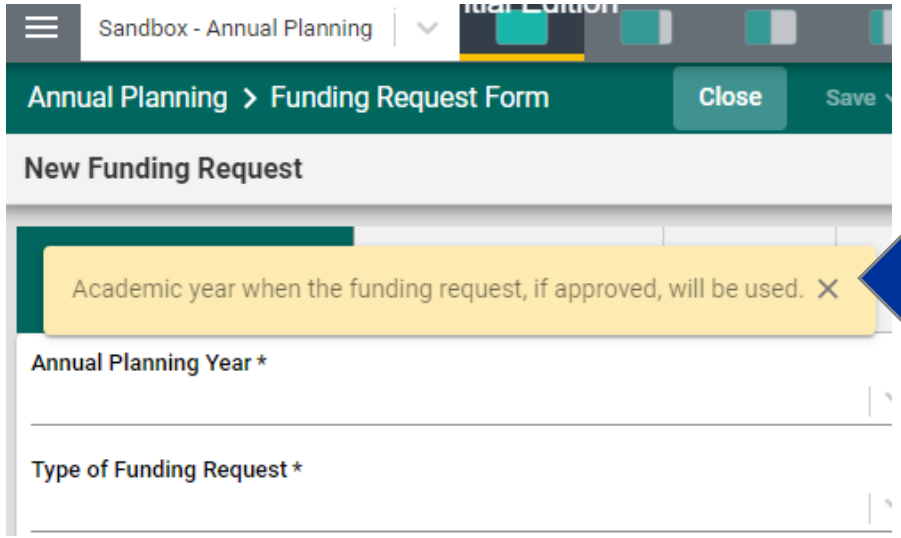
Submitting New Requests

Entering New Funding Request

Click ⊕ to add a new funding request

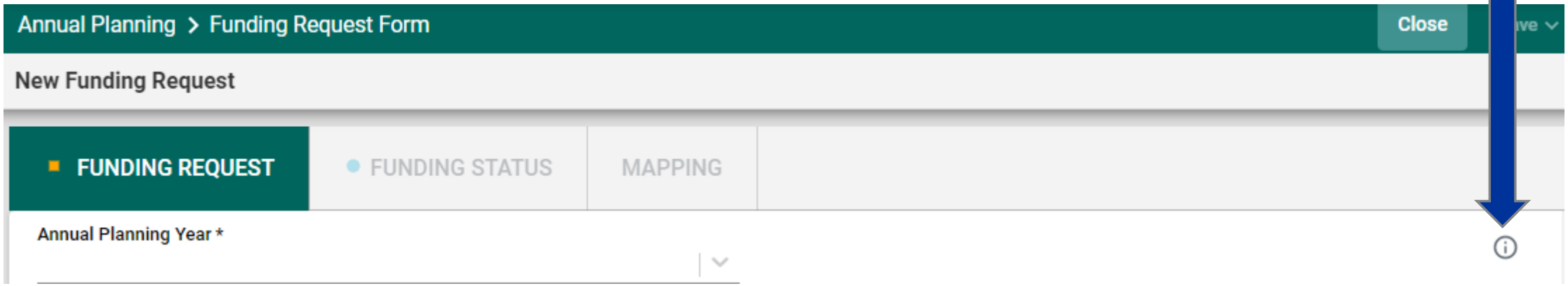


Category Descriptions

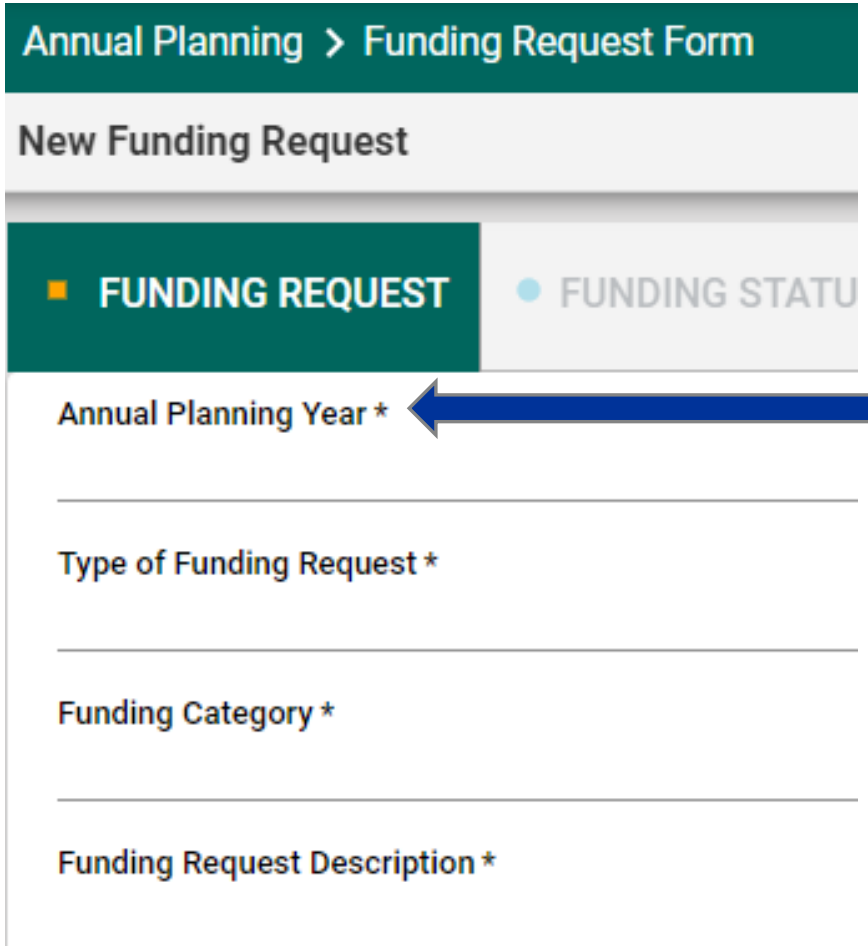


- A description will appear the first time you click in the white space under each category field.
- Click “x” to hide the description box.

Click ⓘ to access the description again.



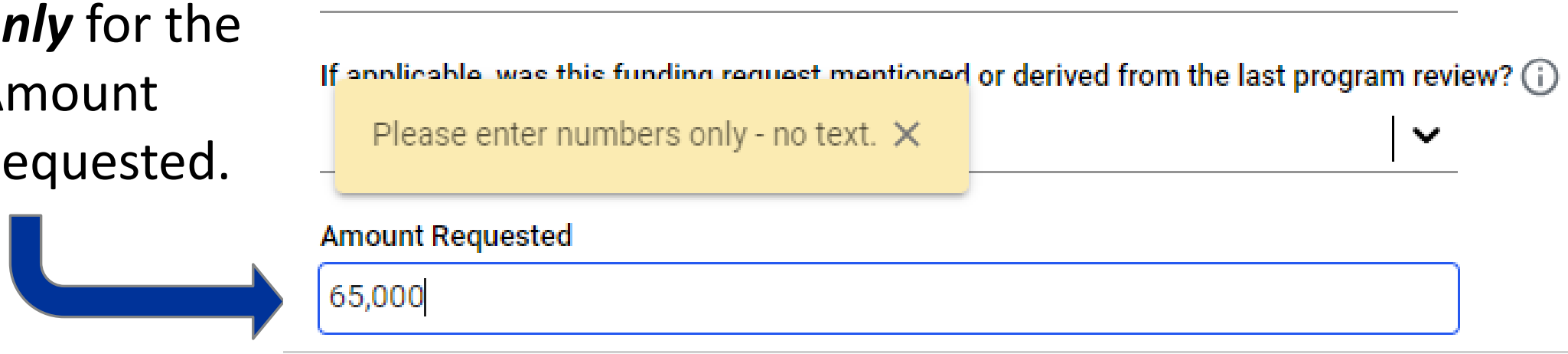
Required Fields



* Indicates a required field

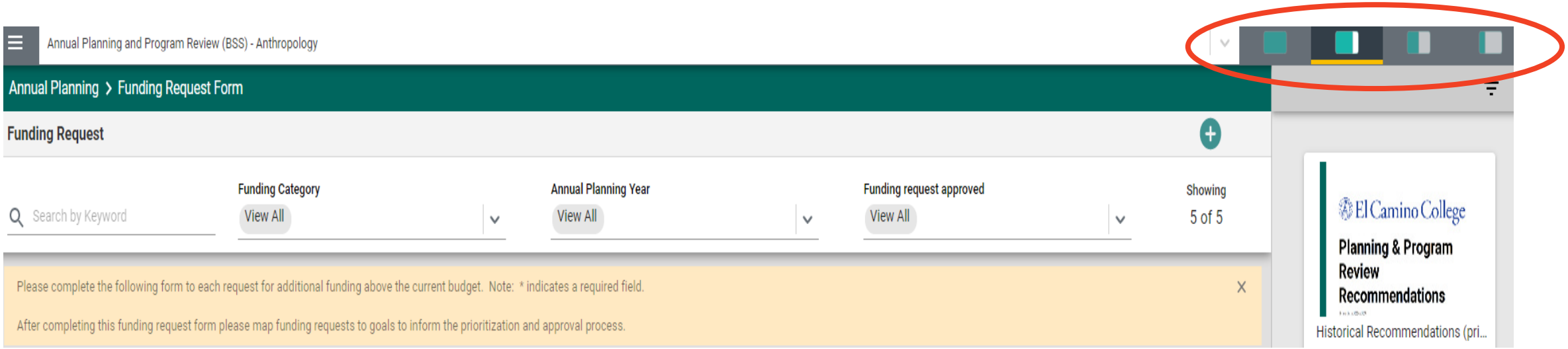
Funding Request Form (Amount Requested)

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



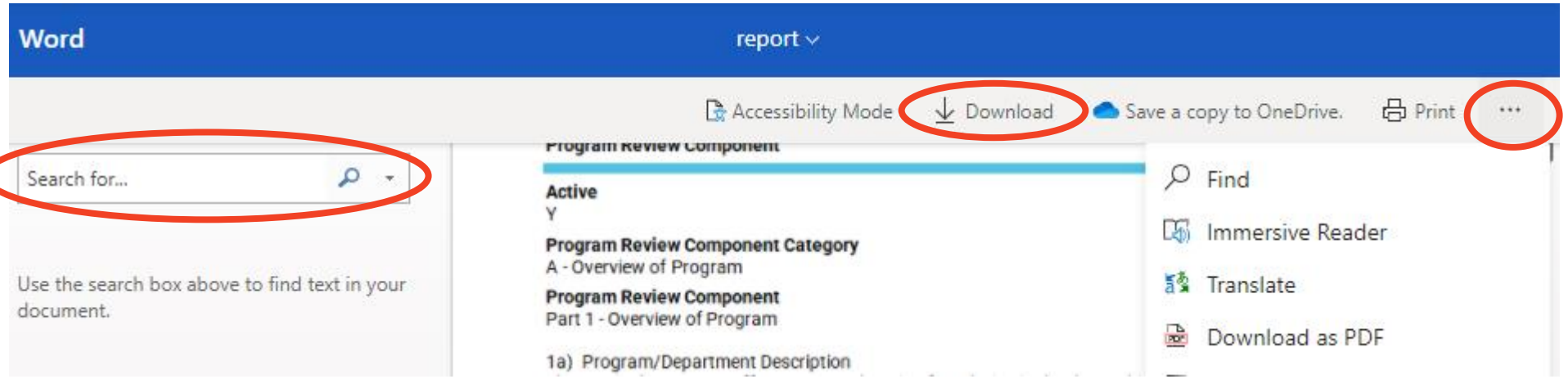
For Academic Affairs & Student Services: Historical records from TracDat*

- All 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 bar.



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

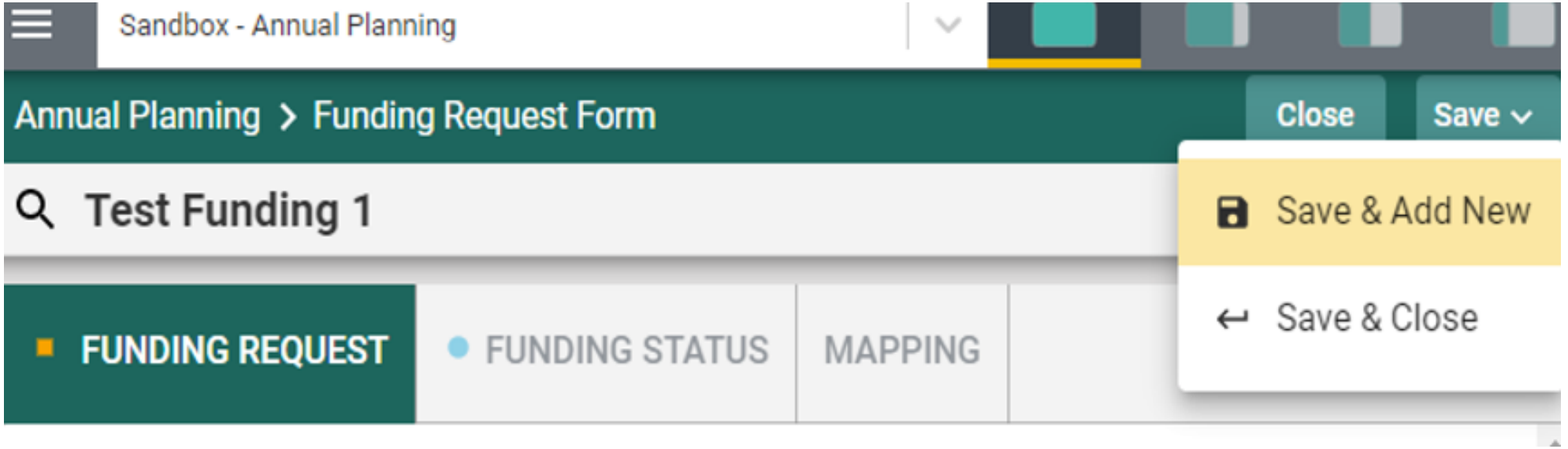
For Academic Affairs & Student Services: Historical records from TracDat



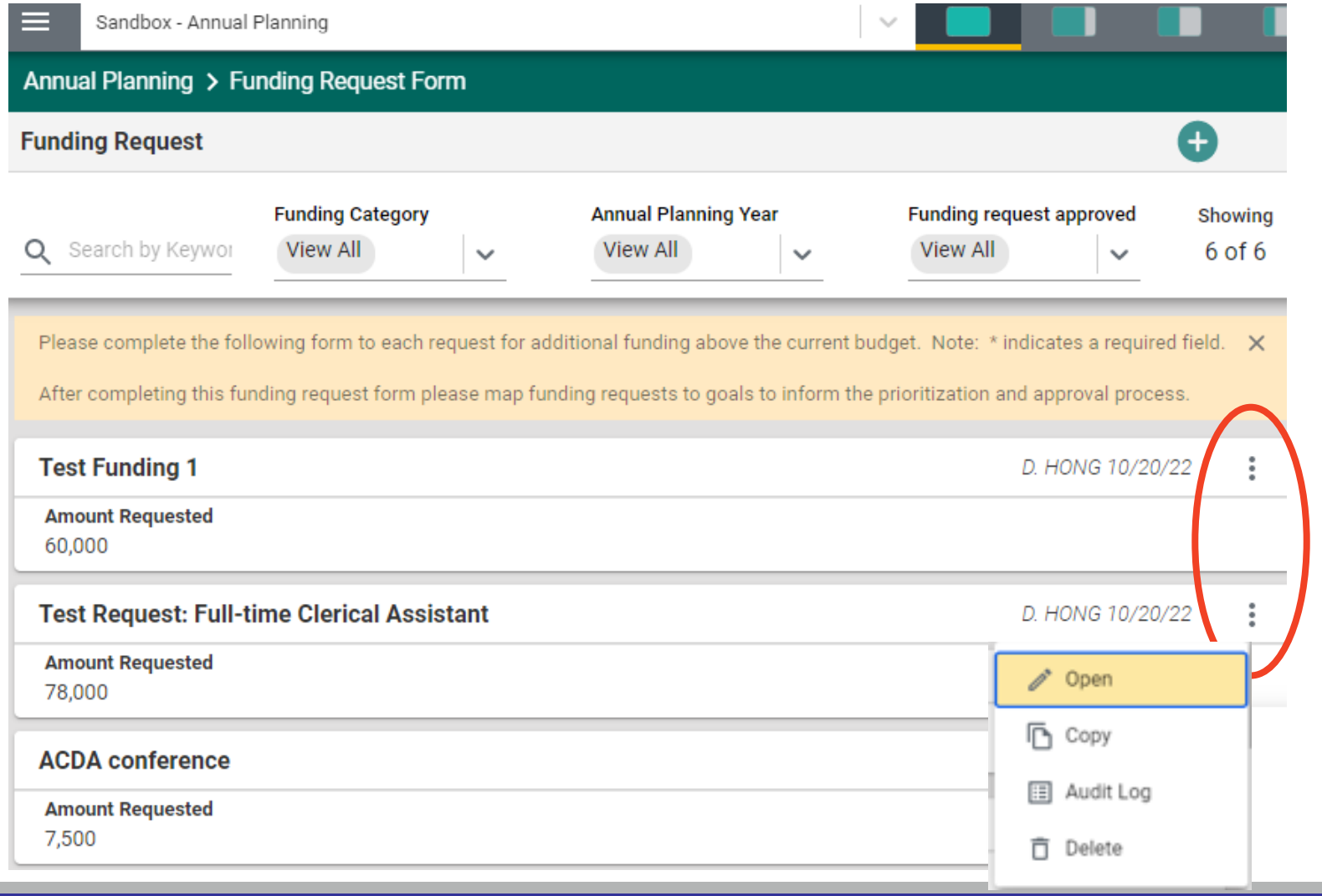
When the document opens, either **download** the document OR click on the three dots on the top right corner **(…)** and select **Find** to search for key words.

Save your work

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



Open a Funding Request



- 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 2024-25 Goals

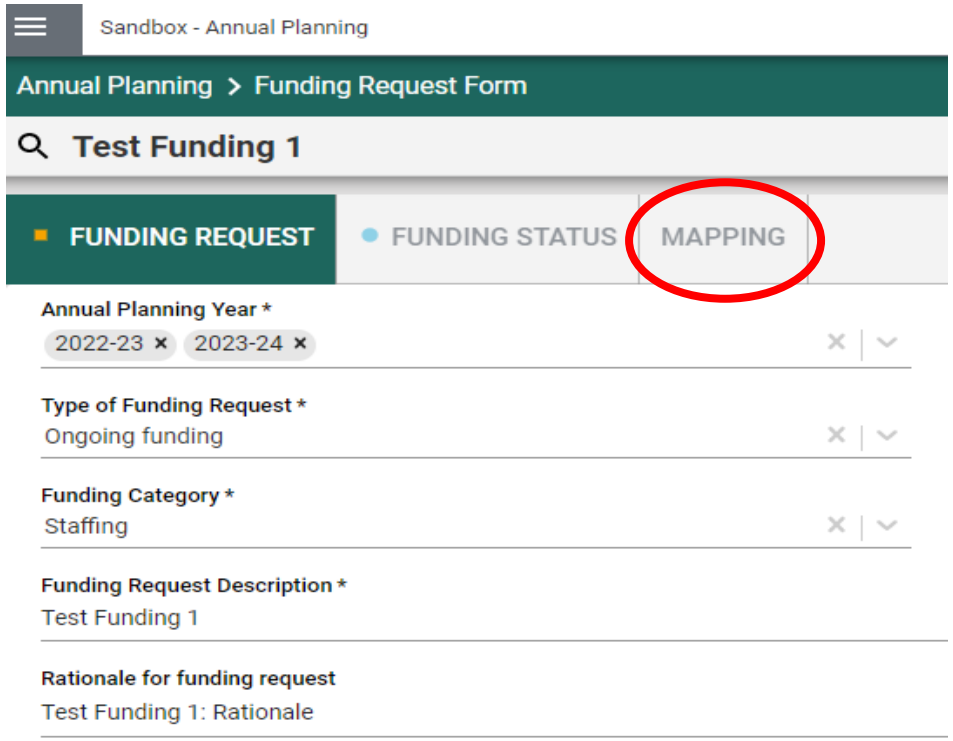
Mapping Funding Requests to Goals

Purpose of mapping: To provide information about how the funding request will support one or more of the 2024-25 goals.

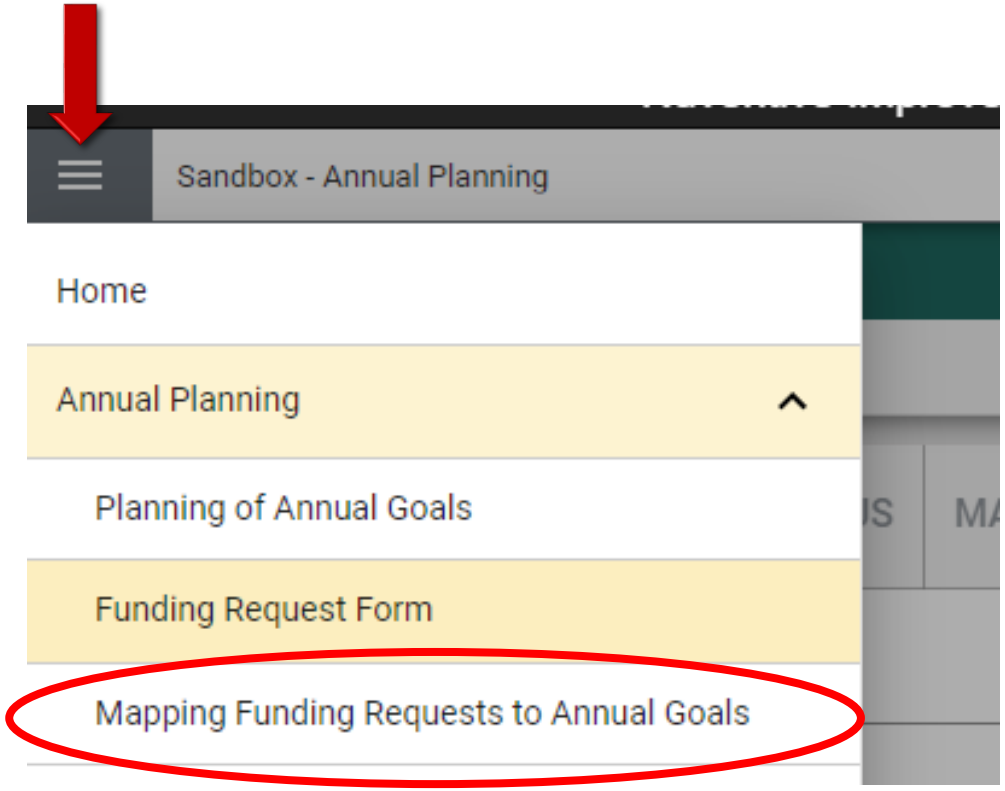
Although one funding request may be mapped to more than one goal, **please only map to the goal(s) that this funding request contributes most directly to.**

Mapping Form Access

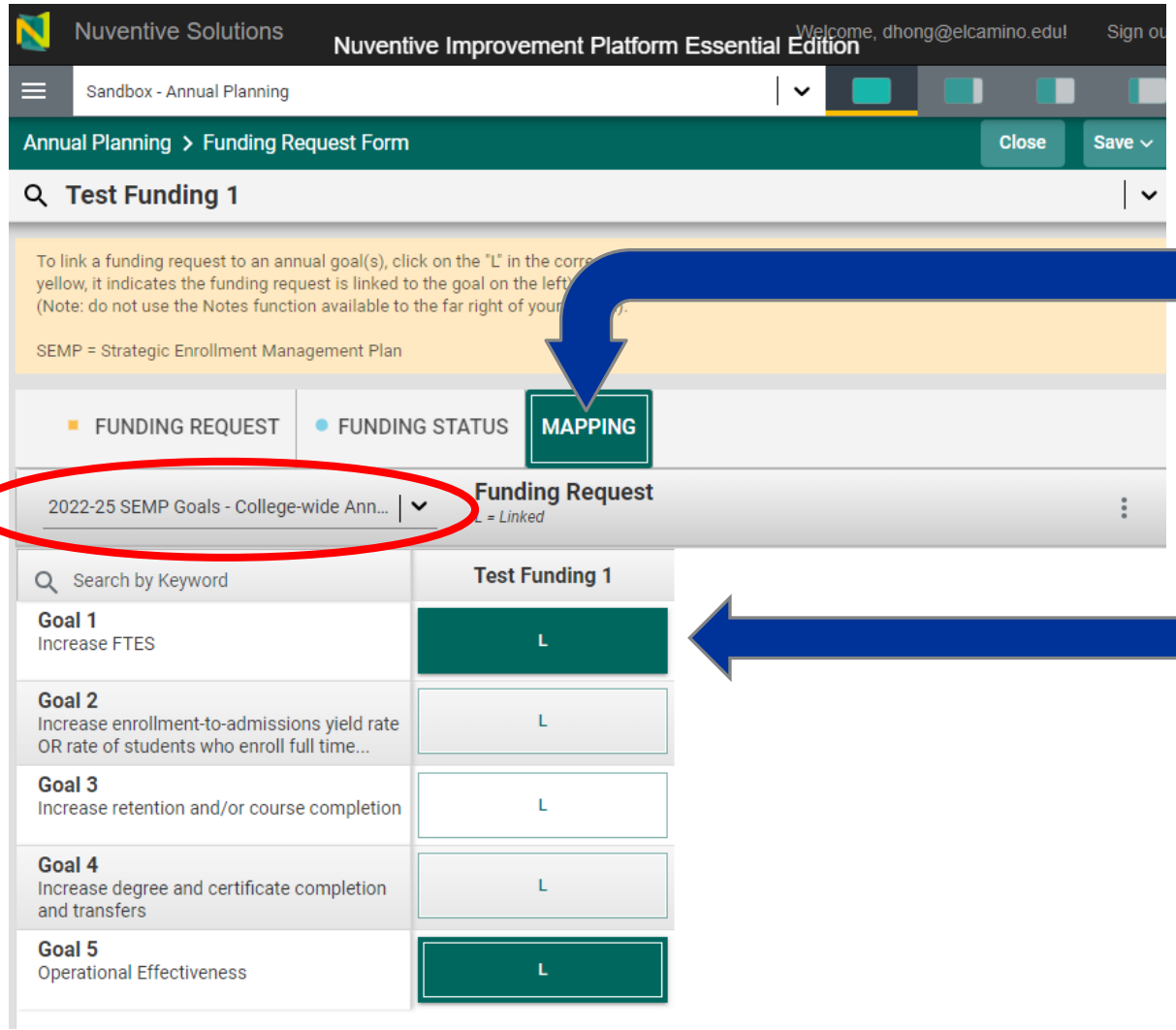
One way to access the Mapping form is to click on “Mapping” within the Funding Request Form.



Another way to access the Mapping form is to click on Mapping Funding Requests to Annual Goals.



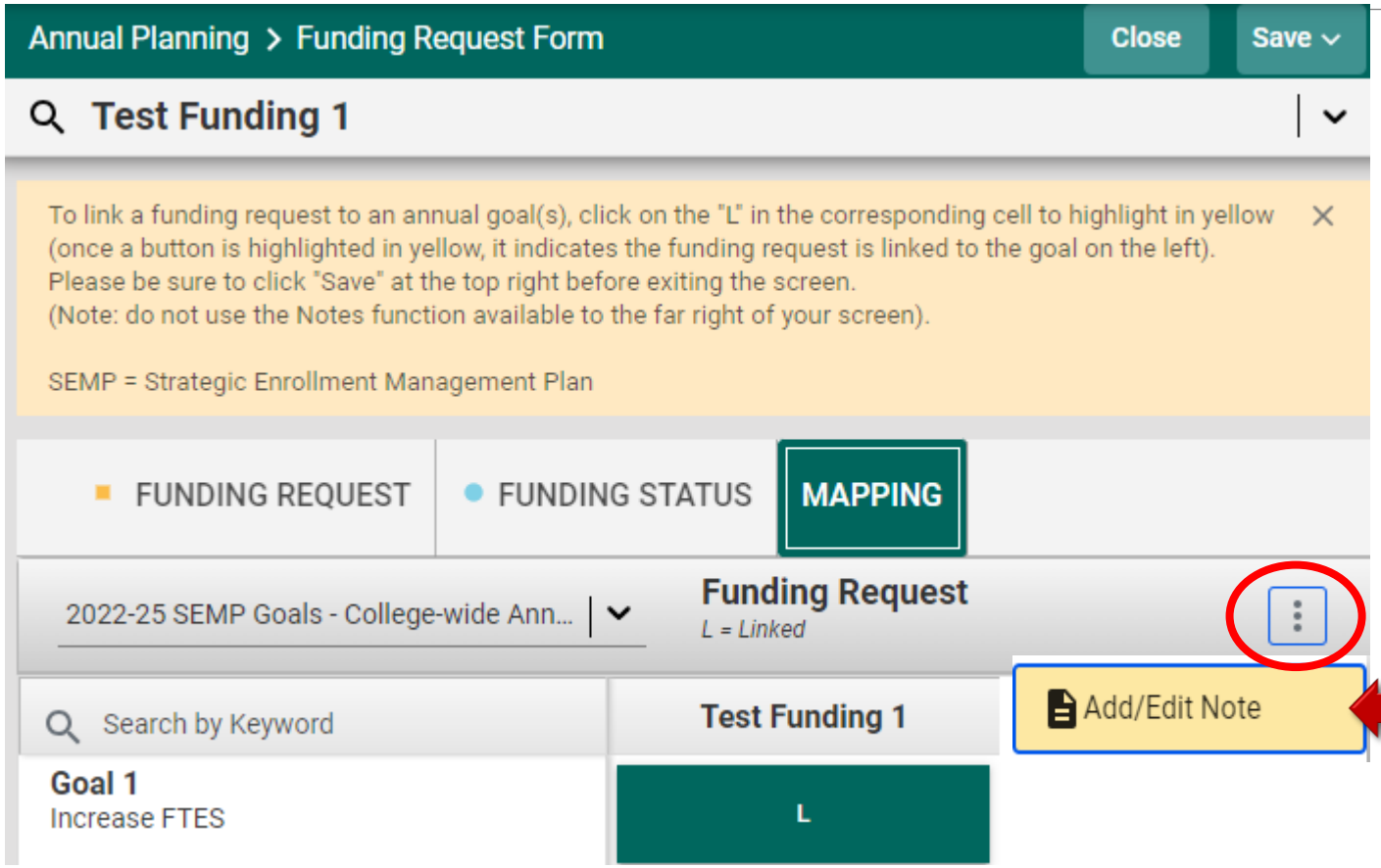
Mapping Funding Requests to Goals



Select 2022-25 SEMP Goals from this dropdown box. There are five 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

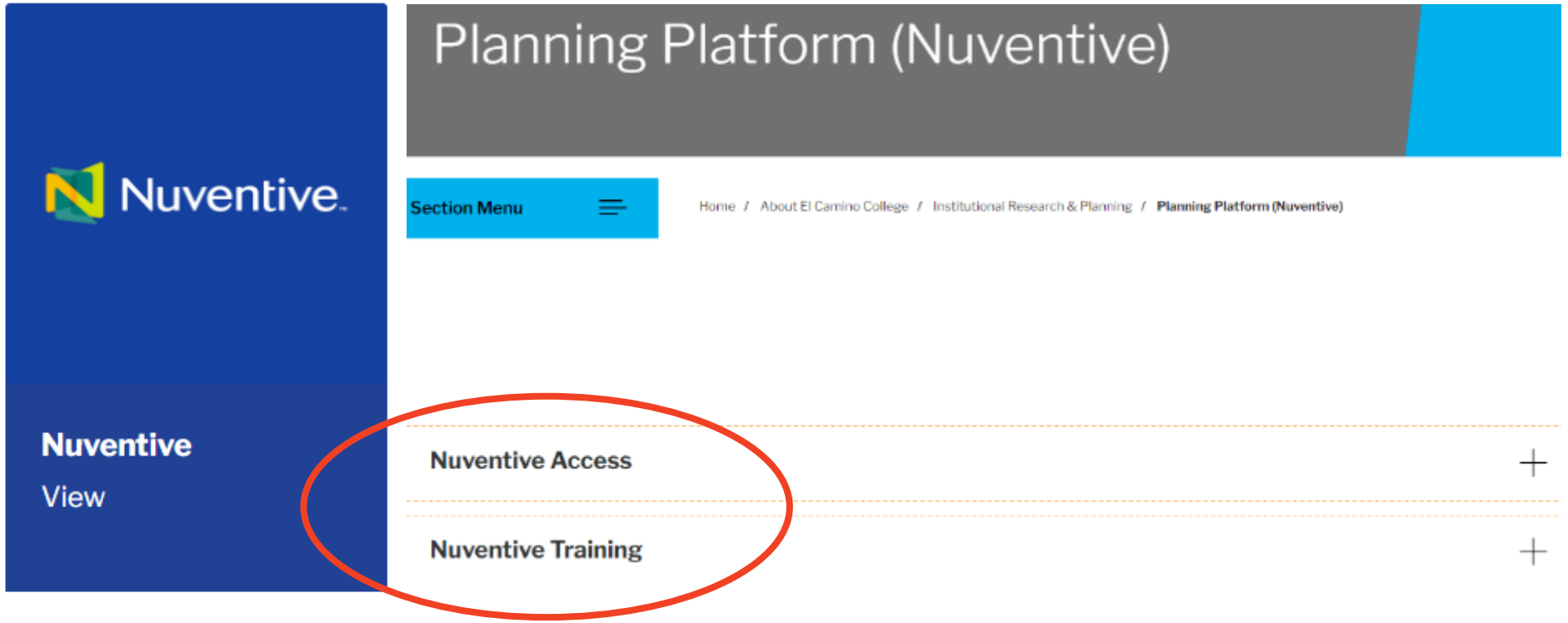


Please Do Not Use this Add/Edit Note feature

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)

Grace Ou (gou@elcamino.edu)

Administrative Services:

Shobhana Warrier (swarrier@elcamino.edu)

Student Services:

Jose Acevedo (jacevedo@elcamino.edu)

Parrish Geary (pgeary@elcamino.edu)

Human Resources:

Roxanne McCoy (rmccoy@elcamino.edu)

Thank You

Questions?