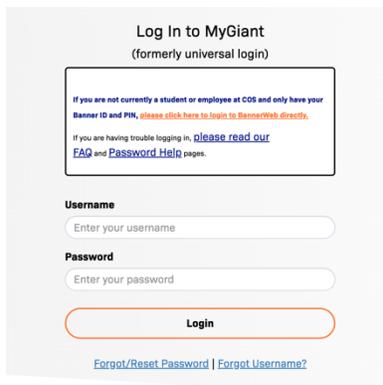


Nuventive Improve Program Review Guide

1. Opening Program Review



To begin, sign in to your MyGiant portal (<https://mygiant.cos.edu/>).



Locate the Nuventive “Improve” Icon

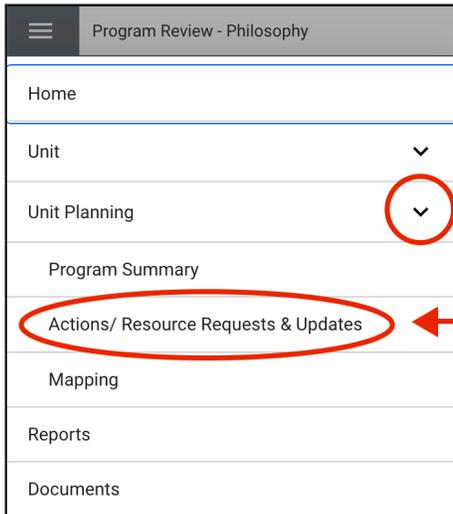
Select the drop-down menu and select “Program Review...”



2. Updating Existing Actions

Open Actions Page

Click the triple-bar icon to open the drop-down menu.

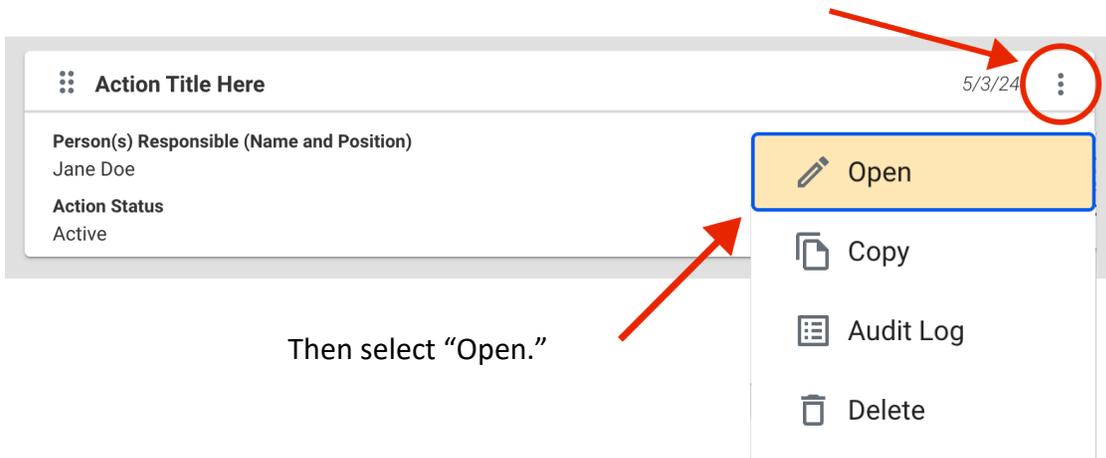


Click the "Unit Planning" drop-down menu.

Then select "Actions / Resource Requests & Updates."

Open Existing Action

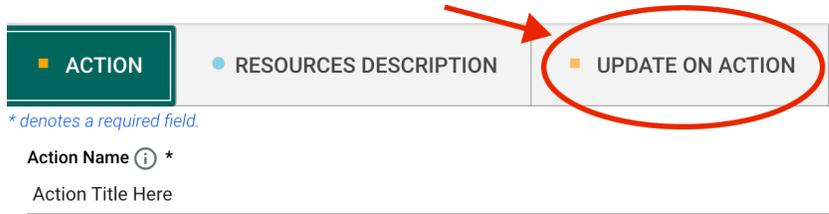
To open an existing action, first click the triple-dot icon.



Then select "Open."

Add Update to Action

Click "Update on Action."

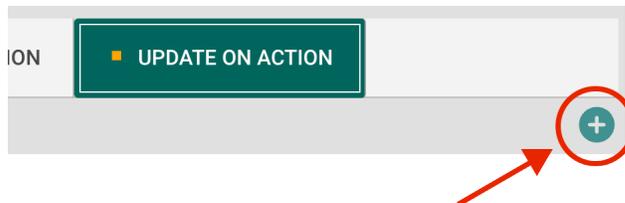


The screenshot shows a form with three tabs: 'ACTION', 'RESOURCES DESCRIPTION', and 'UPDATE ON ACTION'. The 'UPDATE ON ACTION' tab is selected and circled in red. Below the tabs, there is a text input field for 'Action Name' with an information icon and an asterisk, and another text input field for 'Action Title Here'.

* denotes a required field.

Action Name ⓘ *

Action Title Here

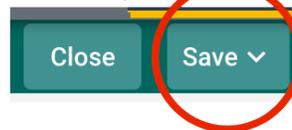


The screenshot shows the 'UPDATE ON ACTION' tab selected. A plus sign icon is circled in red and has an arrow pointing to it from the text below.

To add a new update, click the plus sign icon (right-hand side).

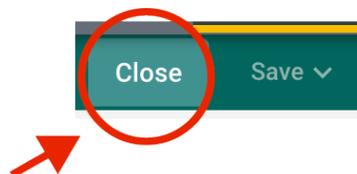
After adding the update, click "Save" (top-right corner).

Then click "Close."



The screenshot shows the 'Close' and 'Save' buttons. The 'Save' button is circled in red and has an arrow pointing to it from the text above.

To exit this action, and return to the Actions page, click "Close" again.

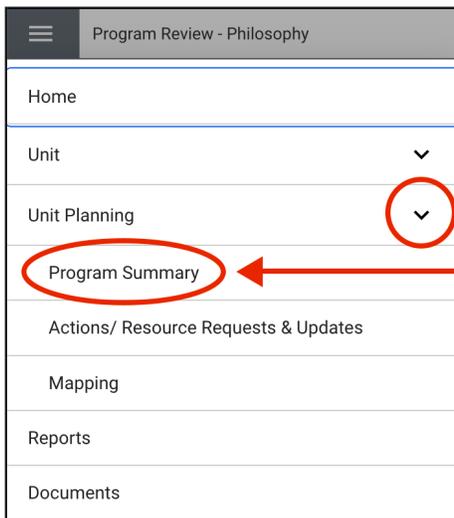


The screenshot shows the 'Close' and 'Save' buttons. The 'Close' button is circled in red and has an arrow pointing to it from the text above.

3. Program Summary

Starting a New Program Summary

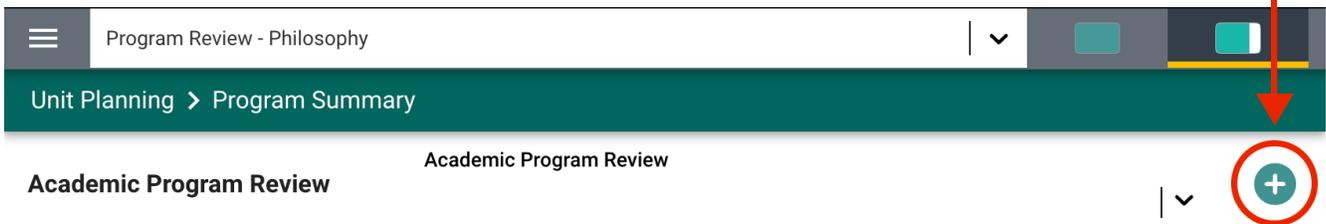
Click the triple-bar icon to open the drop-down menu.



Click the "Unit Planning" drop-down menu.

Then select "Program Summary."

To begin a new program summary, click the green plus sign icon.*



*Note: Only one summary can be created per academic year. If a summary already exists for the current year, this green plus icon will not be displayed.

Filling Out the Program Summary

First, complete the strengths, improvements, and challenges sections.

Strengths	}	Data to support strengths and improvements can be found in the Program Review & Planning Dashboard (Link) .
Improvements		
Challenges		

After completing this section, save your progress.



Second, evaluate your progress on your SLO/SAO and PLO achievement, and report any changes you may have made as a result.

Student Learning (or Service Area) Outcomes	}	Before completing this section, you may want to review your assessment data. To do so, select the drop-down menu and select the desired area.
Program Level Outcomes		

A screenshot of a web application interface. At the top, there is a header bar with a hamburger menu icon on the left and a title "Program Review - Philosophy" followed by a drop-down arrow icon. Below the header, there is a section titled "Assessment Units" with a small icon to its left. Underneath, there is a list of three items: "PLO (SOCS-PHIL) - Philosophy - AA-T", "Program Review - Philosophy" (highlighted in yellow), and "SLO (SOCS) - Philosophy PHIL". A red arrow points to the drop-down arrow icon in the header, and another red arrow points to the "Program Review - Philosophy" item in the list.

Third, complete the outcome cycle evaluation.

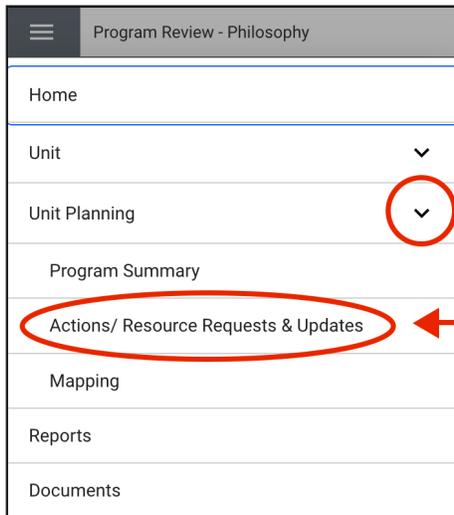
Outcome Cycle Evaluation	}	For information on assessment cycles, see the linked document: "What is an Assessment Cycle?"
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After completing your summary, save and close.



4. Adding New Actions

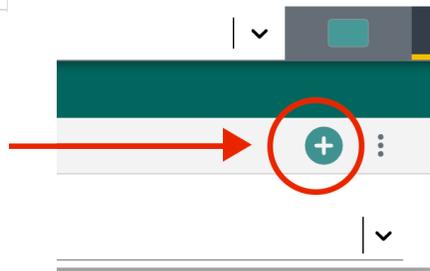
Click the triple-bar icon to open the drop-down menu.



Click the "Unit Planning" drop-down menu.

Then select "Actions / Resource Requests & Updates."

Add an action by clicking the green plus sign icon (top-right corner).



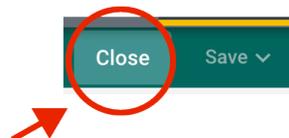
Fill in all required fields (Action Name, Description, Status, Implementation Timeline, etc.)

A screenshot of the "ACTION" form. The form has two tabs: "ACTION" (selected) and "RESOURCES DESCRIP". Below the tabs, there is a note: "* denotes a required field." The form fields are: "Action Name" (required), "Action" (required), "Action Status" (required), and "Implementation Timeline".

IMPORTANT: After entering the required information, click "Save" (top-right corner).

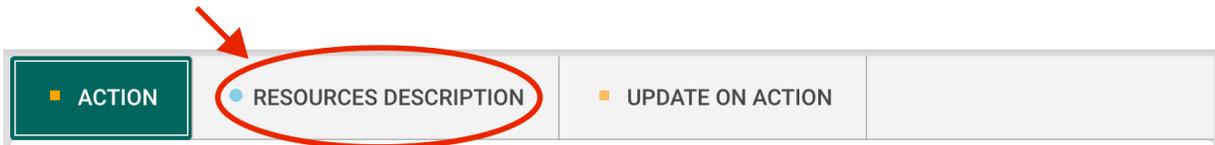


If the action **WILL NOT INCLUDE** a resource request, click "Close" to exit this action and return to the Actions page.

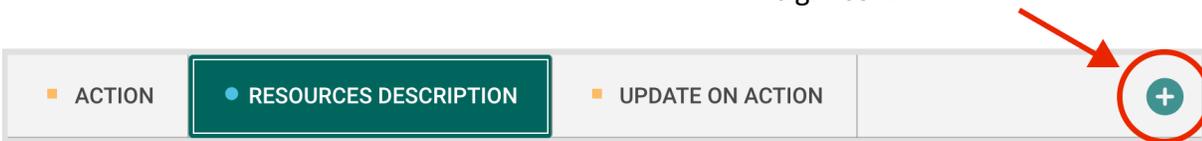


Adding Resource Request to an Action

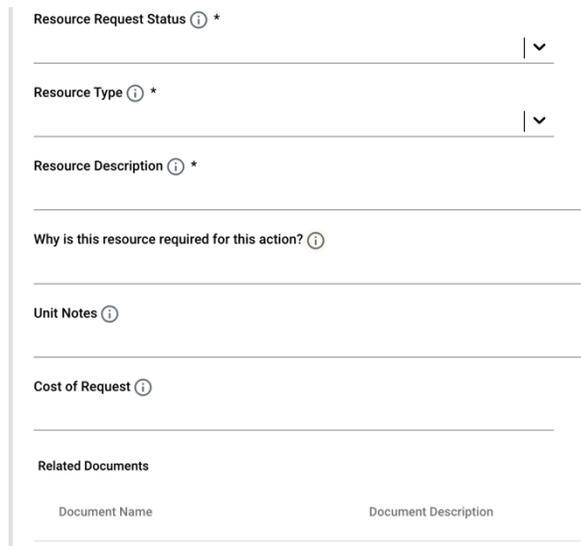
If the action **WILL INCLUDE** a resource request, click “Resource Description.”



Then click the plus sign icon.



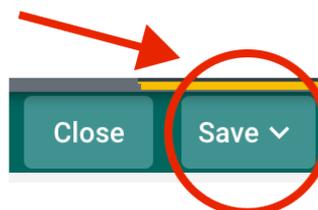
Fill in all required fields.



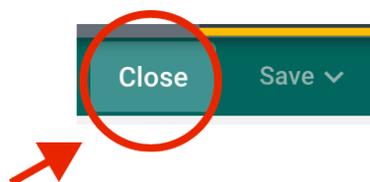
A form with the following fields:

- Resource Request Status ⓘ *
- Resource Type ⓘ *
- Resource Description ⓘ *
- Why is this resource required for this action? ⓘ
- Unit Notes ⓘ
- Cost of Request ⓘ
- Related Documents table with columns: Document Name, Document Description

IMPORTANT: After entering the required information, click “Save” (top-right corner).

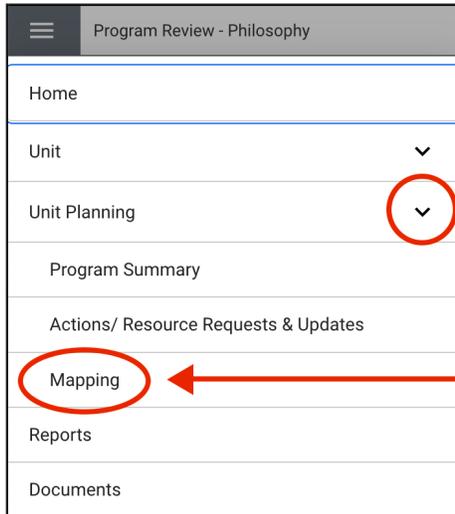


Click “Close” to exit from this resource request.



5. Mapping Actions to District Objectives and PLOs

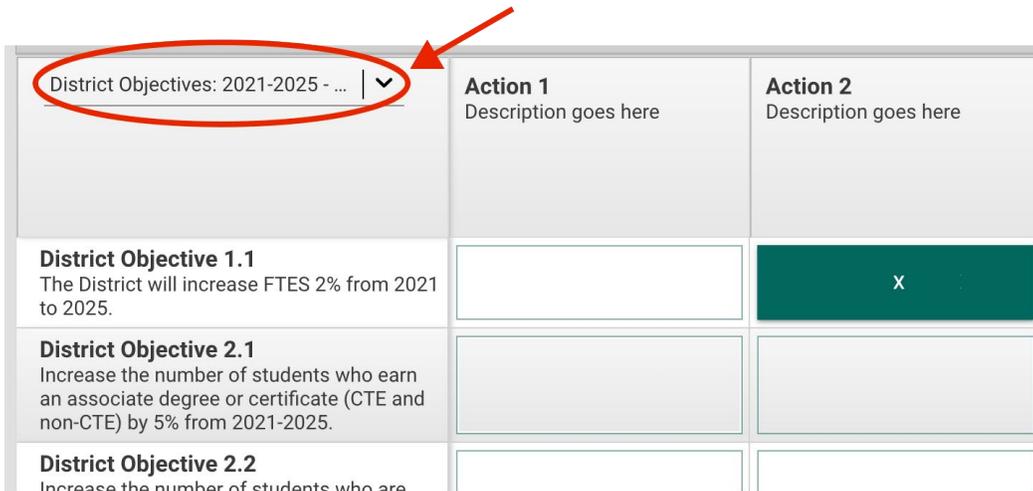
Click the triple-bar icon to open the drop-down menu.



Click the "Unit Planning" drop-down menu.

Then select "Mapping."

This drop-down menu lets you choose either **District Objectives** and/or **PLOs**.



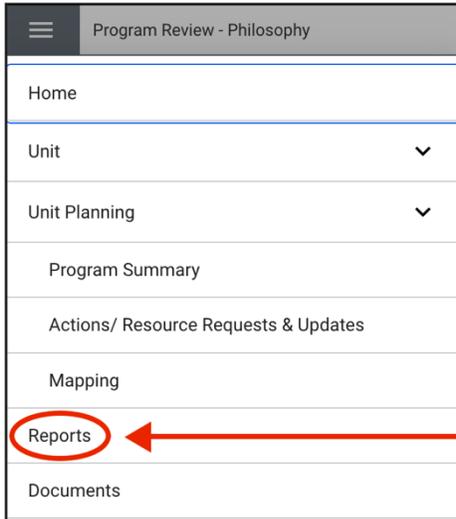
For each action, select any applicable District Objectives or PLOs.

IMPORTANT: After mapping, click "Save" (top-right corner).



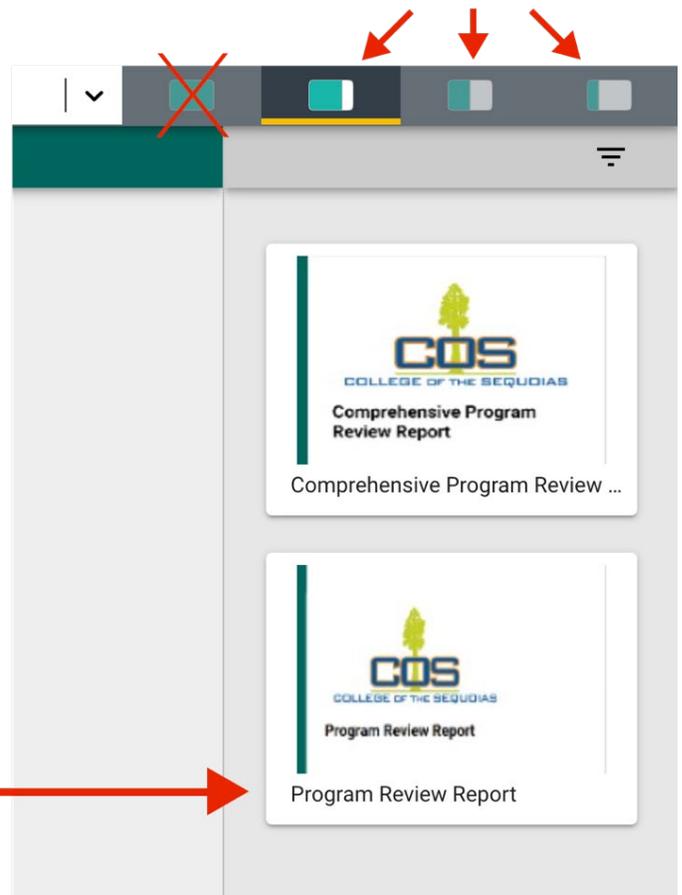
6. Running Reports

Click the triple-bar icon to open the drop-down menu.



Select "Reports"

Note: These adjust the view. If you cannot see the report buttons, check these.



Select "Program Review Report" (righthand side of the page)

Choose your filtering preferences here.

Report Settings Run Report

Program Summary Cycle

Choose Cycle
View All

Actions and Resource Request Options

Action Status
View All

Implementation Timeline
View All

Update Year
View All

After choosing your filtering options, click here to run the report.

Report last run 8/12/2024 3:18 PM

report

Accessibility Mode Download Save a copy to OneDrive. Print

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Program Review Report

After your report has been run, you can download it as a Word Doc, save it to OneDrive, Print, or Download as a PDF (by clicking the triple dot).