



A Step by Step Training Manual to
Complete Instructional
Program Review

Instructional Program Review

Instructional Program Review Committee, 2024

An Introduction to Instructional Program Review

Instructional Program Review is due each fall on October 1. One of two reports will be completed by a discipline or program, either an Annual Update or a Comprehensive Report.

Annual Updates are due each fall with the Resource Request Form. The Dean of Instruction for a discipline or program will review submitted Annual Updates and provide feedback to the discipline. Comprehensive Reports are on a three-year cycle. The Three-Year Comprehensive Reports are due each fall at the same time as the 1 Year Annual Updates. If a discipline submits a Comprehensive Report in fall, this will take the place of the Annual Update for that year. The current process for review of Comprehensive Reports is (1) the MVC IPRC reviews submitted reports in October; (2) the IPRC convenes for a public review of each document, faculty are welcome to be present; (3a) Revisions requested by the IPRC can be made after the review or (3b) the report can be accepted if no revisions are needed; (4) accepted reports will be posted to the Instructional Program Review Website and (5) a list of accepted reports will be provide to the MVC Senate and Academic Planning Council.

This guide is intended to provide step-by-step instructions on how to use [Nuventive Improvement Platform](#) to complete Instructional Program Review. There are also a series of training videos available through the [MVC Instructional Program Review website](#) for faculty use. If you have any questions, comments or feedback on this document or the training videos, please contact James Hayes (james.hayes@mvc.edu).

Deadline for the Annual Update and 3-Year Comprehensive Instructional Program Review is October 1.

TABLE OF CONTENTS

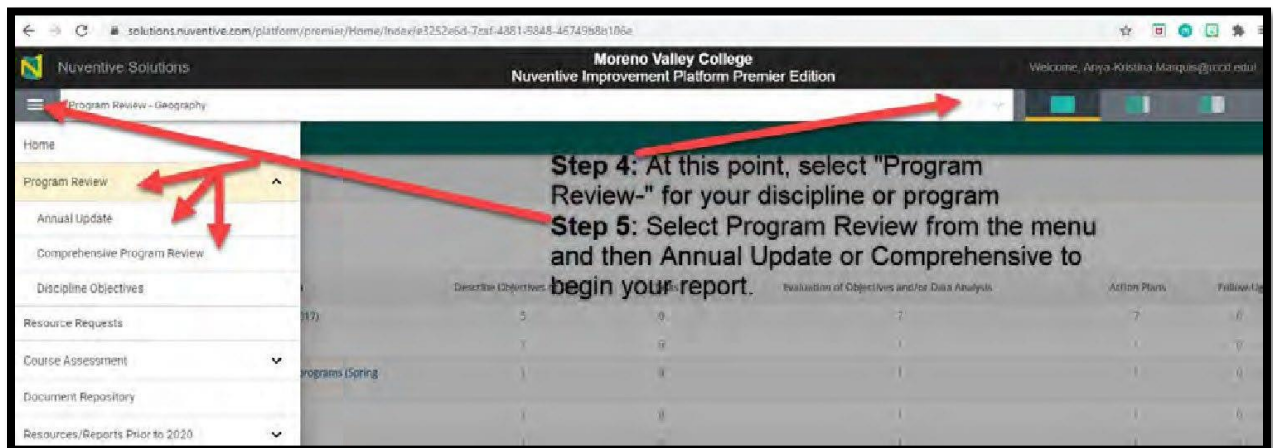
Instructional Program Review: Logging In	3
Faculty Checklist for One Year Annual Update	4
Annual Update Guide	5-7
Three Year Comprehensive Report Evaluation Form	8-10
Comprehensive Report: General Information	11-12
Comprehensive Report: Institutional Objectives/Data Review	13-15
PLO Mapping	14
CTE Labor Market Analysis	16
Comprehensive Report: Submission Status	17
Discipline Objectives	18
Resource Requests	19-21
Best Practices	22-23

Instructional Program Review: Logging In

- **Step 1:** Please log-in to your @mvc email account
- **Step 2:** Open a new tab and go to <https://solutions.nuventive.com>
 - a. If you are not automatically logged in, your log-in and password are your RCCD email and password



- **Step 3:** The screen above will appear and once you select 'Sign In', you will be transferred to the screen below.



- **Step 4:** Select "Program Review-*your discipline*" from the drop-down menu at the top.
- **Step 5:** Using the left menu icon, open the home menu and select "Program Review" followed by the area you would like to work in.

MORENO VALLEY COLLEGE

FACULTY PROGRAM REVIEW ANNUAL UPDATE CHECKLIST

A. ANNUAL UPDATES

Access through Nuventive using the Annual Update form within Program Review A.1.

Major Developments and Changes:

- Major developments and changes in the last year have been reported

A.2. Discipline Objectives:

- New discipline objectives have been written, if applicable
 Old discipline objectives have follow ups, if applicable

A.3. Guided Pathways Program Map

- Guided Pathways Program Map is up to date

A.4. Curriculum Check:

- All Course Outlines of Record have been updated in the last 4 years.

A.5. SLO Check:

- Student Learning Outcomes have been assessed in the last 4 years for all courses or an action plan has been provided.

B. DATA CHECK (& EVALUATION, IF NEEDED)

Access data by clicking on graphs on the right of the Annual Update form

B.1. Success Rates Overall and by Ethnicity, Gender, and Age Group:

- No significant change in success rates since the last Comprehensive Program Review

B.2. Retention Rates Overall and by Ethnicity, Gender, and Age Group:

- No significant change in retention rates since the last Comprehensive Program Review

Note: If there has been a significant change in success or retention since the last Comprehensive Program Review, the changes have been addressed in the major developments and changes section. If there are no significant changes, no analysis is required at the time of the Annual Update.

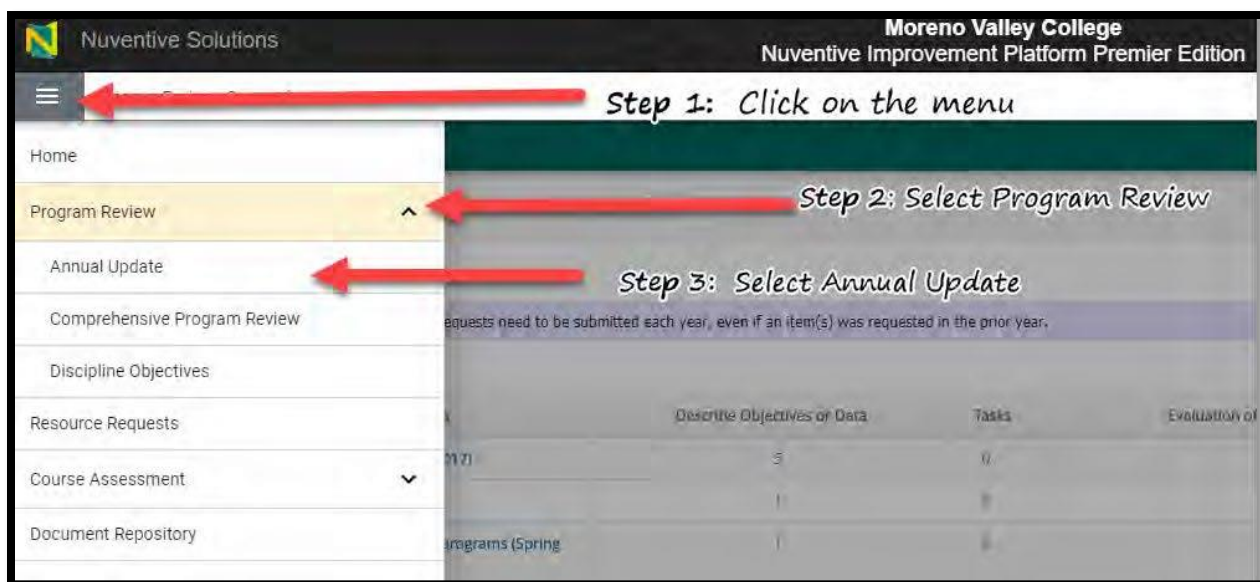
C. RESOURCE REQUESTS

C.1. Requesting Resources:

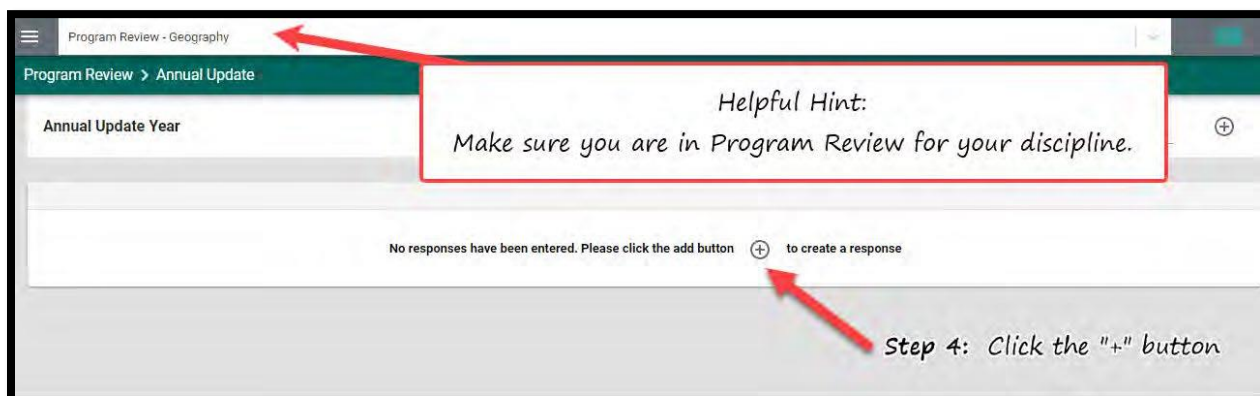
- Resources have been requested by clicking on the Resource Request link and completing the form

Instructional Program Review: Annual Update

- To complete the Annual Update for your discipline or program, log into [Nuventive Improvement Platform](#). To find the Annual Update form, select your discipline or program's 'program review' from the dropdown menu. Click on the menu bar on the top left (**step 1**) and select Program Review (**step 2**), then Annual Update (**step 3**).



- To open the Annual Update form, click on the "+" button (**step 4**).

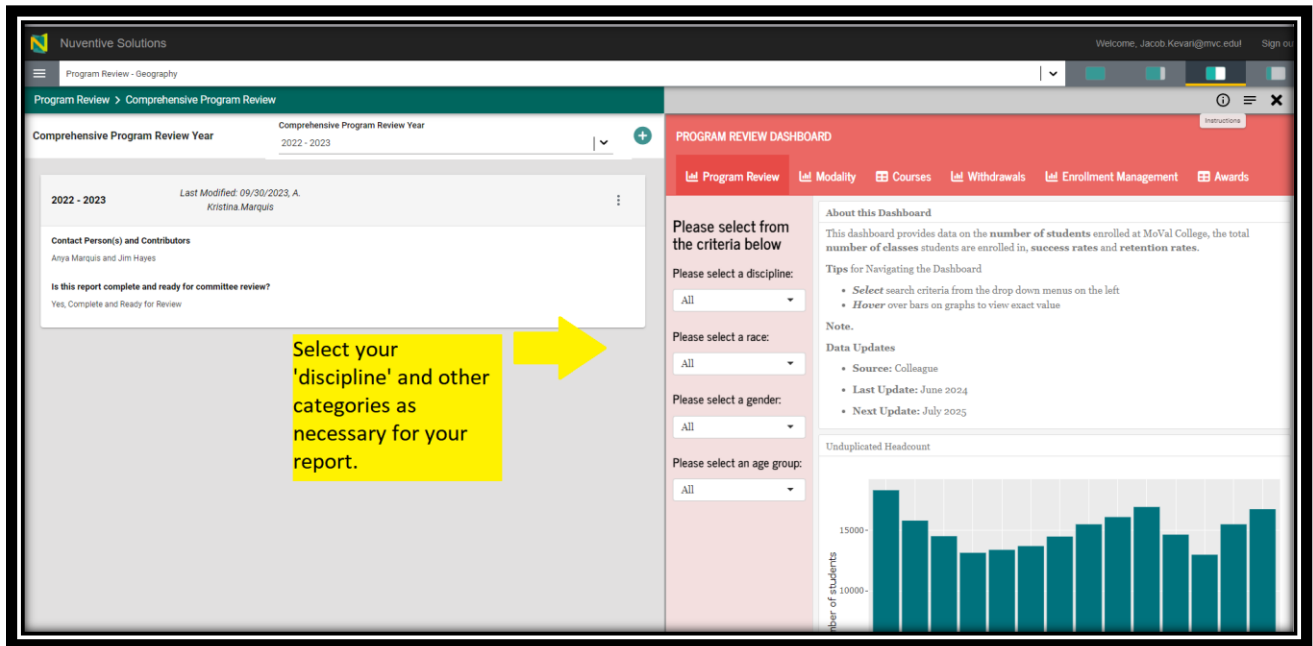


- Complete the Annual Update form, as prompted. Select if the report is ready for review from the dropdown menu (**step 5**) and write the name of the contact person(s) for the report (**step 6**). Next you will identify major developments and changes from the last year. This can include new hires, retirements, new programs, projects, activities and more (**step 7**). If there are new discipline objectives for the report select appropriately from the dropdown menu (**step 8**) & review the steps to add new discipline objectives in the Comprehensive Report section of the training manual. Next you will need to access the IPR-Report on CORs (**step 9**) and the IPR-Report on Assessment with SLO Status (**step 10**) in the Ad Hoc reports to ensure all CORs are dated 2016 or later (**step 9**) and all courses have been assessed 2016 or later (**step 10**). *Ad Hoc reports are found in Course Assessment (not program review).* *CTE courses need a COR date of 2018 or newer. Use the data sets in Nuventive to evaluate any major changes in success and retention rates

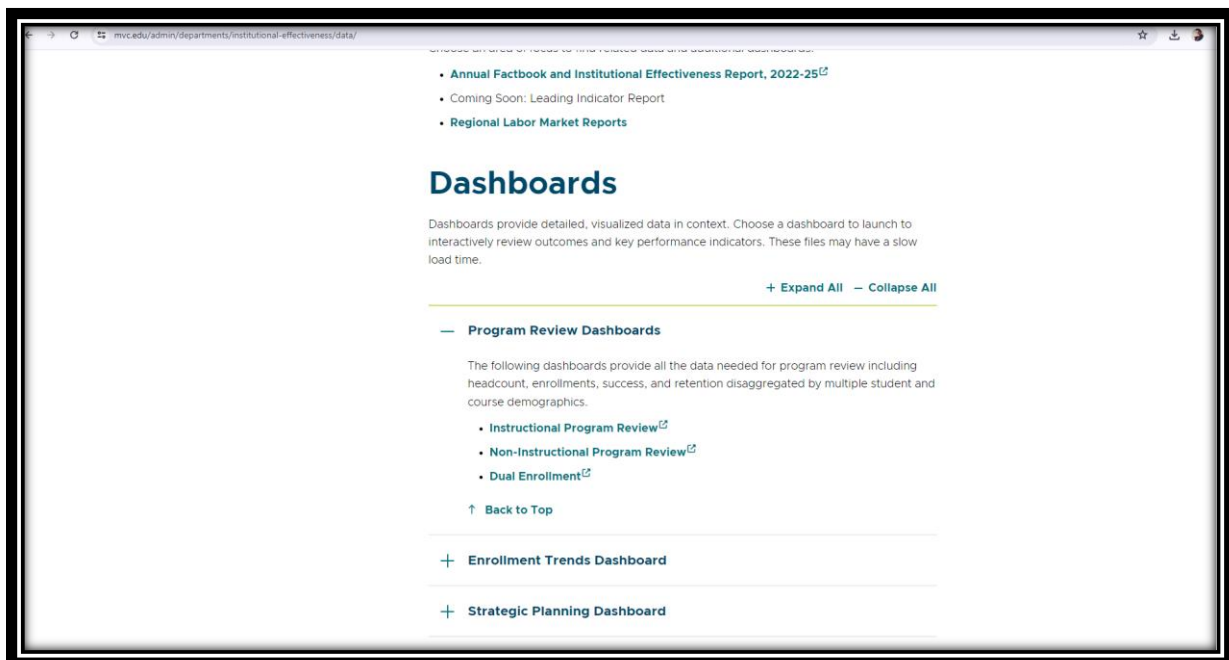
since the last comprehensive program review cycle (**step 11**). If there are major changes, please address these changes in the “Major Developments and Changes” section of the Annual Update. *Added in 2021, please also identify the status of the discipline's Guided Pathways Program Map by selecting from the dropdown menu above COR Check. To check status of the map, link to <https://bit.ly/3Qe5FA6> . If you are unable to find your program map, please contact Jake Kevari (Dean of Institutional Effectiveness) at jacob.kevari@mvc.edu

- For the data check, the data sets are on the right side of the screen. Select your discipline. Data can also be found on the College Data Library (<https://mvc.edu/data>)

After selecting the 'New Program Review Dashboard', the following will appear as a split screen.



Finally, these data sets are also available on the College Data Library under Instructional Program Review. (<https://mvc.edu/data>)



- Indicate if resources were requested by using the dropdown menu (**step 12**) and be sure that you have completed the Resource Request Form in Nuventive in addition to the

Annual Update. In order of priority, list all resource requests in the text field (**step 13**). When resources have been prioritized, type the Dean of Instruction's name for the program (**step 14**).

The screenshot shows a form with three main sections, each with a red arrow pointing to a specific element and a handwritten instruction:

- Resources Requested? ***: A dropdown menu is highlighted with a red arrow. The instruction next to it says: "Step 12: Indicate if resources were requested by using the dropdown menu".
- List the resource request priority number(s) and describe the resource(s) requested**: A text area is highlighted with a red arrow. The instruction next to it says: "Step 13: In order of priority, list resource requests".
- Dean of Instruction Remarks**: A text area is highlighted with a red arrow. The instruction next to it says: "Leave this field blank for Dean feedback".
- Dean of Instruction ***: A text field is highlighted with a red arrow. The instruction next to it says: "Step 14: Enter the Dean of Instruction for the program".

- **Lastly, return to step 5 and indicate the report is ready for review.**

MORENO VALLEY COLLEGE
THREE--YEAR PROGRAM REVIEW REPORT EVALUATION FORM

B.3. “Improve Teaching & Learning” How are the assessment results are used to improve teaching & learning addressed? _____

B.4. “PLO Mapping” —Has PLO mapping been completed? What is missing?

Category	1	2	3	Comment:

Comments for the Discipline:

C. DATA ANALYSIS

C.1. Analysis of Success Rates Is there analysis overall by Discipline and Course, and disaggregated by Mode of Delivery, Ethnicity, Age, Gender, and Transfer for the past 3 years? Has the analysis addressed all subpopulations that fall below the institutional set-standard of 68.6%? Are there clear steps in the action plan that ensures all subpopulations are above the institutional-set standard? Does the action plan have clear strategies to increase course success rate to college stretch goal of 76.0%? What is missing?

Category	1	2	3	Comment:

C.2. Analysis of Retention Rates Is there analysis overall by Discipline and Course, and disaggregated by Mode of Delivery, Ethnicity, Age, Gender, and Transfer for the past 3 years? Are there action plans provided with clear steps? What is missing?

Category	1	2	3	Comment:

C.3. Degree and Certificate Completion: If applicable, is there an analysis of Degree and Certificate Completion Trends?

Category	1	2	3	Comment:

C.4. Labor Market Analysis (CTE only): Does analysis address all three performance targets? What is missing?

1. Program meets a documented labor market demand
2. Program does not represent unnecessary duplication of other peoplepower training programs in the area
3. Program has demonstrated effectiveness as measured by the employment and completion success of its students

Category	1	2	3	Comment:

MORENO VALLEY COLLEGE
THREE--YEAR PROGRAM REVIEW REPORT EVALUATION FORM

--	--	--	--	--

Comments for the Discipline:

D. DISCIPLINE/PROGRAM PLANNING----REPORTS > STANDARD: Open Report > “Instructional Program Review Narrative Report”

D.1. Evaluation of Discipline Objectives if applicable—Are alle valuated? _____

D.2. Action Plans—Do all have Action Plans? _____ What is missing?

Category	1	2	3	Comment:

Comments for the Discipline:

MORENO VALLEY COLLEGE
THREE--YEAR PROGRAM REVIEW REPORT EVALUATION FORM

E. Verify Resource Request Form Was Submitted

E.1. Has the Resource Request been completed? YES _____ NO _____

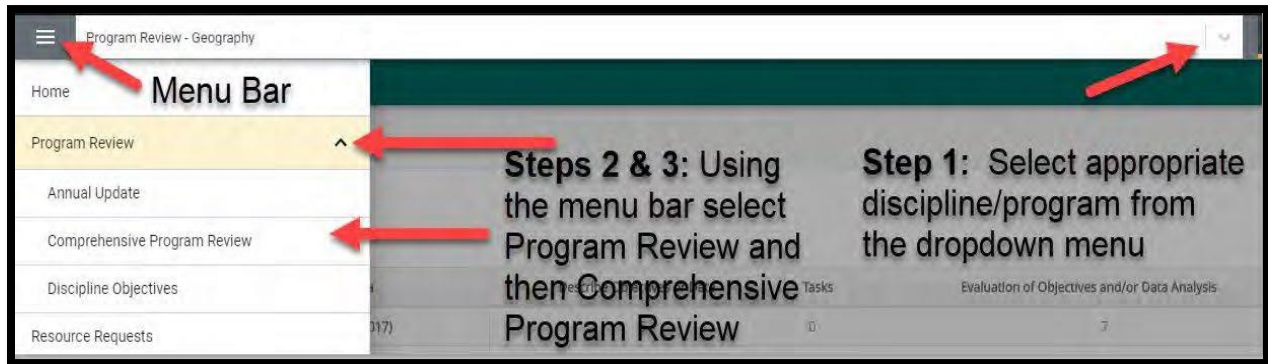
Category	1	2	3	Comment:

Comments for the Discipline:

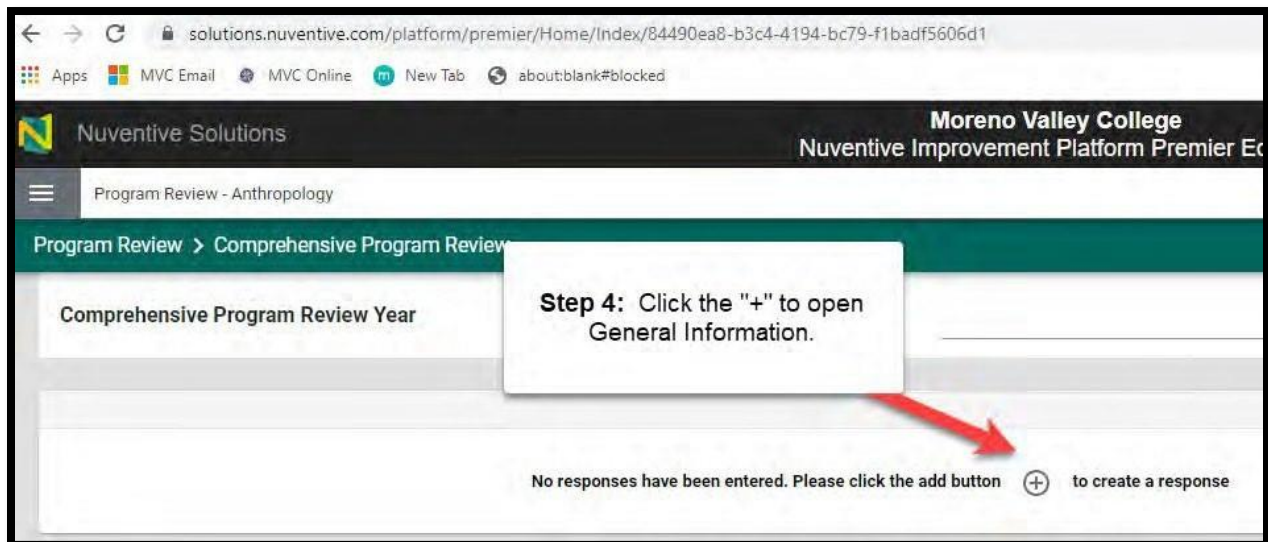
Reviewer: _____ Date: _____

Instructional Program Review: Comprehensive Report General Information

- To update general information for your program, log into [Nuventive Improvement Platform](#). To find the general information form, select your discipline or program's 'program review' from the dropdown menu. Next, click on the menu bar on the top left and select Program Review, then Comprehensive Program Review.



- To view the general information form, now click the "+" button and enter information as requested.



Nuventive Solutions Moreno Valley College
Nuventive Improvement Platform Premier Edition

Program Review - Anthropology

Program Review > Comprehensive Program Review > Comprehensive Program Review Year: 2019 - 2020 - Add New Response

***General Information**

Contact Person(s) *

Mission Statement *

Has mission statement changed since last review? *

If yes, please explain why.

Steps 5,6 & 7:

- Type in the name(s) of the person(s) who have worked on the report and should be contacted with any questions.
- Type the discipline mission statement into the text box below.
- Using the dropdown menu, indicate if the mission statement has changed since the last review.
- If the mission statement has changed, explain why in the text box below.

Program Review - Anthropology

Program Review > Comprehensive Program Review > Comprehensive Program Review Year: 2019 - 2020 - Add New Response

Choose how your discipline mission best aligns with the college mission. (Select all that apply.) x

Align your discipline mission to college mission (Select all that apply) *

Year One *

List Year One Discipline Objective(s) *

Status of Year One Objectives *

Year Two *

Step 8:
Choose how your discipline mission best aligns with the college mission by using the dropdown menu and selecting all that apply.

Step 9:
Using the dropdown menu, select the current academic year for Year 1. In this manner, select Years 2 and 3 later in the form as the following academic years.

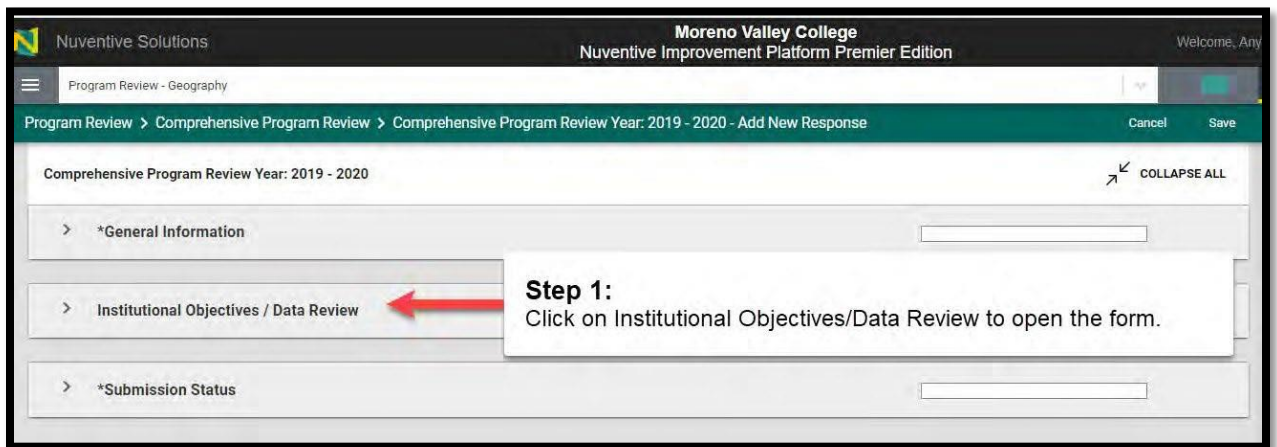
Step 10:
In the Year One text box, summarize the big picture goals and objectives for the discipline/program this academic year.

Step 11: Select status of the objective from the dropdown.

- Click on the **Save** button in the top right before exiting the general information form.

Institutional Objectives/Data Review

- To update institutional objectives and perform data review for your program, log into [Nuventive Improvement Platform](#). To find the Institutional Objectives Data Review form, select your discipline or programs program review from the dropdown menu. Next, click in the menu bar on the top left and select Program Review, then Comprehensive Program Review. To view the Institutional Objectives Data Review form, click on the link by the same name and begin answering the fields.



- In this form you will provide:
 - A Summary of Curriculum Status where you identify COR dates and provide an Action Plan that addresses specific dates when the COR will be revised.
 - The Status of SLO Assessment where you will describe your progress in assessing courses in your program or discipline. An Action Plan must be completed to address specific dates when SLOs will be assessed next.
 - A description of how assessment results are being used to improve teaching and learning. An Action Plan must be completed to detail specific actions the program or discipline will take to ensure assessment results will used to improve teaching and learning.
 - PLO Mapping discussion to verify that mapping tools have been utilized to demonstrate PLOs have been sufficiently covered. An Action Plan must be completed.
 - Evaluate Success Rates
 - Evaluate Retention Rates
 - Evaluate Degree and Certificate Completion (if applicable) *CTE Only will complete the Labor Market Analysis

Program Review - Geography

Program Review > Comprehensive Program Review > Comprehensive Program Review Year: 2019 - 2020 - Add New Response

Institutional Objectives / Data Review

Summary of Curriculum Status

Summary of Curriculum Status: Discussion

← Paragraph B I U A 14px

Step 2: Please state if all COR are dated within the last 4 years (2 years for CTE). If not, please address which COR need to be updated.

Summary of Curriculum Status: Action Plan and Follow Up

← B I U A 14px

Step 3: If all COR are not up to date, please provide a timeline of when specific courses will be updated. If all are up to date, please state when the next updates need to be made.

Summary of Curriculum Status: Attached Documentation

Document Name Document Description

Step 4: Repeat the process for SLO Assessment (all courses assessed within the last 4 years) and Improve Teaching and Learning by completing the Discussion and Action Plans for each.

Program Review - Geography

Program Review > Comprehensive Program Review > Comprehensive Program Review Year: 2019 - 2020 - Add New Response

PLO Mapping

PLO Mapping: Discussion

← Paragraph B I U A 14px

Step 5: Mapping is done in the Program Assessment Unit, however, in the Discussion here, please address whether mapping has been completed and if PLOs are sufficiently covered.

PLO Mapping: Action Plan and Follow Up

← Paragraph B I U A 14px

Step 6: What specific actions will the program take, and in what time frame, to ensure PLO is completed?

PLO Mapping: Attached Documentation

Document Name Document Description

Program Review - Geography

Program Review > Comprehensive Program Review > Comprehensive Program Review Year: 2023 - 2024 - Add New Response

Success Rates by Discipline and Courses - Success Rates Overall

Success Rates by Discipline and Courses - Success Rates Overall: Analysis Press ALT + 0 for accessibility help

Success Rates by Discipline and Courses - Success Rates Overall: Attached Documentation

Document Name Document Description

There are no documents attached

Success Rates by Discipline and Courses - Success Rates by Ethnicity

PROGRAM REVIEW DASHBOARD

Program Review Modality Courses Withdrawals Enrollment Management Awards

Please select from the criteria below

Please select a discipline: All

Please select a race: All

Please select a gender: All

Please select an age group: All

About this Dashboard

This dashboard provides data on the number of students enrolled at MoVal College, the total number of classes students are enrolled in, success rates and retention rates.

Tips for Navigating the Dashboard

- Select search criteria from the drop down menus on the left
- Hover over bars on graphs to view exact value

Note:

Data Updates

- Source: Colleague
- Last Update: June 2024
- Next Update: July 2025

Unduplicated Headcount

Number of students

Year

Step 7: Click on the icons above will expand the graphs and charts for better viewing

Step 8: Select the appropriate discipline and subpopulations chart or graph for the area you will be discussing

Program Review - Geography

Program Review > Comprehensive Program Review > Comprehensive Program Review Year: 2023 - 2024 - Add New Response

Success Rates by Discipline and Courses - Success Rates Overall

Success Rates by Discipline and Courses - Success Rates Overall: Analysis Press ALT + 0 for accessibility help

Success Rates by Discipline and Courses - Success Rates Overall: Attached Documentation

Document Name Document Description

There are no documents attached

Success Rates by Discipline and Courses - Success Rates by Ethnicity

PROGRAM REVIEW DASHBOARD

Enrollment Management Awards

Please select from the criteria below

Please select a discipline: Geography

Please select a race: All

Please select a gender: All

Please select an age group: All

About this Dashboard

This dashboard provides data on the number of students enrolled at MoVal College, the total number of classes students are enrolled in, success rates and retention rates.

Tips for Navigating the Dashboard

- Select search criteria from the drop down menus on the left
- Hover over bars on graphs to view exact value

Note:

Data Updates

- Last Update: June 2024
- Next Update: July 2025

Unduplicated Headcount

Number of students

Year

Step 9: Once you have selected your discipline, you will then select subpopulations, which produces graphs for unduplicated headcount, enrollments, success rates, and retention rates. Each time a new selection is selected a new set of graphs will appear.

Step 10: Now you can evaluate the graphs for trends, changes, etc. and enter your analysis in the discussion area.

Step 11: Enter (an) Action Plan(s) to address any changes, areas for improvement or strategies you hope to continue.

Step 12: Repeat steps 9-11 for all success rates, retention rates, and degree & certificate completion rates.

- CTE only must also complete Discussion and Action Plans for **Labor Market Analysis** using the appropriate slide in Nuventive.

CTE Only: 1) Access the MVC Regional Labor Market Assessment tile on the right of the Nuventive screen to evaluate your program. Each program should meet a documented labor market demand, should not represent unnecessary duplication of other manpower training programs in the area, and should demonstrate effectiveness, as evidenced by employment and completion success of students. 2) Provide an action plan and follow up to detail what specific actions the program will take to meet or maintain CTE criteria.

- Click on the **Save** button in the top right before exiting.

Submission Status

- Before updating the submission status you will need to enter the new 3 Year Objectives and any additional new discipline or program objectives into Nuventive. Instructions for how to enter new discipline objectives are also found in this training manual, please refer to the table of contents for page references.
- To update submission status from the Comprehensive Report field, select Submission Status (**final steps**) and then indicate the report is complete and ready for review using the drop down menu (**final step**).

Program Review > Comprehensive Program Review > Comprehensive Program Review Year: 2019 - 2020 - Add New Response

Comprehensive Program Review Year: 2019 - 2020

> *General Information

> Institutional Objectives / Data Review

> *Submission Status

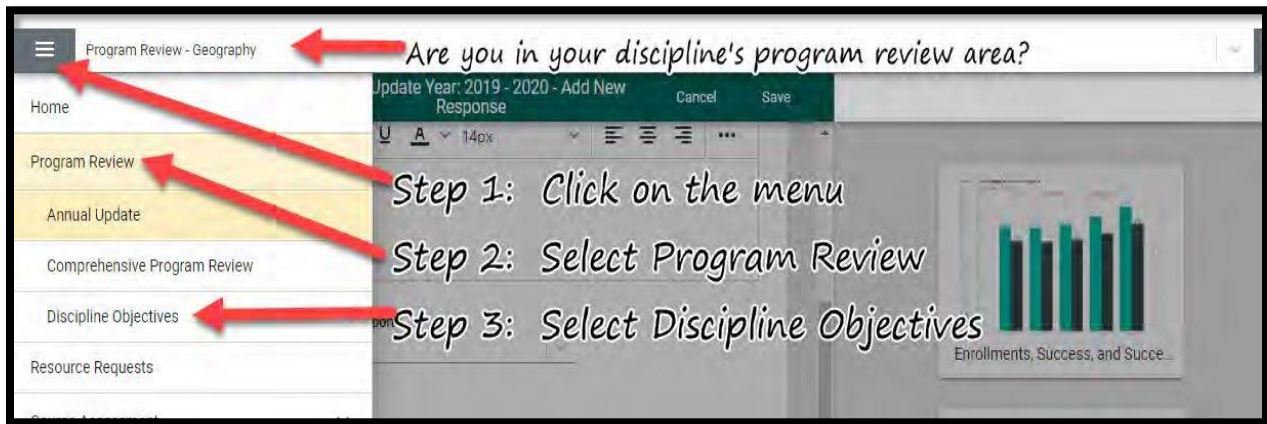
Final Steps: Open Submission Status

Is this report complete and ready for committee review? *

Final Step: Indicate when the report is complete by selecting "Yes, complete and ready for review" from the dropdown menu, when you are ready for the committee to review the report.

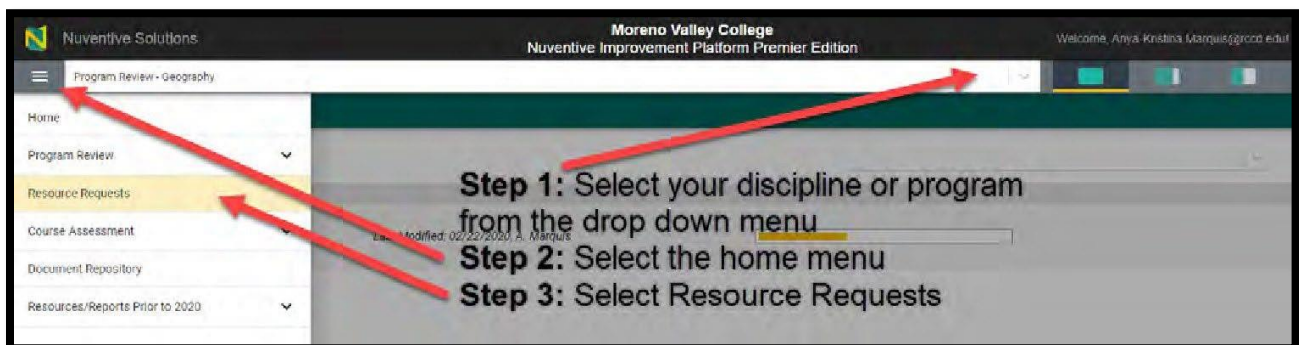
Instructional Program Review: Annual Updates & Comprehensive Reports New Discipline Objectives

- To add new discipline objectives or to provide a follow up to existing discipline objectives for your discipline or program, log into [Nuventive Improvement Platform](#). To find the Institutional Objectives Data Review form, select your discipline or programs program review from the dropdown menu. Next, click in the menu bar on the top left and select Program Review, then Comprehensive Program Review. To view the Institutional Objectives Data Review form, click on the link by the same name and begin answering the fields.

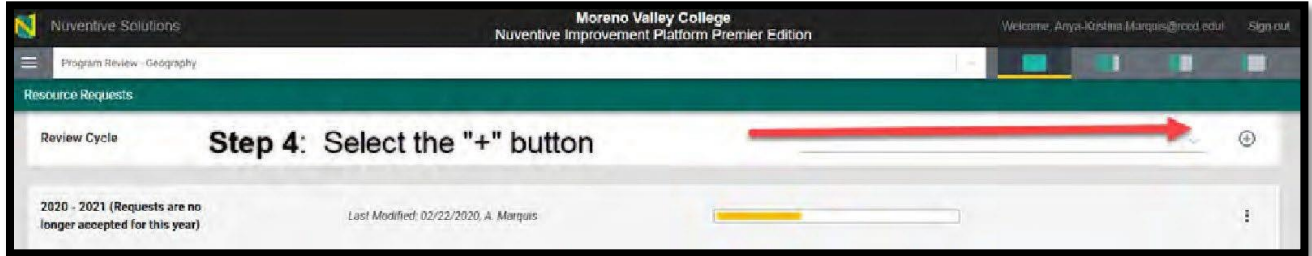


Instructional Program Review: Annual Updates & Comprehensive Reports Resource Requests

- To request resources for your discipline or program, log into [Nuventive Improvement Platform](#). To find the Resource Request form, select your discipline or program's program review from the dropdown menu (**step 1**). Next, click in the menu bar on the top left (**step 2**) and select Resource Requests (**step 3**).



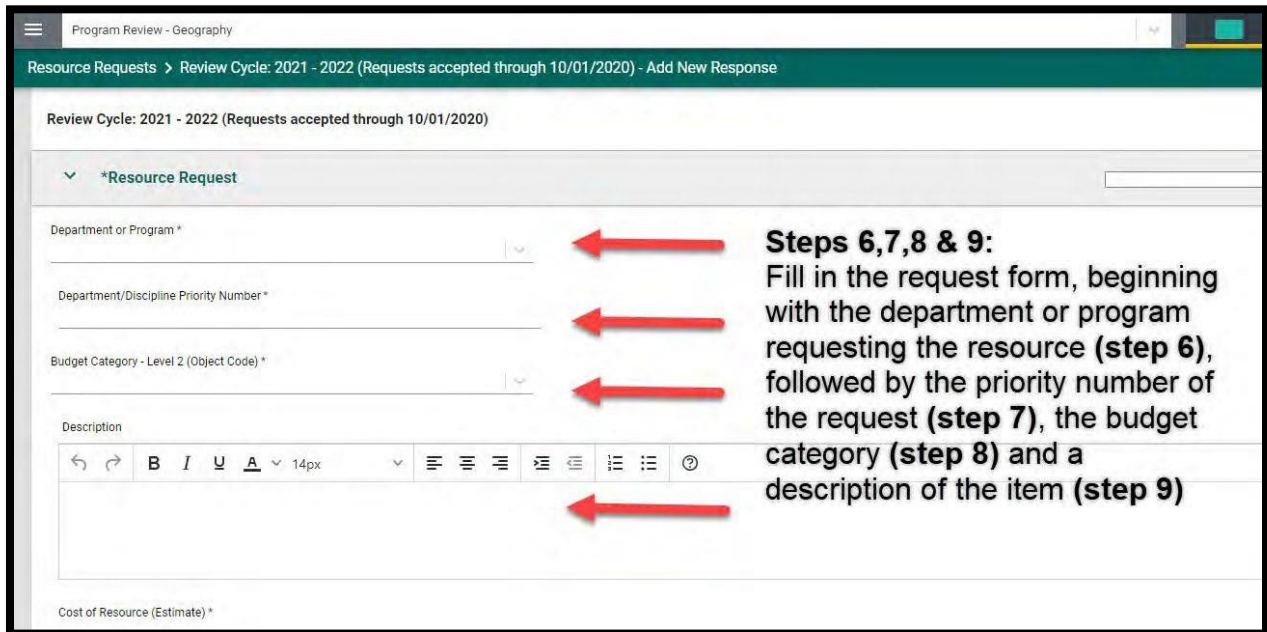
- To access the resource request form click on the "+" button (step 4).



- To access the appropriate resource request cycle select the next academic year from the drop down menu (step 5).



- Complete all asterisked fields



Program Review - Geography

Resource Requests > Review Cycle: 2021 - 2022 (Requests accepted through 10/01/2020) - Add New Response

Cost of Resource (Estimate) *

Source of Cost Estimate *

Attach Evidence of Source of Cost Estimate

Document Name

There are no documents attached

Quantity *

Steps 10, 11 & 12:
 Provide a cost estimate (step 10), source of cost estimate (step 11), and quantity being requested (step 12).
 Optional: attach evidence of estimate source, such as a screenshot of quote

Program Review - Business Administration - CTE

Resource Requests > Review Cycle: 2021 - 2022 (Requests accepted through 10/01/2020) - Add New Response

Quantity *

Room Number

Proposed Funding Source

Strategic Planning Goal *

Number of times requested

Contact Person(s) for this Resource Request *

Contact Person - Email Address *

Step 13: Enter quantity of resource being requested.

Step 14: Link the resource to a strategic planning goal.

Step 15: Include a contact person for the request


Step 16: Include the email of contact person


*Additional non-asterisked fields can be filled in, as appropriate.


Program Review - Business Administration - CTE


Resource Requests > Review Cycle: 2021 - 2022 (Requests accepted through 10/01/2020) - Add New Response

Action Plan Reference

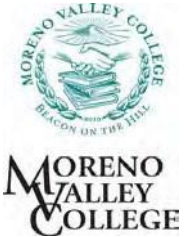
Action Plan Source *  **Step 17:** Indicate where the action plan can be found that correlates with this resource request.

Discipline Objective Action Plan Reference Number  **Step 18:** Indicate the action plan number from the source in program review.

Related Institutional Objective(s)  **Step 19:** Indicate the institutional objective that the resource relates to.

Comprehensive Review Action Plan Year  **Step 20:** If Comprehensive Program Review has been completed, select the year.

- Click on the **Save** button in the top right before exiting.
- Repeat the process for additional requests.



Instructional Program Review Committee Moreno Valley College Best Practices

Moreno Valley Instructional Program Review Statement of Purpose: The Moreno Valley College Instructional Program Review Committee is responsible for supporting and overseeing best practices of Instructional Program Review at the College. This is accomplished through peer review processes to support the mission planning and reporting of programs. The Committee is responsible for ensuring clarity and completeness through timely review of reports.

Components of Instructional Program Review

1. Review of Discipline/Program Mission Statements and align to the College mission
2. Major Developments and Changes
 - Report major developments and changes from the last year
3. Student Learning Outcome Check
 - Ensure all course SLOs have been assessed within the last 4 years
4. Curriculum Check
 - Ensure Course Outlines of Record have been updated within 4 years, 2 years for CTE

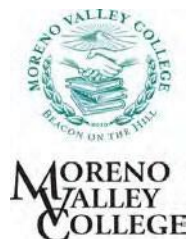
5. Data Analysis Component which Aligns with Institutional Frameworks and Goals
 - Evaluate success rates by ethnicity, gender, age, and overall for discipline's courses
 - Evaluate retention rates by ethnicity, gender, age, and overall for discipline's courses
 - Assess transfer completion rates
6. Evaluate how SLO results are being used to improve teaching and learning
7. Complete PLO (Program Learning Outcome) Mapping
8. **CTE (Career & Technical Education) only- complete CTE Labor Market Analysis
9. Request resources by the Fall Program Review deadline

Instructional Program Review Committee Support of Instructional Program Review

1. Send email reminders and memos regarding report deadlines
2. Provide a detailed handbook for faculty with step-by-step instructions for completing Program Review using Nuventive
3. Provide a Faculty Program Review Annual Update Checklist to faculty, revise document yearly
4. Provide group training sessions through department and FLEX events
5. Provide one-on-one training sessions with disciplines needing assistance
6. Provide Nuventive training through the Nuventive Administrator
7. Coordinate data interpretation training through the Office of Institutional Effectiveness
8. Coordinate Resource Request training through Business Services

IPRC

Updated: 04/20/20



Instructional Program Review Committee Moreno Valley College Best Practices

9. Utilize the Three-Year Report Evaluation Worksheet to assess Comprehensive Reports for completeness and acceptance
10. Include Dean of Instruction feedback into the Program Review process
11. Meet as a committee in October to accept or recommend revisions for incomplete reports, if revisions are recommended, specific feedback is provided to the discipline
12. Upload accepted Comprehensive Reports course rotation and SLOs report to the Program Review webpage
13. Notify Deans and Chairs of reports accepted and those requiring revision or not submitted
14. Maintain member representation from every academic department as well as an Administrator, Business Services member and support staff

