Orientation for Participants in Fall 2026 Program Review Process

Information Covered:

- Program Review Support Team
- Summary of Changes
- Sections of the Program Review Report Form for Instructional Programs
- Preliminary Questions for Academic & Student Support Programs
- Timeline (including Workshops)
- Program Review within Nuventive
- Sharing & Submitting Reports from Nuventive
- Introduce the Nuventive Environment
- Questions

Participants in Fall 2026 Program Review Process:

Program	Lead Writer	Supervising Administrator
1. Administration of Justice	Greg Miraglia	Jerry Dunlap
2. Career Education	Doug Marriott	Doug Marriott
3. Counseling	Ryan Smith	Ryan Smith
4. Dance	Steve Ball	Jerry Dunlap
5. History	Jim McGowan	Jerry Dunlap
6. Library	Chris Farmer	Chris Farmer
7. Modern Languages	Diego Fernandez	Bob Harris
8. Physics & Astronomy	Erin Quealy	Chris Farmer
9. Spanish	Diego Fernandez	Bob Harris
10. Library Services	Chris Farmer	Chris Farmer
11. CalWORKs	Mary Salceda Nunez	Jessica Erickson
12. Kasaysayan	Nicollette Morales	Ryan Smith
13. Student Health Services	Melissa Datu	Dr. Alejandro Guerrero
14. Student Life	Omar Pena	Dr. Alejandro Guerrero

Program Review Support Team:

Member(s)	Contact for Questions Regarding:	Extension	Email
Dr. Robyn Wornall	Program Review Process (General)	X 7192	rwornall@napavalley.edu
Dr. Ryan Grimm	Data Analysis	X 7194	ryan.grimm@napavalley.edu
Ana Clare Elizarrarás	Curriculum	X 7757	anaclare.elizarraras@napavalley.edu
Emery Stafford	Learning Outcomes Assessment	X 7739	emery.stafford@napavalley.edu

Summary of Changes to Program Review Process, Implemented Fall 2025

Guiding Principles of the Program Review Taskforce

- Eliminate redundancy (e.g., between summary/cover page and report narrative)
- Simplify/Streamline wherever possible (incorporate instructions into the form; eliminate separate Excel template for outlining three-year program-level plan)
- Clarify the sections that are most confusing (e.g., analysis of student equity; comparison by delivery mode)
- Incorporate additional clarifying language (e.g., distinguish between last three-year program plan and future plan; emphasize that the evaluation of the state of the program is based on the data in the report; identify "most critical" resources needed to implement the plan)
- Ensure that the updated/refined process addresses 2024 Accreditation Standards

Program Review Taskforce Recommendations (From Spring 2025)

- Add a section to introduce the program (brief description)
- Metrics to remain the same – (re)incorporate institutional data
- Replace narrative from RPIE with summary tables
- Provide more guidance regarding archiving option
- Incorporate "check boxes" to record reflection on data/recent trends and ensure review of alignment in curriculum and learning outcomes across different sources (e.g., CourseLeaf, Catalog, Nuventive, Program Maps)
- Restructure prompts to include "Are changes necessary to improve . . .?"
- For plan development, emphasize improvements and innovations associated with the student experience, success, and achievement
- Migrate the three-year program review process to the Nuventive platform
- Training on Nuventive platform will be provided (program review and annual review)

Nuventive Migration Will:

- Strengthen and clarify linkages between program review (comprehensive review) and annual planning and resource allocation processes
- Eliminate the need for duplicate entries in different formats/platforms (e.g., Word documents, Excel files)
- Facilitate the distribution of resource-related requests (for annual process) among select District committees
- Position NVC for future accreditation reviews (ACCJC "Suggested Sources of Evidence" include: integrated planning systems/platforms; evidence of prioritizing and funding resource allocations that arise through program review; examples of improvements and innovations emerging from comprehensive planning systems)

Sections of Program Review Template for Instructional Programs

Section & Description	Contents
I: Introduction	○ Brief History of Program ○ Alignment with Institutional Mission ○ Logistical information, Taxonomy, and conditional logic (pre-populated by RPIE)
II: Program Data	○ Headcount & Enrollment ○ Average Section Size ○ Fill Rate & Productivity ○ Labor Market Demand — Demand ○ Retention & Successful Course Completion ○ Student Equity ○ Delivery Mode — Momentum ○ Program Completion ○ Job Placement Rates ○ Licensure Exam Pass Rates — Student Achievement
III: Curriculum	○ Course-Level Curriculum: Status & Curriculum Plan ○ Program-Level Curriculum: Status & Curriculum Plan ○ Alignment between Program Map(s) & Catalog ○ Alignment between Course Scheduling & Catalog
IV: Learning Outcomes Assessment	○ PLOs from Catalog (pre-populated by LOAC) ○ Alignment of Outcomes Statements across a Variety of Sources (Catalog, Nuventive, Program Map(s) ○ Status of Learning Outcomes Assessment: Course Level ○ Status of Learning Outcomes Assessment: Program/Degree/Certificate Level(s) ○ Findings from Learning Outcomes Assessment
V: Last Three-Year Program-Level Plan	○ Status Report on Program-Level Plan (from Last Review)
VI: Program Plan (for the Future)	○ Develop Next Three-Year Program-Level Plan
VII: Resource Needs (for the Future)	○ Identify Resources Needed to Implement New Plan
Overview	○ Assessment of State of the Program (Viability – Stability – Growth), along with Rationale ○ Major Findings: Strengths & Areas for Improvement ○ Innovative Practices to Improve Student Experience, Success, Learning, and Achievement ○ New Objectives/Goals ○ Individuals who Contributed to Report/Participated in Review Process
Feedback & Follow-Up from Supervising Administrator	○ Strengths and Successes of Program ○ Areas of Concern ○ Recommendations for Improvement ○ Additional Information Regarding Resources

Preliminary Questions for Support Services

To help identify data to include in the report

I. DESCRIPTION OF PROGRAM

A. Program Purpose

Describe the purpose of the program – as a general statement. Following the general statement, a bulleted list may be used to describe the services offered.

B. Alignment with the Student Experience/Pipeline

Identify how the program's areas of responsibility align with the student experience. At what point(s) does the program support students? Use the response in Section I.A to guide this reflection.

C. Student Population(s) Served

What is/are the intended student population(s) that the program serves? The student populations may be identified via a bulleted list.

D. Delivery of Services (Modalities)

How does the program deliver services to students? Describe what the program does to ensure access among students, regardless of location or mode of delivery.

E. Effective Program

Program Reflection:

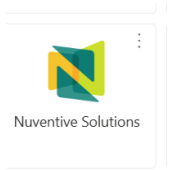
What does an effective student support service of the type that your program offers look like? Use the responses to Sections I.A – I.D to begin identifying metrics to incorporate into the remainder of the report – to be used to help evaluate effectiveness of the program.

Program Review Timeline, Fall 2026

Date	Program Review Activity	Responsible Party
Summer 2026	Compile data and conduct analysis for Fall 2026 instructional programs	RPIE
Friday, September 11 10:00-11:00am (Zoom)	Orientation for 9 Instructional Programs and 5 Academic & Student Support Programs undergoing review	RPIE
Week of September 14	○ For Instructional Programs: Program review structure in Nuventive (including data) released for Program Coordinators ○ For Academic & Student Support Programs: Identify program-specific data to incorporate into program review process	Program Coordinator/ Lead Writer (with RPIE)
Friday, September 18 2:00 – 3:00pm (Zoom)	Instructional Programs: Workshop on Introduction & Program Data (Sections I & II)	RPIE
Friday, September 25 10:00 – 11:00am (Zoom)	Instructional Programs: Workshop on Curriculum & Learning Outcomes Assessment (Sections III & IV)	Curriculum Committee Chair, Learning Outcomes Coordinator
By Early October	Academic & Student Support Programs: Data uploaded into Nuventive reports	RPIE
Friday, October 9 2:00 – 3:00pm (Zoom)	All Programs: Workshop on Program-Level Plan(s), Resource Needs, and Overview (Sections V-VII and Cover Page)	RPIE
Monday, October 19	Share complete draft with faculty and staff affiliated with the program • 2 weeks to review and feedback, including (Oct 19-Nov 2)	Lead Writer
Monday, November 2	Forward complete report to Dean for feedback (via Nuventive) • 2 weeks for review and feedback (Nov 2-16)	Lead Writer
Monday, November 16	Complete Feedback/Follow-Up Form (Section VIII, via Nuventive) • 2 weeks for review and feedback (Nov 16-Dec 2, includes Thanksgiving recess) • Forward complete report to VP	Supervising Administrator
Thursday, December 3 – Friday, December 11	Notification/completion letters sent to Program Coordinators • including cc to Dean and Admin Asst, RPIE	VPAA, VPSA
December – early February	Collect feedback from Fall 2026 participants (via survey)	RPIE
January 2027	Post completed Fall 2026 reports on website	RPIE

Program Review within Nuventive

The Program Review reports will be available in Nuventive once RPIE has uploaded the data tables into each report. Robyn will notify you once the reports are available.

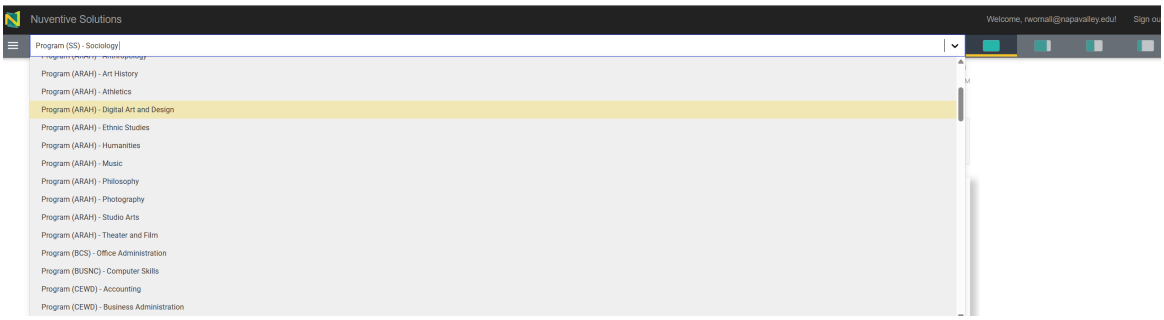


To access your report(s), select the Nuventive Solution tile in MyNVC.

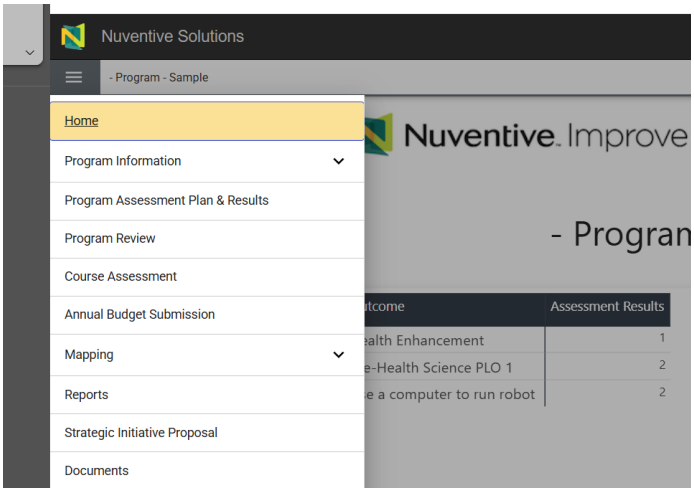
*If you have bookmarks for the previous Nuventive platform saved in your browser, delete them. You must enter through the tile within MyNVC!

Select "Sign In" (near the top right corner of the page) to launch the program.

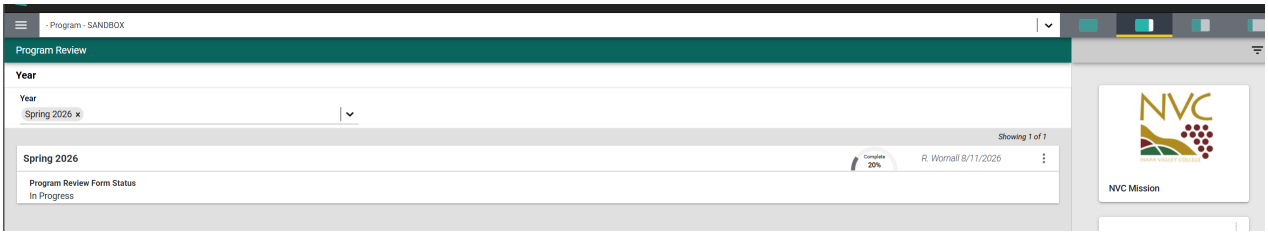
Select your program from the drop-down menu (down arrow along the white banner at the top of the screen). If you have access to one program, this step might not be needed.



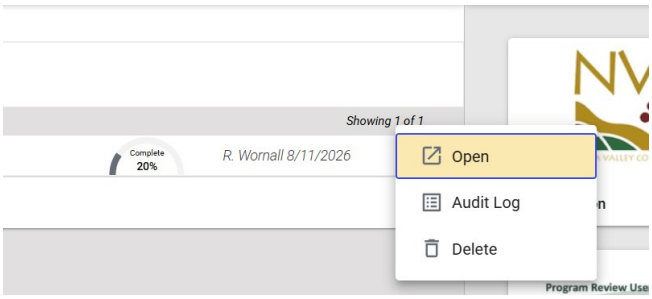
Use the hamburger menu on the top left to select "Program Review" (from the drop-down menu).



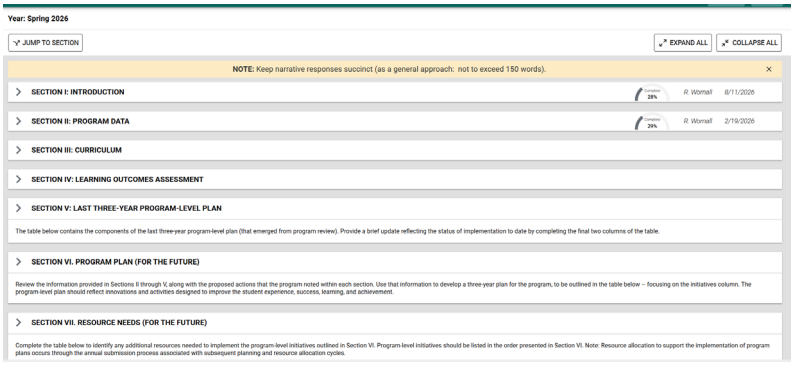
That will take you to a page that looks like this:



Click on the three vertical dots on the right and select “Open.”



That will take you to the screen containing the outline of the report.



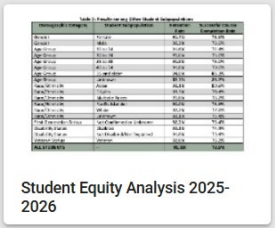
Click on the arrow (>) for an individual section of the report in order to expand the section and access all of the content (including data tables and prompts).

Everything that you need to complete the review of your program will be located within Nuventive. Cards within the "Information Library" on the right side of the page contains a number of reference items including:

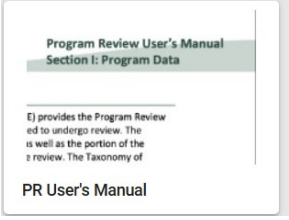
A link to NVC's Mission Statement (referenced within Section I: Introduction)



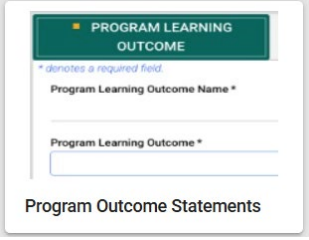
Access to the analysis of student equity conducted at the institutional level, which is used to frame the analysis at the program level (Section II: Program Data)



Access to the Program Review User's Manual that supported the PREVIOUS program review process (*Desciptions of metrics included in Section II: Program Data)



A link to your program's learning outcomes (as entered in Nuventive) (Section IV: Learning Outcomes Assessment)



A link to your most recently completed Program Review Report (Section V: Last Three-Year Program-Level Plan)

For reports completed 2 cycles ago, see the RPIE website: https://www.napavalley.edu/about/institutional-planning/program-review/



An icon that will generate your new program review report (more on this below)

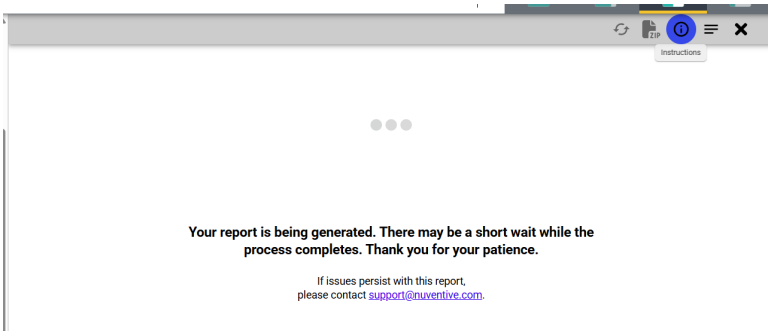


Sharing & Submitting Reports from Nuventive

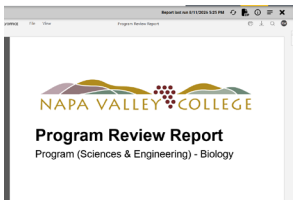
<u>Step 1</u>: Share among Program Colleagues (be sure to include any classified professionals within your program!)

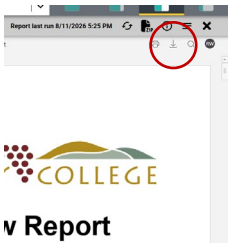
In order to generate a report that can be downloaded from Nuventive and emailed to colleagues, click on the Program Review Report within the Information Library. That will (likely) widen the space designated for the Information Library and you will see a message indicating that your report is being generated.





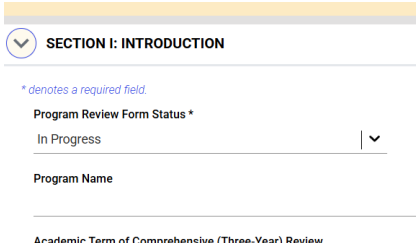
Once the report is generated, the report cover page will appear in the Information Library. Select the download key (arrow down) to download the report in Word. Distribute the Word document via email for comments.

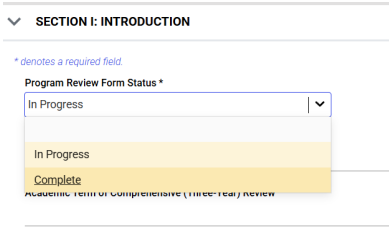


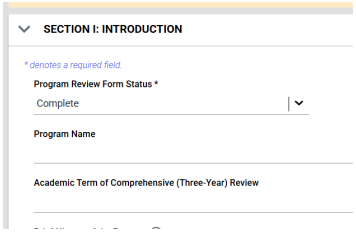


<u>Step 2</u>: Forward the Updated Report to Your Dean

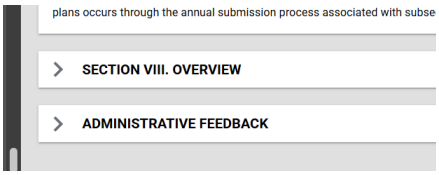
Once the report has been updated to incorporate any suggestions from faculty and staff within the program and you are ready to forward it to your dean, go into Section I: Introduction and change the Program Review Form Status from "In Progress" to "Complete." BE SURE TO SAVE THE CHANGES, OR ELSE THE NEXT STEPS WON'T BE PROCESSED!!!







Saving the report as “Complete” will activate the final section of the report – Administrative Feedback, which will be listed following “Section VIII. Overview.”



Notify your dean that the report is available for review and feedback within Nuventive.

Step 3: Dean Submits the Report to VP

Once the Administrative Feedback section is complete, download the Word version of the document by clicking on the Program Review Report icon within the Information Library.



Refer to Step 1 (above) for next steps, including generating the report in Nuventive and downloading it.

Email the Word document to:

- the VP
- the Dean of RPIE (as a cc)
- the Administrative Assistant of RPIE (as a cc)

Introduce the Nuventive Environment

Questions?