



Office of the President

To: Phil Briggs, Dean of Institutional Effectiveness
From: Dr. Kim Hoffmans, President
CC: Executive Team; CPC Tri-Chairs
Date: March 1, 2022
Re: Out of Cycle Resource Request

As part of our [Out of Cycle Resource Request process](#), the Executive Team has reviewed the following technology request. The president's response is included below, with the details in the individual request form attached to this memo.

Requestor	Request	Division/Department	Response
Phil Briggs	Nuventive Software Update	Institutional Effectiveness	As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request for additional funding for updated Nuventive software to assist with program review and SLOs. The request is approved.

Please share this information as appropriate. Thank you for your contribution to this process.

Out-of Cycle Resource Request Form

Complete this form to request resources that were not included in your program review. This is not intended to replace or circumvent program review. It can only be used in the case of a time-sensitive need that arose outside of the usual program review cycle.

After completing the form below, the request will go to the Vice President over your area. If the Vice President approves the request, it will go to the President and Executive Team for consideration.

Q1. Type of Resource Requested:

- Technology

Q14. Is this a new resource or a replacement of an existing resource?

- Replacement

Q3. Description of Request:

If this is a staffing request please include the following information:

- **Position title**
- **Position number (if this is a replacement)**
- **Date that the hire is needed**

Updated Nuventive software for program review and SLOs. The current software that we are using is out of date, and will no longer be supported by Nuventive. The current system also has a number of issues, including:

- dept chairs having difficulty logging into the system
- data dashboards not loading correctly
- inability to display committee rubrics within the system when people are requesting resources
- inability to export/print a full program review
- incorrectly categorizing resource request types (i.e. technology vs. equipment)
- numerous back-end technical issues that require extensive time and workarounds to deal with

The updated version will fix all of these issues, as well as provide a number of interface improvements. It will also allow us to easily incorporate the "closing the loop" process that is being developed by CPC. It will also allow programs to more easily track their program data and objectives.

Q4. Why was this request not included in the annual program review process?

The software update was not available until after the program review process was completed.

Q17. Why is this request needed at this time (as opposed to going through the annual program review process)? Please describe how your program will be impacted if this request is not approved.

If we do not update this now, we will continue to have the issues noted above in next year's program review. We may also see system crashes, given that the system is on its last legs, and Nuventive support for it is waning. By updating it now, we can implement the updated system this spring/summer, and have it ready to go for next year's program review.

Q12. Estimated Cost

\$32,900 next year. Then, \$36,000 in subsequent years. We are currently paying \$12,000 a year, so the increase in cost would be approximately \$20,000.

Q15. Funding Source (e.g. General Fund, Categorical, etc.)

Likely general fund.

Q5. Which of the following does this request align with (check all that apply):

- Educational Master Plan Goal 1 - Increase Student Success and Equity
- Educational Master Plan Goal 2 - Increase Student Access
- Educational Master Plan Goal 4 - Enhance Institutional Effectiveness
- Educational Master Plan Goal 5 - Effectively Manage Campus Resources

Q10. Your Name

Phillip Briggs

Q11. Your VCCCD Email Address

pbriggs@vcccd.edu

Q7.

Vice President Over Your Area

- Jennifer Kalfsbeek-Goetz

Q16. President's Response (To be completed by College President)

As part of our [Out of Cycle Resource Request process](#), the Executive Team has reviewed your request for additional funding for updated Nuventive software to assist with program review and SLOs. The request is approved.

Click the submit button below to send this request to your Vice President.