

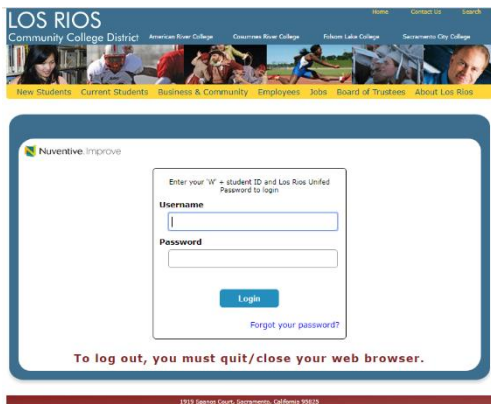
AUP Improve User Guide

Current Review Period: 2020-2021

Due Dates:

Dec. 5 th :	AUPs Due
Dec. 15 th :	1 st Level Manager Review
Dec. 18 th :	2 nd Level Manager Review
Jan. 2 nd :	Last date to make final edits to AUP & One Time Requests
Jan. 3 rd :	OIR starts pulling data from plans & budgets to post

How to Login into *Improve*:



Website: <https://flc.tracdat.com/tracdat/shibboleth>

Username: 'W' + employee ID (i.e. W0123456)

Password: Los Rios Password (same password you use to log into your work computer.)

Access Issues with *Improve*:

If you are unable to log into *Improve*, or when you log into *Improve* you are unable to access the AUP for your unit, please contact the Office of Institutional Research¹.

Quick Links:

I want to....

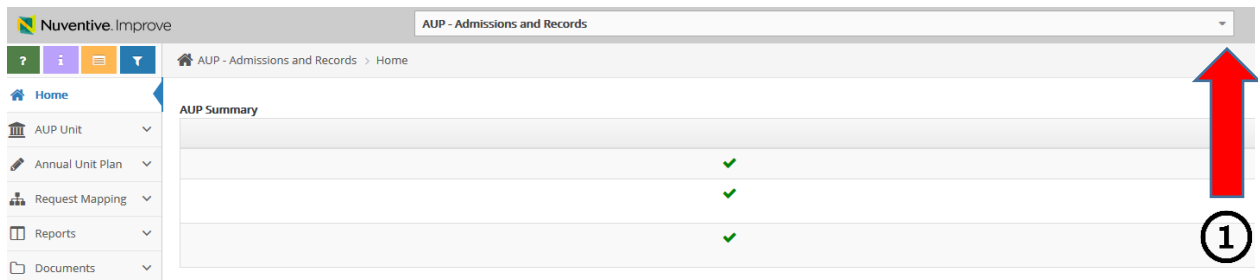
1. Start my AUP – Jump to [Step 1](#) (page 2)
2. Add/revise Resource Requests – Jump to [Step 3](#) (page 6)
3. Request Mapping – Jump to [Step 4](#) (page 11)
4. Share draft of AUP – Jump to [Step 5](#) (page 12)
5. Submit my AUP for Review – Jump to [Step 6](#) (page 13)
6. View Feedback / Final Edits – Jump to [Step 7](#) (page 13)

¹ Office of Institutional Research Contact: Jill Bradshaw. Email: bradshj@flc.losrios.edu Phone: 916.660.2310

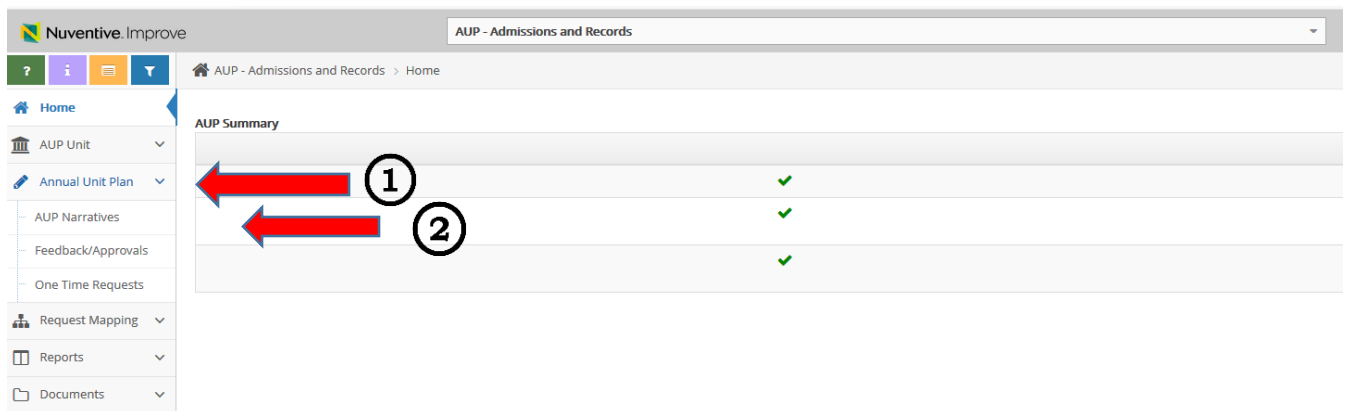
Quick Guide to Getting Started

Step 1: How to access your AUP

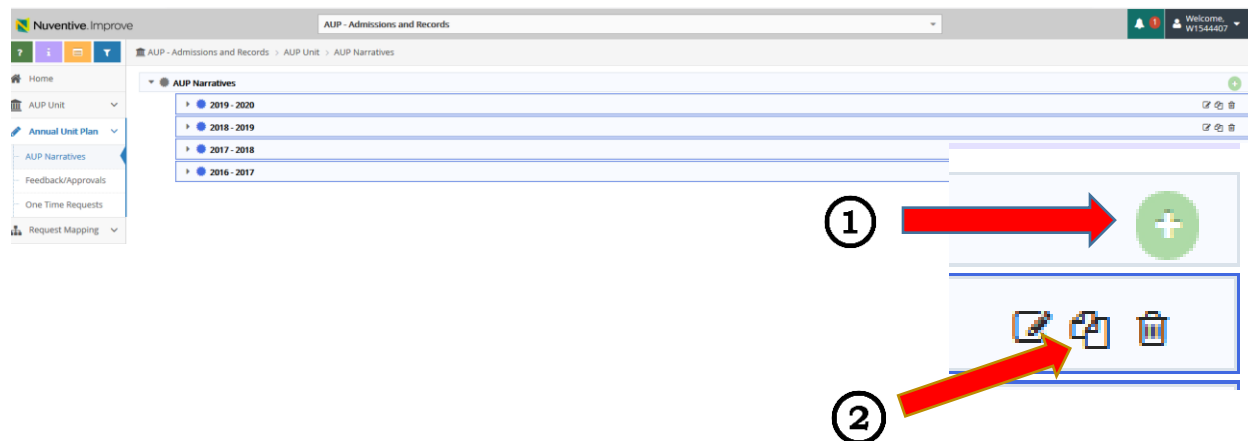
When you first log into *Improve* you will see your homepage, which is customized to show you only the documents related to your unit. Select the drop-down menu button on the far right to see all your documents (1). From the drop-down menu, select the AUP you want to work on. [Note: If you do not see any documents in the drop-down menu or if you see incorrect documents, please contact the OIR to modify your access.]



When you select the AUP for your unit, your screen will change to show the AUP Summary screen (as shown below). If you have any one time requests for resources, they will be listed by request title on this summary page. Next, select the Annual Unit Plan drop-down menu (1), and then select AUP Narratives (2) to begin work on your AUP narrative.



You will now see a list to the AUP narratives completed in previous years. You have two options for writing your current AUP: You can open a new/blank narrative form and start the writing process from scratch by selecting the green “+” button (1), or you can create a copy of the previous year’s plan and edit that document with revised data for this current review period by selecting the copy button (2).



A. Using a New/Blank Narrative Form

If you select to use a new/blank narrative form, your screen will look like the image below. Start by identifying the Academic Year (1), which is the current review period (2020-2021). Continue through the form responding to the questions at your own pace. See Section 2 on saving your work. *Please note changes in Fall 2020: Q7. is a new question; Q9-Q11 were previously a single question but they are now broken out as 3 distinct questions.*

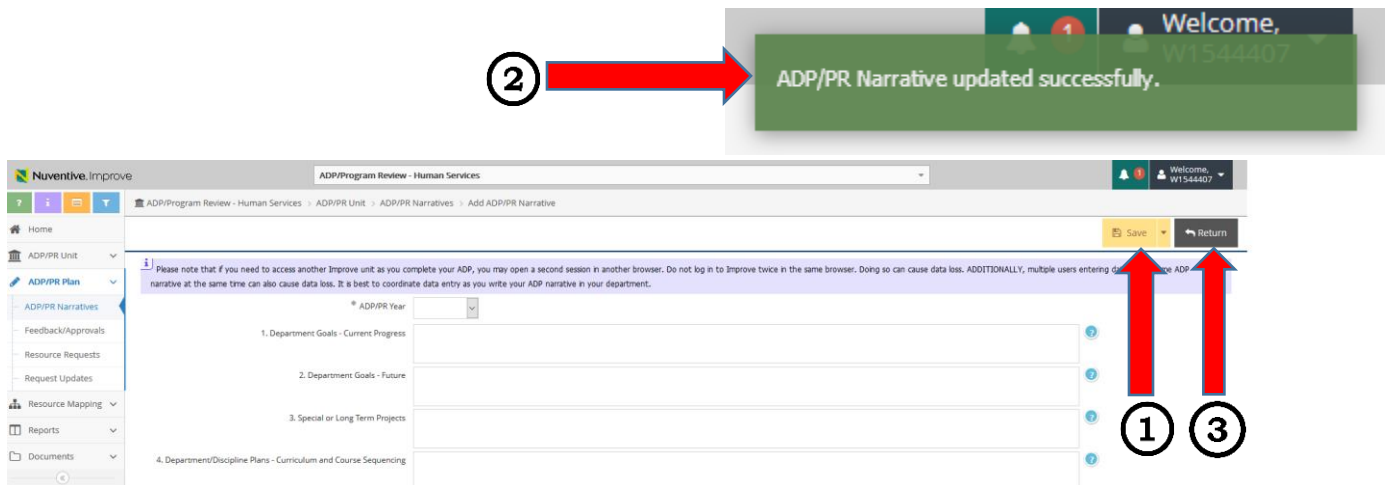
B. Copying & Editing Narrative Form

If you chose to copy over the narrative form from the previous year, after selecting the copy button you need to identify the Academic Year (1), which is the current review period (2020-2021). All the boxes within the document will reflect your responses from the previous year. Continue through the form editing the data at your own pace. See Section 2 on saving your work.

Before you exit this document, please make sure you **go to Q.13 and change your response from “yes” to “no”**. Q.13 functions as the “submit” button, letting the 1st and 2nd level reviewers know that your plan is complete and ready for review. Question 13 should not be marked as “yes” until your revisions are complete, and you are ready for your supervisor to review to plan.

Step 2: Saving your Work

Improve does not automatically save your work – **you must click the “Save” button (1)**. When you save your work, you will get a green pop-up message confirming that your work was saved (2). It is advised to save your work regularly while working on your plan. When you are finished working on your plan and you have saved your work, select the “return” button (3).



A few things to remember related to saving your work...

1. **Multiple Users:** It is possible for more than one person to access the same *Improve* document at the same time. If you plan on having multiple people editing the same document within *Improve* you will need to coordinate that work to ensure that you are accessing the document at different times so that you are not saving over each other's work. If you want greater flexibility, you might consider working on the narrative questions within a [shared document in Google](#) and then copying over your final responses into *Improve*.
2. **Multiple Browsers / Multiple Instances:** It is possible for the same person to log into and open multiple instances of *Improve*. If you want to have more than one document or page open within *Improve*, please use two different browsers (i.e. Chrome & Firefox). Using two tabs or windows of the same Browser type (i.e. two Firefox windows) can cause issues within the application, like parts of one page showing on the other page (a minor issue likely fixed by refresh), but it may also cause major issues like data being moved or overwritten between two different units. If you need to compare different areas, please use two completely separate browsers, and do not have more than one active session in the same browser type.
3. **Required Questions:** Any question marked with an asterisk requires a response. When saving a document, if required questions are not answered, the document will not save. If you are not ready to respond to a certain question, but want to save your work,

simply put any text in the narrative box, hit the save button again, and then return to that question in later revisions. Required questions are primarily related to the One Time Request form.

4. **Viewing Changes within Improve / Recovering Deleted Data:** Changes made within *Improve* are logged and can be viewed by selecting “Context View” button (1). The activity report shows the date of change, person making the change, type of change, object (type of document), and title of the document. To view the revised text, select the blue “type” link (2). Any data deleted in error can be recovered by opening this link and copying “old value” column.

The screenshot shows the Nuventive Improve interface. The top navigation bar includes a 'Context View' button, indicated by a red arrow labeled '1'. The main content area displays a table of activity logs for 'ADP/Program Review - Human Services'. The table has columns for Date, Personnel, Type, Object, and Name/Text. A red arrow labeled '2' points to the 'Delete' link in the 'Type' column of the row dated 08/14/2018.

Date	Personnel	Type	Object	Name/Text
08/20/2018	Jill Bradshaw	Delete	ADP/PR Narrative	2015 - 2016
08/20/2018	Jill Bradshaw	Add	ADP/PR Narrative	2015 - 2016
08/14/2018	Jill Bradshaw	Delete	ADP/PR Narrative	2018 - 2019
08/14/2018	Jill Bradshaw		ADP/PR Narrative	2018 - 2019
11/01/2017	Jill Bradshaw		ADP/PR Narrative	2017 - 2018

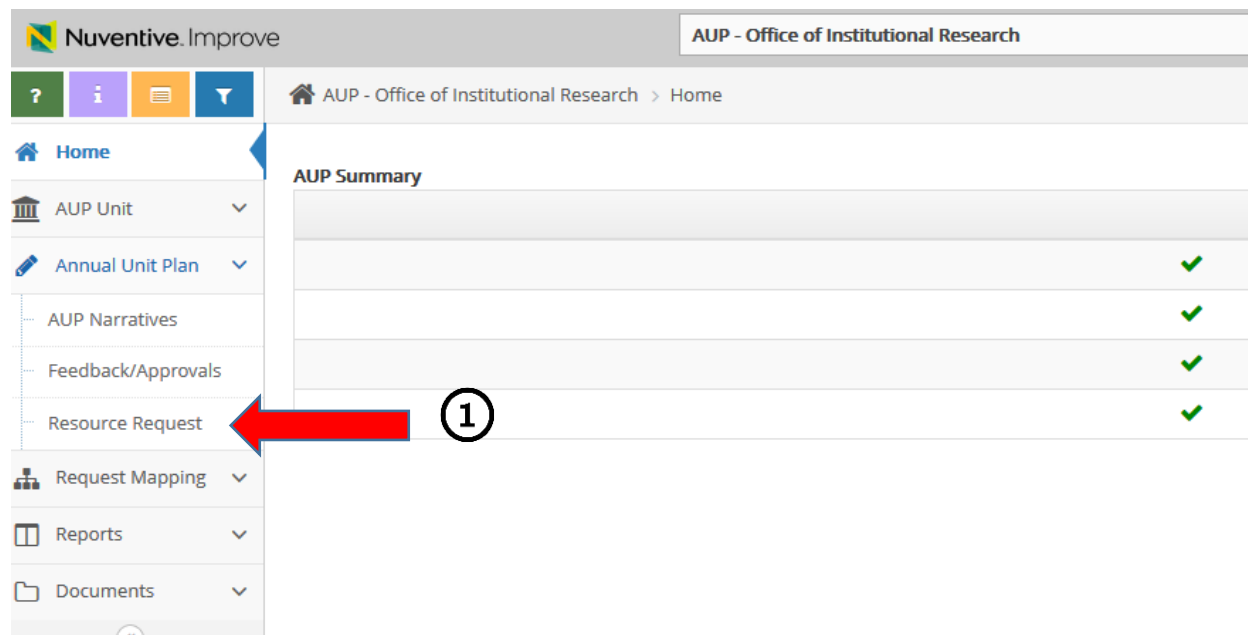
Step 3: How to Create or Edit a Resource Request

Change in Fall 2020: The One Time Request form (1) has been replaced with the Resource Request form, which mirrors the Resource Request form used in ADPs/Program Reviews. This change will allow AUP units to make more types of resource requests, including FT Faculty Requests. Directions for the new Resource Request form start on page 7. Please note that all One Time Requests made prior to Fall 2020 are still list in Improve under the new Resource Request tab (see image on page 7).

The screenshot shows the Nuventive Improve interface for 'AUP - Admissions and Records'. The left navigation bar has a 'One Time Requests' tab, indicated by a red arrow labeled '1'. The main content area displays a list of 'One Time Requests' with details for each request, including the staff member and the reason for the request.

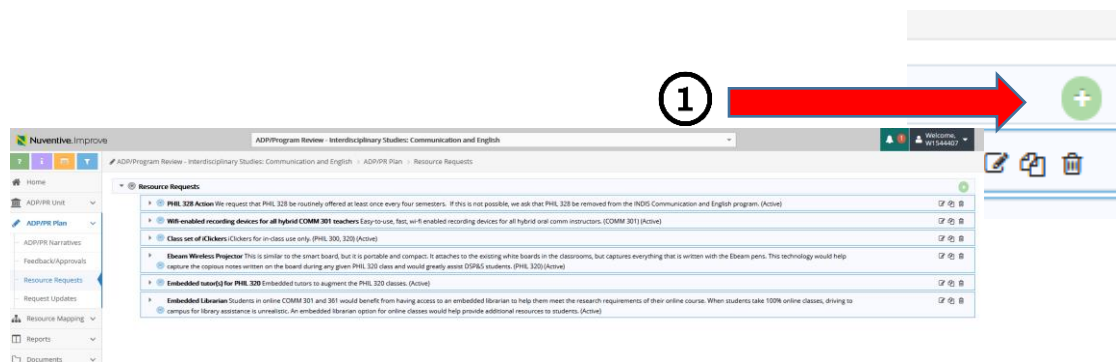
Within the AUP screen, you will see the Planning Summary screen (as shown below). If you have any active resource requests, they will be listed here.

To add a new resource request or to edit an existing request, select the Resource Request tab (1).



A. Creating a New Resource Request

To open and create a new resource request, select the select green + button (1). Start by identifying the **Short Title of Request** (2), ideally three words or less (e.g. Power Outlets). Use the **Brief Description of Request** box to add more information about the request, ideally 10 words or less (e.g. Installation of three floor power outlets in tutoring center). If you need to provide more detail about the request, please use the **Justification of Resource Request** box. Continue through the form responding to the questions at your own pace. Please note that 6 questions in this form are required fields (*) and you must enter data in that field to save work (see section 2 about required questions).



ADP/Program Review - Human Services > ADP/IR Plan > Resource Requests > Add Brief Description of Request

Home | ADP/IR Unit | ADP/IR Plan | ADP/IR Narratives | Feedback/Approvals | Resource Requests | Request Updates | Resource Mapping | Reports | Documents

* Short Title of Request

* Brief Description of Request

Active Request?

Current Review Periods

Original Request Date

Date Fulfilled

* Resource Request Type

CTE Eligible?

Quantity (equipment) or FTE (staff) Requested

Total Cost

* Justification of Resource Request

* Priority Type

Is this request related to:

If Other selected above, please describe

Remaining Questions - STAFFING REQUESTS ONLY Request Type:

FT Faculty Only

Classified Requests Only: # of months/year and hours/week

* Required field

B. Staffing Requests / FT Faculty Requests

If you are requesting “staffing” (FT faculty, classified, admin, or temp classified), you will need to complete the questions at the bottom of the **Resource Request Form** within *Improve*. If you are not requesting staffing, you will skip those questions.

Remaining Questions - STAFFING

Classified Requests Only: # of months/year and hours/week

Remaining Questions: FT Faculty Requests Only

Current FT Faculty FTE

FT Faculty Position Requests: The **Academic Discipline Profile** questions, that were previously in a google form format, have now been incorporated into the Resource Request Form within *Improve*. To request a FT faculty position, answer the 13 questions at the bottom of the **Resource Request Form** within *Improve* (1 – see page 9). When you have finalized all edits to the request, please mark the request as Completed (2). Only active FT Faculty resource requests with the Academic Discipline Profile questions answered will be moved forward to the Faculty Hiring Prioritization Committee.

Requests for FT faculty can be submitted any time during the academic year. The Academic Discipline Profile questions do not need to be marked as “completed” until the end of the spring term. A list of all active/completed FT Faculty Requests will be created after the last day of instruction each spring term and forwarded to the Academic Senate Hiring Prioritization Committee and Administration.

1 →

FT Faculty Only

Current FT Faculty FTE

Current Total FTE

Current Number of FT Faculty

Enrollment Trends

Topic Areas

Projected Growth

CE Only - Employment Trends

Equity Needs

Effects of Lacking FT faculty

Current PT Pool Size

Link to College Needs

Proposed Schedule

Specialty

2 ←

C. Changes to Operating Budget

Proposed changes to your annual operating budget should be discussed in the AUP Narrative: Question 8 and documented in the budget sheet for your unit. Links to the budget worksheets can be found within Q7. of the AUP narrative, and here: [Administrative Services Budget Sheets: 2020-2021](#); [President's Services Budget Sheets: 2020-2021](#); [Student Services Budget Sheets: 2020-2021](#).

D. Updating / Editing a Resource Request

To update an existing Resource Request, select the edit button (1). Please note that the Resource Request form has different resource options than the previous One Time Request form. If you have existing One Time Requests within Improve, the Resource Request Type box will now be blank. You will need to select a resource request type from the list; this is a required question and you will not be able to save your edits until a new selection has been made.

Nuventive Improve

ADP/Program Review - Interdisciplinary Studies: Communication and English

ADP/Program Review - Interdisciplinary Studies: Communication and English > ADP/Program Plan > Resource Requests

Home

ADP/Program Unit

ADP/Program Plan

ADP/Program Narratives

Feedback/Approvals

Resource Requests

Request Updates

Resource Mapping

Reports

Documents

Resource Requests

- PHIL 328 Action We request that PHIL 328 be routinely offered at least once every four semesters. If this is not possible, we ask that PHIL 328 be removed from the INDS Communication and English program. (Active)
- Will enabled recording devices for all hybrid COMM 301 teachers Easy-to-use, fast, we fit enabled recording devices for all hybrid oral comm instructors. (COMM 301) (Active)
- Class set of iClickers Clickers for in-class use only (PHIL 300, 320) (Active)
- Ebeam Wireless Projector This is similar to the smart board, but it is portable and compact. It attaches to the existing white boards in the classrooms, but captures everything that is written with the Ebeam pens. This technology would help capture the copious notes written on the board during any given PHIL 320 class and would greatly assist DSPRS students. (PHIL 320) (Active)
- Embedded tutors for PHIL 320 Embedded tutors to augment the PHIL 320 classes. (Active)
- Embedded Librarian Students in online COMM 301 and 302 would benefit from having access to an embedded librarian to help them meet the research requirements of their online course. When students take research papers, having campus for library assistance is unrealistic. An embedded librarian option for online classes would help provide additional resources to students. (Active)

1 →

AUP USER GUIDE

If you want to request this resource again for the current review period (2020-21), you need to make sure the **Active Request** box (1) is marked as *Active*. If the resource request has been *completed* (request received) or the request is *on hold* (you don't want to make this request this review cycle, but you want to keep the request on file for future use), go the **Active Request** drop down menu (1) and change the status to Completed or On-Hold. Please note that **only active requests that will be included in annual resource request reports.**

The screenshot shows the 'ADP/Program Review - Communication and Media Studies' form. The 'Active Request?' dropdown is set to 'Active' and is highlighted with a red arrow and a circled '1'. The 'Current Review Periods' field shows '2017-2018' and '2018-2019' and is highlighted with a red arrow and a circled '2'.

If you want to completely delete/remove a resource request from *Improve*, select the delete button (1).

The screenshot shows the 'ADP/Program Review - Interdisciplinary Studies: Communication and English' form. A red arrow points to the delete button (a trash can icon) next to one of the resource requests, which is labeled with a circled '1'.

Note about Resource Requests: Please be aware that resource requests are shared out in a spreadsheet format, and only the information included in the RR form is moved forward to the prioritization committees. So please be sure to copy and paste related information from your AUP narrative about the need for the resource into the “justification for resource” box in the RR form. And conversely, all resource requests made should be referenced with the AUP narrative.

Step 4: Resource Mapping

It is an ACCJC requirement that institutions use their human, physical, technology, and financial resources to achieve the mission of the college and to improve academic quality and institutional effectiveness (see [ACCJC Reference Handbook](#), Standard 3: Resources). The resource mapping feature within Improve is the college's primary mechanism for documenting the alignment of resources requests with FLC Strategic Plan Goals, whereby documenting our compliance with ACCJC standards. For this reason, it is a requirement that all resources requests are mapped to college goals.

The process of mapping resource requests is easy. Simply click on "Resource Mapping" (1), and then click on "Resource Requests Mapped to College and District Goals". Each resource request that you submitted will appear in columns across the top row (2). The college's Strategic goals will appear in rows down the middle-left. Simply check which college goal each resource requests supports (click in the box and a checkmark will appear.) When you are done, click save.

The screenshot shows the Nuventive Improve web application. The left sidebar contains a menu with 'Resource Mapping' highlighted. The top breadcrumb navigation shows 'ADP/Program Review - Communication and Media Studies' > 'Resource Mapping' > 'Resource Requests Mapped to College and District Goals'. The main content area displays a table for mapping resource requests to strategic goals.

Strategic Goals	Computer Replacement My computer is broken...	New Hire COMM An additional Full-Time faculty member is needed in COMM.	Better iPad for the COMM Lab The iPad currently housed in the COMM Lab gets full VERY quick ...	FTE for A1 Oral Communication Courses Every student wishing to complete a CSU transfer pattern ...	COA Nee FLC
Goal 1 Increase Student Engagement	✓				
Goal 2 Provide High Quality Education	✓				
Goal 3 Support Community Engagement	✓				
Goal 4 Incorporate Innovation and Technology	✓				
Goal 5 Foster an Outstanding Working and Learning Environment	✓				

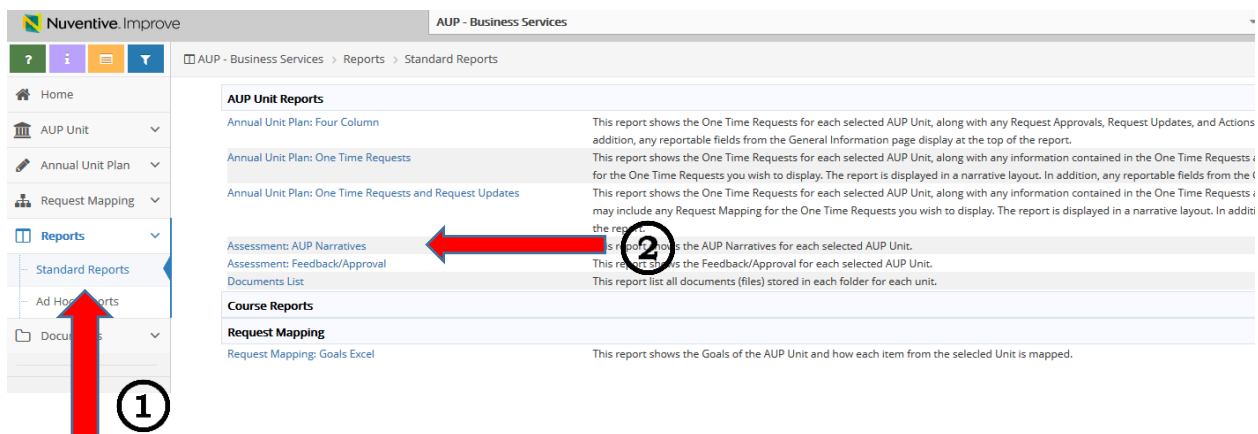
For programs receiving Career Education funding, there is an additional requirement to track resources requests to Perkins Core Indicators. Open the drop-down menu (1) to select Perkins Core Indicators and follow same steps outlined above.

The screenshot shows the Nuventive Improve web application with the 'Perkins Core Indicators' selected in the top breadcrumb navigation. The main content area displays a table for mapping resource requests to Perkins Core Indicators.

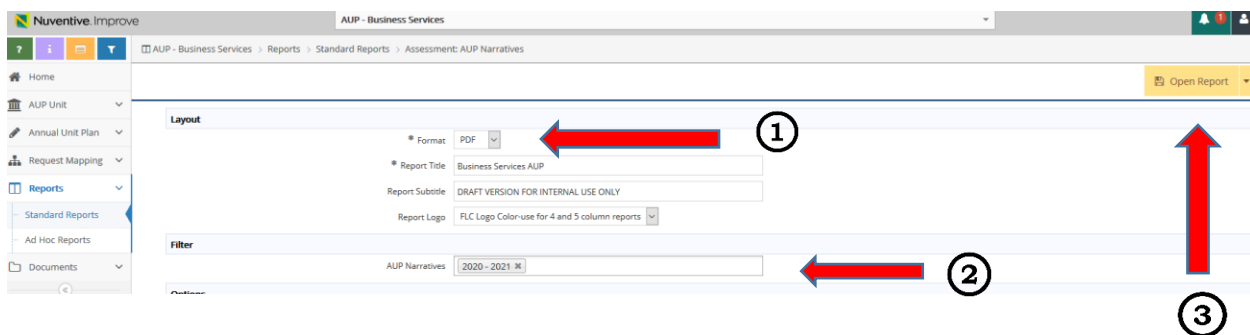
Perkins Indicators	Marketing Materials Support from PSD to develop and distribute marketing materials. Make ...	Social Work / Human Services FT Faculty Full time faculty.
Requirement 1 Strengthen academic and career technical skills of students through integration.	✓	
Requirement 2 Link CTE secondary and post-secondary programs (at least 1 program of study)		✓
Requirement 3 Provide students with strong experience and understanding in all aspects of industry (WBL: Work Based)	✓	
Requirement 4 Develop, improve or expand use of technology		✓
Requirement 5 Professional development		✓

Step 5: Share Draft of Plan

If you are interested in sharing a draft of your plan with others on your team, there are a two easy ways to do that. You can contact OIR and request that all department members have access to *Improve*; you can request that members have edit access or view only access. Note that 1st and 2nd level reviewers (Managers, Deans, and VPs) already have view access. Or you can create a draft document of your AUP by selecting “Reports” (1), and then Standard Reports. Next, select “Assessment: AUP Narratives” (2).



Next, select your preferred layout, filter, and options. Format choices are PDF, HTML or Word (1). You can change the title, and add a subtitle and logo, if desired. The filter allows you select the plan narrative by year (2). And Options allows you include or exclude fields with no data. Once you have made your selections, hit the Open Report button to generate your report. You will see a pop-up message that the report is generating (it may take a minute or two), and then the report will open in a new window.



Step 6: Submit for Review

When you are done with the above steps and you are ready for your Manager, Dean and/or VP to review your plan, go back to the current year AUP Narrative and select “Yes” to Q10: “Is your AUP complete and ready for review?”. First and second level reviewers will receive bi-weekly reports from November 15th to December 5th notifying them when completed AUPs are ready for their review.

8. Describe your unit's facility, professional development, and safety needs

9. Suggestions for improving the AUP process

10. Is your AUP complete and ready for review? Yes **1**

Step 7: View Feedback/Approvals & Final Revisions

Within the AUP Planning Summary screen, select Feedback/Approvals (1). If your Manager/Dean or Vice President have added feedback, you will see a document for the AUP review year and the feedback/approval status (2). If you do not see a document for the current review period, that means the reviewers have not yet added their feedback.

The deadline for any final revisions to AUP narratives and one time requests is January 2nd; any changes made after that deadline will not be included in committee reports or resource requests lists (with the exception of FT Faculty Staffing Requests, which can be submitted anytime through the end of the spring term).

Nuventive Improve AUP - El Dorado Center

AUP - El Dorado Center > AUP Unit > Feedback/Approvals

Home

AUP Unit

Annual Unit Plan

AUP Narratives

Feedback/Approvals **1**

One Time Requests

Request Mapping

Feedback/Approvals

2019 - 2020 **2**

First Level Manager Feedback: Thank you!

First Level Manager Approval: Approved

Second Level Manager Feedback:

Second Level Manager Approval:

2018 - 2019

2017 - 2018

Other:

- ❖ Need training on *Improve*? Have problems accessing *Improve*?
 - Contact Jill Bradshaw, Faculty Researcher, at: bradshj@flc.losrios.edu
- ❖ See the [Office of Institutional Research \(OIR\) page on Inside](#) to find:
 - Links to Data Dashboards, Research Briefs & Key Performance Indicators
 - Links to FLC Student Satisfaction with Support Services Survey Reports