Program Planning Cheat Sheet

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| **Things to remember** | * Pick 2-3 Strategic Directions you want to focus on (though all CTE programs must address Strategic Direction 3).
* Be sure to consider the college’s priorities (for example, completion)
* Focus on what you expect students to be able to do by coming to your class or program, instead of justifying each piece of your work
* Keep it short and sweet (with a clear, concise explanation)
* Use bullet points over long dialogue
* Be sure to complete your SWOT at the very end (after Strategic Direction 5).
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| **where to start** | Moorparkcollege.edu -> Quick Links -> Institutional Research and Planning -> Program Review (click the blue words/link) |
| **LOGINS** | 1. You need to login first to the Sharepoint site using your computer/portal logon. (the “Where to Start” steps in this document will take you to the Sharepoint login page)
2. Then you will need to login to Tableau.
3. Once you log in to Tableau and you have clicked on a Strategic Direction, the data should begin to populate and you will see Nuventive: Impact (“TracDat”) on the right.

\*If you do not have a Tableau login or a TracDat account, please contact the IE office. |
|  **STEPS** | Once you are in the system:1. On the left side, click Strategic Direction 1
2. Select your program on the right side (Nuventive). If you are responsible for more than one program, you will have access to each one.
3. Click the Blue-green plus sign to open up the new reporting screen.
4. Select the current reporting year: 2018-19
5. As you look at the Tableau dashboard you may need to click the “open in full window” link. This will open the dashboard in another window so you can see everything **and filter the data.**
6. Filters are on the right side. For example, the demographic dashboard can be filtered by Term or Academic Year; Program; and Ethnicity, Age, or Gender.
7. At the bottom of your dashboard you will see the Campuswide figures.
8. Toggle back to the integrated program planning page (you may need to click the other webpage tab to access the window).
9. Now you begin writing your analysis in the “Analysis of Data” window.
10. Report any actions you plan to take in the “Suggested Action” window.
11. Select a **conclusion** for the overall trends in the Strategic Direction you are reporting on.
12. If you want to add any supporting documents you can at the bottom of the Nuventive: Impact screen.
13. Click the yellow **save button** as you go and when finished.
14. Now select the next Strategic Direction and repeat steps 2-13. As noted earlier, you only need to complete 2-3 Strategic Directions (though all CTE programs must complete Strategic Direction 3).
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| **examples of what to include** | * You might look at your **success rates** overall, and then drill down into demographic groups and look at which groups are not doing as well as the overall success rate. How might you help them?
* You could look at your **program enrollment** and filter by your choice of demographic (race, age, gender) to see if your program is not reaching a particular group. Are there **equity gaps** (compare with the overall campus numbers)? Would you expect this for your program? Is there anything you can do to close the equity gaps and increase access?
* You can look at **course success rates** in relation to the rest of your program by clicking on specific courses. Why might some courses have better or worse success rates in comparison to others?
* What do you need to help you reach these goals?

*\*These are just a few examples to get you started.* |
|  **TIPS** | * Always be sure to click “Save” after you have entered data into the TracDat window (Nuventive: Impact). Otherwise your work may be lost.
* In your dialogue, **quote specific numbers** you are analyzing, rather than just using generalizations. For example, “we have a 60% success rate in our program overall.”
* **Address each question** for the Strategic Direction, unless the question does not pertain to your program, and at least one goal to illustrate alignment with the college’s Strategic Plan.
* You can add a screen shot of the data you are reporting, if you would like. This is *optional*. This feature is available in the integrated program planning page, not the expanded Tableau dashboard.
* Click on the camera icon  to begin the process and add the picture to your program plan. Click save.
* Your previous SWOT is saved as a PDF in your Document Repository.
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