

## Student Equity and Achievement Program Annual Report NOVA Module FAQs

### NOVA

#### ***How do I get access to NOVA?***

If you do not already have a NOVA account, you may request access here:

<https://nova.cccco.edu/help?requestAccess=true>

#### ***Where do I access the SEA Annual Report?***

In the left side menu bar, click Programs, then SEA Program, then Reporting. You will see a card for each college. Search for your college using the filter boxes at the top of the screen. Both SEA Annual Reports and SEA Term-End Expenditure Reports will be listed in your college's card. However, only one report will be open and available at a time. Click the 18-19 SEA Annual Report link.

#### ***What if I don't see a link for the 18-19 SEA Annual Report?***

Contact the Chancellor's Office SEA support team and we will resolve the issue:

Thomas Ponik  
[tponik@cccco.edu](mailto:tponik@cccco.edu)  
916-323-6877

Barbara Lezon  
[blezon@cccco.edu](mailto:blezon@cccco.edu)  
916-323-5275

#### ***Since NOVA auto-saves and you enter data, what if I accidentally delete some text? What can I do to recover it?***

If you have not yet moved to another field, you can "un-do" the text deletion by using the Control+Z function. (Hold down the CTRL button and hit the "Z" key.)

### CONTACTS Step

#### ***What are the Project Lead Contact and the Alternate Project Lead Contact?***

The Project Lead Contact has ultimate control over the report, including the ability to add/edit other contacts, edit the content of the report and submit the report for approval.

Alternate Project Lead Contacts (colleges may have multiple alternates) can also add/edit the contacts and the content of the report. But they cannot submit for approval.

#### ***How many approvers are there and who are they?***

This report requires only TWO approvers – the college president and the college chief business officer. Once these two contacts have reviewed and approved the submitted report, it is placed into a Certified/Complete status.

#### ***Why does this report not require the same five approvers as the Student Equity Plan?***

This is a report, not a planning document. *Plans* developed by colleges must go through local shared governance, due to their strategic and forward-facing content. However, this module is a *report of what has already occurred or is occurring*. Therefore, this is not required to be routed through local governance for approval. However, a Project Lead may elect to provide a draft of the report to additional campus staff, faculty or governance bodies either using the Word document template, or by using the "Share" button located at the top of the screens.

## METRICS Step

### ***Which DI groups should we focus on in this report?***

The Chancellor's Office would like you to report on activities associated with Black or African American as well as Hispanic or Latino DI groups. Please select at least ONE of each of these DI group metrics to report on (if displayed in your DI group list). You are also requested to report on THREE additional DI group metrics. These are entirely up to your college to decide/choose.

### ***My DI groups are disaggregated by gender. Should I choose male or female when selecting the Black or African American and the Hispanic or Latino groups?***

You may choose *either* male or female. Or you may select *both*, and report on all four groups. It is up to your college.

### ***What if I do not have Black or African American or Hispanic or Latino groups in my DI group list?***

If your college does not have at least one Black or African American and/or at least one Hispanic or Latino group, you may select another group in its/their place. You are still required to select a total of FIVE groups on which to report.

### ***Why am I not seeing all of my college's DI groups listed (from our Student Equity Plan)?***

The Annual Report is designed to allow colleges to report on the progress of their activities related to the Student Equity Plan. So only DI groups that are associated with activities in your plan will show on the Metrics tab list. If your college had DI groups that it did NOT associated with any activities, they will not be displayed in the SEA Annual Report.

## ACTIVITIES Step

### ***In completing our SEA report, when we are selecting activities for a specific metric, do the activities need to be supported by SEA funds in some way?***

The Chancellor's Office prefers that reported activities be funded by SEA Program funds. However, we understand there may be some activities having many components that are funded out of multiple sources. It is alright to report on the progress of these activities.

### ***When reporting on the progress of activities in NOVA, what start and end dates are we reporting on? Are the start and end dates from July 1, 2019 to now?***

The Chancellor's Office is not concerned about the start dates of the activities you are reporting on. We do not ask for a start or end date when you are reporting in that section of the report.

### ***What if some of the activities that are listed in this year's Student Equity & Achievement plan were also included in the previous Student Equity Plan (2015-2016)? Would these activities have a different start and end date that we would need to report progress on in NOVA?***

Once you choose the DI groups to report, you may report on any activities that you want from your college's 2019-22 Student Equity Plan (regardless if they were also in your previous equity plan). Whichever activities you choose to report on, we simply want to know a *point-in-time status* of progress. As of right NOW, where are you in implementing the activity?

***Are we required to report on activities/programs that are funded to help close equity gaps, even if they were not included in the Student Equity plan?***

When reporting on **expenditures and planned expenditures** we DO want colleges to report on anything/everything they've spent 18-19 SEA program funds on - regardless of whether the activities are included in the Student Equity Plan. When it comes to reporting on the **progress of implementing your activities** targeted toward DI groups, these should be activities from the Student Equity Plan.

## **AFTER CERTIFICATION**

***After our college's Annual Report was certified in NOVA, I noticed a new link called "SEA Term-End Expenditure Report." Do we need to complete this report too?***

No. This report will be completed by your college next September after the entire two-year spending period is over (after June 30, 2020). You do NOT need to complete this report now. Once your SEA Annual Report is certified, you are officially done!