A&M-Commerce | Nuventive™ Improvement Platform User Guide

Department of Institutional Effectiveness and Research

Texas A&M University-Commerce Nuventive™ Improvement Platform
User Manual

Every year, each A&M-Commerce academic program and divisional support unit engages in institution-wide, ongoing efforts of continuous improvement by identifying expected student learning outcomes and goals, assessing the extent to which these outcomes and goals are achieved, and providing evidence of seeking improvement based on analysis of these results. To support this effort, the Nuventive™ Improvement Platform serves as an online assessment platform in which to collect, organize, and manage the assessment process at Texas A&M University-Commerce. This platform creates a digital repository of assessment data that offers an easily accessible, web-based reporting tool, automatically saves all entered information, and maintains a historical record of assessment data. The Nuventive system offers a Four Column Reporting format which can produce a succinct and comprehensive document of the annual Institutional Effectiveness reporting.

Figure 1. Example IE Assessment: Four Column Reported

This manual provides A&M-Commerce IE Authors, IE Representatives, and those serving as reviewers of assessment reporting with the basic "how-tos" of navigating and inputting information and data into the Nuventive Improvement Platform to document annual assessments. The information within the manual is organized in order of access within the Platform, starting with Logging In and ending with the Document Library. Each section contains the steps for creating new information, editing existing information, and other functions such as copying and moving information as applicable.

Assessment Plans and Results entered in the platform are reviewed by the college or division and the Department of Institutional Effectiveness and Research, and then available to University Leadership for decision-making and to support continuous improvement across the campus. This data is used in internal and external communications and publications as well as reports for the A&M University System, Texas Higher Education Coordinating Board, SACSCOC, accrediting agencies, and more.

If you have any questions about utilizing the assessment platform, conducting assessments, or how the collected information is used, please email IE@tamuc.edu or call 903-886-5935.

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Logging into the Nuventive™ Improvement Platform

Nuventive Improvement Platform access will be granted after successful completion of the *Utilizing the Improvement Platform for Annual Assessment Reporting* training course in TrainTraq. You may receive an email notification to complete the required training or may search for the training in TrainTraq by course number 2114162.

Accessing Nuventive is simple and straightforward! It is supported on Apple Mac iOS as well as Microsoft Windows.

Nuventive Improvement Platform is most compatible with Google Chrome, Safari or Firefox web browsers; our recommendation is to avoid the use of Internet Explorer for accessing and using this software.

1. The first step will be actually getting into the Nuventive Improvement Platform! This can be done from the IER webpage or from myLEO.
    a. Access from the **IER Website**
        i. Select the Nuventive Improvement Platform Access hyperlink from the Hot Topics in IER bar on the right side of the screen OR

        ii. Navigate to the assessment homepage by clicking on Assessment in the left hand page listings and then clicking the Nuventive Improvement Platform Login button

    b. Access from **myLEO**
        i. Sign in to your myLEO account

   ii. Click on the APPS tab, at the top of the screen

iii. If the Nuventive icon has been added to your dashboard, it will most likely appear at the bottom of your applications that first time you access it. To move the app towards the top of your dashboard, click on the three lines in the top right of the app icon, and then **Move this Portlet**.

iv. Use the navigation tool that appears in the top right to move the app icon to the top of your dashboard for easy access.

v. Once you have the icon where you want it, simply click on the app to access the Nuventive Improvement Platform.

2. Log in using your Single Sign-On information or your active directory credentials (the same information you use to access WorkDay or your work computer). Select Sign-In.
If you need assistance with this information, please contact CITE at Helpdesk@tamuc.edu or at 903-468-6000.

If you need to add a **new user**, please send an email to IE@tamuc.edu. Include the following information in your email:

- New user's full name and title
- A&M-Commerce email address (@tamuc.edu)
- The academic program or support unit to which the individual needs to be granted access
- The role in the assessment process this individual is fulfilling:
  - IE Author
  - IE Representative
  - Department Head or Direct Supervisor
  - Dean or Vice President
- Reason for the request

If you have trouble accessing your existing Nuventive Improve account or are locked out, please email IE@tamuc.edu.

## Navigating to the academic program or unit
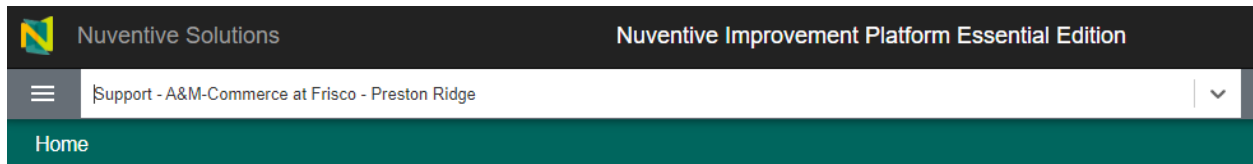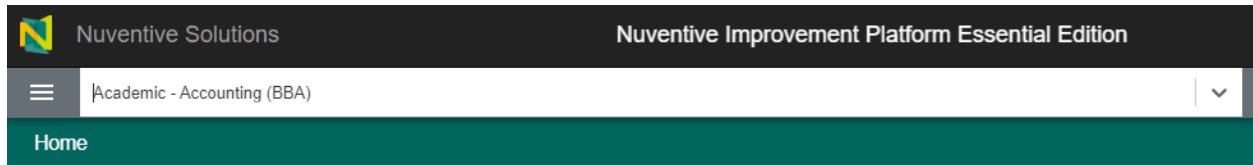
Navigating to your degree program or division to begin updating or inputting your assessment data is easy!

The Plans to which you have access will appear in the drop-down list located at the top of the screen. If you are assigned to multiple Plans, click the down arrow to navigate between multiple Plans. Alternatively, you can begin typing the name of your program or division in the drop down menu and it will appear underneath. To access the appropriate home screen, just click once on the name.

All academic degree programs will start with "Academic- " and all support divisions will start with "Support- ".

Basic Navigation

Help Buttons
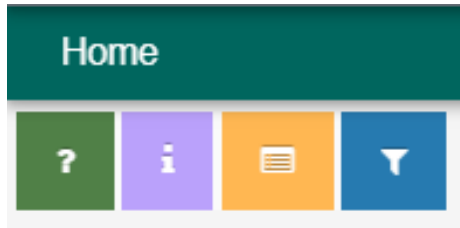


The Help button will contain a general overview about the page you are navigating and about the system in general. It will also help provide an in-depth explanation of the other buttons and resources available to you.

The Instructions button will provide specific instructions or guiding recommendations from A&M-Commerce for the page or section in which you are working.

The Audit button will provide an audit log of those who last accessed and/or edited that page or section.

The Filter button allows you to filter what information you see on a screen. For example, if you wanted to view an assessment plan for a program or division, you can do that by filtering by Goal or SLO Type, Statement filters, Goal or SLO status, Goal or SLO type, etc. This can be helpful in reviewing and understanding the assessment history for your program or unit.

Screen Viewing Options

The above split screen options are especially helpful when navigating resources and entering information at the same time. Institutional Effectiveness has preloaded some helpful resources into the Nuventive system for your use, and the above screen viewing options allow you to 1) view your Nuventive program or division editing area as full screen, 2) primarily view your editing area and the resources as a smaller viewing pane to the right, 3) view your editing area and the resources pane as evenly split across your screen, or 4) primarily view your resources pane and the editing area as a smaller background screen on the left.

Main Menu (Hamburger Menu) Navigation

The Main Menu or Hamburger Menu allows you to navigate to the necessary areas of the Nuventive platform. Click on each option to expand the menu and reveal additional options.
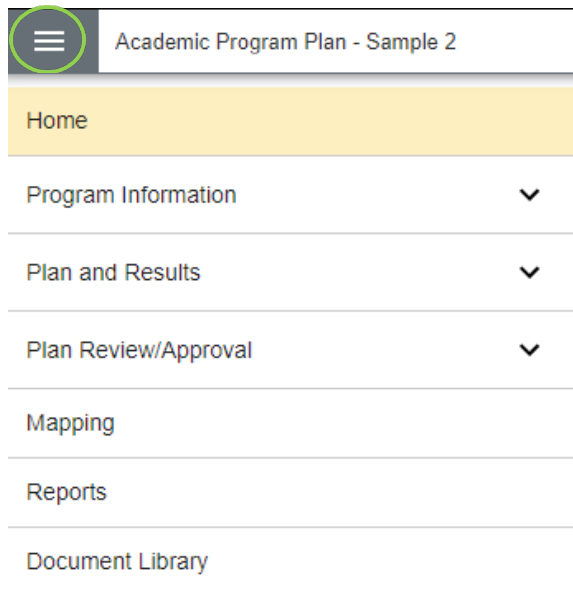

The Home Page opens to an analytics chart that summarizes the progress and submission status of Assessment Methods and assessment Results for the program or unit. This snapshot can be helpful in identifying Assessment Methods without Results, and Results that either have a Standard of Success that was not met or whose Results were Inconclusive, which require an Action but *do* not have an action recorded.
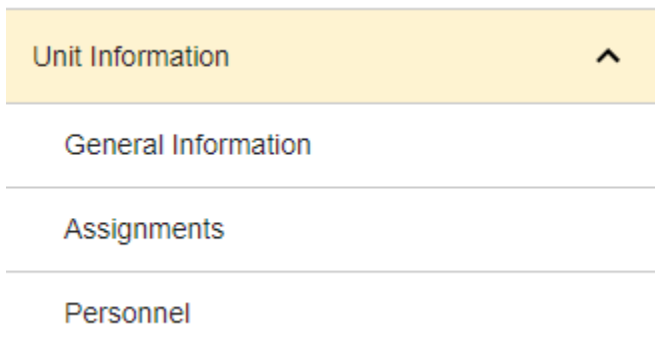

Unit/Program Information holds general information about the program or unit including the College or Division name and Mission Statement, as well as assigned personnel.

Plan and Results ⌃

    Assessment Plan

    Assessment Results
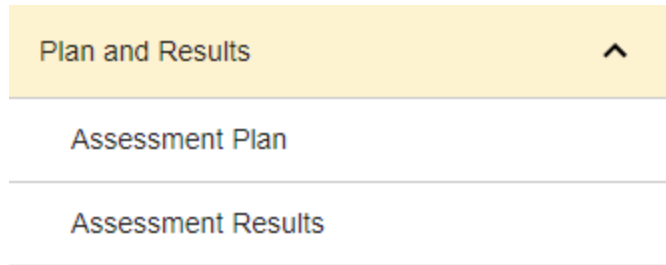
The Plans and Results menu option is where the assessment plan and results data will be entered. These areas will be explained more fully later in the manual.
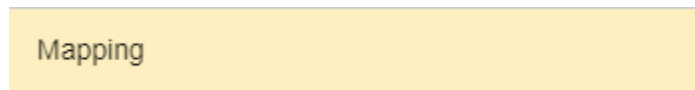
Mapping

Mapping will navigate to the Mapping page where the program or unit will map their SLOs or Goals with other institutional learning outcomes and strategic priorities. Marketable Skills mapping is available for academic programs and certain support units.

Reports ⌃
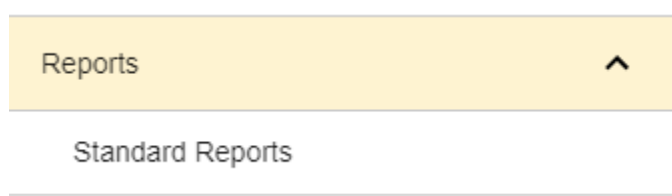
    Standard Reports

Reports will navigate you to a list of Standard Reports which can be run to summarize information about annual assessment data.
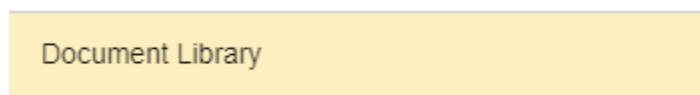
Document Library

The Document Library serves as a document repository for your program or unit. Multiple files types such as Word Doc. files, excel files, PDF, JPEG, etc. can be loaded and stored here.

📁 Historical Documents

📁 IE Resources

📁 Supporting Documents
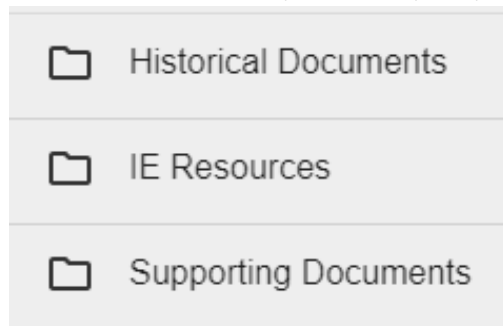
Home Page and Program or Unit Information

Logging in takes you to the Home Page for your program or unit. The analytics table can be helpful in identifying Assessment Methods and Results that require actions or updates.

Red flags signal missing information or a Result entry that needs further attention. Flags will appear if there is an assessment method missing, if there is an assessment method that is missing a result entry, or if a result Conclusion has *either* "Standard of Success not Met" or "Inconclusive" selected but does not have a saved Actions/Use of Results entry.

The General Information page provides information on the program or unit such as the College/Division, Degree type if applicable, and Mission Statement. This information will be prepopulated in the Nuventive Improvement Platform, but if changes occur, the information will need to be updated by the IE Author or another designee.

Plan and Results: Assessment Plan
Navigation
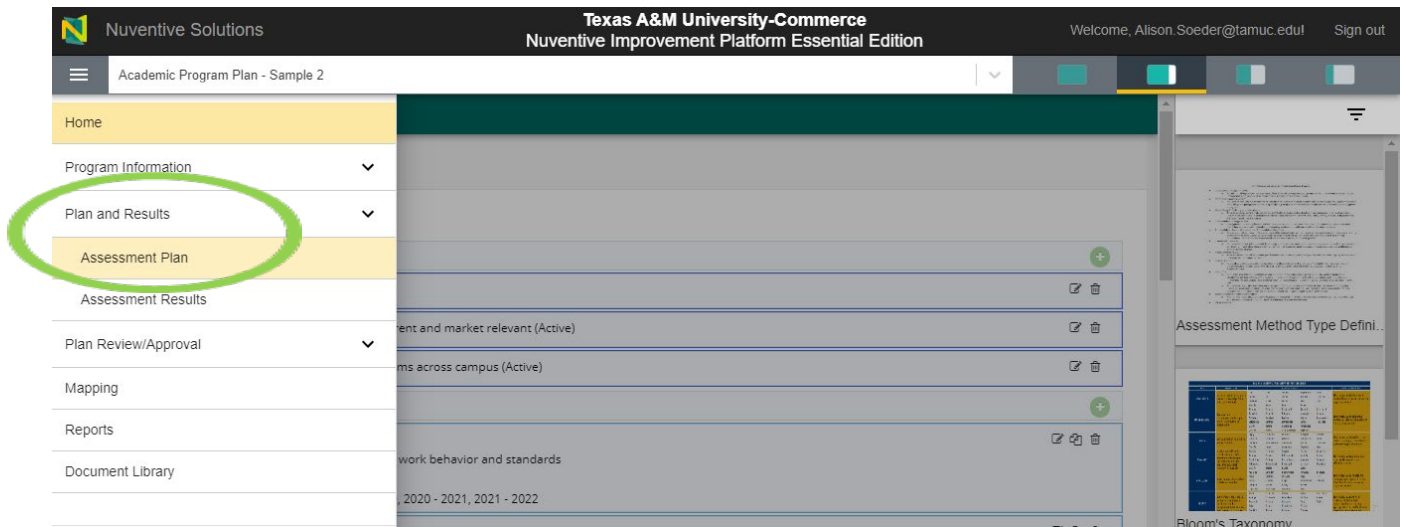
Clicking on the **Plan and Results** menu option will expand the menu to display options for the **Assessment Plan** and **Assessment Results**. To navigate to the program SLOs or unit Goals, select **Assessment Plan**.

For an **Academic Program**, the **Assessment Plan** home screen will display the Student Learning Outcome, the Learning Outcome Name, the Outcome status, the assessment cycle and the start and phase out date. **Assessment Methods** for each SLO are viewable by clicking the arrow beside each SLO to expand it.
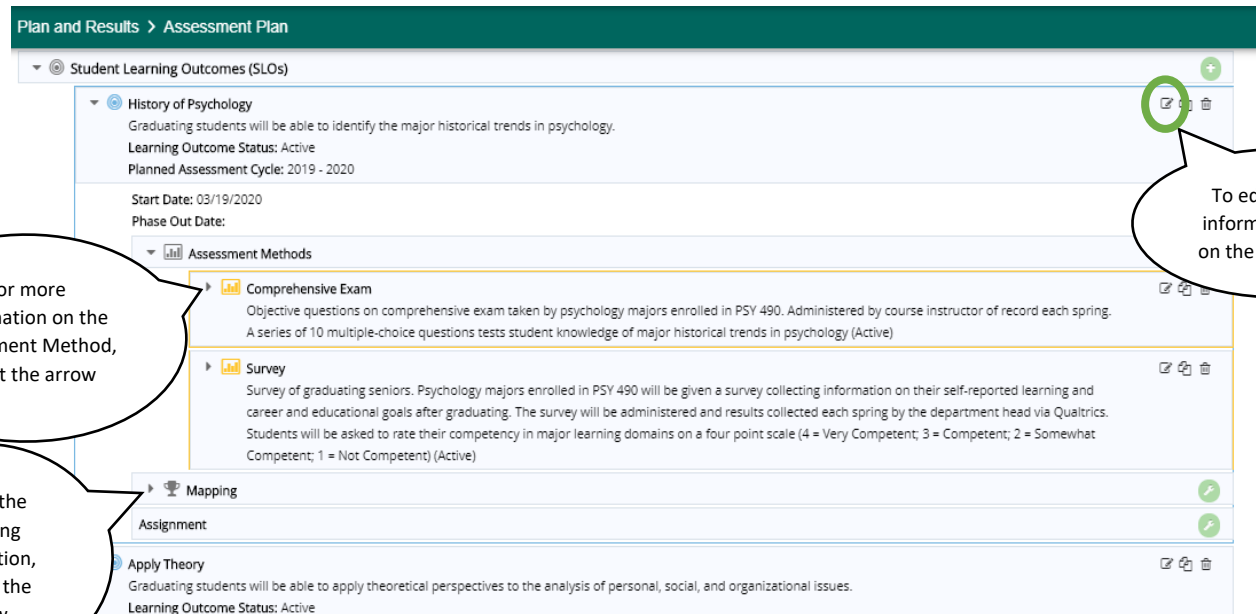
For a **Support Unit**, the **Assessment Plan** screen will display the Goal Name, the Goal Statement, the Goal Status, the Planned Assessment Cycle and the Start and Phase Out Date. **Assessment Methods** for each Goal are also viewable by clicking the arrow beside each Goal to expand it.

On the Assessment Plan screen, you can edit, copy, or delete the SLOs or Goals as well as the Assessment Methods. You can also expand all of the SLO or Goal information and Assessment Methods to see a comprehensive assessment plan for your program or unit.

In the resource viewing pane on the right hand side of the screen are several resources. For Academic Programs, the Assessment Method Type Definitions, Blooms Taxonomy, and Assessment Review Rubric are available for reference. For Support Units, the Assessment Method Type Definitions, Taxonomy of Goals, and Assessment Review Rubric are available. These will be helpful in revising or adding SLOs/Goals and Assessment Methods.

Note that Assessment Plans for academic programs will include space for Student Learning Outcomes while Assessment Plans for support units will include space for Goals. In some cases, support units identified as Academic and Student Support may also assess learning outcomes. Please note that these learning outcomes will be entered as Goals for the unit in their Assessment Plan.

In the resource viewing pane on the right hand side of the screen is the Assessment Review Rubric that will be used to evaluate completed assessment reports. Please use the items in this rubric to guide your entry of the **Assessment Plan.**

*With the Nuventive Improvement Platform, there is no need to add a continued SLO/Goal and the relevant Assessment Methods each year. As long as the SLO/Goal and Assessment Method are *not* marked Inactive or phased out, they will remain in the Assessment Plan.**

Adding a New SLO or Goal

To add a new SLO or Goal, you will work from the **Assessment Plan** page.

1. Start by selecting the green Addition button.

2. Add the **Learning Outcome Name** or **Goal Name**. This will be a shorter reference name that will be displayed in the Summary Table on the home page. This name should succinctly summarize the key theme of the SLO or Goal. It is recommended that numbers *not* be used to name the SLO or Goal.

3. Add the **Student Learning Outcome (SLO)** or **Goal Statement**. This will be the complete phrase or statement of the learning outcome or goal. Keep in mind that an SLO is defined as what students are able to demonstrate in terms of knowledge, skills, and attitudes upon completion of a program while a goal is defined as an observable and measurable outcome that assesses a particular process, service, or experience.

4. Add the **SLO Status** or **Goal Status**. This will be either **Active** or **Phased Out**. (Select Phased-Out only if the SLO has been discontinued for assessment).
5. Input the **Planned Assessment Cycle**. Please include the full year (ex. 2019-2020, or 19-20). Up to three assessment cycles can be included here at a time.
6. Select the **Start Date** and, if known, the **Phase Out Date**. Most often, the **Phase Out** date will not be populated until the assessment has actually been phased out from the active assessment plan.
7. Be sure to **Save** your work when you are done adding the SLO or Goal.
8. Select **Return** to return to the Assessment Plan page.

The question marks circled in green above will provide additional field level instructions for that particular entry or data field

Editing an Existing SLO or Goal

Editing an existing SLO or Goal starts from the Assessment Plan page.
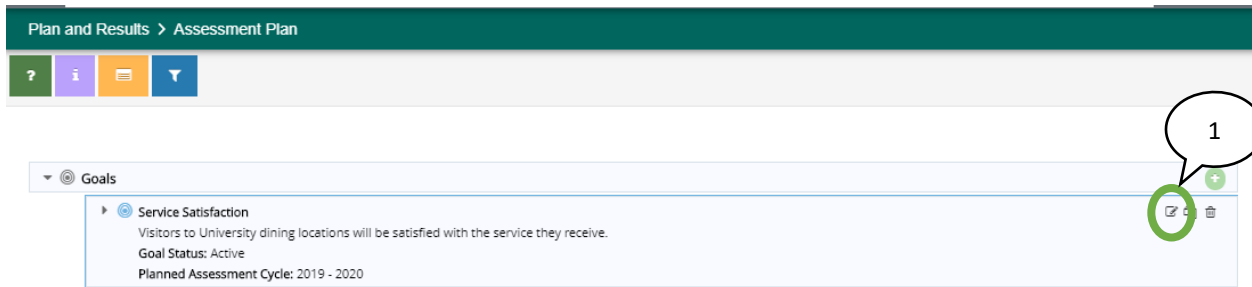
1. Select the Edit button for the SLO or Goal.

From here, you can edit all of the existing information pertaining to the SLO or Goal.

2. You can mark a **SLO** or **Goal** as **inactive** by selecting the **Status** drop-down list and then including a **Phase Out date**.

If you are marking an SLO or Goal as Inactive and phasing it out, please DO NOT delete the SLO or Goal from the Assessment Plan.

3. Be sure to **Save** all changes made, or they will not be reflected in the SLO or Goal moving forward.
4. Select **Return** to return to the Assessment Plan page.
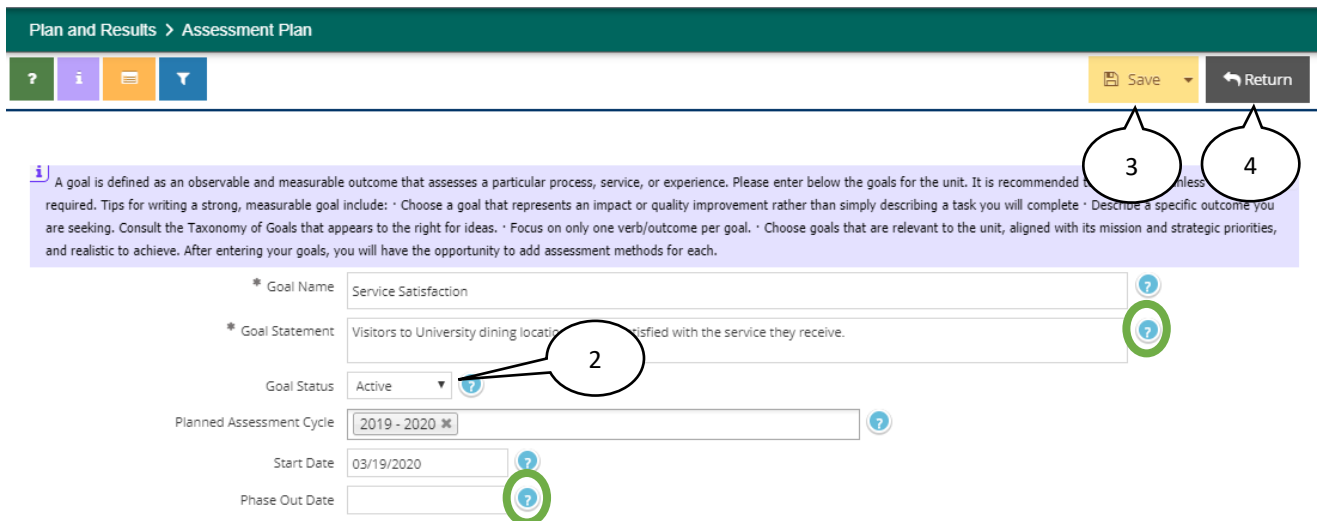
The question marks circled in green above will provide additional field level instructions for that entry or date field
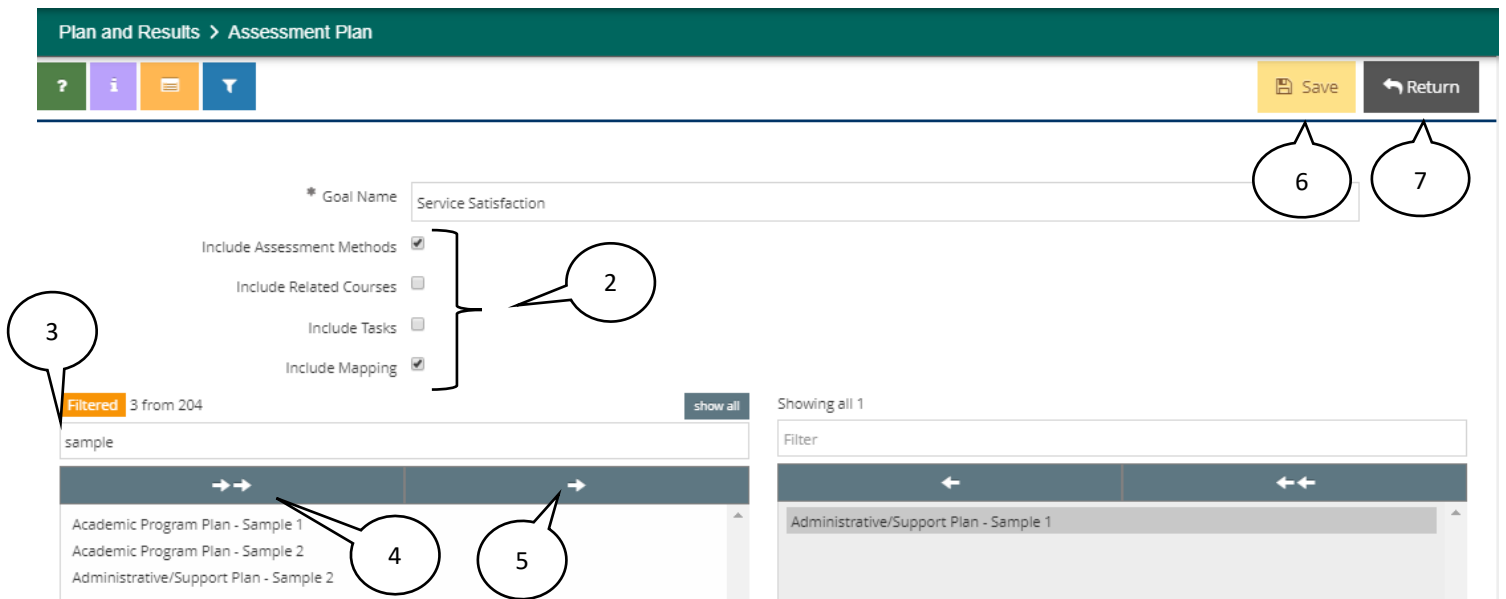
Copying an Existing SLO or Goal

You can copy an existing SLO or Goal into another Assessment Plan for another program or unit if you have the permissions to view the assessment plan.

Copying an existing SLO or Goal also starts from the Assessment Plan page.
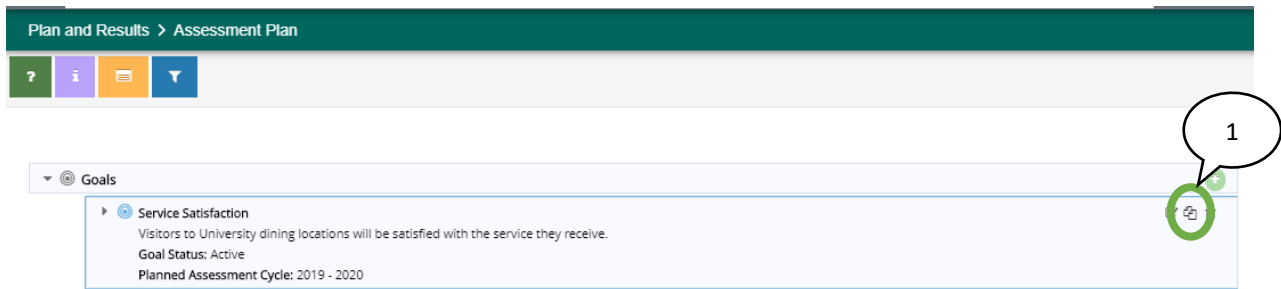
1. Select the Copy button for the SLO or Goal.

2. Start by ensuring the additional components of the SLO or Goal such as **Assessment Methods**, **Related Courses** (for academic programs), **Tasks**, and **Mapping** are checked off to be included in the copy if needed.
3. You can filter the available **Assessment Plans** by typing the program or unit name or part of the name in the filter box to narrow down the selection
4. If you want to copy the **SLO** or **Goal** to all of the program or unit names in the left side box, select the **Copy All arrows**.

5. If you want to copy the **SLO** or **Goal** to only one other program or unit, select that name in the left side box and then click the **single copy arrow**.
6. Be sure to **Save** all changes made, or they will not be reflected in the Assessment Plan moving forward.
7. Select **Return** to return to the Assessment Plan page.

Adding a New Assessment Method

Adding a new Assessment Method starts from the Assessment Plan page, under the SLOs or Goals that are in the assessment plan.
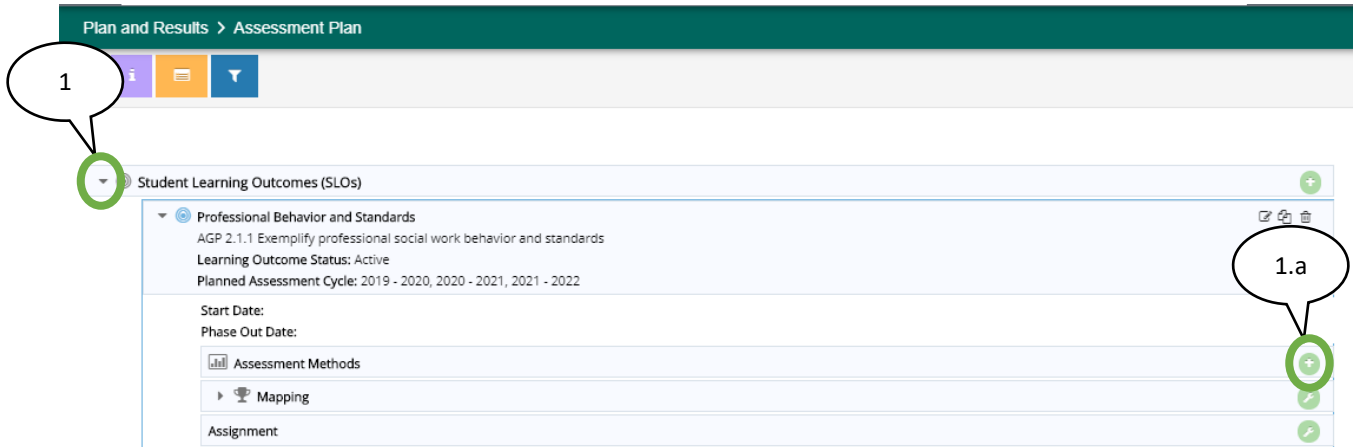
1. Start by clicking the arrow next to the SLO or Goal and then the green Addition button on the Assessment Methods bar.
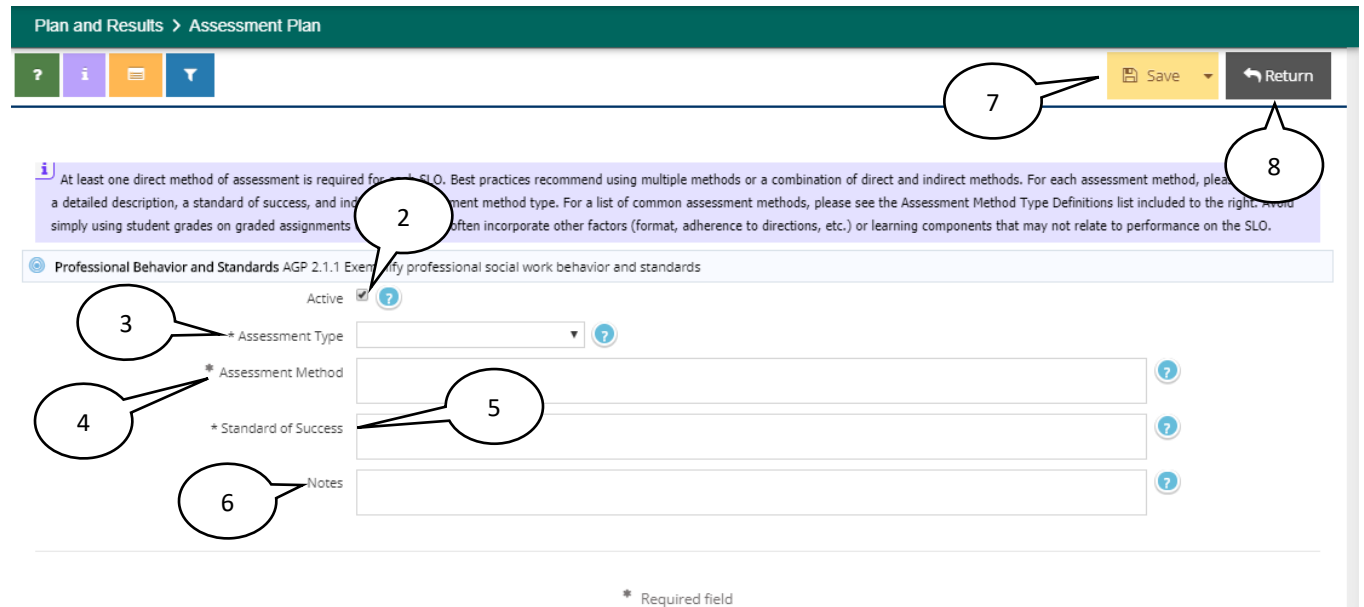
2. Most added Assessment Methods will be Active Assessment Methods; the **Active** button will be automatically selected when adding an Assessment Method.
3. Select the Assessment Method Type from the **Assessment Type** drop-down list. The **Assessment Method Type Definitions** resource on the right hand resource viewing pane will be helpful at
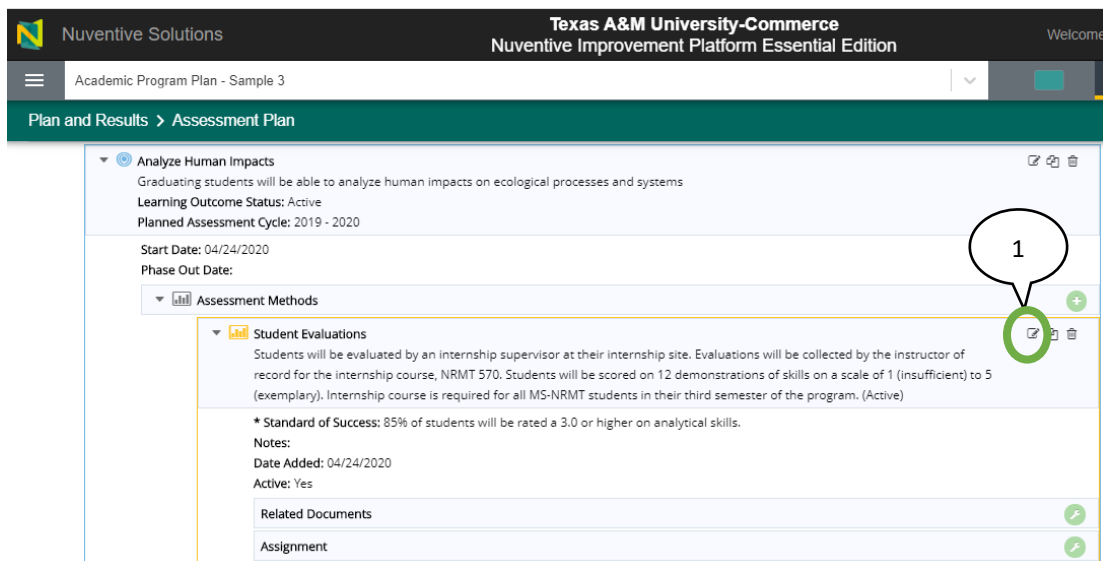
this stage. (For more information on how to view the resource documents, navigate to the Basic Navigation section).

4. Add the **Assessment Method**. Information entered here should include what is being assessed, who administers the assessment, who is being assessed, a description of the assessment measure, when the assessment is administered, and where it is assessed (for example, physically or during a certain time cycle). Please be as detailed as possible in this section, keeping in mind that someone not familiar with the assessment could be reviewing this information during the IE Cycle. For more detailed guidance on what should be included in the Assessment Method information, refer to the Academic Program or Support Unit Rubric in the resources on the right of the screen.

5. Add the **Standard of Success**. The **Standard of Success** should set a numerical criterion for evaluating results, align with the assessment method, and relate to the type of assessment data collected. For example, 85% of graduating students will achieve a 4 or better on the final presentation rubric.

6. The **Notes** box can be used by the IE Author to add any internal notes for the author or for others related to the Assessment Method or the data collection. Use as you see fit. Please note that this is not a required field.

7. Be sure to **Save** your work when you are done adding the Assessment Method.

8. Select **Return** to return to the Assessment Plan page.

**Note that at least one direct method of assessment is required for each SLO. Please avoid simply using student grades on graded assignments or tests. Grades often incorporate other factors (format, adherence to directions, etc.) or learning components that may not relate to performance on the SLO. Best practices for the assessment of both SLOs and Goals recommend using multiple methods or a combination of direct and indirect methods. **

Editing an Existing Assessment Method

Editing an existing Assessment Method starts from the Assessment Plan page.

1. Select the Assessment Methods **Edit** Button.

From here, you can edit all of the existing information pertaining to the Assessment Method.

2. If you are deactivating or no longer using an Assessment Method, **uncheck** the **Active box**. In this event, it may also be helpful to leave a note for future reference on why the assessment method was deactivated or what replaced it.
3. Be sure to **Save** all changes made, or they will not be reflected in the Assessment Method moving forward.
4. Select **Return** to return to the Assessment Plan page.

Copying an Existing Assessment Method

If an Assessment Method is used to assess multiple SLOs or Goals, you can copy an existing Assessment Method to another SLO or Goal **in the same Assessment Plan.**

Copying an existing Assessment Method starts from the Assessment Plan page.

1. Select the Copy button for the Assessment Method.

? | i | ☰ | ▼ | 🖫 Save | ↩ Return

Showing all 5   Empty list

Filter   Filter

→→ | →   ← | ←←

Service Satisfaction
Food Access
Food Satisfaction
Local Food Budget
Location Utilization

2. You can filter the available Assessment Methods if needed by typing the Assessment Method or part of the Method in the filter box to narrow down the selection.

3. If you want to copy the Assessment Method to all of the SLOs or Goals in the left side box, select the **Copy All** button.

4. If you want to copy the Assessment Method to only one other SLO of Goal, select just that SLO or Goal in the left side box and then click the **single copy** button.

5. Be sure to **Save** all changes made, or they will not be reflected in the Assessment Plan moving forward.

6. Select **Return** to return to the Assessment Plan page.

Plan and Results: Assessment Results

Navigation
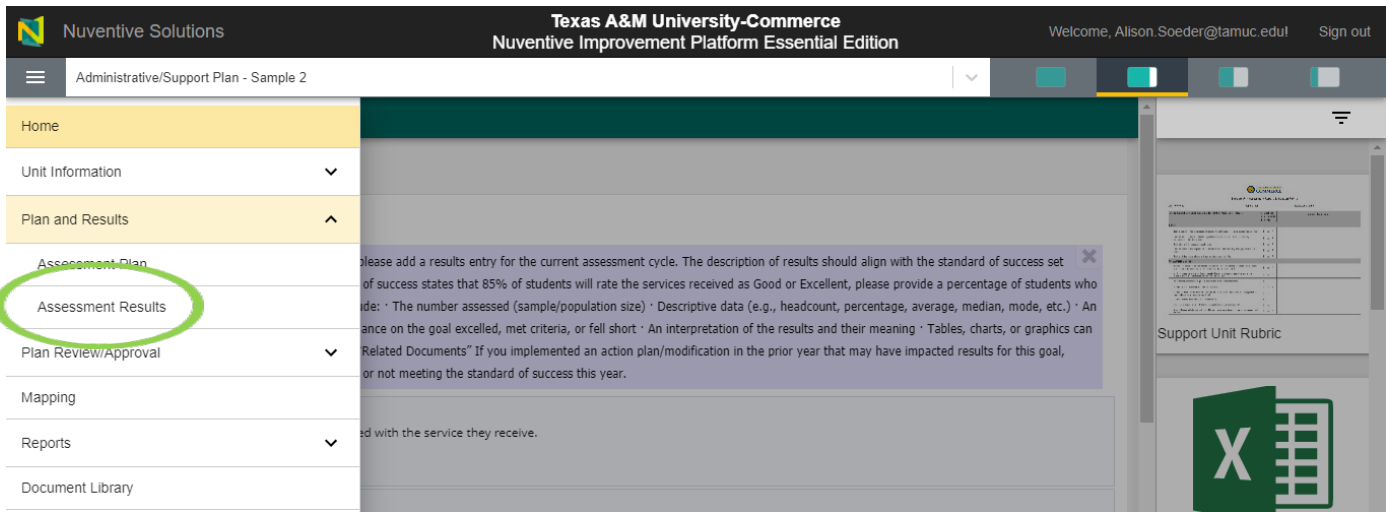
Clicking on the **Plan and Results** menu option will expand the menu to display options for the **Assessment Plan** and **Assessment Results**. To navigate to the program or unit Results, select **Assessment Results**.

For **Academic Programs**, the **Assessment Results** home screen will display the Learning Outcome Name, the Student Learning Outcome Statement, the Learning Outcome Status, and the Planned Assessment Cycle(s). It also displays information related to the specific Method being Assessed and the Results. The **Assessment Results** will include the **Results** discussion, the **Reporting Period** in which the assessment was conducted, the outcome or **Conclusion** of the results, and **Follow Up on the Previous Year Action**
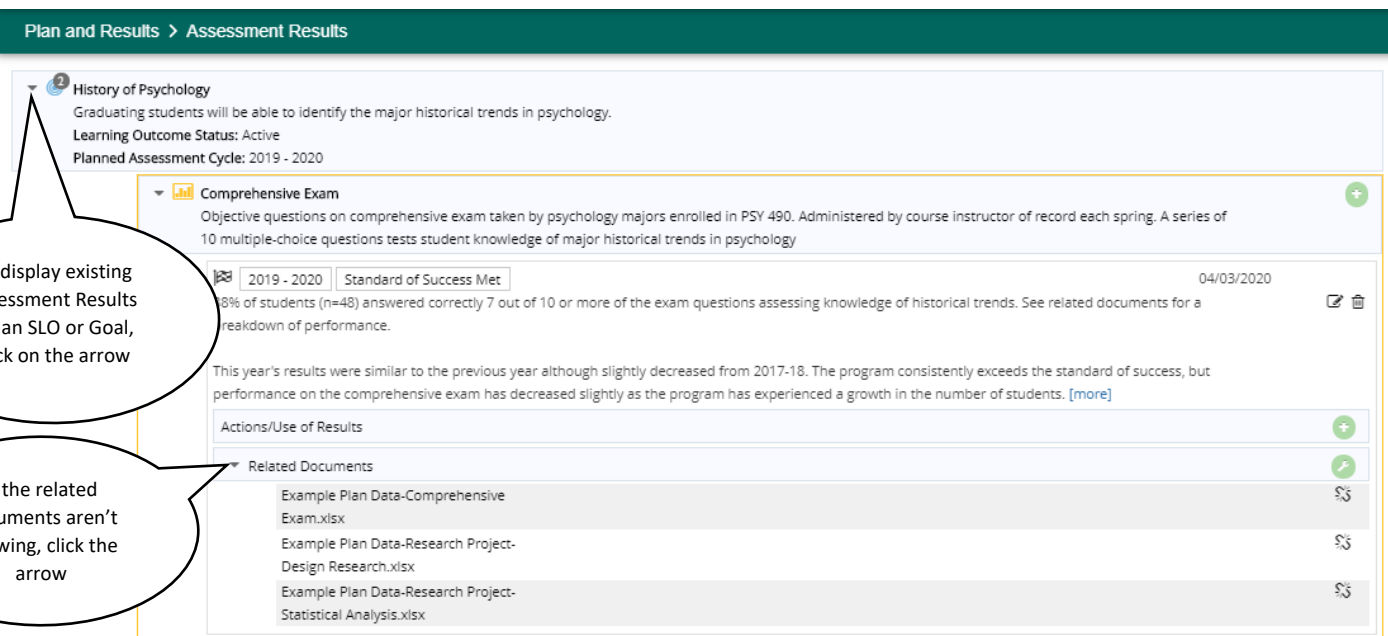
To display existing Assessment Results for an SLO or Goal, click on the arrow

If the related documents aren't showing, click the arrow

Plan. This is also where the **Actions/Use of Results** information will be entered and displayed, and where **documents** related to the collection and analyzation of the data can be included.

For **Support Units**, the **Assessment Results** home screen will display the Goal Name, the Goal Statement, the Goal Status, and the Planned Assessment Cycle(s). It also displays information related to the specific Method being Assessed and the Results. The **Assessment Results** will include the **Results** discussion, the **Reporting Period** in which the assessment was conducted, the outcome or **Conclusion** of the results, and **Follow Up on the Previous Year's Action Plan**. This is also where the **Actions/Use of Results** information will be entered and displayed, and where **documents** related to the collection and analyzation of the data can be included.

From the **Assessment Results** page you can edit or delete assessment results as well as record **Actions/Use of Results** and view assessment **Related Documents**.

In the resource viewing pane on the right hand side of the screen is the Assessment Review Rubric that will be used to evaluate completed assessment reports. Please use the items in this rubric to guide your entry of **Assessment Results.**

Adding a New Assessment Result

Assessment Results are added under the SLO or Goal and Assessment Method to which the results entry applies. Click the arrow to expand each SLO or Goal and view the Assessment Methods for which an **Assessment Result** may be added. You are only able to add an **Assessment Result** if you have identified and saved the Assessment Method for the SLO or Goal.

To add a new **Assessment Result**, you will start from the **Assessment Results** page.

1. Start by selecting the green Addition button.

The **Results** area will be used to enter more than just the **Assessment Results** data; it will also be where you add the **Actions/Use of Results** and the **Related Documents** that would have previously been submitted as attachments.

Start with adding the IE Assessment Results data.

2. Note the **Assessment Method** and SLO or Goal information that will appear at the top to inform which Assessment data is being entered.
3. The **Result Date** will auto populate with the date you access the Results page, most commonly the date the results are being recorded in Nuventive.
4. Add the **Result** discussion information. Be sure to include the **number assessed** (n=x), numerical results data, and **analysis** and **interpretation** of the results. This may include a comparison of current results to previous results, descriptions of levels of performance, or a discussion of what factors may have contributed to performance on the measure. Ensure the description included here supports what was gathered through the **Assessment Method**.
5. Select the **Reporting Period** from the drop-down list. This will be the assessment cycle in which the results were collected. For data collected during a summer term, include the summer results with the academic year that follows (i.e. Summer II 2020 assessment data should be reported during the 2020-2021 Assessment Cycle).
6. Select the results **Conclusion** from the drop-down list. Only select *Inconclusive* if the results were unable to be collected. Otherwise, select either *Met* or *Not Met*.
7. Add information in the **Follow Up on Previous Year Action Plan**. This is a required field; if you implemented an action plan or modification from the previous year, describe what impact that had on the collected assessment results. If you did not implement an action plan in the previous year, enter "N/A."
8. Be sure to **Save** your work when you are done adding the Results data.
9. Select **Return** to return to the Assessment Plan page.

The options to add Actions/Use of Results and Related Documents may be visible on the screen already or you may need to scroll down to see them.

Adding the Actions/Use of Results

Adding the **Actions/Use of Results** can start either in a specific assessment results entry or from the larger Assessment Results page for the program or unit. Start by navigating to the Assessment Results page under the Main Menu.

Actions/Use of Results	⊕ (1)
Related Documents	🔧

(4) 💾 Save ▾ ↩ Return **(5)**

🔘 **Critically Evaluate** Graduating students will be able to critically evaluate arguments and findings in psychological research.

> **Written Assignment/Essay** Students in PSY 410 will be assigned an essay evaluating an argument in psychological research. Essays will be collected by the instructor of record
> 📊 from students in PSY 340 each term and scored on a five point rubric (1 = Unsatisfactory; 5 = Exceptional)._copy
> * **Standard of Success** 85% of students will receive an overall rubric rating of 3 out of 5 or more.
> Notes

| 🏳 | 2019 - 2020 | Standard of Success Met | 04/03/2020 |

87% of students were rated 3 or higher. 15 student essays were assessed.

Although the standard ___ was met, student performance on the SLO decreased in this cycle with a particular increase in the number of students receiving ratings of 3 rather than higher scores. A ___ ults indicates weakest performance in the domain of selection of evidence. Students struggled to sufficiently cite sources or studies relevant to evaluating the findings of the ___

(2) * Action Date 04/09/2020 ❓

**(3)** * Action/Use of Results [   ] ❓

1. Select the green Addition button on the **Actions/Use of Results** bar.
2. Enter the anticipated **Action Date** on which the action(s) will occur.
3. Add the **Actions/Use of Results** information. Describe how the results will be used, including actions being taken to seek improvement.
4. Be sure to **Save** your work when you are done adding the SLO or Goal.
5. Select **Return** to return to the Assessment Results page.

## Adding and Relating Assessment Results Documentation

Examples of the assessment **Related Documents** being added to the **Assessment Results** in this section could include charts or tables of data collected over time, survey examples, etc.

|	
Actions/Use of Results	🟢
Related Documents	🔧 (1)

1. Select the green Wrench icon to open the available Document Repository for the Assessment Results.
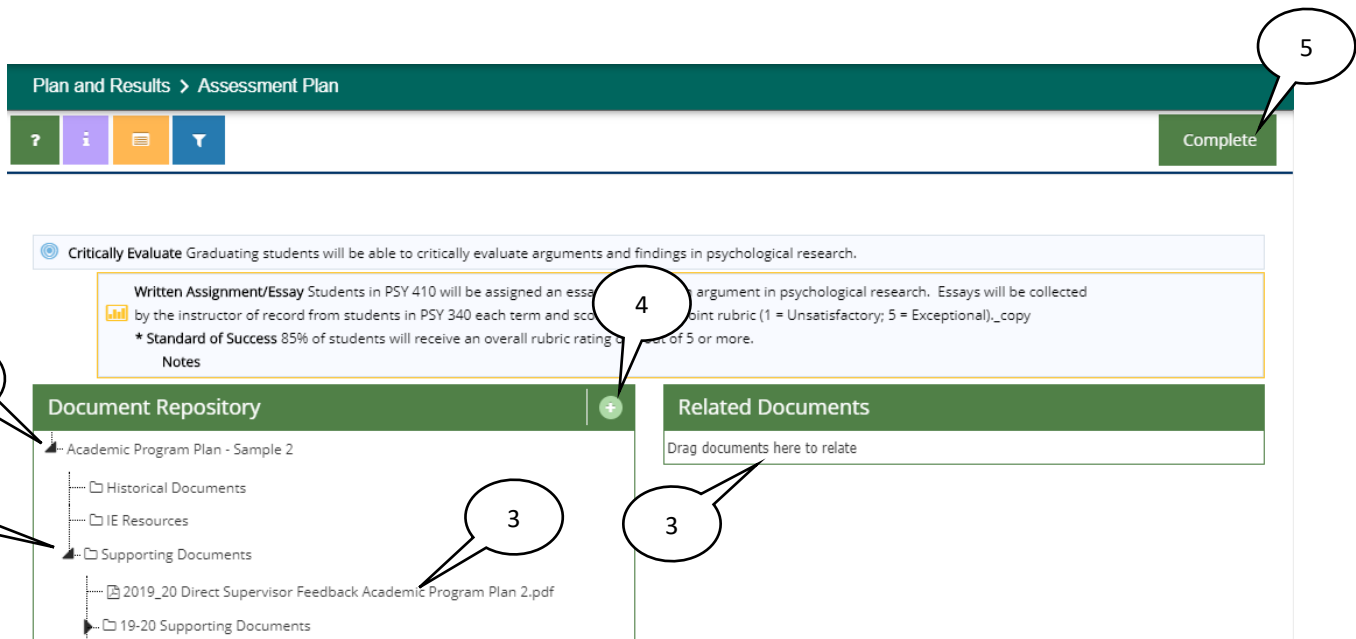
2. To access the available documents, select a black down arrow. If a down arrow is white, there are no documents in that particular folder to relate to the results.
3. Click one by one on the documents that need to be related and loaded as supporting results documentation and drag them to the right side field under **Related Documents. Release** them into the green box that will appear.
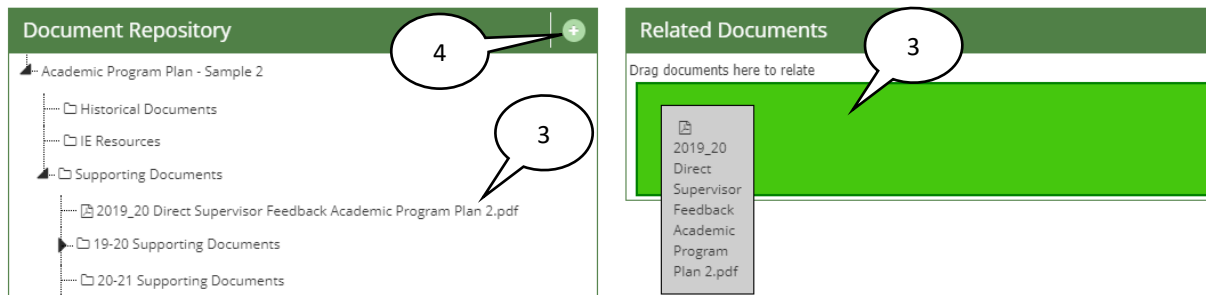

4. If you need to add documents (not currently in the Document Repository) to the **Document Repository** that need to be **Related** to the **Assessment Results**, click the **green Addition button** to the right of the document repository. Use the **Documents** box that appears to browse for the files saved on your computer.
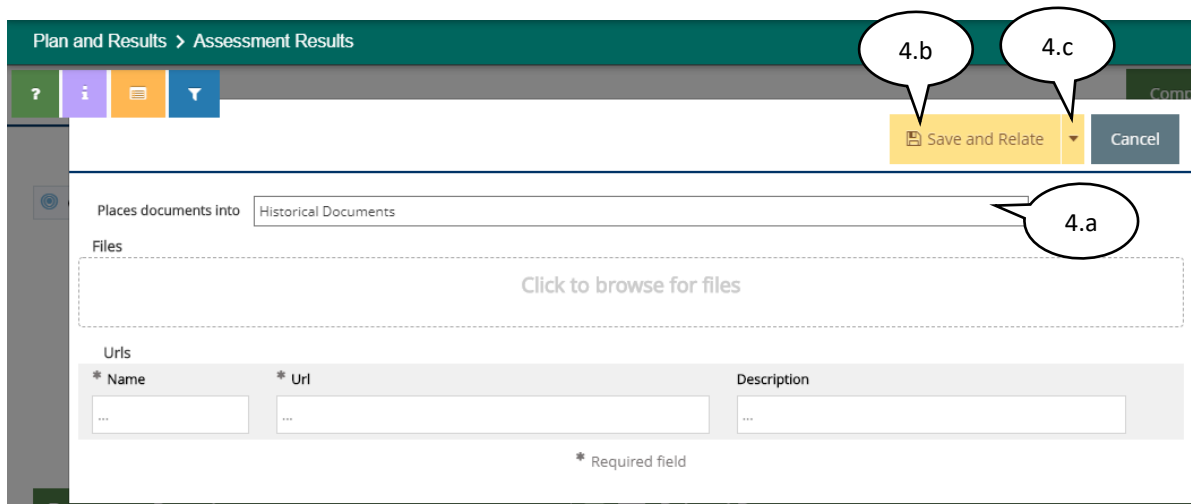
a. Once you have located the files, select the folder where they are to be saved. For documents being related to IE Results, it is important to select the dedicated Supporting Documents folder for the current IE Cycle.
b. Click **Save and Relate** to complete the action.
c. If you select the arrow next to **Save and Relate,** you will have two additional options; **Save and Add New** and **Save and Close.**

5. Once all applicable files have been **Related** in the right hand field, select **Complete** to add them to the **Assessment Results**.
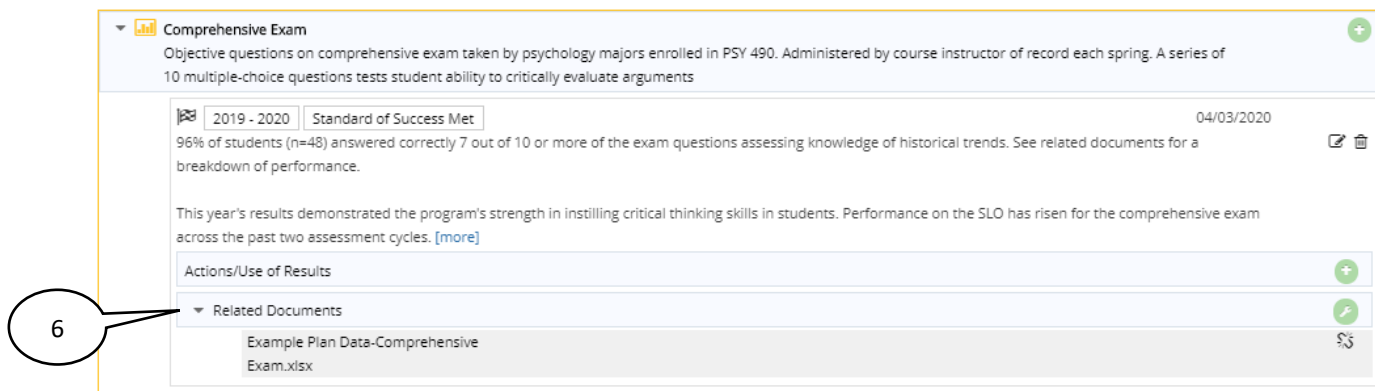
6. Once the documents have been successfully **Related**, they will appear in the **Assessment Results** for the Assessment Method. They will also appear in the resource viewing pane.

Editing, Moving or Deleting Assessment Results

Assessment Results can be **edited, moved** or **deleted** if necessary.

1. Start by selecting the Edit button for the Assessment Result.

2. If you are Editing the results, update or change what is needed and then select **Save**.
3. Select **Return** to return to the **Assessment Results** page.
4. If you are Moving the results to another assessment, click on the blue **Move Results** button.

Moving an Assessment Result

| ? | i | ▤ | ▼ | | 🛋 Move Result | 💾 Save ▼ | ↩ Return |

Goal Name: Location Utilization

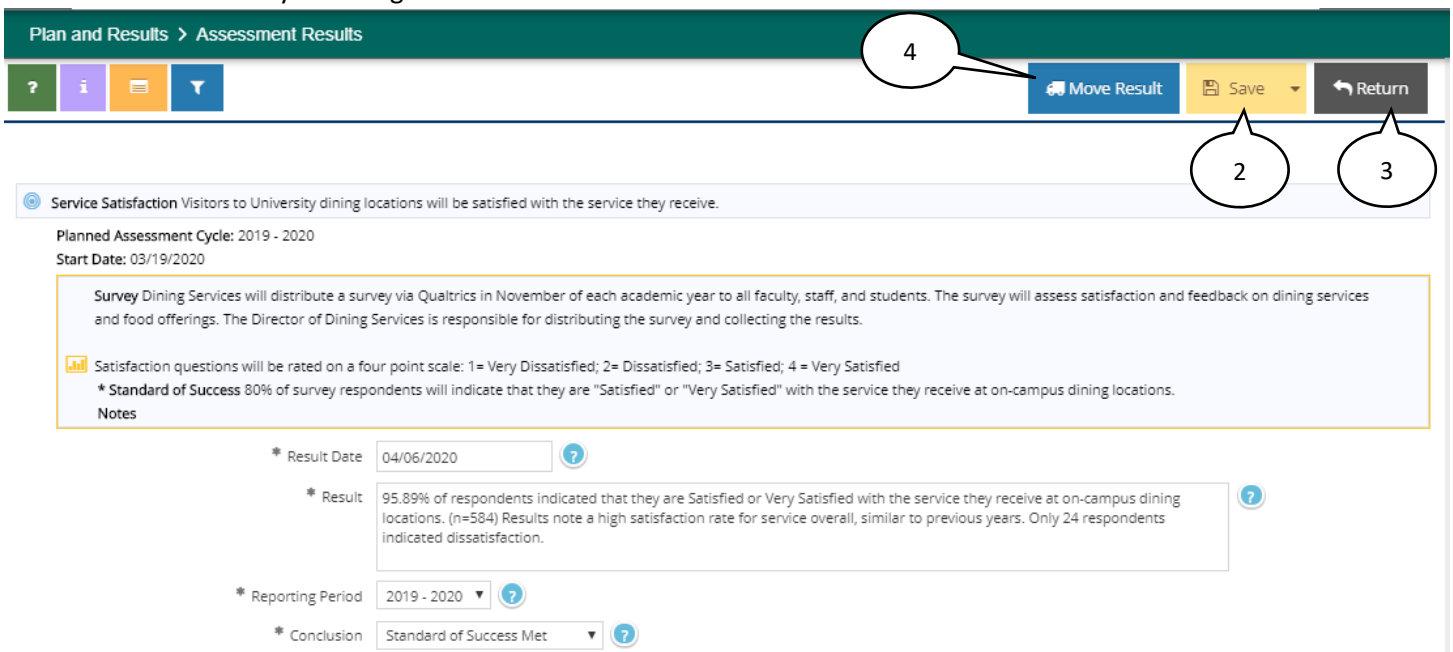Result Relationship: General Objective Observations

* Result Date: 04/06/2020 ❓

* Result: 95.89% of respondents indicated that they are Satisfied or Very Satisfied with the service they receive at on-campus dining locations. (n=584) Results note a high satisfaction rate for service overall, similar to previous years. Only 24 respondents indicated dissatisfaction. ❓

* Reporting Period: 2019 - 2020 ▼ ❓

* Conclusion: Standard of Success Met ▼ ❓

* Follow Up on Previous Year Action Plan: N/A ❓

5. From the **Goal** or **SLO Name** drop-down list, select the **Goal** or **SLO** that the results should be aligned with instead.
6. Select the **Result Relationship** down arrow and relate the **Result** to the appropriate **Assessment Method**, *not* a General Objective Observation.
7. To complete the Move, select **Save** and then **Return**.

Moving a Result *does not* copy the result to another Goal or SLO. This function cannot be used to create a duplicate Assessment Result for another Goal or SLO. Results must be entered individually for each Assessment Method under each SLO or Goal. For example, if a survey is used to assess SLO or Goal 1, 2 and 3, then results for the survey (assessment method) must be entered under each SLO or Goal.

▼ ❶ Service Satisfaction
Visitors to University dining locations will be satisfied with the service they receive.
Goal Status: Active
Planned Assessment Cycle: 2019 - 2020

    ▼ 📊 Survey
Dining Services will distribute a survey via Qualtrics in November of each academic year to all faculty, staff, and students. The survey will assess satisfaction and feedback on dining services and food offerings. The Director of Dining Services is responsible for distributing the survey and collecting the results.

Satisfaction questions will be rated on a four point scale: 1= Very Dissatisfied; 2= Dissatisfied; 3= Satisfied; 4 = Very Satisfied

| 🏳 | 2019 - 2020 | Standard of Success Met | | 04/06/2020 |

95.89% of respondents indicated that they are Satisfied or Very Satisfied with the service they receive at on-campus dining locations. (n=584) Results note a high satisfaction rate for service overall, similar to previous years. Only 24 respondents indicated dissatisfaction. [more]

Actions/Use of Results ➕

▼ Related Documents 🔧

Dining Services Survey Questions Fall 2019.pdf ⌗

Example Data - Dining Services Survey Results Fall 2019.xlsx ⌗

8. To Delete an **Assessment Result**, select the **Delete** button. Please keep in mind that this action will be permanent and that **Assessment Results** cannot be retrieved from a previous version of

the Nuventive Improvement Platform. Even if an **Assessment Result** is dated or the SLO or Goal is being archived, the **Result** should be left for posterity.

Mapping Goals or SLOs

Navigation
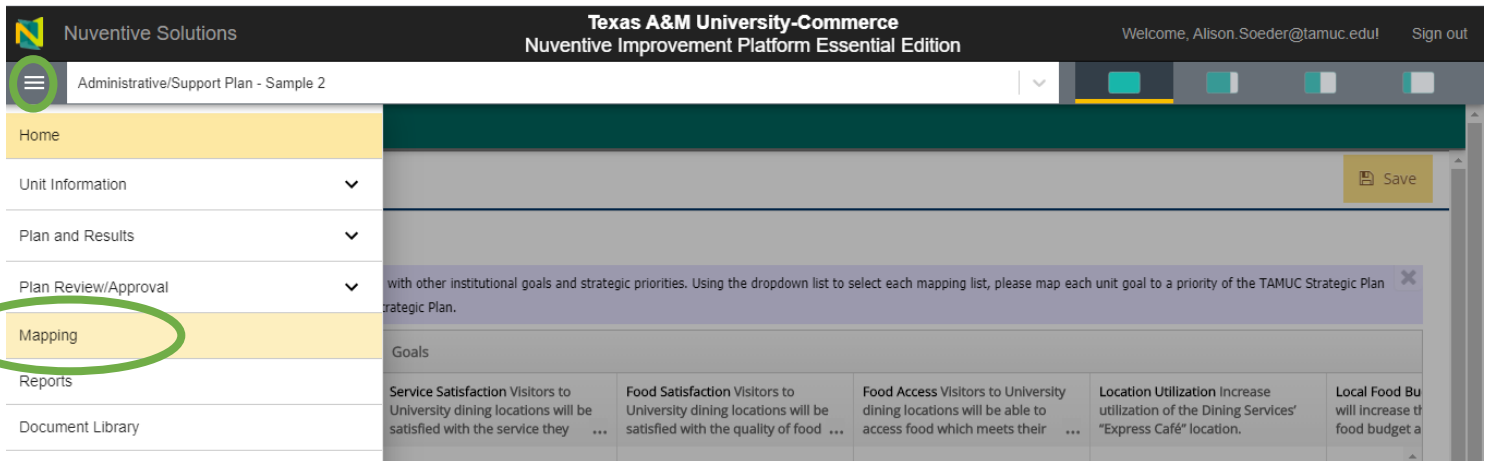
Each academic program and support unit is asked to map their SLOs or goals to the goals of their college or division-level strategic plan. College and division-level strategic plans are mapped to the A&M-Commerce institutional strategic plan. Additionally, academic programs are asked to map their SLOs with marketable skills.

Creating the Marketable Skills or College/Division level Map

Within the Main Menu, navigate to **Mapping**.
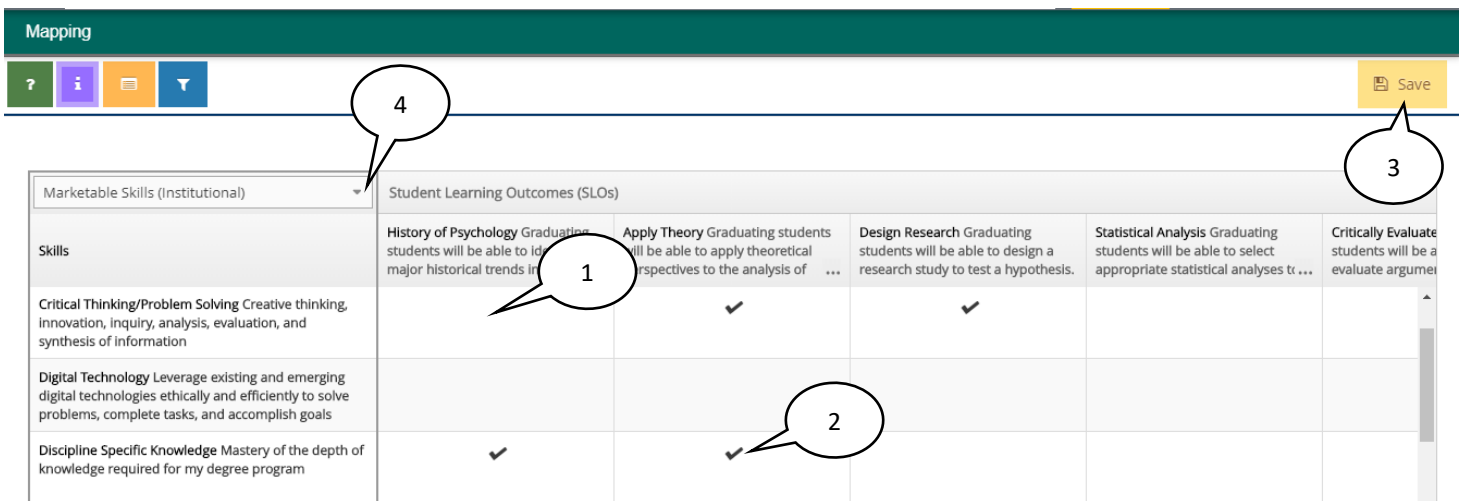
1. Once here, to **map** an SLO or Goal, click in the intersection of the SLO or Goal and the Marketable Skill. A black checkmark will appear to indicate mapping.
2. To **deselect** a checkmark or **unmap** an intersection, click on the checkmark and it will disappear.
3. Click **Save** before moving on to the College or Division map.
4. To navigate to another **Map**, select the **Mapping dropdown list**.

Mapping

	Student Learning Outcomes (SLOs)			
Sample College Strategic Plan ▼				
College Goals	**Analyze Human Impacts** Graduating students will be able to analyze human impacts on ...	**Collect Data** Graduating students will be able to collect relevant field data to evaluate a problem in a ...	**Formulate a Plan** Graduating students will be able to form plan which incorporates a ...	**Effectively Communicate** Graduating students will be able to effectively communicate concept ...
Strategic Goal 1	✔		✔	
Strategic Goal 2		✔		
Strategic Goal 3				✔

1. **Map** an SLO or Goal by clicking in the intersection of the SLO or Goal and the College or Division Strategic Plan. A black checkmark will appear to indicate mapping.
2. To **deselect** a checkmark or **unmap** an intersection, click on the checkmark and it will disappear.
3. Click **Save**.

Reviewing Feedback from Department Heads/Supervisors, IE Representatives, and Deans/VPs

Reviewing and incorporating the feedback left by Department Heads or Direct Supervisors, IE Representatives, and Deans or VPs is an important element in strengthening the quality of assessment on campus.

To review feedback completed by any of these parties, start by opening the Main Menu for your program or unit.
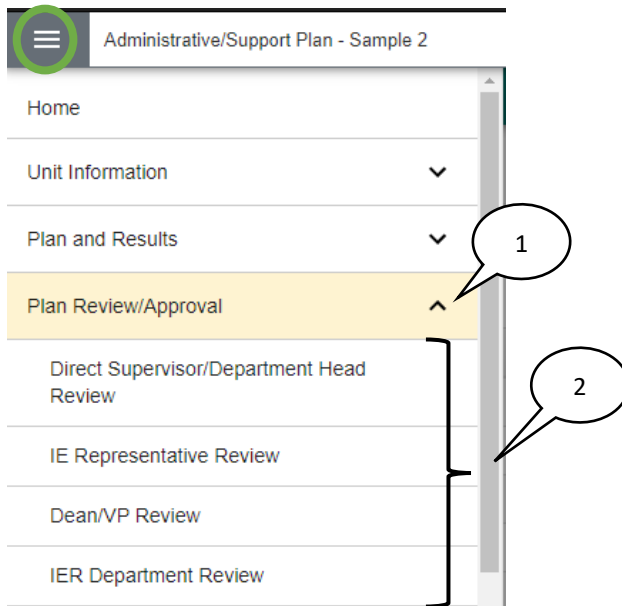
1. Select the **Plan Review/Approval** menu option.
2. From the drop-down menu options, click on the reviewer level whose feedback needs to be reviewed.
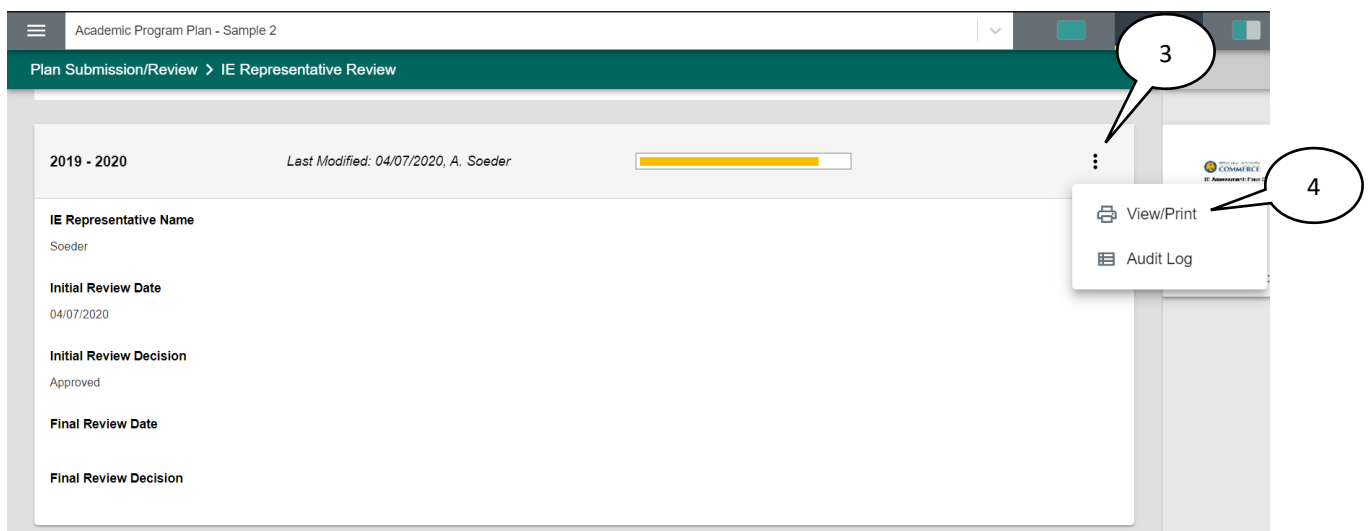
3. Click on the vertical ellipsis on the right side of the screen, next to the rubric completion bar.

4. To access the Review/Approval form and completed rubric in Nuventive (also to print or download as a PDF), click on **View/Print.**

Feedback or requested revisions will be included in the text at the end of *each* section of the rubric under **Comments and/or Requests for Revisions.**

Academic Program Plan - Sample 2   IE Representative Review (Academic) - 2019 - 2020

Methods are clearly aligned and matched with SLOs.

Acceptable

Use at least one direct assessment method. (e.g., essay, exam, etc.).

Excellent

Methods provide valid and reliable measures.

Acceptable

Methods provide adequate data for use of results.

Acceptable

Standards of success are clearly aligned with SLOs and assessment methods.

Excellent

Clear and reasonable targets and desired level of achievement are specified for each assessment method.

Revise

Comments and/or Requests for Revisions

Recommend raising standard of success for next cycle.

Running a Report

Running a report in the Nuventive Improvement Platform allows IE Authors and reviewers to easily access a clear, easy-to-read report of annual assessments. These reports can be used to document continuous improvement efforts by the program or unit and to fulfill assessment reporting needs for external agencies or accreditors.
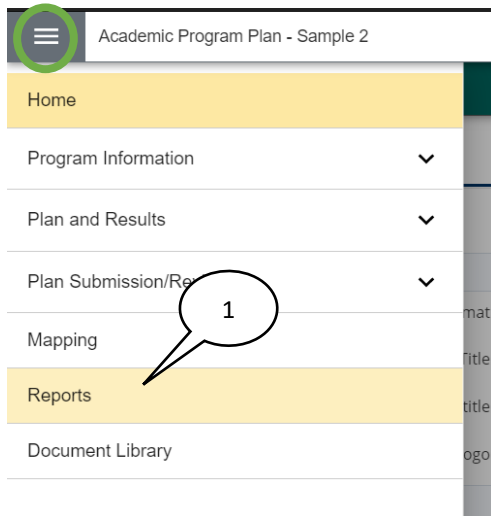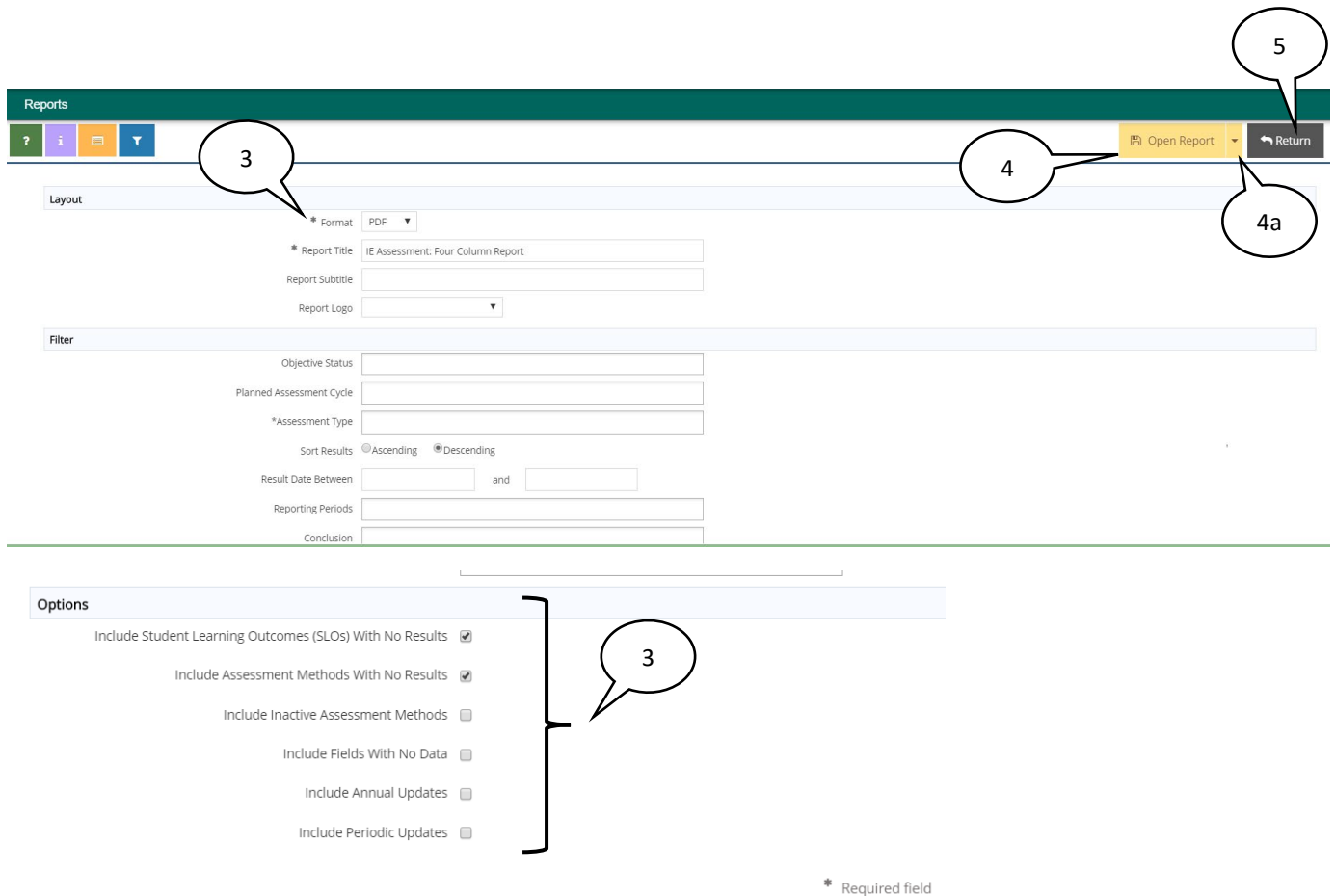

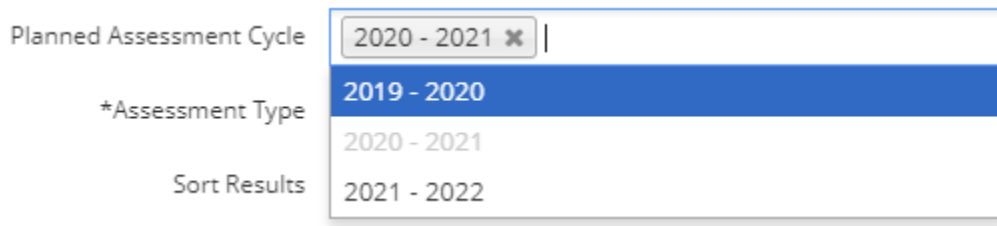1. To run a report on your program or unit, start by opening the Main Menu and click on the **Reports** menu option.
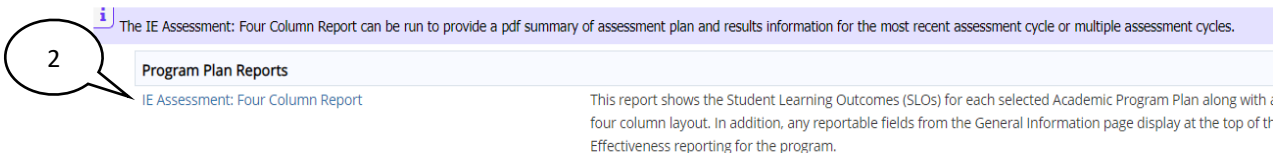
2. Select the title of the report you want to run. The report can be run as a **PDF** (recommended), HTML, or as a Word file format.

The IE Assessment: Four Column Report- This report shows the Student Learning Outcomes (SLOs) or Goals for each selected Academic Program or Support Unit Plan along with any Assessment Methods, Results, and Actions/Use of Results. The report is displayed in a four column layout. This report can be used as a comprehensive document of the annual Institutional Effectiveness reporting for the program.

Reports

? i ≡ ▼   🖺 Open Report ▾   ↩ Return

Layout

* Format [PDF ▾]

* Report Title [IE Assessment: Four Column Report]

Report Subtitle [   ]

Report Logo [▾]

Filter

Objective Status [   ]

Planned Assessment Cycle [   ]

*Assessment Type [   ]

Sort Results ○ Ascending ◉ Descending

Result Date Between [   ] and [   ]

Reporting Periods [   ]

Conclusion [   ]

Options

Include Student Learning Outcomes (SLOs) With No Results ☑

Include Assessment Methods With No Results ☑

Include Inactive Assessment Methods ☐

Include Fields With No Data ☐

Include Annual Updates ☐

Include Periodic Updates ☐

* Required field

3. Though the report is best run with standard formatting (default settings), double check the other selected reporting options to ensure the report that is produced contains the information desired.

Planned Assessment Cycle [2020 - 2021 ✖ |]

2019 - 2020

2020 - 2021

2021 - 2022

*Assessment Type

Sort Results

   a. To run a report for just one assessment cycle, rather than all years, select the year range for the Planned Assessment Cycle filter.

4. Select **Open Report**

   a. To download the report as a .zip file or to save it to the Document Repository, select the down button next to the **Open Report** button, and then click on the format.

5. Select **Return** to return to the **Reports** page.

An excerpt of an example report appears above and it can be downloaded to your computer or printed.

Document Library

The **Document Library** is where documents related to the assessments conducted by the academic program or support unit will be housed. To navigate to the Document Library, click on the Main Menu and then Document Library.
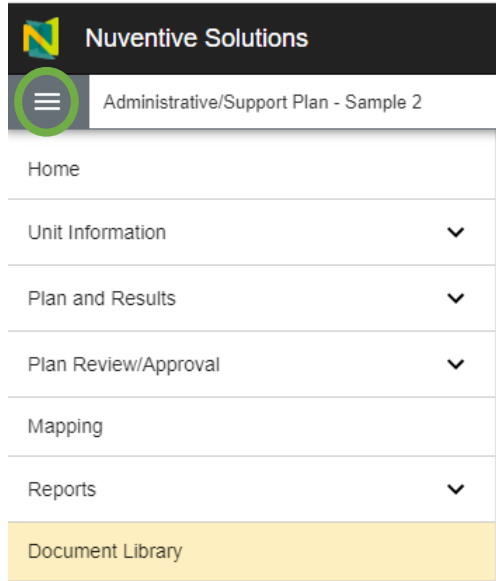
Once there, you will find Historical Documents, IE Resources, and Supporting Documents folders.
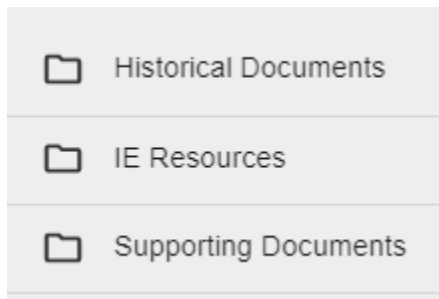
These are the existing default file structures that have been set up by the Nuventive Improvement team.

Historical Documents will typically house older IE documentation.

IE Resources will house files and resources from Institutional Effectiveness useful for conducting assessment and utilizing the Nuventive Improvement Platform.

The Supporting Documents folder can be used to upload supporting documents for your assessment plan or results. Examples include copies of surveys, exams, rubrics, data charts or tables, etc. Do not include individual examples of student work. In the Supporting Documents folder, each program and unit has three subfolders preloaded to use to store assessment documentation for each cycle; for example, 19-20 Supporting Documents, 20-21 Supporting Documents, and 21-22 Supporting Documents. Documents uploaded into a Supporting Documents folder for a specific IE Cycle will automatically appear in the resource viewing pane when working in the Assessment Results area.

Adding a Folder, File, or Sub-Folder to the Document Library

To further organize your assessment documentation, you may find it helpful to add another folder to the Document Library for the program or unit.

Adding files to these folders will automatically load these documents as available and accessible resources in the resource viewing pane on the right side of the screen in the Assessment Results page.

1. To add a **Folder** to the **Document Library** for the program or unit, select the **Add a Folder** button to the right of the program or unit name.


2. To add a **Subfolder** to an existing **Folder**, click into the folder and then select the **Add a Folder** button.
3. To add a **File** to an existing Folder, click into the folder and then select the **Add a File** button.

4. Once in a folder, to navigate back to the library, click on the program or unit name in the document path.

Editing a Folder or File

If you need to rename, share or delete a folder or open, download, edit or delete a file, start in the Document Library.
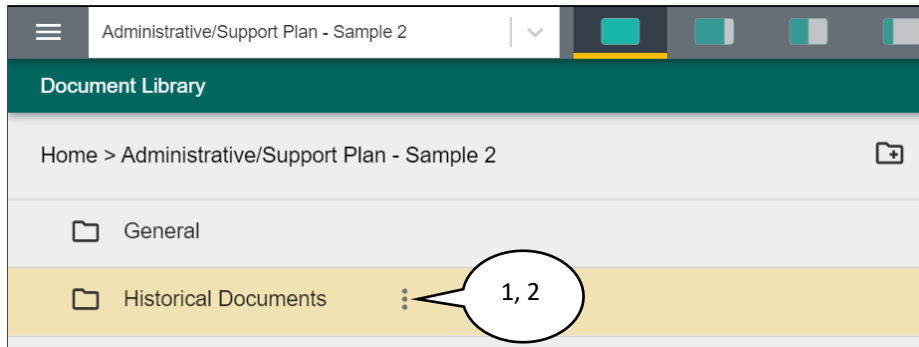
1. Hover over the folder or file name until it highlights yellow and the vertical ellipsis appear.
2. Click directly on the ellipsis and an additional option menu will appear. Select the functions needed and be sure to save any changes made.