## OFFICE OF INSTITUTIONAL EFFECTIVENESS

# A & M - C O M M E R C E NUVENTIVE IMPROVEMENT PLATFORM

# **USER GUIDE**

**Updated Summer 2024** 

IE@tamuc.edu https://www.tamuc.edu/institutio nal-effectiveness/

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



Every year, each A&M-Commerce academic program and divisional support unit engages in institutionwide, 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 (Nuventive) 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 Two Column Reporting format which can produce a succinct and comprehensive document of the annual Institutional Effectiveness reporting.

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

Ethical Principles to Problem Solving	
Student Learning Outcome (SL0): Apply social work Learning Outcome Statue: Actie Mapping Marketable Salits (institutional): (X) - Carere Management: X Strategie Plan - Sample College. (X) - Garler Management - Garler Management - Garler Management - Garler Management - Garler Management - Sample 200 ()	ethical principles to resolve dilemmas and create positive changes. 1, 2021 - 2022, 2022 - 2023, 2023 - 2024
Assessment Method	Result
Assessment Mothod Status: Active Assessment Myre, Field Observation Assessment Myre, Field Observation Assessment Myre, Field Observation and receive feedback from Internships supervisors on a standardized, home-developed rubin: The Interns will be rated on a scale of 1-5 on various demnitis for a cubic-comprehensive mean scool estimation of a cubic-comprehensive mean scool estimation of a cubic-comprehensive mean scool estimation of a cubic-comprehensive mean scool minimum a 3 or higher out of 5 on the rubinc, with a minimum mean score of 3.0 or80%.	Result Date: 00/06/2023 Reporting Period: 2022 - 2023 Result: 25 students (out 0.50 evaluated) in internships were evaluated as passing by their internship supervises, which is an increase in 8+ students from 2021. 83% of student interns were rated as or higher on analytical skills, up from 55% in 2021. Only 5 out 0.50 students scored below as the provide the students of the students from 2021 and the students scored below as The previous students in the students from 55% in 2021. Only 5 out 0.50 students scored below as the previous student students in the students are students to the increase is the hiring of an internship director for the college. This person was hirden in Fal 2022 and directly oversaw and managed the placements, communications, and feedback cycle of the interns from Fal 2022-87% providus Year Action Plant N/A Follow Up on Providus Year Action Plant N/A follow the on Previous Year Action Plant N/A follow the on Plant the intern director will be starting a new outrach initiative in Summer 2023 Action/take of Results: The intern director will be starting and the initiative in Summer 2023 Action Start with the college dean and the industry advisory board to create and implement new Accesses the one place in the one place one place to the placement is place to the intern form of the one place to the college dean and the industry advisory board to create and implement new

Figure 1: Example of IE Assessment: Two Column Report

Nuventive 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 as applicable.

Assessment Plans and Results entered in the platform are reviewed by the college or division and the Department of Institutional Effectiveness, and then available to University Leadership for decisionmaking 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 <u>IE@tamuc.edu</u>.

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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 Chrome and to avoid the use of Internet Explorer for accessing and using this software.

- i. The first step will be actually getting into the Nuventive Improvement Platform! This can be done from the Office of Institutional Effectiveness webpage or from myLEO.
  - a. Access from the Office of Institutional Effectiveness Webpage
    - ♦ Click this Institutional Effectiveness hyperlink
    - Navigate to Nuventive TM Improvement Platform and click on the Login button

#### NUVENTIVE LOGIN

- b. Access from myLEO
  - ♦ Sign in to your myLEO account



- ♦ Click on the APPS tab, at the top of the screen
- If the Nuventive icon has been added to your dashboard, it will most likely appear at the bottom of your applications the 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.
- Use the navigation tool that appears in the top right to move the app icon to the top of your dashboard for easy access.
- Once you have the icon where you want it, simply click on the app to access the Nuventive Improvement Platform.
- 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 <u>Helpdesk@tamuc.edu</u> or at 903-468-6000.



(†) <b>•</b>	
<u> </u>	
Nuventive	
Platform	

If you need to add a **new user**, please send an email to <u>IE@tamuc.edu</u>. 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:
  - o IE Author
  - IE Representative
  - Department Head or Direct Supervisor
  - o 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**

#### 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.

Academic - Biological Sciences (MS)	Support - Institutional Effectiveness
Home	Home
Program Information	Unit Information 🗸
Plan and Results	Plan and Results
Plan Review/Approval	Plan Review/Approval 🗸
Mapping	Mapping
Reports	Reports
Document Library	Document Library
Home	

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.

Program Information	Unit Information
General Information	General Information
Assignments	Assignments
Unit Personnel Table	Unit Personnel Table

Program/Unit 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

The Plan 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 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 will navigate you to the IE Assessment: Two Column Report 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

#### 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.

#### 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.

Nuve Nuve	<b>ntive</b> . Improve Analyti	CS	Student	t Learning Ou	tcome Su	ummary	
511 75 85	Academic Plans		Planned Assessm	ent Cycle(s)	Reporting Period		
FILTERS	All	~	All	$\sim$	All	~	
Stude	nt Learning Outcome Name	Assessment Methods	Results	Results with 'Standard of Success Not Met'	Results with 'Inconclusive'	Results Requiring Actions	
•	nt Learning Outcome Name strategies that address societal issues	Methods	Results 0				
Commitment to	-	Methods	Results 0				
Commitment to Critical Analyzat	strategies that address societal issues	Methods	Results           0           ◆           1           ◆		'Inconclusive'		
Commitment to Critical Analyzat Ethical Principles	strategies that address societal issues ion and Decision Making Processes s to Resolve Dilemmas	Methods           •         0           2	Results           0           ◆ 1           ◆ 1           0	of Success Not Met 0 0	'Inconclusive' 0 0		
Commitment to Critical Analyzat Ethical Principles Leadership Skills	strategies that address societal issues ion and Decision Making Processes s to Resolve Dilemmas	Methods	0	of Success Not Met' 0 0 0	'Inconclusive' 0 0 0	Results Requiring Actions 0 0 0 0 0	

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.

Ρ	Program Information > General Info	mation	
	General Information	Last Modified: 02/23/2020, N. Support	
	College/Division		Click on the vertical
	Department Biological & Environmental Science		ellipsis and select <b>Edit</b> if changes need to be made
	<b>Degree Type</b> Master's		
	Please list any specific options/emphas	ses/concentrations/track areas/teaching certificates	
	Thesis and Non-thesis/Online options		
	Academic Program's Mission Statemen	t	
		f Biological and Environmental Sciences at the Texas A&M University-Commerce wi es of biological work that require advanced knowledge and training beyond the und	I provide a strong foundation in theory and principles of biology, and give advanced training in specific fields of arraduate degree in biology.

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

	N	Nuventive Solutions											
	≡	Academic - Biological Sciences (MS)							~				
	Home												Ŧ
	Program	n Information	~						(	Ð :	- Î		A
4	Plan an	d Results		~	Planned Assessment Cycle View All		<b>~</b>					Biological Provincial Control Control	
	Plan Re	view/Approval	~	outcom	es, assessment methods and identif	fied standards of su	ccess. For assistance	with your Assessment P	lan, please	×		Bungling to sense and the sense of the	
	Mappin	g		/ Tab* to	view a brief instructional video:								erende an deza deze de
	Reports	3			ment Platform nprovement Platform							Definitions of Ass	essment iv
	Docume	ent Library							Sh	owing 4 of 4			
				statem	ents				- <b></b> 8/31,	20			
				informa	ation in order to formulate hypothe	ses/problem state	ments in written form	at.				Norm         Norm <th< td=""><td></td></th<>	

Clicking on the **Plan and Results** menu option displays the Academic Program Assessment or the Administrative/Support Plan.

Academic Program Plan - Sample 3		~
Plan and Results		Ō
Academic Program Assessment		•
Learning Outcome Status View All	View All	<b> </b> ▼
		Showing 5 of 5
II Analyzing Human Impacts		A. Soeder 5/14/24
Student Learning Outcome (SLO) Graduating students will be able to analyze human in Learning Outcome Status Active	ppacts on ecological processes and systems	
Active Planned Assessment Cycle 2019 - 2020, 2020 - 2021, 2021 - 2022, 2022 - 2023, 2	.024 - 2025	
🔢 Collect Data		A. Soeder 5/14/24
Student Learning Outcome (SLO) Graduating students will be able to collect relevant fi	eld data to evaluate a problem in a social-environmental context	

For an **Academic Program Assessment**, the Plan and Results screen will display each Student Learning Outcome (SLO) name, SLO description, Learning Outcome Status, and Planned Assessment Cycle.

	Support - Institutional Effectiveness				~		
Plan a	nd Results						
Admi	nistrative/Support Plan					Ð	:
Goal : Viev	Status / All	~	Planned Assessment Cycle View All	~			
						Showing	5 of 5
	Program Review Coordination				A. Soeder 7	7/10/20	:
	<b>Il Statement</b> Program Approvals area will coordinate the	Program	Review process, including Self Stud	y drafting and review, in	an efficient manner.		
	<b>I Status</b> ased Out						
	nned Assessment Cycle 9 - 2020, 2021 - 2022						
	Timely Submission				A. Soeder S	5/24/24	:
	Il Statement Institutional Effectiveness area will coordina	ate subm	ssion of the University's Institutiona	Effectiveness Forms in	a timely way.		

For an **Administrative/Support Plan**, the Plan and Results screen will display the Goal Name, Goal Statement, Goal Status, and Planned Assessment Cycle.

Academic Program Plan - Sample 3															~
an and Results												<b>(</b> )	Clos	e	
Analyzing Human Impact	s														
STUDENT LEARNING     OUTCOME (SLO)	ASSESSMENT METHOD	RESULTS													
lenotes a required field.															
Learning Outcome Name (j) *															
Analyzing Human Impacts															
Student Learning Outcome (SLO) (;) *															
Graduating students will be able to ana	lvze human impacts on ecological pro	cesses and systems													
	, , , , , ,	,	 	 	 	 	 	 		 	 	 			
Learning Outcome Status (i)															
Active	•	~													
Planned Assessment Cycle (;) *															
2019 - 2020 × 2020 - 2021 × 2021	2022 ¥ 2022 2022 ¥														
2024 - 2025 ×	2022 1 2022-2023 1	~													
2024 2020 #															
Phased Out Date 🕡															
-															

For an **Academic Program Assessment**, the SLO, Assessment Method, and Results are accessible by double-clicking each SLO name.

Support - Institutional Effectiveness	<b>~</b>	
Plan and Results	Close	
Q Evidence of Seeking Improvement		~
GOAL STATEMENT     • ASSESSMENT METHOD     • RESULTS		
* denotes a required field.		
Goal Name 🕞 *		
Evidence of Seeking Improvement		
Goal Statement (j) *		
In completing the Institutional Effectiveness Forms, A&M-Commerce IE Authors will be able to document evidence of seeking improvement based on analysis of results.		
Goal Status 🕥		
Active		
Planned Assessment Cycle (j) *		
2019-2020 × 2020-2021 × 2021-2022 × 2022-2023 ×		
2023 - 2024 × 2024 - 2025 ×		
Phase Out Date 🕞		

For an **Administrative/Support Plan**, the Goal Statement, Assessment Method, and Results are accessible by double-clicking each Goal name.

On this Plan and Results screen, you can edit the SLOs/Goals as well as the Assessment Methods and add/edit Results.

In the resource viewing pane on the right hand side of the screen are several resources. For **Academic Programs**, the Definitions of Assessment Method Types, Bloom's Taxonomy, and the Academic Program Rubric for assessment reviews are available for reference. For **Administrative/Support Units**, the Definitions of Assessment Method Types, Taxonomy of Goals, and Support Unit Rubric for assessment reviews are available for reference. These resources 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 administrative/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.

२ Culture of Continuou	is Improvement
GOAL STATEMENT	ASSESSMENT METHOD     RESULTS
denotes a required field. Goal Name () ···································	Click on any information symbol to view instructions for its field.
Goal Statement (i) * The Department of Institutional	Effectiveness will support a culture of Continuous Improvement at A&M-Commerce.
Goal Status 😱	
Active	<b>↓</b>
Planned Assessment Cycle (i) *	
2024 - 2025 × 2025 - 2026 ×	~

\*\*With the Nuventive Improvement Platform, there is no need to add a continued SLO/Goal and the relevant Assessment Methods each year. Even if marked Phased Out, the SLO/Goal and Assessment Method will remain in the Assessment Plan. They can be filtered out to be hided from the screen or in reports.\*\*

#### Plan and Results Filters

Plan and Results			
Academic Program Assessment			
Learning Outcome Status View All	~	Planned Assessment Cycle View All	~

Academic Programs can be filtered by Learning Outcome Status of *Active* or *Phased Out* and **Planned** Assessment Cycle since the initial 2019-2020 cycle in Nuventive.

Plan and Results			
Administrative/Support Plan			
Goal Status		Planned Assessment Cycle	
View All	<b>~</b>	View All	~

Administrative/Support Plans can be filtered by **Goal Status** of *Active* or *Phased Out* and **Planned Assessment Cycle** since the initial 2019-2020 cycle in Nuventive.

#### Adding a New SLO or Goal

Academic Program Plan - Sample 3		~
Plan and Results		
cademic Program Assessment		• • • • • • • • • • • • • • • • • • •
Learning Outcome Status View All	Planned Assessment Cycle View All	
		Showing 5 of 5
# Analyzing Human Impacts		A. Soeder 5/14/24
Student Learning Outcome (SLO) Graduating students will be able to analyze bur	nan impacts on ecological processes and systems	
Learning Outcome Status Active		

To add a new SLO or Goal, click the green add button on the top right corner.

New Student Learning Outcome (SLO)	
STUDENT LEARNING     OUTCOME (SLO)     ASSESSMENT METHOD     RESULTS	GOAL STATEMENT     ASSESSMENT METHOD     RESULTS
* denotes a required field.	* denotes a required field.
Learning Outcome Name (i) *	Goal Name 🔅 *
Student Learning Outcome (SLO) (i) *	Goal Statement () *
Learning Outcome Status (i)	Goal Status ()
~	· · · · · · · · · · · · · · · · · · ·
Planned Assessment Cycle () *	Planned Assessment Cycle (;) *
· · · · · · · · · · · · · · · · · · ·	×
	Phase Out Date ()
Phased Out Date 🕠	Phase out Date (1)

- a. Add the Learning Outcome 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.
- b. 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.
- c. Add the Learning Outcome or Goal **Status**. For a new SLO or Goal, this will be Active.
- d. Input the **Planned Assessment Cycle**. Please include the full year (ex. 2024-2025, or 24-25). Up to three assessment cycles can be included here at a time.
- e. If needed, enter a **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.
- f. **Save** your work when you are done adding the SLO or Goal. Save option located on top right corner.
- g. Select **Close** to return to the Plan and Results home page.

\*\*Click on any information symbol to view additional field level instructions for that particular entry or data field.\*\*

#### Editing an Existing SLO or Goal

To edit an existing SLO/Goal, double-click on its name or click the ellipsis located on top right corner for each SLO/Goal, select Open and then select the SLO or Goal Statement card.

a. NOTE: If an existing SLO or Goal will NO LONGER BE ASSESSED MOVING FORWARD, you should select Phased Out as the status rather than overriding the existing SLO/Goal and create a new SLO/Goal.

Once changes are made to the SLO/Goal, no historical evidence is kept in Nuventive to document previous versions.

- b. If minor adjustments are being introduced, edit SLOs/Goals by clicking and editing each field.
  - i. Replace the existing text in the Learning Outcomes or Goal Name box (if it is not unique to the SLO or Goal) with a shorter descriptive phrase. It is recommended to NOT use numbers (SLO 1, Goal 4,etc.) for the name.
  - ii. Ensure the correct Planned Assessment Cycles are added for the SLO/Goal. Up to 3 years can be added at a time. One or more SLOs or Goals should be marked for the upcoming Planned Assessment Cycle (Ex. 2024-2025).
  - iii. While on the Assessment Plan screen for each SLO or Goal, take the time to review and edit any of the other information on this screen. Click on the information symbol to view instructions for each field if you have questions. Be sure to select Save located in top right corner once you are done.

#### Adding a New Assessment Method

To add a new Assessment Method to an existing SLO/Goal or a new SLO/Goal, go to the ASSESSMENT METHOD card.

Academic Program Plan - Sample 3			· 🗾
Plan and Results	0	Close Sav	
Q Analyzing Human Impacts		1	<b>~</b> ^
		Showing 3 d	of 3
STUDENT LEARNING OUTCOME (SLO)     ASSESSMENT METHOD     RESULTS		C	>
E Students will be evaluated by an internship supervisor at their internship site. Evaluations will be collected by the instructor of record for the internship course, NRMT 570. Su 7. St	tewart 4/27/20	0 1	Î

a. Click the green Addition button on the Assessment Method card.

Academic Program Plan - Sample 3		~
Plan and Results	) Close	
Analyzing Human Impacts		
Student Learning Outcome (SLO): Graduating students will be able to analyze human impacts on ecological processes and systems Learning Outcome Status: Active Planned Assessment Cycle: 2019 - 2020, 2020 - 2021, 2021 - 2022, 2022 - 2023, 2024 - 2025	Hide D	etails <u>†</u>
* denotes a required field.		
Assessment Method Status ()		
Assessment Type (j) *		
Assessment Method () *		_
Standard of Success () *		
Notes ()		
Related Documents		
Document Name Document Description		Ð
There are no documents attached		

- b. Select the Assessment Method Status from the Assessment Status drop- down list.
- c. 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 can be helpful.
- d. 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.

- e. 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.
- f. 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.
- g. If there are any **Related Documents** to attach, follow Adding Supporting Information (Steps 14-22).
- h. Save your work when you are done adding the Assessment Method.
- i. Select **Close** to return to the Plan and Results home page.

\*\*Note that at least one direct method of assessment is required for each SLO. Please avoid 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

Academic Program Plan - Sample 3		<b>~</b>
Plan and Results	0	Close Save ~
Q Analyzing Human Impacts		<b> </b> ~
		Showing 3 of 3
STUDENT LEARNING OUTCOME (SLO)     ASSESSMENT METHOD     RES	ULTS	0
: Students will be evaluated by an internship supervisor at their internship	site. Evaluations will be collected by the instructor of record for the internship course, NRMT 570. S 7. Stewart 4/27/2	• (:)
Assessment Method Status Active		
Assessment Type Student Evaluations		
Assessment Method Students will be evaluated by an internship supervisor at their internship site. Evaluation: (insufficient) to 5 (exemplary). Internship course is required for all MS-NRMT students in	will be collected by the instructor of record for the internship course, NRMT 570. Students will be scored on 12 demonstrations of skills on heir third semester of the program.	a scale of 1
Standard of Success 85% of students will be rated a 3.0 or higher on analytical skills.		

To edit an Assessment Method, click on the ellipsis and then select Open for each existing Assessment Method to review them and make the appropriate edits.

a. Once changes are made to the Assessment Method, no historical evidence is kept in Nuventive to document previous versions.



- b. Use Notes to record previous information (Type, details of Assessment Method, Standard of Success, etc.).
- c. If you are deactivating or no longer using an Assessment Method, change **Assessment Method Status** to *Inactive*. 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.
- d. Be sure to Save (Save & Add New or Save & Close).

### Plan and Results: Assessment Results

#### Navigation

	N	Nuventive Solutions									
	≡	Academic - Biological Sciences (MS)					~				
	Home	1									Ŧ
	Progra	am Information	~	1				<b>Ð</b> :	_		- A
4	Plan a	and Results		Planned Assessment Cycl View All	e	<b> ~</b>				Element of the second sec	
	Plan R	Review/Approval	~	outcomes, assessment methods	and identified standards of su	uccess. For assistance with	your Assessment Plan, please	×		Elitable in the second and the	
	Mappi	ing		/ Tab* to view a brief instructional	video:					Ange Marine Constant of Annual A	
	Repor	ts		mprovement Platform ntive * Improvement Platform						Definitions of Asse	essment N
	Docun	ment Library						Showing 4 of 4			
				statements			8/3	1/20			
				information in order to formulat	e hypotheses/problem state	ments in written format.				The second secon	

Clicking on the **Plan and Results** menu option displays the Academic Program Assessment or the Administrative/Support Plan.

Academic Program Plan - Sample 3		•	~
Plan and Results			0
Academic Program Assessment		• • • • • • • • • • • • • • • • • • •	
Learning Outcome Status View All	Planned Assessment Cycle	<b>  ~</b>	
		Showing 5 c	of 5
II Analyzing Human Impacts		A. Soeder 5/14/24	
Student Learning Outcome (SLO) Graduating students will be able to analyze human impacts on ecological	processes and systems		
Learning Outcome Status Active			
Planned Assessment Cycle 2019 - 2020, 2020 - 2021, 2021 - 2022, 2022 - 2023, 2024 - 2025			

To view information, either double-click on the SLO/Goal or click on the ellipsis located on top right corner for each SLO/Goal, click Open and then select the Results card.

♦ Results that have already been entered for previous cycles SHOULD NOT be changed or updated at this time. Leave them as they are and consider them locked.

#### Adding a New Assessment Result

Academic Program Plan - Sample 3					
and Results				G	Close Sa
Analyzing Human Impac	ts				
orting Period ew All		View All	<b>~</b>		
					Showing 7
<ul> <li>STUDENT LEARNING OUTCOME (SLO)</li> </ul>	ASSESSMENT METHOD	• RESULTS			
dents will be evaluated by ar	n internship supervisor at the	ir internship site. Evaluations w	vill be collected by the instructor of record for the interv	nship	
• 2023 - 2024				A. Soeder 5/14/24	
Result					
NEW RESULTS DISCUSS HERE					
18 students in internships were e	ernships received not only positive fee	rs. 75% of student interns were rated a 3 adback in the rubric but also verbally con	3 or higher on analytical skills. Only 4 out of 18 students scored below weyed to faculty when visited-however, the 4 that did not score well sh	a 3. We had more students complete inte ared similar issues including timeliness,	mships this
18 students in internships were e year. Those that did complete int	ernships received not only positive fee	rs. 75% of student interns were rated a 5 zdback in the rubric but also verbally con	3 or higher on analytical skills. Only 4 out of 18 students scored below i veyed to faculty when visited- however, the 4 that did not score well sh	<ol> <li>We had more students complete inte ared similar issues including timeliness,</li> </ol>	rnships this

a. To add a new results entry for a SLO/Goal, click the green add button on top right corner for SLO/Goal.

- Note the Assessment Method and SLO/Goal information that will appear at the top to inform which Assessment data is being entered.
- b. Click on the ellipsis located on top right corner for each SLO/Goal to view previous results entries and then click Open.

≡	Academic Program Plan - Sample 3	<b>~</b>	
Plan :	and Results () Close	Save	~
Anal	yzing Human Impacts		
Learn Plann Asse Asse (insut	It Learning Outcome (SLO): Graduating students will be able to analyze human impacts on ecological processes and systems Hide ing Outcome Status: Active ed Assessment Ope: 2019 - 2020, 2020 - 2021, 2021 - 2022, 2022 - 2023, 2024 - 2025 sament Yues: Student Evaluations sament Yues: Student Evaluations Students will be evaluated by an internahip supervisor at their internahip site. Evaluations will be collected by the instructor of record for the internahip course, NRMT S70. Students will be scored on 12 demonstrations of skills on a sc frager Students will be rated a 3.0 or higher on analytical skills.	Details 🕇	
Res 04/ Rep 201 Res	tes a required field aut Date () * 13/2024 23 - 2024		•
The	students in internships were evaluated by their internship supervisors. 75% of student interns were rated a 3 or higher on analytical skills. Only 4 out of 18 students scored below a 3. We had more students complete internships this ye see that did complete internships received not only positive feedback in the rubric but also verbally conveyed to faculty when visited-however, the 4 that did not score well shared similar issues including timeliness, professionalism, ar ality of work.	:ar. Id	ļ
Folle	clusion ① * onclusive van Action Plan ① *		
Acti	fessional seminar was offered, the formative assessment method - sample discussion here		

- c. 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.
- d. 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 2024 assessment data should be reported during the 2024-2025 Assessment Cycle).
- e. 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.
- f. 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.
- g. 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."

#### Adding the Action/Use of Results

Add the **Action/Use of Result**s information for each Assessment Result. Describe how the results will be used, including actions being taken to seek improvement.

- This is required if your Conclusion was Not Met.
- This should include an action or modification that impacts curriculum/pedagogy or

operations/services, not simply a change to the method of assessment.

- In cases where the standard of success was met, you may also enter an action which describes how the results will be used to seek further improvements.
- h. If adding Supporting Information and/or Related Documents, see next section.
- i. When you are done adding the Results data, click the Save drop down and select Save & Close located on the top right corner.

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 Supporting Information and/or Related Documents

Charts, Graphs, etc. Press ALT + 0 for accessibility help	
◆      ◆      Normal      ・      B      I     U     ▲     ・     区     ・     10.5     ・     ・     こ     三     三     三     三     三     三     三     三     二    ニ	e ]= :=   🎛 🚥 🖬 🖻 🔀
Related Documents	
Document Name	Document Description

To add Supporting Information in the form of Charts, Graphs, etc., click in the box supplied and select from the options provided on the menu bar.

 a. To add saved Related Documents to support the assessment results, select the green add button to open the available Document Repository for the Assessment Results entry. (See Step e. to add new Related Documents.)

<b>↑</b>	
Academic Program Plan - Sample 3	

b. To access the available documents, click on the folder under the home symbol.

Doc	sument Repository	۵	x
A	> ACADEMIC PROGRAM PLAN - SAMPLE 3		
	Historical Documents		
	IE Resources		
	Strategic Plan		
	Strategic Plan Mapping		
D	Supporting Documents		
Į			

c. Click on the Supporting Documents folder.

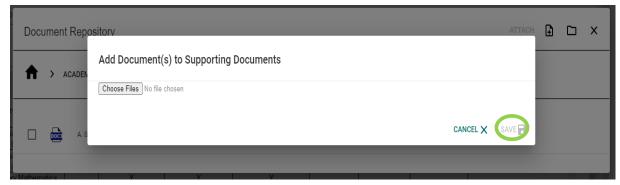
e.

Doc	ument Repository	ATTACH 1	۵	x
A	> ACADEMIC PROGRAM PLAN - SAMPLE 3 > SUPPORTING DOCUMENTS			
	19-20 Supporting Documents			
t 🗅	20-21 Supporting Documents			
	21-22 Supporting Documents			
	A. Soeder - Research Assignment Four.docx			

d. Select the document which needs to be attached and click on the ATTACH button.

Document Repository	
ACADEMIC PROGRAM PLAN - SAMPLE 3 > SUPPORTING DOCUMENTS	
A. Soeder - Research Assignment Four.docx	

e. To add **new** Related Documents to support the assessment results (not currently in the Document Repository), select the green add button.



- f. Select Choose Files to browse for the files saved on your computer and select Open. Click Save icon.
- g. After the documents have been saved, return to Step a to add to Results.
- h. Once all applicable files have been related and all other fields are updated, click on Save located on top right corner, then click on close.

#### Mapping Goals or SLOs

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.

#### Navigation

Academic Program Plan - San						
Home	✓					
Program Information	Learning Outcome Status     View All	5				
Plan and Results	marketable skills, etc. click the cell where the two align to turn it green.					
Plan Review/Approval	three dots where the text trails off and the full text will pop up.					
Mapping	ing the screen.					
Reports	ademic Program Assessment					
Document Library	story of Psychology Apply Theory Design Research	blata dasign a				

Within the Main Menu, navigate to Mapping.

Academic Program Plan - Sample 3					٦	×
apping						Save
			View All		Planned Assessment Cycle View All	
o map a Student Learning Outcome to strategic	goals, marketable skills, etc. clici	the cell where the	two align to turn it green.			×
e sure to click "Save" in the	on the three dots where the text re exiting the screen.	trails off and the fu	ll text will pop up.			
a.						
5	Academic Program As	sessment				Add Not
Marketable Skills (Institutional)	Analyzing Hu Graduating stur human impacta systems	e to analyze rocesses and	Collect Data Graduating students will be able to collect relevant field data to evaluate a problem in a social-environmental context	Formulate a Plan Graduating students will be able to formulate a plan which incorporates alternative solutions to complex problems in a social-environmental context	Effectively Communicate Graduating students will be able to effectively communicate conceptual and quantitative information with audiences of diverse backgrounds	SAM
Career Management Identify and articulate my skills, strengths, knowledge, and experiences relevant to the position desired and career goals, and identify areas necessary for professional	×					
Critical Thinking/Problem Solving Creative thinking, innovation, inquiry, analysis, evaluation, and synthesis of information	x			×		
Digital Technology Leverage existing and emerging digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals			x			
Discipline Specific Knowledge Mastery of the depth of knowledge required for my degree program			×			
Empirical and Quantitative Skills The manipulation and analysis of numerical						

- a. Select the Mapping option from the drop down menu.
- b. To map an SLO or Goal, click in the intersection of the SLO or Goal and the Marketable Skill or College/Division Goals. A green box with a cross mark appears to indicate mapping.
  - To unselect a cross mark or unmap an intersection, click on the green box with the cross mark and it will disappear.
- c. Click Save located on top right corner.
- d. To navigate to another Map, select the Mapping dropdown list.

#### 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.

Academic Program Plan - Sample 3	
Home	~
Program Information	~
Plan and Results	
Plan Review/Approval	^
Direct Supervisor/Department Head Review	
IE Representative Review	
Dean/VP Review	
IER Department Review	

To review feedback completed by any of these parties, start by opening the Main Menu for your program or unit.

- a. Select the Plan Review/Approval menu option.
- b. From the drop-down menu options, click on the reviewer level whose feedback needs to be reviewed.

≡	Academic Program Plan - Sample 3			<u> </u>	~
Plan	Review/Approval > IE Representative Review				(j)
Cycle			Cycle View All	<b> </b> ~	0
2	021 - 2022	Last Modified: 09/08/2022, A. Soeder		(	
	Representative Name lison Soeder				
	itial Review Date 0/08/2022				
	itial Review Decision evisions Requested				
F	nal Review Date				
F	nal Review Decision				

c. Click on the vertical ellipsis on the right side of the screen.

	ß	Сору
<	æ	View/Print
	■	Audit Log

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

#### Results

Results are dated during the reporting year. Acceptable Results are aligned with goals, assessment methods, and standards of success. Acceptable Provide sample/population size (number assessed). Acceptable Provide descriptive data (e.g., headcount, percentage, average, median, mode, etc.). Acceptable Discussions of results are clear, concise, objective, and substantive. Acceptable Results conclusions identified (e.g., Standard of Success Met) are aligned with results provided. Acceptable Essential, relevant documents utilized to support the results discussion and analysis are attached, as applicable. Acceptable Results Comments and/or Requests for Revisions Please attach the results of the satisfaction survey.

- 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. Be sure to save your work.
- e. Incorporate feedback and email the reviewer to let them know revisions have been completed and are ready for additional review.

#### 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.

Support - Institutional Research	
Home	~
Unit Information	~
Plan and Results	
Plan Review/Approval	~
Mapping	
Reports	
Document Library	

To run a report on your program or unit, start by opening the Main Menu and click on the **Reports** menu option.

**IE Assessment: Two 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 two column layout. This report can be used as a comprehensive document of the annual Institutional Effectiveness reporting for the program.

#### Evidence of Seeking Improvement

Goal Statement: In completing the Institutional Effectiveness Forms, A&M-Commerce IE Authors will be able to document evidence of seeking improvement based on analysis of results.

Goal Status: Active

Planned Assessment Cycle: 2019 - 2020, 2020 - 2021, 2021 - 2022, 2022 - 2023, 2023 - 2024, 2024 - 2025 Mapping <u>AA - Provost:</u> (X)

• Goal 14: X

Assessment Method	Result
Assessment Method Status: Active	Result Date: 10/06/2023
Assessment Type: Survey	Reporting Period: 2023 - 2024

6/6/2024

Generated by Nuventive Improvement Platform

Page 8 of 19

#### **Plan and Results**

Assessment Method	Result
Assessment Method: The IE Feedback Survey will	Result: The IE Feedback survey was not sent out in June 2023, which was when the 23-23 IE Cycle
be administered in the fall, following the close of	concluded. The cycle due dates were moved up to allow for timely submission of IE Plans and
the IE cycle. It will be distributed by email as a	Results ahead of the Reaffirmation Compliance Certification due date of September 8th. This was
Qualtrics link sent out by the IE Officer. Results will	not sent out for two reasons: following the submission of IE Plans and Results on May 31st/June
be collected and reviewed by the IE Team prior to	2nd, many of the IE Authors were away for the summer, resulting in an anticipated low response
the close of the semester. For assessment of this	rate. Secondly, the IE Offices were organizing and heading up the evidence collection and narrative
goal, respondents will be asked to rate their level of	crafting for the Reaffirmation Compliance Certification, with communications and work across
agreement with the statement "The information I	campus since Fall 2022. There were concerns with the misunderstanding of the assessment
provided in the IE results allowed me to	objective of the survey in light of the push from IE on accreditation work, which would influence the
demonstrate how my program/unit is using the	feedback and results of the Feedback Survey. Normal survey administration will resume next cycle
results of assessments." Rating options include	with the use of the communication calendar developed by the AD.
Strong Agree (4), Agree (3), Disagree (2), Strongly	Conclusion: Inconclusive
Disagree (1)	If you implemented an action plan/modification in the prior year, please describe what impact it
Standard of Success: 85% of respondents will	had on the results.: N/A
agree or strongly agree with the statement "The	Action/Use of Results: With the early due date for assessment results, there was some confusion
information I provided in the IE results allowed me	around what was due and when. However, an increase in communications and a focus on
to demonstrate how my program/unit is using the results of assessments."	assessment process professional development was requested and well received by IE Authors and Reviewers.
Notes: Assessment method will begin 20-21.	Related Documents:
Questions were revised and minor updates made to	2024 IE Spring Series Schedule with Descriptions & Links.xlsx
the survey to better capture information about	2024 to apring ocres ocredule with beachptions & Elliks.Alsk

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

To filter the report, select a split screen in the screen viewing options (See P. 6) at the top right and double-click on the mini report. You can filter by Status, Planned Assessment Cycle, Assessment Method Status, Reporting Period, and/or Conclusion. Click Run Report to display the filtered report. Click the X to close the filter options.

#### **Document Library**

The **Document Library** is where documents related to the assessments conducted by the academic program or support unit will be housed.

Support - Institutional Effectiveness		
Home	~	
Unit Information	$\sim$	irvey w Ta
Plan and Results		vent
Plan Review/Approval	~	
Mapping		
Reports		
Document Library		

To navigate to the Document Library, click on the Main Menu and then select Document Library.

Within 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 subfolders preloaded to use to store assessment documentation for each cycle; for example, 21-22 Supporting Documents, 22-23 Supporting Documents, and 23-24 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 or file to the Document Library for the program or unit.

Adding files to these folders will make them available to load in the Results card as Supporting Information and/or Related Documents.

		Academic Program Plan - Sample 2	$\sim$				
	Docu	iment Library					
	Hom	e > Academic Program Plan - Sample 2					Ŧ
a. To add a <b>Folder</b> to the <b>Document Library</b> for the program or unit, select the <b>Add Folder</b> but the right of the program or unit name. Give the folder a name and Save.						ton to	
		Academic Program Plan - Sample 2	~				
	Document Library e. b. c.						
	Home	> Academic Program Plan - Sample 2 >	IE Resou	rces		+	Ð

- b. To add a **Subfolder** to an existing **Folder**, click into the folder and then select the **Add Folder** button. Give the folder a name and Save.
- c. To add new Related Documents to support the assessment Results, in the appropriate folder, select the **Add Document** button.
- d. Select Choose Files to browse for the files saved on your computer and select Open. Click Save icon.
- e. 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, copy URL, edit or delete a file, start in the Document Library.

	Administrative/Support Plan - Sample 2	
Docu	ment Library	
Hom	e > Administrative/Support Plan - Sample 2	+
C	General	
C	Historical Documents a. & b.	

- a. Hover over the folder or file name until it highlights yellow and the vertical ellipsis appear.
- b. Click directly on the ellipsis and an additional option menu will appear. Select the functions needed and be sure to save any changes made.