

A&M-Commerce | Nuventive™

Improvement Platform Reviewer Manual



Department of Institutional Effectiveness and Research

Texas A&M University-Commerce Nuventive™ Improvement Platform Reviewer 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 (SLOs) of the annual Institutional Effectiveness reporting, useful for review by direct supervisors, departments heads, upper level administrators, and others charged with providing oversight of assessment on campus.

IE Assessment: Four Column Report



Academic Program Plan - Sample 2

Student Learning Outcomes (SLOs)	Assessment Methods	Results	Actions/Use of Results
<p>History of Psychology - Graduating students will be able to identify the major historical trends in psychology.</p> <p>Learning Outcome Status: Active</p> <p>Planned Assessment Cycle: 2019 - 2020</p> <p>Start Date: 03/19/2020</p>	<p>Comprehensive Exam - Objective questions on comprehensive exam taken by psychology majors enrolled in PSY 490. Administered by course instructor of record each spring. A series of 10 multiple-choice questions tests student knowledge of major historical trends in psychology.</p> <p>Standard of Success: 85% of students will correctly answer 7 out of 10 or more of the exam questions assessing knowledge of historical trends.</p> <p>Notes: Test bank for comprehensive exam reviewed every 3 years by program faculty committee.</p>	<p>Reporting Period: 2019 - 2020</p> <p>Conclusion: Standard of Success Met</p> <p>88% of students (n=48) answered correctly 7 out of 10 or more of the exam questions assessing knowledge of historical trends. See related documents for a breakdown of performance.</p> <p>This year's results were similar to the previous year although slightly decreased from 2017-18. The program consistently exceeds the standard of success, but performance on the comprehensive exam has decreased slightly as the program has experienced a growth in the number of students. (04/03/2020)</p> <p>Follow Up on Previous Year Action Plan: N/A</p> <p>Related Documents: Example Plan Data Comprehensive Exam.xls</p>	
	<p>Survey - Survey of graduating seniors. Psychology majors enrolled in PSY 490 will be given a survey collecting information on their self-reported learning and career and educational goals after graduating. The survey will be administered and results collected each spring by the department head via Qualtrics. Students will be asked to rate their competency in major learning domains on a four point scale (4 =</p>	<p>Reporting Period: 2019 - 2020</p> <p>Conclusion: Standard of Success Met</p> <p>The survey was distributed to 48 graduating students in the spring semester. 27 responses were received (response rate of 56%).</p> <p>When asked to rate their skills in the area of knowledge of major historical trends of psychology, 96% of students rated themselves Competent or Very Competent, indicating that students felt a high degree of confidence in their skills in this area. (04/03/2020)</p> <p>Follow Up on Previous Year Action Plan: N/A</p>	

Figure 1. Example IE Assessment: Four Column Report

Institutional Effectiveness and Research, and then available to University Leadership for decision-making and assessment purposes. This data is used in internal and external communications, for continuous improvement purposes, 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.

This manual provides IE Representatives, Direct Supervisors, Department Heads, Deans, and VPs with the information to navigate and complete their review and approval of annual assessment reports in support of the annual institutional effectiveness cycle. Feedback provided by reviewers is intended to help improve the quality of assessment practices over time, resulting in continuous improvement within academic programs and support units.

Assessment Plans and Results entered in the platform are reviewed by the college or division and the Department of

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Logging into the Nuventive™ Improvement Platform

Nuventive Improvement Platform access will be granted after successful completion of the *Utilizing the Nuventive 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.

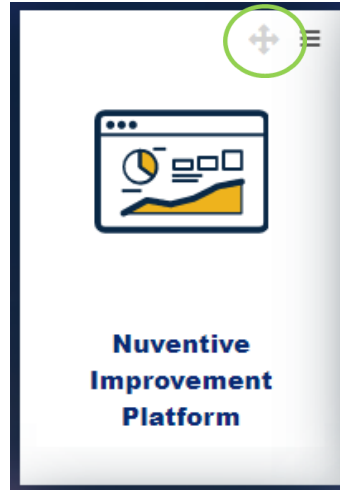


- b. Access from **myLEO**

- 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 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**.
 - 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.

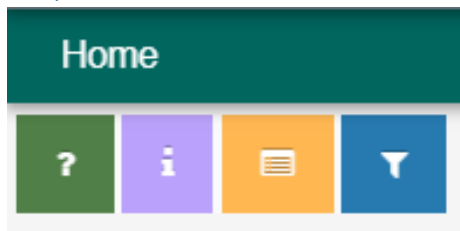
If you need to add a **new user**, please send an email to IE@tamuc.edu. Include the following information in your email:


- 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 Nuventive account or are **locked out**, please email IE@tamuc.edu.


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.

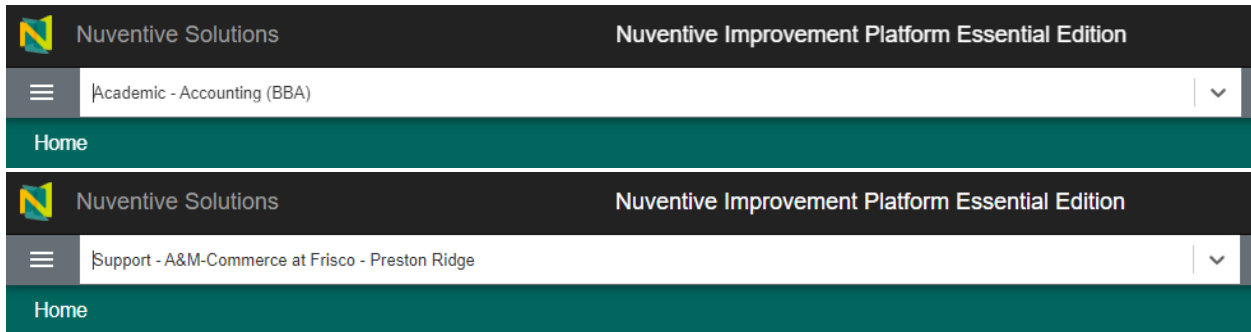
The Filter button  allows you to filter what information you see on a screen. For example, if you want to view an assessment plan for a program or division, you can do so by filtering by Goal or SLO Type, Statement filters, Goal or SLO status, Goal or SLO type, etc. This can be helpful in reviewing and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

Navigating to an academic program or unit



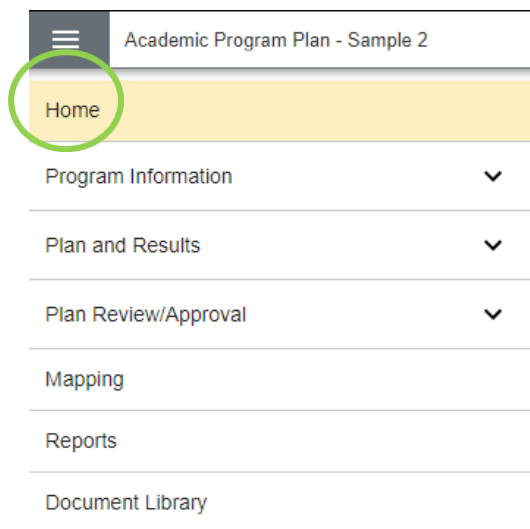
Department Heads/Direct Supervisors, IE Representatives, and Deans/VPs or other final reviewers will have access to ALL Plans for the programs or units they oversee. For most areas of the Assessment Plan and Results, access will be limited to read-only. You will be able to navigate to and view information but will not have permission to edit. Editing permissions are enabled only for the Review/Approval area of each Plan. If you have questions about the roles or Plans assigned to you in Nuventive, please contact IE@tamuc.edu.

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 Plans. Alternatively, you can begin typing the name of your program or unit 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 units will start with “Support- ”.

Main Menu (Hamburger Menu) Navigation – Program and Unit Plans

From within each program or unit Plan, the Main 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.



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. This information may be filtered by Planned Assessment Cycle (SLOs/Goals and Assessment Methods) and/or by Reporting Period (Results and Results Requiring Actions) to show data pertaining to a specific reporting cycle. Information in these tables is refreshed twice daily, at 12:30am and 12:30pm.

Unit Information

General Information

Assignments

Personnel

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. Reviewer access to these areas is limited to read-only.

Plan and Results

Assessment Plan

Assessment Results

The Plan and Results menu option is where the assessment plan and results data will be entered. Reviewer access to these areas is limited to read-only.

Plan Review/Approval	▼
Direct Supervisor/Department Head Review	
IE Representative Review	
Dean/VP Review	
IER Department Review	

Plan Review/Approval is where Direct Supervisors/Department Heads, IE Representatives, Deans/VPs and the IER Department will have access to review and/or approve, as applicable, the annual assessment reports of university academic programs and support units using an Assessment Review Rubric, the IE Assessment: Four Column report, and Mapping reports. The rubric will be used to provide feedback to help improve the quality of assessment practices for the program or unit.

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. Reviewer access to these areas is limited to read-only.

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 each program or unit. Multiple files types such as Word document files, Excel files, PDF, JPEG, etc. can be loaded and stored here. Reviewer access to these areas is limited to read-only.

 Historical Documents
 IE Resources
 Supporting Documents

Navigating to a College/Division reporting unit



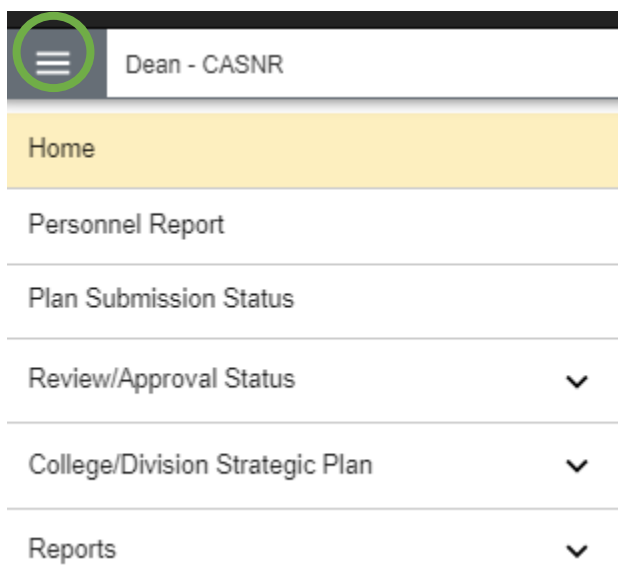
Most IE Representatives and Deans/VPs or other final reviewers will have access to a reporting unit for the college or division which summarizes information about each program or unit within the college/division and documents information about strategic planning.

The reporting unit to which you have access will appear in the drop-down list located at the top of the screen. Click the down arrow to navigate to this unit. Alternatively, you can begin typing the name of your reporting unit in the drop-down menu and it will appear underneath. Reporting units in most cases will start with “Dean-“ “VP-“ followed by the name of the area.

If you are unable to access a reporting unit for your area and believe you should have access, please contact IE@tamuc.edu.

Main Menu (Hamburger Menu) Navigation – College/Division Reporting Units

From within the reporting unit, the Main 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 summary tables which capture information about the progress and submission status of Plan and Results items for programs/units within the reporting area. Missing items are flagged by program/unit and a total count and percentage of missing items is reported. This information may be filtered by Planned Assessment Cycle (SLOs/Goals and Assessment Methods) and/or by Reporting Period (Results and Results Requiring Actions) to show data pertaining to a specific reporting cycle. Information in these tables is refreshed twice daily, at 12:30am and 12:30pm.

Personnel Report

The Personnel Report allows you to view all the users with permission to access the programs or units within the reporting area.

Plan Submission Status

The Plan Submission Status menu option is used to access summary information about the submission status of Plan and Results items for program/units within the reporting area associated with contact information for each program/unit.

Review/Approval Status

Academic Plan Approval Status

Support Plan Approval Status

The Review/Approval Status menu option is used to access summary information about the approval status of Plans within the reporting area organized by each reviewer level and associated with contact information.

College/Division Strategic Plan

College/Division Strategic Goals

Strategic Plan Mapping

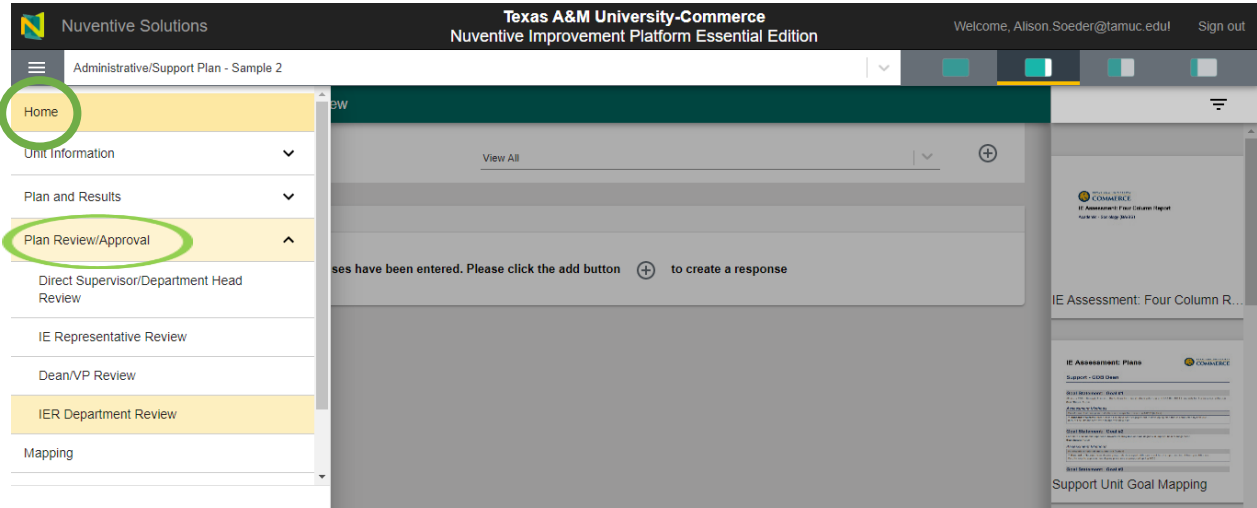
The College/Division Strategic Plan area houses information about college or division-level strategic planning, including college/division goals and their alignment with institutional strategic goals (mapping).

Reports

Standard Reports

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

Plan Review/Approval Navigation

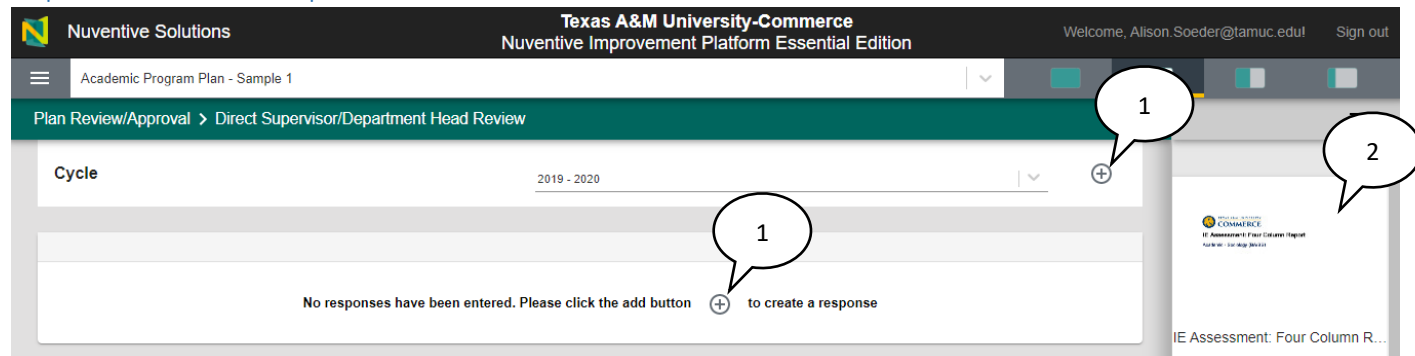


Within the **Plan Review/Approval** area you will be able to review the program or unit's annual assessment report, leave feedback for the IE Author using the Assessment Review Rubric, and either request revisions or approve the report.

To review and approve each annual report within your area, begin by navigating to the academic program or support unit Plan for which you are providing the review. Then, from the main menu, select the **Plan Review/Approval** menu option to expand the menu to display options for the **different reviewer roles**. Click on your **role** title to navigate to the Review/Approval Form.

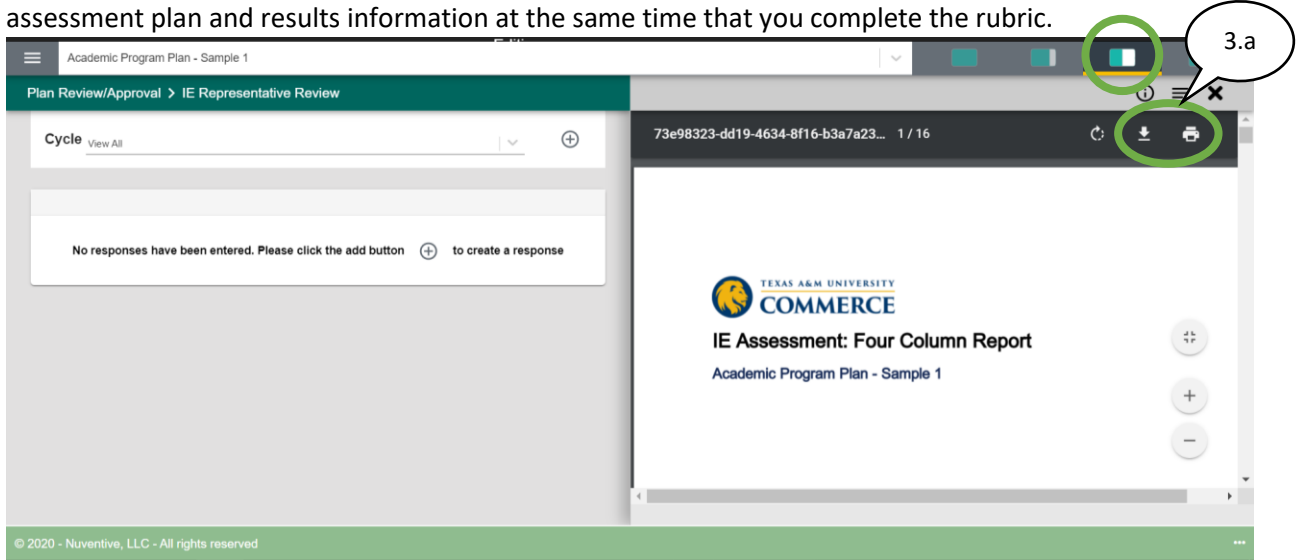
In the resource viewing pane on the right hand side of the screen are resources to which you can refer as you complete your review, including the IE Assessment: Four Column Report for the program or unit as well as the Mapping reports and any previously completed Assessment Review Rubrics.

Providing Feedback in a New Review/Approval Form – Department Heads/Direct Supervisors and IE Representatives

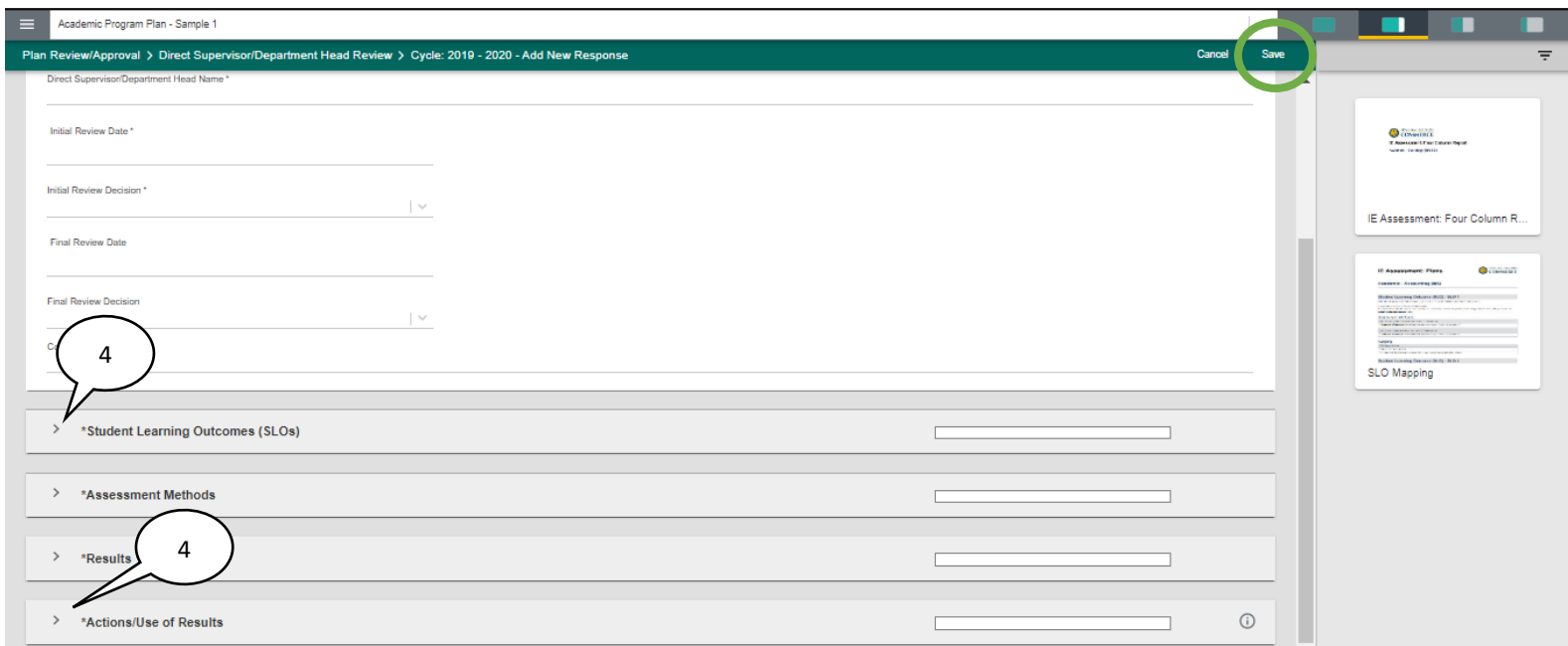


1. Once you have navigated to your reviewer role in the **Plan Review/Approval** area, select either **Add** sign to begin a new form.
2. To assist with your review, open the IE Assessment: Four Column Report document in the resource viewing pane to the right by clicking on the cover page of the report.

- The report will auto load as a 50/50 split screen view so that you are able to read through the assessment plan and results information at the same time that you complete the rubric.



- If you prefer to have the report loaded on a separate screen (if you have dual monitors) or prefer to print a hard copy of the report, hover near the top of the report cover page and select the download or print option.



- In the **Add New Response** screen, the Review/Approval Form fields will appear at the top followed by the Assessment Review Rubric. Click on the arrows for each rubric section to view the criteria and performance descriptions for each item.

You will complete a total of 4 rubric sections for each Academic Program or Support Unit.

*Student Learning Outcomes (SLOs)

SLOs are concise, clearly worded, detailed, and limited in scope (outcomes are not bundled together). *

Acceptable

SLOs are stated in terms of measurable knowledge, skills, or behaviors. *

Excellent

Acceptable

Revise

SLOs are linked to and aligned with the college/division and/or university strategic priorities and goals. *

SLOs are linked to and aligned with appropriate marketable skills. *

Comments and/or Requests for Revisions

5. Click on the dropdown list for each rubric criteria to mark it as either **Excellent**, **Acceptable**, or **Revise**.
 Mark as **Excellent** assessment that is occurring at an advanced level. Mark as **Acceptable** assessment that is occurring at an adequate level. Mark as **Revise** assessment that needs improvement. Any item marked "Revise" will require a revision before the IE report can be approved.
6. For some rubric items, instructions for how to review the criteria will appear upon clicking into the dropdown list. A few helpful reminders include:
 - a) For rubric items related to Mapping, refer to the Mapping report which appears in the right viewing pane.
 - b) For any criteria not applicable to the program/unit's Results, mark "**Acceptable**." For example, if no action plan is required for the result in that cycle, select "**Acceptable**" for items related to Actions/Use of Results.

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. *

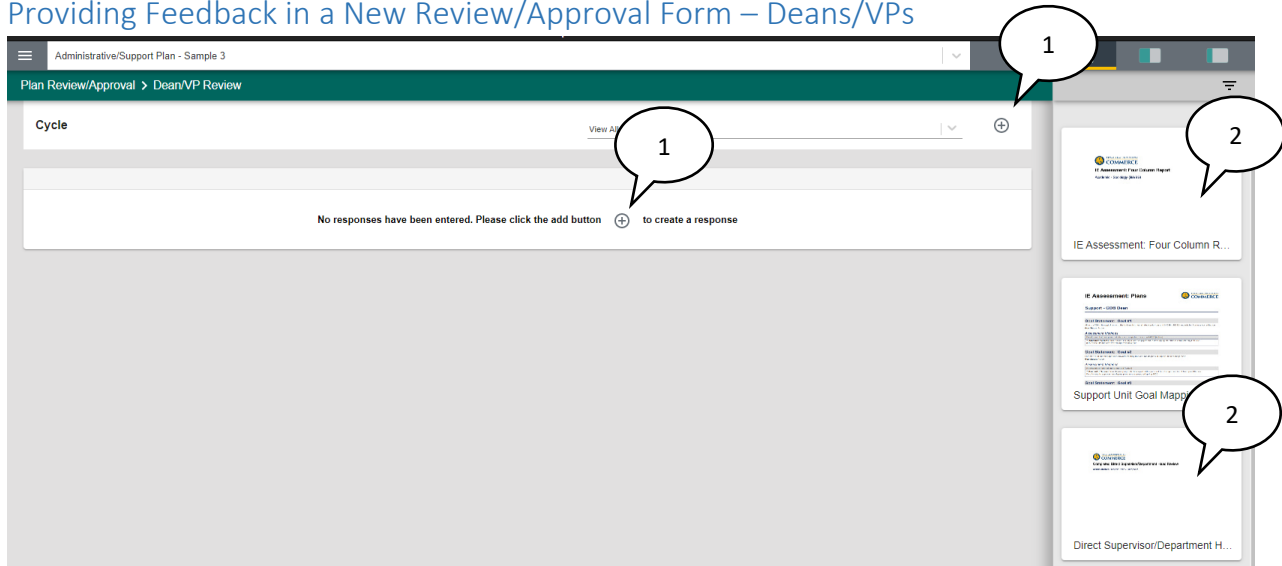
Revise

Comments and/or Requests for Revisions

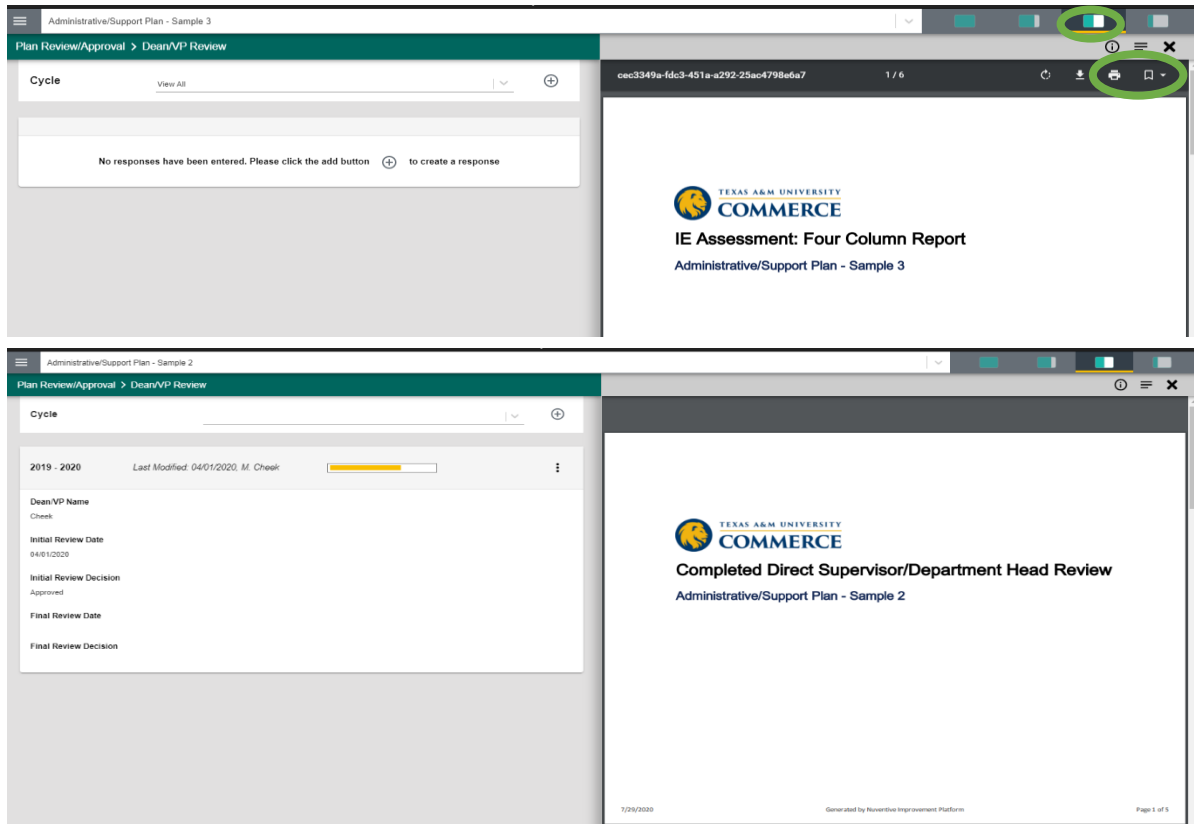
Recommend raising standard of success for next cycle.

7. If Revisions are requested for an item, mark it as **Revise** and include a clear, specific, guiding request in the **Comments and/or Requests for Revisions**.
8. When the Assessment Review Rubric has been completed, scroll back to the top and include your **Name**, the **Initial Review Date** (date the rubric was completed), and the **Initial Review Decision**. If no revisions are being requested and the report is ready for the next level of review, select **Approved** for the Initial Review Decision. If **revisions** are being requested, select **Revisions Requested** as the **Initial Review Decision**.
9. If **revisions** are being requested, select **Revisions Requested** as the **Initial Review Decision** and email the IE Author directly, letting the author know the review has been completed and that revisions are needed. A helpful list of information to include in this email is:
 - a) Program or Unit Name, in case they author more than one assessment plan
 - b) For which section and criteria of the rubric you are requesting revisions
 - c) If there is a timeline or deadline to submit the revisions
 - d) A request for the author to let you know when the revisions have been submitted
10. Be sure to click **Save** at the top of the screen!

Providing Feedback in a New Review/Approval Form – Deans/VPs



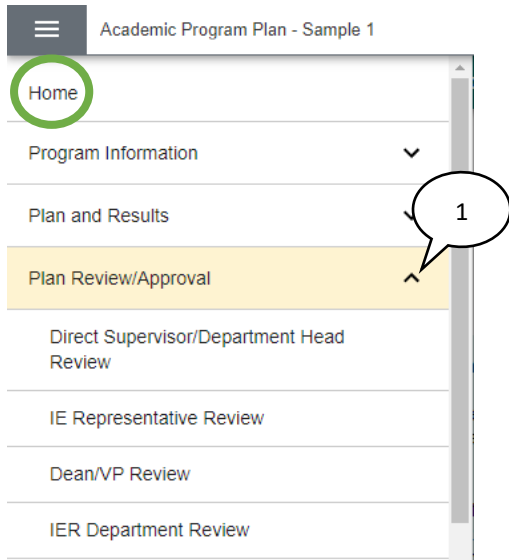
1. Once you have navigated to your reviewer role in the **Plan Review/Approval** area, select either **Add** sign to begin a new form.
2. To assist with your review, open the IE Assessment: Four Column Report document in the resource viewing pane to the right by clicking the cover page of the report. You may wish to view the rubrics completed by previous reviewers (IE Representatives and Department Heads/Direct Supervisors) providing feedback on the quality of assessment for the program or unit.



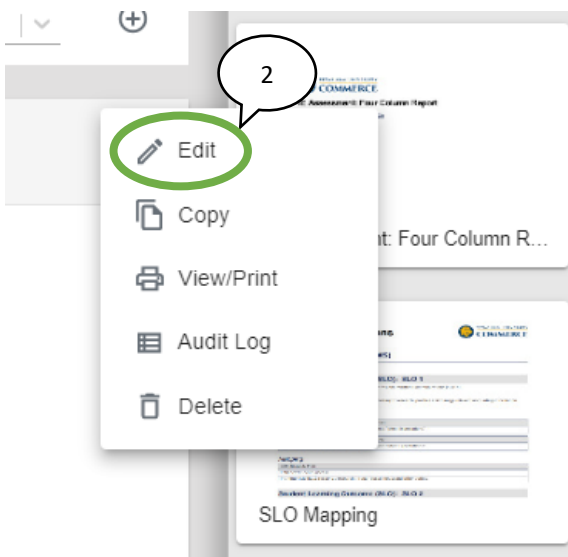
3. These documents will auto load as a 50/50 split screen view so that you are able to read through the assessment plan and results information at the same time that you complete the Review/Approval Form.
 - a. If you prefer to have the report loaded on a separate screen (if you have dual monitors) or prefer to print a hard copy of the report, hover near the top of the report cover page and select the download or print option.

4. In the **Add New Response** screen, the Review/Approval Form fields to be completed include your **Name**, the **Initial Review Date** (date the rubric was completed), and the **Initial Review Decision**.
 1. If **revisions** are being requested before approval, select **Revisions Requested** as the **Initial Review Decision** and leave a **Comment** describing the requested change. Email the IE Author directly, letting the author know the review has been completed and that revisions are needed. A helpful list of information to include in this email is:
 - Program or Unit Name, in case they author more than one assessment plan
 - The revision being requested
 - If there is a timeline or deadline to submit the revisions
 - A request for the author to let you know when the revisions have been submitted
 2. If you are approving the plan without any changes, select **Approved**.
5. Be sure to click **Save** at the top of the screen!

Returning to a Review/Approval Form after a Requested Revision has been Included



1. Once the author has let you know that the requested revisions have been made, return to the Review/Approval Form you began by navigating back to your role in the **Plan Review/Approval** area under the Main Menu for that program or unit Plan.



2. Access the form by clicking **Edit** and scrolling to the rubric section(s) or comments space where the revisions were requested.
3. Use the IE Assessment: Four Column Report (which will reflect changes made within the Plan or Results data), or the Mapping reports (which will reflect changes in the Mapping matrix) to review for the requested revisions.

Plan Review/Approval > Direct Supervisor/Department Head Review > Cycle: 2019 - 2020 - Add New Response Cancel Save

Direct Supervisor/Department Head Name *
Alison Soeder

Initial Review Date *
05/29/2020

Initial Review Decision
Revisions Requested 4

Final Review Date
06/02/2020

Final Review Decision
Approved

Comments
Revisions requested in the Assessment Methods were supplied.

4. If the requested revisions are sufficient, enter the date of review in **Final Review Date** and select **Approved** as the **Final Review Decision**.
5. Click **Save** at the top.

If further revisions are needed or if the Author did not complete the requested revisions, make no changes to the form and contact the IE Author by email to clarify or request the revisions again. “Not Approved” should be utilized only in cases where the author is unable or unwilling to provide the requested revisions.

Monitoring Submission Status

Navigation

Within the reporting units, there are two status tables which can be used to monitor the submission status of Plans. The Department of Institutional Effectiveness and Research will use information from these reports to communicate with IE Authors about outstanding items.

To check on the submission status of Plan and Results items within your college or division, begin by navigating to the reporting unit for your area from the dropdown list. Then, from the main menu, select the **Plan Submission Status** menu option.

Viewing and Downloading a Report of Plan Submission Status

1.b FILTERS

5 Refreshed twice daily at 12:30 a.m. and 12:30 p.m.

Academic/Support Plans	Role	Last Name	First Name	E-mail Address	SLOs/Goals	Assessment Methods
Academic - Chemistry (BS)	IE Author	Angel	Laurence	Laurence.Angel@tamuc.edu	0	0
Academic - Chemistry (MS)	IE Author	Starnes	Stephen	Stephen.Starnes@tamuc.edu	0	0
Academic - Computer Information Systems (BS)	IE Representative + IE Author	Saffer	Sam	Sam.Saffer@tamuc.edu	1	3
Academic - Computer Science (BS)	IE Representative + IE Author	Saffer	Sam	Sam.Saffer@tamuc.edu	0	0
Academic - Computer Science (MS)	IE Representative + IE Author	Saffer	Sam	Sam.Saffer@tamuc.edu	0	0
Academic - Environmental Science (BS)	IE Author	Guo	Lin	Lin.Guo@tamuc.edu	0	0
Academic - Mathematics (BA/BS)	IE Author	Stewart	Tracy	tracy.stewart@tamuc.edu	0	0
Academic - Technology Management (MS)	IE Author	Davis	Jason	Jason.Davis@tamuc.edu	0	0
Support - COSE Dean	IE Author	Donham	Brent	Brent.Donham@tamuc.edu	0	0
Support - Planetarium	IE Author	Davis	Cheri	Cheri.Davis@tamuc.edu	0	0
Total					1	3

1.a

1 SLOs/Goals & Assessment Methods Status

Within the **Plan Submission Status** area, two tables are provided which summarize the submission status of Plan and Results items for each program or unit within the reporting area.

1. Click on the **SLOs/Goals & Assessment Method Status** tab which appears at the bottom of screen to view the submission status of SLOs/Goals and Assessment Methods.
 - a. The following columns of information are provided:
 - i. **Academic/Support Plans** – This column will list each academic program or support unit assigned to the reporting area. Use the Academic & Support Plans filter above the table to control which units appear here.
 - ii. **Role** – This column will list the role whose contact information appears in the table. Use the Role filter above the table to control which role appears here. You will only be able to select one role at a time. When multiple roles are selected, each Plan will appear in this table multiple times.
 - iii. **Last Name, First Name, E-mail Address:** In these columns, the last name, first name, and email address of the individual assigned to the role you have selected for each unit will appear. For example, if you have filtered by the IE Author role, these columns will display the contact information for the IE Author assigned to each unit.
 - iv. **SLOs/Goals:** This column will display the total number of SLOs or Goals entered for each unit. Any unit displaying a zero in this column has not entered student learning outcomes or goals into their Plan.
 - v. **Assessment Methods:** This column will display the total number of assessment methods entered for each unit. A flag will appear for any unit which has not entered assessment methods for one or more SLOs or goals.
 - b. Filters at the top of the table allow you to filter the information which appears. To view submission status as of a current IE cycle, it is recommended to filter as follows:
 - i. **Planned Assessment Cycle** – Filter by the upcoming IE Cycle, for which Plan information should be entered or updated (For example, if assessment results for 2019-2020 are being entered, select 2020-2021 as the upcoming Planned Assessment Cycle)
 - ii. **Role** – Filter by all roles that include IE Author (For example, IE Author and IE Representative + IE Author) To make multiple selections, hold down the ctrl button when selecting

2.b

FILTERS

Reporting Period: 2019 - 2020

Academic & Support Plans: All

Role: Multiple selections

5

Academic/Support Plans	Role	Last Name	First Name	E-mail Address	Assessment Methods	Results	Results Requiring Actions
Academic - Chemistry (BS)	IE Author	Angel	Laurence	Laurence.Angel@tamuc.edu	3	0	0
Academic - Chemistry (MS)	IE Author	Starnes	Stephen	Stephen.Starnes@tamuc.edu	7	0	0
Academic - Computer Science (BS)	IE Representative + IE Author	Saffer	Sam	Sam.Saffer@tamuc.edu	15	0	0
Academic - Mathematics (BA/BS)	IE Author	Stewart	Tracy	tracy.stewart@tamuc.edu	9	0	0
Academic - Technology Management (MS)	IE Author	Davis	Jason	Jason.Davis@tamuc.edu	4	0	0
Support - COSE Dean	IE Author	Donham	Brent	Brent.Donham@tamuc.edu	5	0	0
Support - Planetarium	IE Author	Davis	Cheri	Cheri.Davis@tamuc.edu	5	0	0
Academic - Environmental Science (BS)	IE Author	Guo	Lin	Lin.Guo@tamuc.edu	10	10	0
Academic - Computer Science (MS)	IE Representative + IE Author	Saffer	Sam	Sam.Saffer@tamuc.edu	12	12	0
Academic - Computer Information	IE Representative + IE Author	Saffer	Sam	Sam.Saffer@tamuc.edu	15	15	0
Total					85	37	0

2.a

SLOs/Goals & Assessment Methods Status

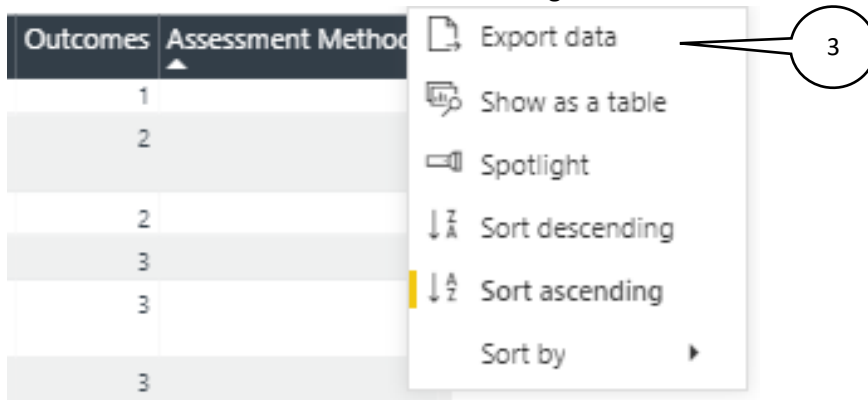
Results & Actions Status

2

2. Click on the **Results & Actions Status** tab which appears at the bottom of the screen to view the submission status of Results and Actions.
 - a. The following columns of information are provided:
 - i. **Academic/Support Plans** – This column will list each academic program or support unit assigned to the reporting area. Use the Academic & Support Plans filter above the table to control which units appear here.
 - ii. **Role** – This column will list the role whose contact information appears in the table. Use the Role filter above the table to control which role appears here. You will only be able to select one role at a time. When multiple roles are selected, each Plan will appear in this table multiple times. In most cases, it is preferable to sort by IE Author to view the primary contact for each unit.
 - iii. **Last Name, First Name, E-mail Address:** In these columns, the last name, first name, and email address of the individual assigned to the role you have selected for each unit will appear. For example, if you have filtered by the IE Author role, these columns will display the contact information for the IE Author assigned to each unit.
 - iv. **Assessment Methods:** This column will display the total number of assessment methods entered for each unit. **Please note, this information cannot be filtered by Reporting Period and in some cases may differ from the number of assessment methods for a specific Planned Assessment Cycle.*
 - v. **Results:** This column will display the total number of results entered for each unit. A flag will appear for any unit with zero results or where fewer results have been entered than the number of assessment methods, indicating they are missing results.
 - vi. **Results Requiring Actions:** This column will display a number of results entries for each unit that still require an action to be entered. Actions are required for

any results entry marked “Standard of Success Not Met” or “Inconclusive.” Units which still have results requiring actions will be marked with a flag.

- b. Filters at the top of the table allow you to filter the information which appears. To view submission status as of a current IE cycle, it is recommended to filter as follows:
 - i. **Reporting Period** – Filter by the Reporting Period for which results are current due. (For example, if assessment results for 2019-2020 are currently being entered, select 2019-2020.) **Please note, the Reporting Period filter will only display cycle dates for which results have been entered. If no results entries have yet been for a year, it will not appear as a selection option.*
 - ii. **Role** – Filter by all roles that include IE Author (For example, IE Author and IE Representative + IE Author) To make multiple selections, hold down the ctrl button when selecting



- 3. To download a copy of the submission status table, hover over the upper right hand corner of the table to display the horizontal ellipsis menu for **More Options**. Click on the menu and select **Export data**. You will have the option to export the data as either an .xlsx (Excel) or .csv file.

Academic/Support Plans	Role	Last Name	First Name	E-mail Address	SLOs/Gr	Assessm
Academic - Chemistry (BS)	IE Author	Angel	Laurence	Laurence.Ange	0	0
Academic - Chemistry (MS)	IE Author	Starnes	Stephen	Stephen.Starne	0	0
Academic - Computer Information Systems	IE Representative	Saffer	Sam	Sam.Saffer@ta	1	0
Academic - Computer Science (BS)	IE Representative	Saffer	Sam	Sam.Saffer@ta	0	0
Academic - Computer Science (MS)	IE Representative	Saffer	Sam	Sam.Saffer@ta	0	0
Academic - Environmental Science (BS)	IE Author	Guo	Lin	Lin.Guo@tamu	0	0
Academic - Mathematics (BA/BS)	IE Author	Stewart	Tracy	tracy.stewart@	0	0
Academic - Technology Management (M)	IE Author	Davis	Jason	Jason.Davis@t	0	0
Support - COSE Dean	IE Author	Donham	Brent	Brent.Donham	0	0
Support - Planetarium	IE Author	Davis	Cheri	Cheri.Davis@t	0	0

- 4. The downloaded file will retain table information; however, please note that flags will not be preserved in the exported version. Contact information can be copied from the table and used to email IE Authors with missing items.
- 5. Information in the Plan Submission Status tables are refreshed within the Nuventive Improvement Platform twice daily, at 12:30 AM and 12:30 PM.

Monitoring Review/Approval Status

Navigation

The screenshot shows a web application interface for monitoring review and approval status. The top navigation bar includes a hamburger menu, the text 'All Academic Program Plans', and a refresh button. Below the navigation bar, there is a main menu with options: 'Home', 'Plan Submission Status', 'Review/Approval Status' (highlighted with a green circle), 'Academic Plan Approval Status', 'Support Plan Approval Status', and 'Reports'. The main content area features a header with 'Direct Supervisor/Department Head Review' and a refresh status 'Refreshed twice daily at 12:30 a.m. and p.m.'. Below this is a filter section with dropdowns for 'Reporting Unit', 'Initial Review Decision', 'Final Review Decision', and 'Cycle'. A table displays the review data with columns for 'Last Name', 'First Name', 'Email Address', 'Initial Decision', 'Initial Review Date', 'Final Decision', and 'Final Review Date'. The table contains two rows of data.

	Last Name	First Name	Email Address	Initial Decision	Initial Review Date	Final Decision	Final Review Date
an - Sample 2	Soeder	Alison	alison.soeder@tamuc.edu	Revisions Requested	4/7/2020	Approved	6/3/2020
al Sciences - Broadfield -	Cheek	Mary	mary.cheek@tamuc.edu				

To check on the review/approval status of Plans within your college or division, begin by navigating to the reporting unit for your area from the dropdown list. Then, from the main menu, select the **Review/Approval Status** menu option. This will expand the menu to show additional options for either **Academic Plan Approval Status** or **Support Plan Approval Status**. Select the type of Plan you would like to view.

The Department of Institutional Research and Effectiveness will use information from this table to communicate with IE Representatives, Department Heads/Direct Supervisors, and Deans/VPs about Plans not yet approved.

Viewing and Downloading a Report of Plan Review/Approval Status

Nuventive. Improve Analytics Direct Supervisor/Department Head Review Refreshed twice daily at 12:30 a.m. and p.m.

FILTERS Reporting Unit: All Initial Review Decision: All Final Review Decision: All Cycle: All

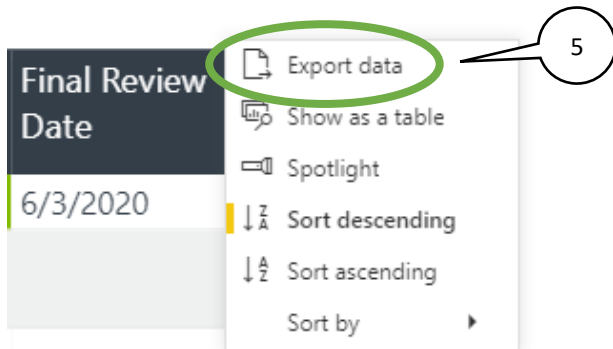
Academic Plans	Last Name	First Name	Email Address	Initial Decision	Initial Review Date	Final Decision	Final Review Date
Academic Program Plan - Sample 2	Soeder	Alison	alison.soeder@tamuc.edu	Revisions Requested	4/7/2020	Approved	6/3/2020
Academic - Agricultural Sciences - Broadfield - (BA/BS)	Cheek	Mary	mary.cheek@tamuc.edu				
Academic - Art - Studio Art (MA)	Cheek	Mary	mary.cheek@tamuc.edu				
Academic - Business Administration (MBA)	Cheek	Mary	mary.cheek@tamuc.edu				
Academic - Secondary Education (MS/MED)	Cheek	Mary	mary.cheek@tamuc.edu				
Academic - Social Work (MSW)	Cheek	Mary	mary.cheek@tamuc.edu				
Academic - Spanish (BA)	Cheek	Mary	mary.cheek@tamuc.edu				
Academic - Sport & Recreation Management (BS)	Cheek	Mary	mary.cheek@tamuc.edu				
Academic - Theatre (BA/BS)	Cheek	Mary	mary.cheek@tamuc.edu				
Academic Program Plan - Sample 1	Stewart	Tracy	tracy.stewart@tamuc.edu				
Academic Program Plan - Sample 2	Soeder	Alison	alison.soeder@tamuc.edu				

Direct Supervisor/Department Head Review... IE Representative Review (Academic) Dean/VP Review (Academic)

1. Within the selected **Review/Approval Status** area (Academic or Support), a table is provided which summarizes the review and approval status for each program or unit within the reporting area.
2. Tabs at the bottom of the table allow you to select a reviewer role whose review/approval status you would like to view. Options include **Direct Supervisor/Department Head Review**, **IE Representative Review**, and **Dean/VP Review**. Select the role you wish to view.
3. **Filters** at the top of the table allow you to filter the information which appears. To view the Review/Approval status for the current IE Cycle, use the **Cycle** filter and select the applicable IE Cycle.
4. The following columns of information are provided in the status table:
 - a. **Plans:** This column will list each academic program or support unit assigned to the reporting area. Academic Plans ONLY will appear in the Academic Plan Approval Status area and Support Unit Plans ONLY will appear in the Support Plan Approval Status.
 - b. **Last Name, First Name, E-mail Address:** In these columns, the last name, first name, and email address of the individual assigned to the role you have selected for each unit will appear. For example, if you are in the Direct Supervisor/Department Head tab, these columns will display the contact information for the Direct Supervisor/Department Head assigned to each unit. In some cases these contacts may differ between Plans, while in others, the same individual will hold that role for all Plans in the reporting area.
 - c. **Initial Decision:** This column will display the Initial Review Decision entered for each unit's Plan – either *Revisions Requested* (highlighted red) or *Approved* (highlighted green). If the Plan has not yet been reviewed, it will appear blank. Use the Initial Decision filter to filter the list of Plans by review decision type.

- d. **Initial Review Date:** This column will display the date of the initial review decision and will appear blank if the Plan has not yet been reviewed.
- e. **Final Decision:** This column will display the Final Review Decision entered for each unit's Plan – either *Approved* or *Not Approved*. It will appear blank if a final review decision has not yet been entered OR is not required because the initial review decision was marked *Approved*. Use the Final Decision filter to filter the list of Plans by review decision type.
- f. **Final Review Date:** This column will display the date of the final review decision and will appear blank if a final review decision has not yet been entered OR is not required because the initial review decision was marked *Approved*.

Click on any row to sort by that row.



- 5. To download a copy of the review/approval status table, hover over the upper right hand corner of the table to display the horizontal ellipsis menu for **More Options**. Click on the menu and select **Export data**. You will have the option to export data as either an .xlsx (Excel) or .csv file.

Applied filters: Units by Unit Filters is greater than 0 Email Address does not contain 'support@'

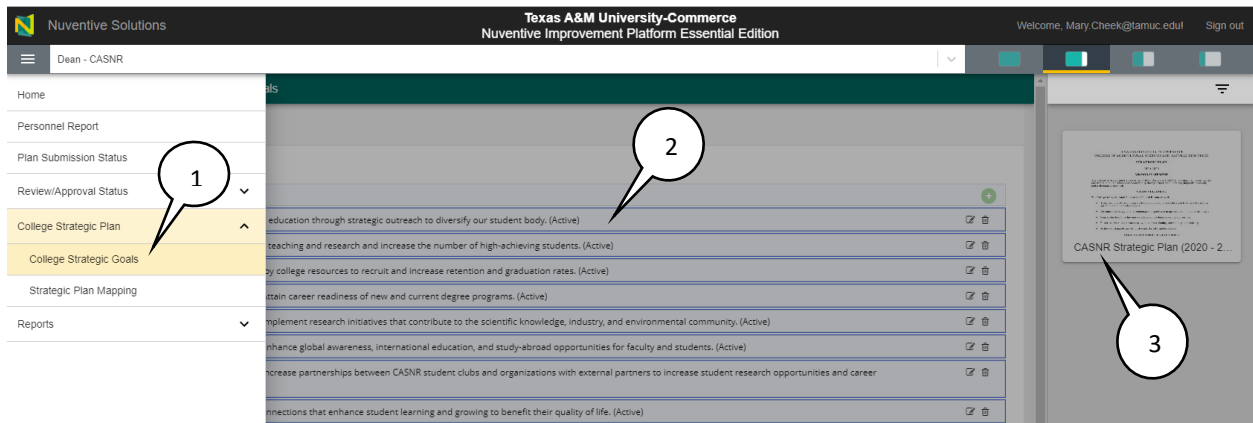
Academ	Last Na	First Na	Email Ad	Initial D	Initial R	Final De	Final Re
Academic F	Soeder	Alison	alison.soed	Revisions R	4/7/2020	Approved	6/3/2020
Academic -	Cheek	Mary	mary.cheek				
Academic -	Cheek	Mary	mary.cheek				
Academic -	Cheek	Mary	mary.cheek				
Academic -	Cheek	Mary	mary.cheek				
Academic -	Cheek	Mary	mary.cheek				
Academic -	Cheek	Mary	mary.cheek				
Academic -	Cheek	Mary	mary.cheek				
Academic F	Stewart	Tracy	tracy.stewa				
Academic F	Soeder	Alison	alison.soed				

- 6. The downloaded file will retain table information; however, please note that highlighted items will not be preserved in the exported version. Contact information can be copied from the table and used to email individuals who have not yet approved Plans.
- 7. Information in the Review/Approval Status tables are refreshed within the Nuventive Improvement Platform twice daily, at 12:30 AM and 12:30 PM.

College/Division Strategic Plan

Navigation

College or division-level strategic planning information can be housed within the reporting unit for each college or division.



By selecting the menu option for College or Division Strategic Goals (1), you will be able to view a list of strategic goals identified by the college (2) and access in the viewing pane a copy of the college or division-level strategic plan (3), as provided to the IER Department.

Strategic Plan Mapping

Each college or division is asked to map their strategic planning goals to the priorities of the A&M-Commerce institutional strategic plan. This enables individual academic programs or support units within their respective colleges and divisions to align their student learning outcomes and goals with both the strategic plan of the college/division as well as the institutional strategic plan.

In most cases, mapping relationships will be already documented for the reporting unit, based on the strategic planning information provided by the college/division to the IER Department. Follow the directions below to edit the mapping relationships, as needed.

Navigate to the reporting unit for your college or division. Within the Main Menu, navigate to **Strategic Plan Mapping**.

TAMUC Strategic Plan (2019 - 2024)	College Goals				
Strategic Priorities	Access and Diversity Increase access to education through strategic outreach to diversify ou ...	Access and Diversity Gain distinction in teaching and research and increase the number of high ...	Access and Diversity Strategically employ college resources to recruit and increase retention and ...	Academic Excellence and Recognition Attain career readiness of new and current degree ...	Academic Excellence and Recognition Implement res Initiatives that contribute to
1. Student Preparedness 1.1 Provide a transformative and experiential education that prepares students for a rapidly changing world		1			
1. Student Preparedness 1.2 Pursue academic excellence, new and enhanced programs, innovative pedagogies and an engaging environment for ...		✓	2	✓	
1. Student Preparedness 1.3 Collaborate with internal and external partners to increase student research opportunities and career readiness					
2. Elevate Research 2.1 Strengthen infrastructure for research and creative activity					
2. Elevate Research 2.2 Gain distinction as a high research activity institution by identifying and advancing targeted research initiatives		✓			✓

1. Once here, to **map** a college/division-level strategic goal, click in the intersection of the goal and the TAMUC Strategic Priorities. 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 exiting the mapping area.
4. Documents provided in the right hand viewing pane for your reference include:
 - a) A copy of the TAMUC Strategic Plan
 - b) A downloaded report of the mapping information reflected in the mapping selections
 - c) A copy of the mapping relationships provided to the IER Department by the college/division