Program Outcomes Assessment:
Nuventive Improvement Platform Checklist

Before You Get Started

- To access Nuventive, it is recommended to use Google Chrome or Mozilla Firefox. Do not use Internet Explorer or Safari! Several features are lost when utilizing the wrong browser.
- Nuventive Improvement Platform URL: https://solutions.nuventive.com/
  - This will take you to the main Nuventive homepage. Click on the words "Sign In" in the top right corner of the screen.
  - Enter your Okey credentials and password when prompted.
- Make sure you have access to the "Nuventive Improvement Platform at OSU" Canvas community and the Nuventive Improvement Platform assessment management system. If you need access to both or either, email nuventive@okstate.edu with your:
  - Name
  - Okstate Email Address
  - CWID
  - Okey Shortname
  - *Specifically* which degree programs you need access to (College, Department, Program Name, Degree, and OSRHE code if you know it), and
  - What type of access you need (Read and Write access OR Read Only access).
- If you come across anything in this "Checklist" you don't know how to do, refer to the resources found in the Nuventive Canvas community: Training videos, User Manual, and more.
- Familiarize yourself with the UAT Award for Excellence in Academic Program Assessment criteria and guidelines, as well as the review rubric, so that you may have an idea of what is expected. Both documents can be found in the Nuventive Canvas community.

Things to Keep in Mind

- As you are entering new information, check the information that is already in the system to make sure it is correct (i.e., the previous years' information from 2016-2017 to present).
- ALWAYS "Save" or "Save and Return" after you have entered in new information or made any changes. Use "Return" or "Close" only if you DO NOT want to save your changes.
- When filling out the "Findings" and "Use of Findings" sections, keep in mind that this is where you will enter the specific and direct results and conclusions that are linked with a specific learning outcome and method. When filling out the "Annual Executive Summaries" section, this is where you enter general/overall summary of results and implications for the program.
- If for some reason you were unable to follow through on your assessment plan or data collection and analysis for the academic year, inform UAT. By letting UAT know, we will be able to account for your program to the Oklahoma State Regents and provide support for your program in moving forward.
- Additionally, try to fill in any historical, blank fields within your program in Nuventive for any past years that may have been missed. This will further aid in benefiting your program's historical account and UAT's drive for complete historical accounts of each program's annual assessment efforts.

NEW to Nuventive Improvement Platform

- The Nuventive Improvement Platform includes a document preview panel within each of the editable sections. This document preview panel is currently pre-loaded with helpful support documents relevant to the fields being filled out in each particular section. These include Program Information, Assessment Plan (SLOs and Methods), Findings and Use of Findings (Actions), and Annual Executive Summaries.

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Nuventive Drop-Down Menu

- Click on the dropdown menu at the top of the page. Here, you should have listed all the academic programs which you are associated with. If you do not see a program you should have access to, if you do see a program you should not have access to, or if there is a program/department/OSRHE code that is incorrect, please email nuventive@okstate.edu with the issue.

General Information | Mission Statement

- Is the Program Mission Statement up-to-date and accurate?
- This field can be edited by clicking on the three vertical dots on the right-hand edge of the screen and then clicking "Edit."

General Information | Personnel

- Does everyone who needs access to the degree program, have access?
- Are there any old personnel that should be removed?
- Does everyone listed have the correct type of access? (Role)
- If something needs to change, contact nuventive@okstate.edu.

Program Assessment | Program Information

- Check the accuracy of the previous years' information. The colored progress bar is a tool to indicate the level of completion for this section.
- Enter the new year's information by clicking on the green "+" button on the right-hand side of the screen.
- If prompted, select the correct Academic Year (the AY that the student data was collected for assessment). If only the current year is available to be added, the form will automatically choose the current year for you.
- Fill out all program information in the boxes listed.
- SAVE.

Program Assessment | Assessment Plan (SLOs and Methods) | Outcomes

- There should be 3-5 Student Learning Outcomes for every degree program.
- Your current outcomes should already be listed in Nuventive; if they are not, you may add a new outcome by clicking the green "+" button on the right-hand side of the screen.
- Toggle with the drop-down arrows to the left of each outcome to expand or hide information.
- Make sure all years that each outcome was/will be assessed is listed after "Planned Assessment Years;" if it is not, the information will not be tied to that year and will not show up on the report. ***This should be updated each year to include the current academic year for relevant outcomes.***
- TO EDIT: click the edit icon on the right-hand side of the screen in line with the section you are wanting to edit.
    - The "Outcome Name" should be like a *title* or a *hashtag*; one or two words that sums up the outcome.
    - The "Outcome" should be a complete sentence of the student learning outcome.
    - Make sure the outcome is listed as "Active".
        - If the outcome is no longer being measured, list it as "Archived," enter a date it was archived, and a reason why the outcome is no longer in use (this provides useful historical information for future assessment coordinators of the program)
    - Add the new academic year to the Planned Assessment Years section.
    - Also make sure the "Outcome Type" reflects the type of outcome represented (Disposition, Knowledge, or Skills).
    - SAVE.

Program Assessment | Assessment Plan (SLOs and Methods) | Assessment Methods

- The Assessment Methods associated with measuring a particular outcome should be listed under each outcome in the expanded view.
- If you don't have methods listed, click the green "+" button on the right-hand side of the screen in line with the section you are wanting to add the method(s).
- TO EDIT: click the edit icon on the right-hand side of the screen in line with the section you are wanting to edit.
    - Make sure the "Active" box is checked.
    - Select the "Assessment Type" that best suits your method of assessment. You may find that more than one option fits with your method but pick the best one. Try to avoid selecting "Other."
    - In the text box for "Assessment Method," describe the process of data collection for this method.
    - Fill in the "Learning Outcome Goal/Benchmark" and "Timeline for Assessment."
        - If you need more explanation for what to put here, click on the "?" icon to the right of the text box.
    - SAVE.

Program Assessment | Assessment Plan (SLOs and Methods) | Assessment Methods | Related Documents

- You may choose to relate documents to a particular assessment method. This means that in the report, the document hyperlink is present.
    - For example, often a rubric used for "Analysis of Written Artifacts" is related to the method.
- The document must first be uploaded into the document library (this can be found in the "Document Library" tab)
- Then, the document can be linked in the appropriate location by selecting the green wrench button on the right-hand side of the screen
- See the directions in the User Manual or training videos for how to upload and relate documents.

Program Assessment | Findings and Use of Findings (Actions) | Findings

- If you have outcomes listed, they will appear under this "Findings" tab.
    - If you do not see any outcomes listed here, go back to Program Assessment | Assessment Plan (SLOs and Methods) | Outcomes and enter the active outcomes for the planned assessment year.
- Toggle with the drop-down arrows to the left of each outcome to expand or hide information.
- After expanding, the "Methods" should be listed under each outcome.
    - If you do not see any methods listed here, go back to Program Assessment | Assessment Plan (SLOs and Methods) | Assessment Methods and enter the active methods for the planned assessment year.
- To add the new year's information, click the green "+" button on the right-hand side of the screen in line with the method for which you are going to enter the findings.
    - Fill in all results and findings.
- Attach any necessary documents through the "Related Documents" field.
- Then go to bottom of screen to fill in Use of Findings (Actions) (see further instructions below).

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Program Assessment | Findings and Use of Findings (Actions) | Use of Findings (Actions)

- "Use of Findings (Actions)" is located at the bottom of the "Findings" section.
- Click the green "+" button on the right-hand side of the screen in line with the "Use of Findings (Actions)."
- Fill in all use of findings/conclusions/implications and choose the area(s) of improvement from the provided drop-down box.
- SAVE.

Program Assessment | Annual Executive Summaries

- Check the accuracy of the previous years' information. The colored progress bar is a tool to indicate the level of completion for this section.
- Enter the new year's information by clicking on the green "+" button on the right-hand side of the screen.
- If prompted, select the correct Summary Year (the academic year that the student data was collected for assessment). If only the current year is available to be added, the form will automatically choose the current year for you.
- Fill out all information in the boxes listed.
  - Keep in mind that a program's plan is good for FIVE years.
  - By indicating "Yes" to the question "Is this program report ready for review?" you are essentially submitting the final report for that year. This lets UAT know that it is ready for review.
- SAVE.

Reports | Comprehensive Report with General Info, Program Info, 4 Column Data, and Annual Exec Summaries [Year Range]

- This tab provides the current year's comprehensive report of the data that has been entered into Nuventive. If anything seems to be missing from the report, go back to the following steps and sections to check that all information has been entered correctly. If something is still missing, please contact nuventive@okstate.edu.
- To download the report, click on the folder with arrow icon in the top right corner of the document viewer screen.
- To print the report, click on the printer icon in the top right corner of the document viewer screen.

Reports | SLO Analytics

- This tab provides SLO analytics for the selected program. These records go back as far as the 2016-2017 academic year. The information provided inside of this tab can be viewed and used as a tool for completing program outcomes assessment reports each year.
- The desired academic year can be selected in the top right corner of the dashboard. The default when entering the page is the current academic year being assessed.
- Within each dashboard, there are several filters and features that can be utilized by clicking. For more in-depth information, look for our training videos on the Canvas Community page.
- At the bottom of the page, there are four dashboards to toggle through:
  - [Year Range] Cycle Checklist
  - Program Assessment Summary Dashboard
  - Program Assessment Content Summary
  - Outcome Type Summary

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Reports | Review Analytics

- This tab provides review analytics for the selected program that have been loaded into Nuventive. These review scores are provided by UAT during our yearly review of the program outcomes assessment reports each fall semester. These records go back as far as the 2016-2017 academic year. The information provided inside of this tab can be viewed and used as a tool for completing program outcomes assessment reports each year.
- The desired academic year can be selected in the top right corner of the dashboard. The default when entering the page is the last academic year that was reviewed by the UAT staff.
- The new review scores are indicated as follows:
    - Purple – Greatly Exceeds Expectations
    - Blue – Exceeded Expectations
    - Green – Met Expectations
    - Yellow – Somewhat Met Expectations
    - Orange – Minimally Met Expectations
    - Red – Missing Information
    - Gray – Not Applicable
- For more information about the above scores, please view our "OSU Assessment Review Rubric" available on the Canvas Community page.
- At the bottom of the page, there are six dashboards to toggle through:
    - POA Table
    - POA Table with Averages
    - POA Summary
    - POA Summary Prior to 2020
    - POA Average Over Time by Unit
    - POA Components Over Time by Unit
- Within each dashboard, there are several filters and features that can be utilized by clicking. For more in-depth information, look for our training videos on the Canvas Community page.

Review | Program Student Learning Outcomes Assessment Report Review

- This tab provides all of the annual report reviews completed by UAT staff since 2016-2017. To view a review report, which includes scores and feedback from your reviewer, click on the three vertical dots to the right of the desired year. Then click "View/Print."
- These documents can be printed or downloaded using the buttons at the top of the document viewer screen.

NOTE: IMPORTANT DEADLINES

- Program Assessment Funding Request deadline, tentatively due during the second half of the Spring semester.
- Program Outcomes Assessment Reports deadline, tentatively due in Nuventive during the first half of the Fall semester.
- Nuventive becomes unavailable during program reviews after the report submission deadline.
- Program reviews become available to assessment coordinators in Nuventive after the reviews are complete during the second half of the Fall semester.
- The assessment team sets aside time to meet with college associate deans and program assessment coordinators to discuss reviews during the following Spring semester.
- **For specific due dates, go to assessment.okstate.edu**