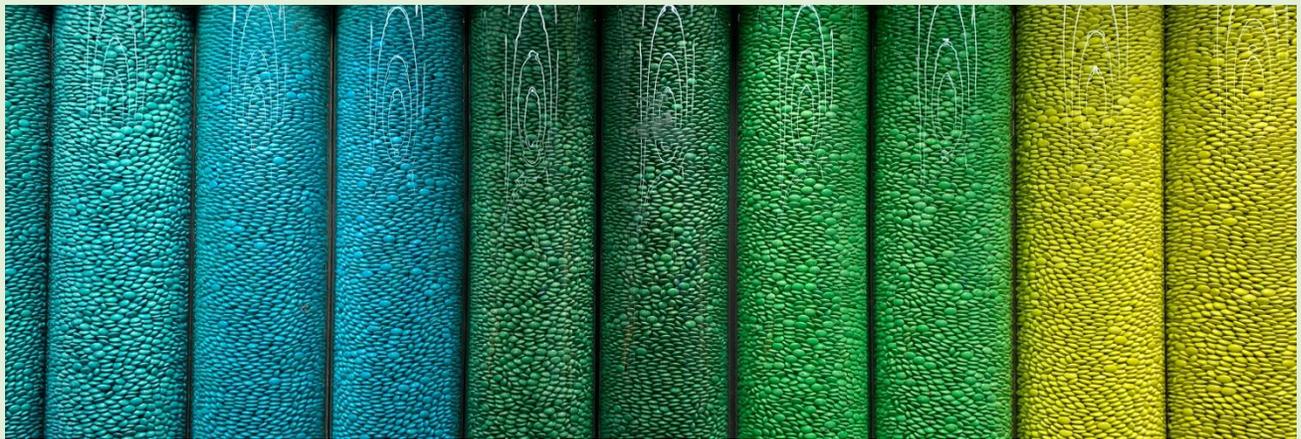


SAN DIEGO
MESA COLLEGE



Nuventive™

Digital Handbook



Welcome

Welcome to the Mesa College Nuventive Handbook. The purpose of this handbook is to walk you through the navigation of the Nuventive Improvement Platform. Before we begin, it is important to note that the configuration of your Nuventive Improvement Platform screens may not mirror exactly the example we provide in this help guide. Each instance of the platform is customized to meet the unique needs of Mesa College and what you see in this handbook may change over the years. This includes the menu, field labels, list values, and custom fields. If at any time you have questions about the configuration of your specific instance of the platform, please contact your Nuventive Representative on campus by reaching out to the Office of Institutional Effectiveness at 619-388-2509.

Basic Navigation

Accessing the Nuventive Improvement Platform is simple and straight forward. It is supported on Apple Mac iOS as well as Microsoft Windows. The Nuventive Platform is most compatible with Google Chrome or Firefox Web browsers; our recommendation is to avoid the use of Internet Explorer for accessing and using this software.

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PLATFORM NAVIGATION

Navigation Bar & Icons

At the top of each screen, you will find two sets of icons (to the left and right) and a drop-down in the center. This is the primary navigation bar throughout the platform.



Hamburger
Menu



Arrow/Caret

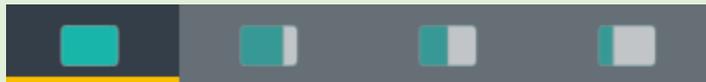


Throughout the Platform, wherever you see this icon, expansion of the drop-down menu options will be presented by clicking on the arrow/caret.

Unit Drop-
down Menu



Data
View/Split
Screen/
Documents
& Reports



Instructions



Throughout the Platform, wherever you see this icon, instructions may have been provided for that specific field, item, or area. Clicking the icon will reveal any instructions made available.

Ellipsis

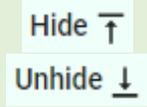


Throughout the Platform, wherever you see this icon, options will be presented by clicking on the ellipsis. Typical options include Open, View/Print, Copy, and/or Delete.

Plus (+) Sign



Throughout the Platform, wherever you see this icon is where you will click to Add a NEW Goal, Outcome, Objective, or other element to that screen



In several places throughout the Platform, you will find these icons. Clicking on the icon allows you to choose between leaving the highlighted information available as you enter information, or you can click the Hide icon to hide the information. Unhide allows you to uncover the highlighted information.

The Center Unit Drop-down Menu

The center unit drop-down is where you will locate your unit/units on the platform. By clicking the down arrow/caret to the right in the drop-down, you can locate the unit/units available to you. If this is your first time logging in, and you do not see your unit, please contact the Office of Institutional Effectiveness by email at mesaresearch@sdccd.edu or erabinovich@sdccd.edu (Liza Rabinovich). If there are numerous units listed in the drop-down, you may type in the drop-down box to quickly locate a unit.



The Main Menu (Hamburger Menu)



Now that you have found your unit, click the hamburger icon on the left to reveal your platform menu. Below are some sample menus:

Leadership Menus:

Leadership - Dean, Humanities Office	
Home	
Analytics	
Program Review	▼
Program Review Reports	▼
Document Library	
Access List	▼

Student Services Menus:

Student Services - Puente	
Home	
Analytics	▼
Program Review	▼
Program Review Reports	▼
Outcomes Assessment	▼
Student Services Outcomes Assessment Reports	▼
Document Library	
Access List	▼

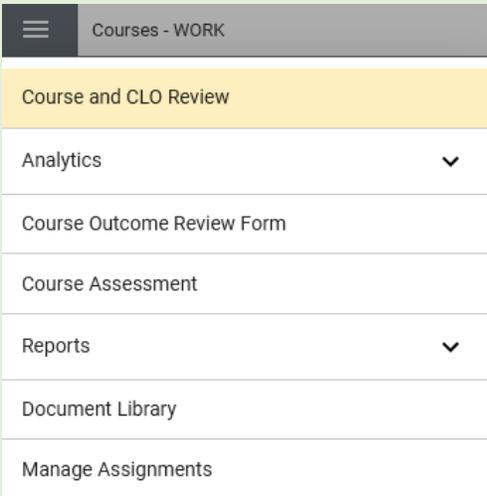
Instructional Menus:

Instructional Program - Accounting (ACCT)	
Home	
Analytics	▼
Program Review	▼
Program Review Reports	▼
Outcomes Assessment	▼
Outcomes Assessment Reports	▼
Document Library	
Access List	▼

Academic & Learning Support Menus:

Academic and Learning Support - Library Services	
Home	
Analytics	▼
Program Review	▼
Outcomes Assessment	▼
Program Review Reports	▼
Outcomes Assessment Reports	▼
Document Library	
Access List	▼

Courses Menus:



NOTE: Mesa’s main menu may differ from these examples, as Mesa has designed the menu specifically for Mesa’s needs and processes and these menus may change over time. Most menus, however, will include the following headings: Home or Dashboard, Analytics, Program Review, Mapping, Reports, Outcomes and Assessment, and Document Library/Repository. Feel free to explore your menu by clicking on any of the menu headings.

Split Screen/Documents and Reports



To the far right of the navigation bar you will find a set of icons referred to as **Split Screen/Documents & Reports**. Under the icons, a space is provided for various documents/reports to be viewed. This area can house the following type of documents: Word, PDF, Excel, Video, HTML, Power BI Reports, etc. The purpose of this area is to provide you with information that you (or Mesa) deem necessary to complete your tasks in the Nuventive Improvement Platform. Each of the icons represent the amount of space to be taken up on the

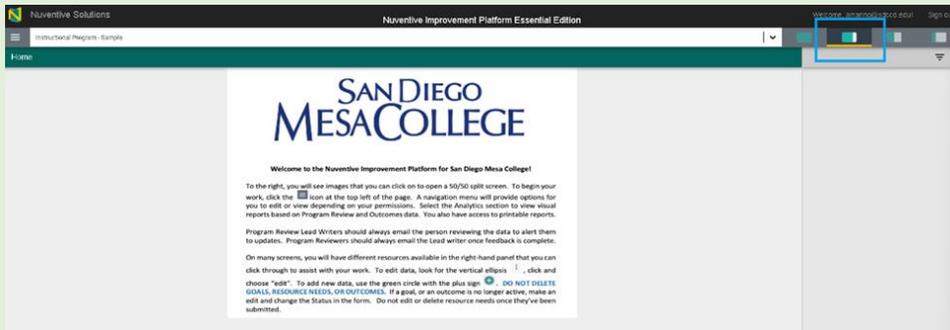
screen (split-screen view) when clicking on and opening an item in the list. This expansion allows you to view the information provided in this area from an intelligible viewpoint.

The following are examples of the expanded Split Screen/Documents & Reports areas. Please note that these are just examples and Mesa will have different documents, reports, and links for you to use.

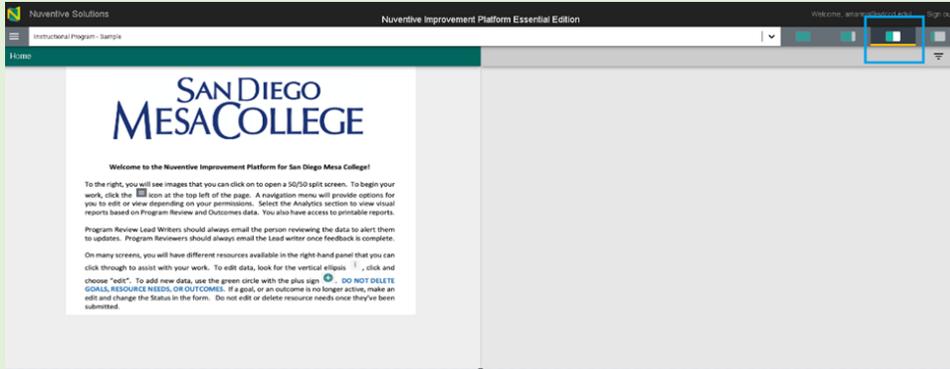
View 1. Full Screen



View 2. 25/75



View 3. 50/50



NOTE: The area will also expand to the first level of expansion by clicking on a document/report in the list. You can expand further, or minimize the view of the document/report, by again clicking on one of the icons.

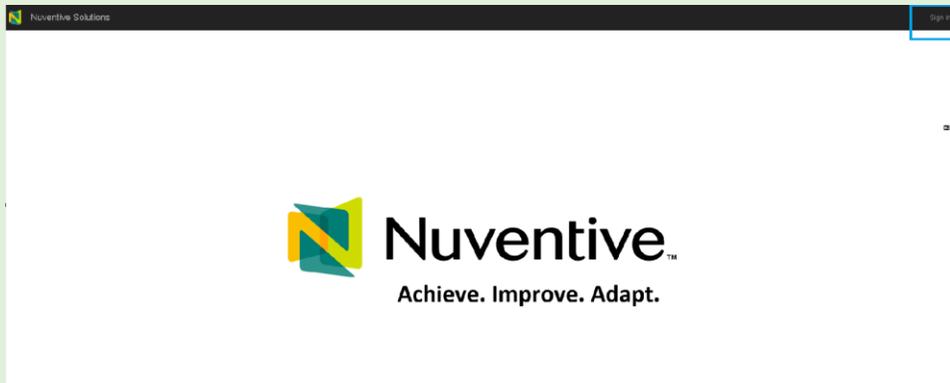


NUVENTIVE LOG IN

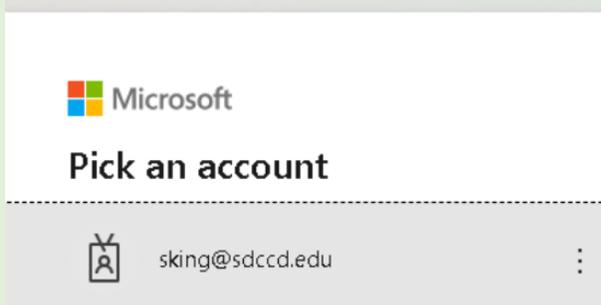
Log In Instructions

To log into Nuventive, click on <https://solutions.nuventive.com>. This link will take you to the Nuventive Solutions landing page. On this page, look for the **Sign in** text on the upper right side of the screen. Click on **Sign in**. Next, the system will prompt you to use your SDCCD email address and Password. It can also prompt you to complete the two-step authentication process. Below are the steps to log in.

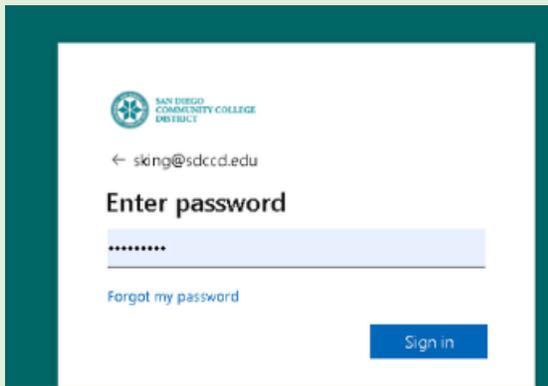
1. Click Sign in



2. Use your SDCCD email account



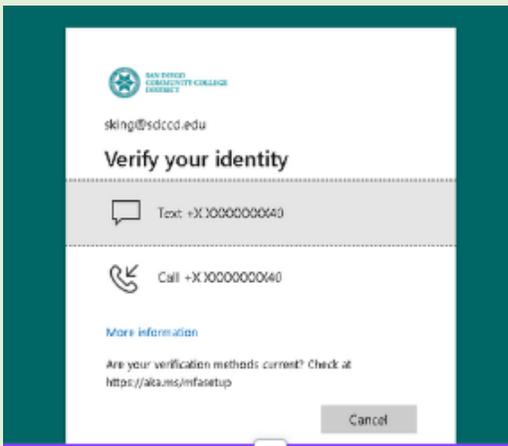
3. Enter your password. This is the same password as your Outlook.



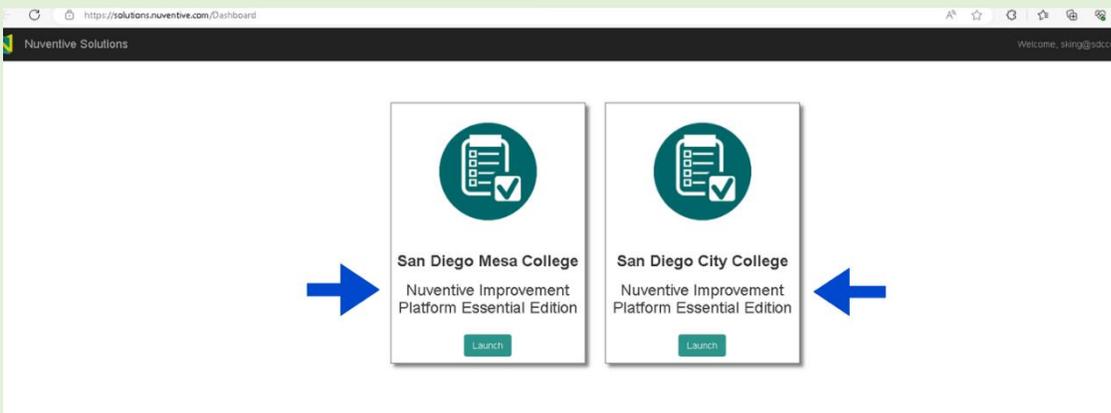
4. Select whether you would like to stay signed in



5. Complete the authentication process (if applicable)



NOTE: If you are affiliated with more than one College within SDCCD, you should pick the college for which you would like to complete work at the time of log in.

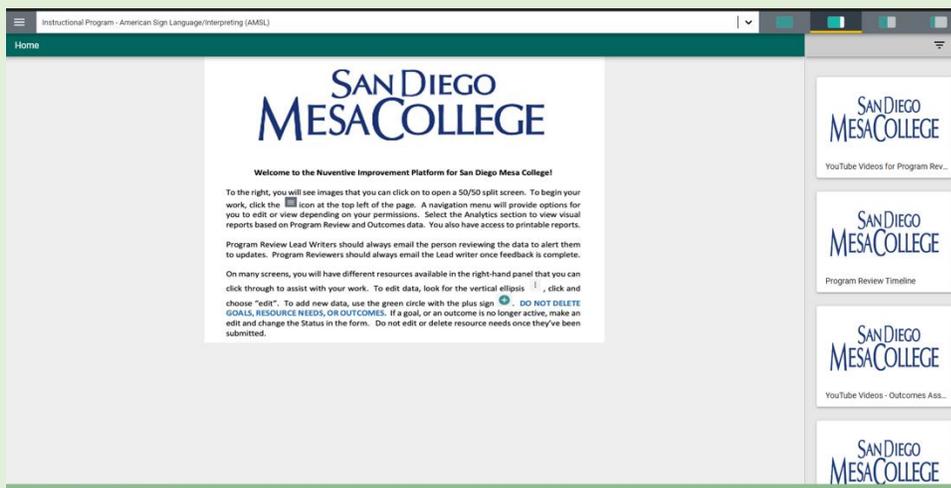




GENERAL WORKSPACE OVERVIEW

Navigating Nuventive

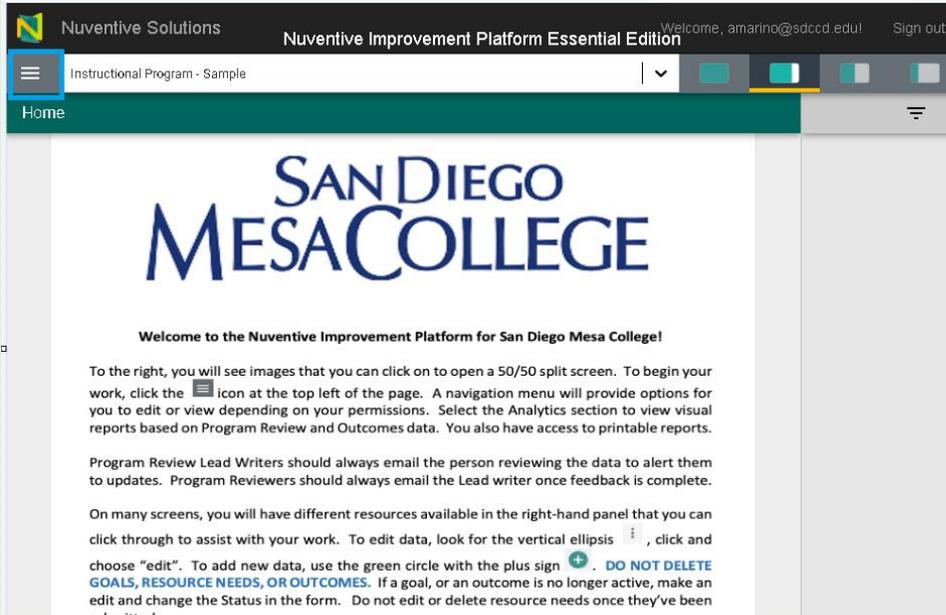
After logging in to Nuventive with your SDCCD email and password, your **landing page** will often be the same screen where you left off at your last log in, or the image below:



If this is your first time logging in, and you do not see your unit, please contact the Office of Institutional Effectiveness by email at mesaresearch@sdccd.edu or erabinovich@sdccd.edu (Liza Rabinovich). The center of this page, where you see the San Diego Mesa College logo, gives you a brief overview of the workspace navigation.

When looking at this page from Left to Right, you will see the following:

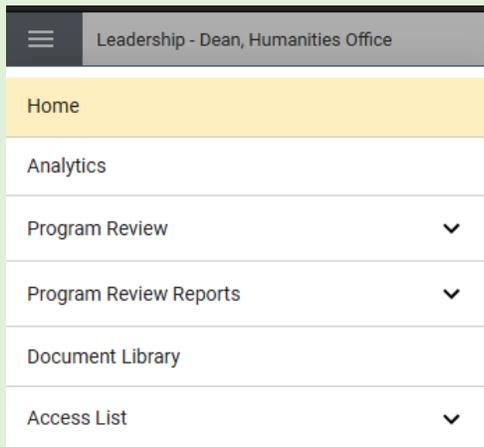
1. The Main Menu (Hamburger Menu)



This menu expands the navigation on the left-hand side.

Please see below some **examples of navigation menus** for each unit group. Examples of a unit group include Instructional Program, Student Services, Courses, Leadership, and Academic and Learning Support.

2. Leadership Menus:



3. Student Services Menus:

Student Services - Puente	
Home	
Analytics	▼
Program Review	▼
Program Review Reports	▼
Outcomes Assessment	▼
Student Services Outcomes Assessment Reports	▼
Document Library	
Access List	▼

4. Instructional Menus:

Instructional Program - Accounting (ACCT)	
Home	
Analytics	▼
Program Review	▼
Program Review Reports	▼
Outcomes Assessment	▼
Outcomes Assessment Reports	▼
Document Library	
Access List	▼

5. Academic & Learning Support Menus:

Academic and Learning Support - Library Services	
Home	
Analytics	▼
Program Review	▼
Outcomes Assessment	▼
Program Review Reports	▼
Outcomes Assessment Reports	▼
Document Library	
Access List	▼

6. Courses Menu:

Courses - WORK	
Course and CLO Review	
Analytics	▼
Course Outcome Review Form	
Course Assessment	
Reports	▼
Document Library	
Manage Assignments	

NOTE: To expand the navigation menus, click on the title you want to expand or click on the down arrow/caret ▼ next to the title.

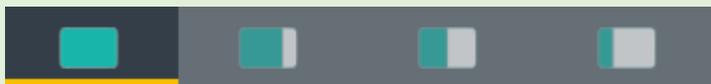
Home
Analytics ^
Program Review Analytics
Summary and Reflection Analytics
PLO Assessment
Courses and CLO Listings
CLO to PLO Analytics
Course Assessment and Mapping
Program Review v
Program Review Reports v
Outcomes Assessment v
Outcomes Assessment Reports v
Document Library
Access List v

The Center Unit Drop-down Menu

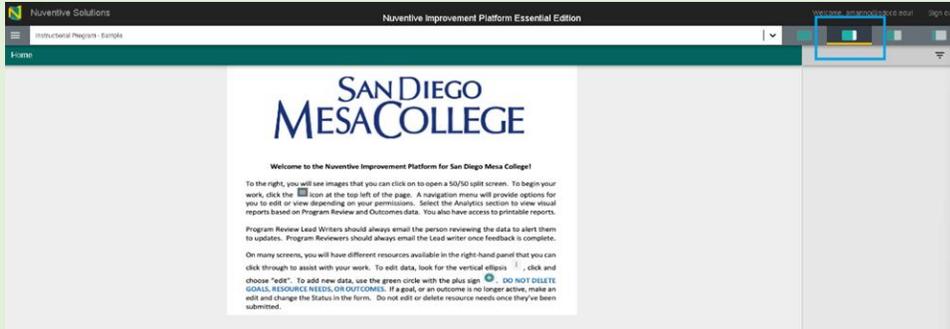
The center unit drop-down is where you will locate your unit/units on the platform.



Split Screen/Documents and Reports



To the far right of the navigation bar you will find a set of icons referred to as **Split Screen/Documents & Reports**.



Under the icons, a space is provided for various documents/reports to be viewed. This area can house the following type of documents: Word, PDF, Excel, Video, HTML, Power BI Reports, etc. The purpose of this area is to provide you with information that you (or Mesa) deem necessary to complete your tasks in the Nuventive Improvement Platform. Each of the icons represent the amount of space to be taken up on the screen (split-screen view) when clicking on and opening an item in the list. This expansion allows you to view the information provided in this area from an intelligible viewpoint.



PROGRAM REVIEW WORKSPACE OVERVIEW

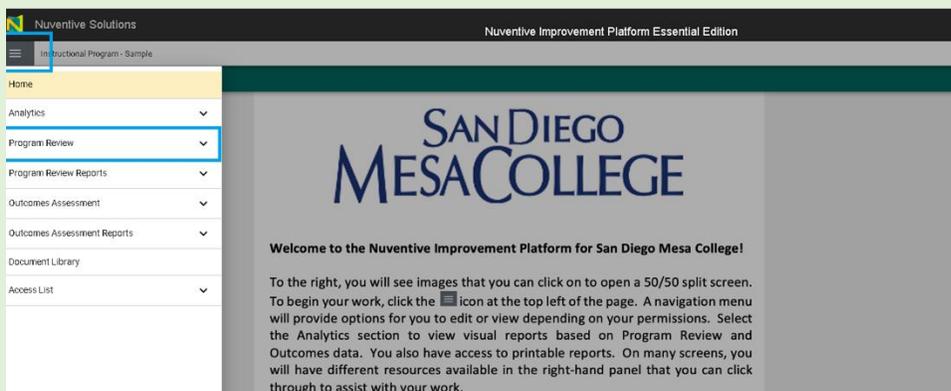
Program Review

1. Select your Program/Unit using the arrow/caret  to open the drop-down menu.

To easily navigate through multiple programs, a cursor will appear in the text line to allow typing for quick access to a specific program or unit.

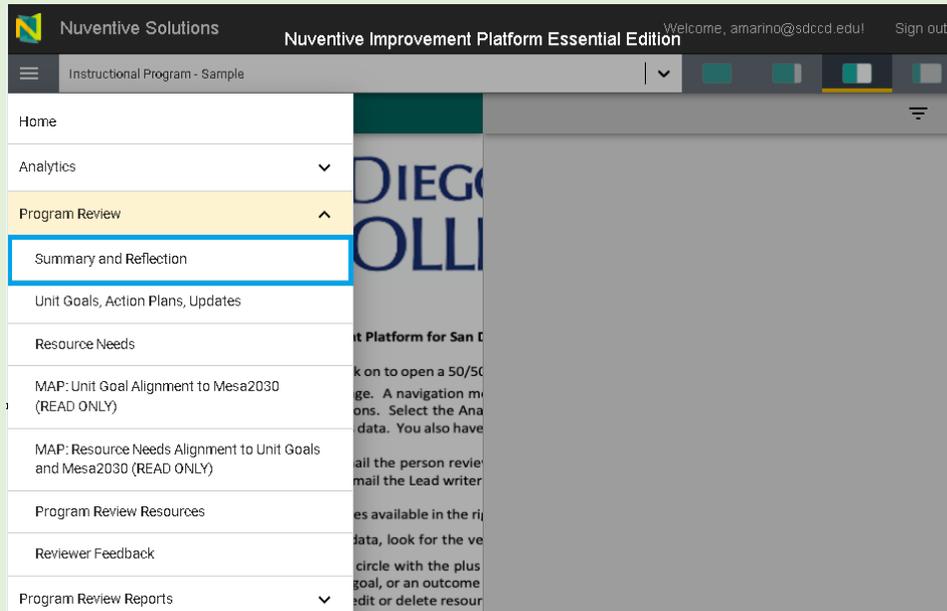


2. From the Hamburger icon  at the top, left side of the screen select 'Program Review.'

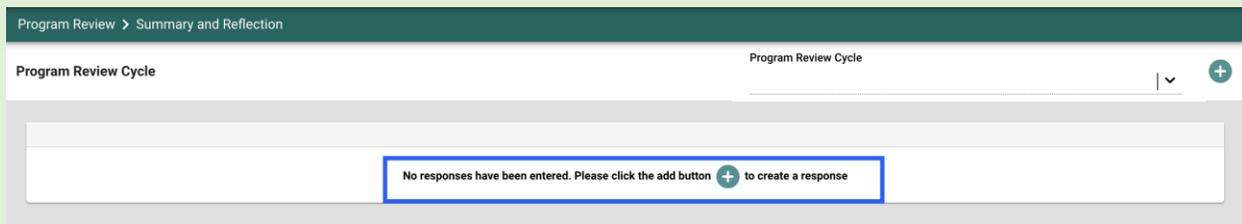


Summary and Reflection

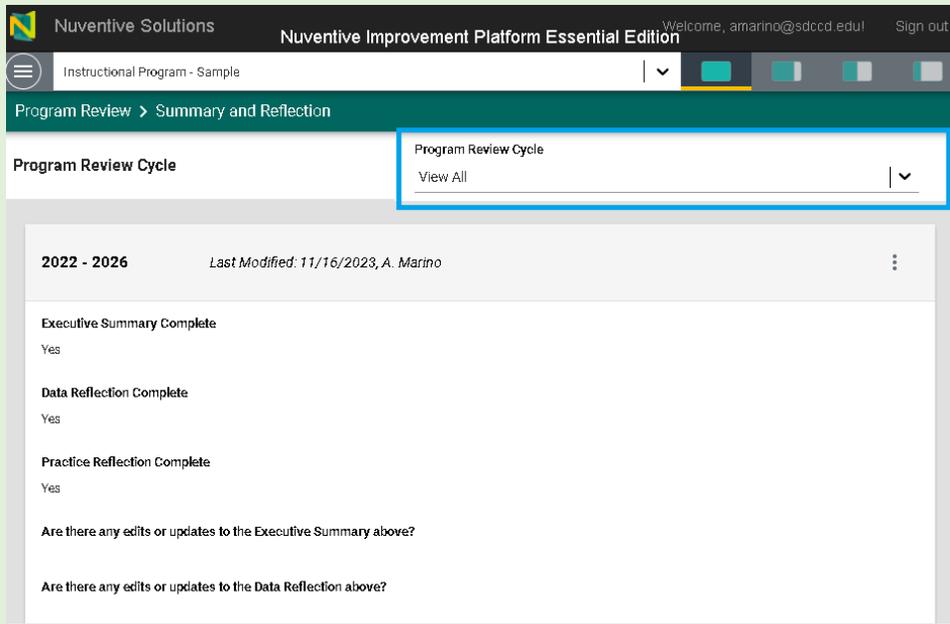
1. Select 'Summary and Reflection' using the arrow/caret  to open the drop-down menu within Program Review.



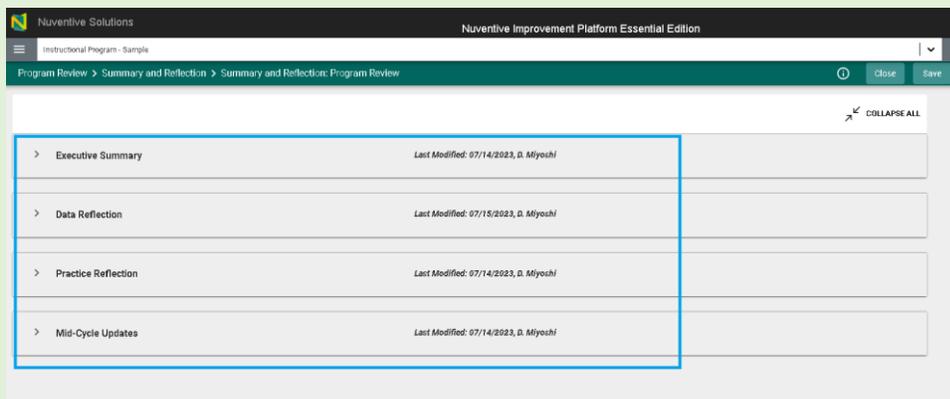
2. If there is no information in the **Summary and Reflection** for the selected program review cycle, a  will appear in the center of the screen. Select the  to begin data entry using the directions below.



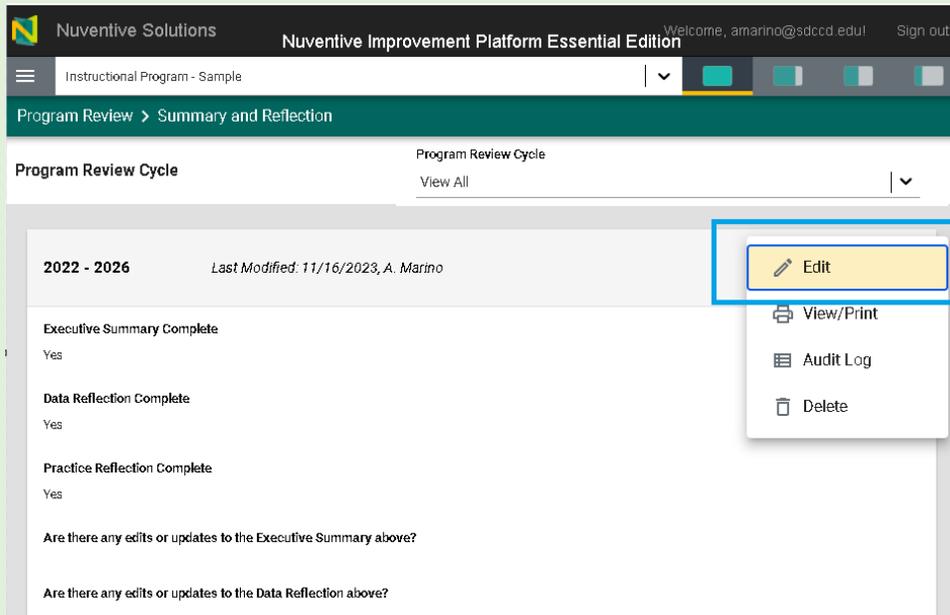
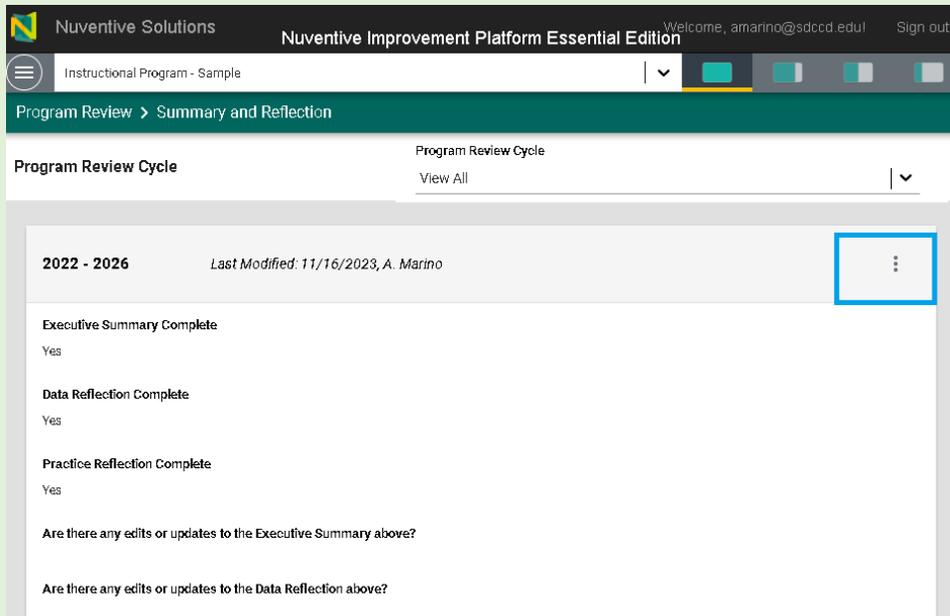
3. If data is already entered, select the appropriate program review cycle using the arrow/caret  to open the drop-down menu on the right.



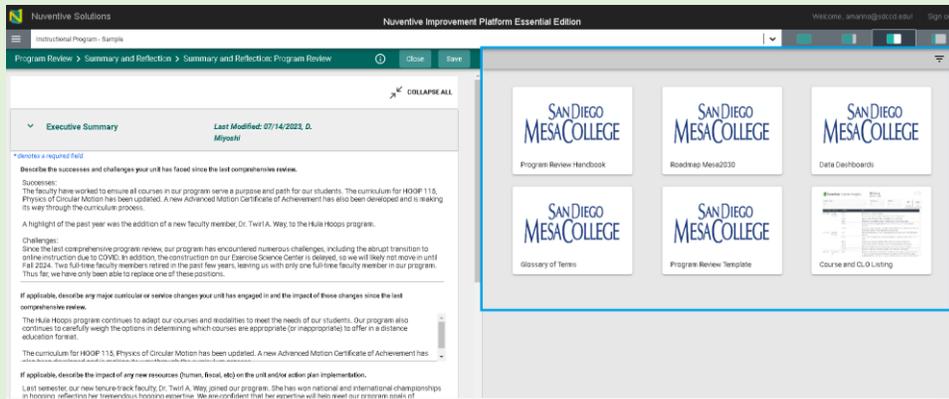
4. 'Summary and Reflection' has four content areas: 1) Executive Summary, 2) Data Reflection, 3) Practice Reflection and 4) Mid Cycle Updates



5. Click 'Edit' from the ellipsis  to enter program review information.

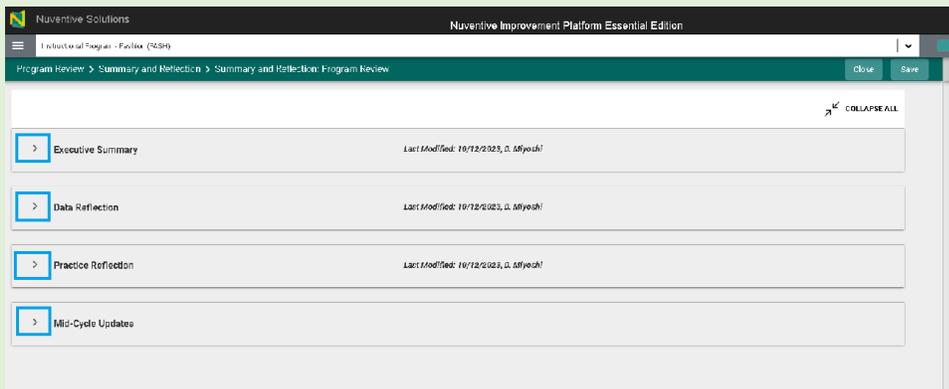


6. Resources are available on the screen's right side to help complete the program review content. All resources are clickable and will expand to a 50/50 screen if selected. A split screen option can be utilized to review documents, input content, and avoid multiple open screens.



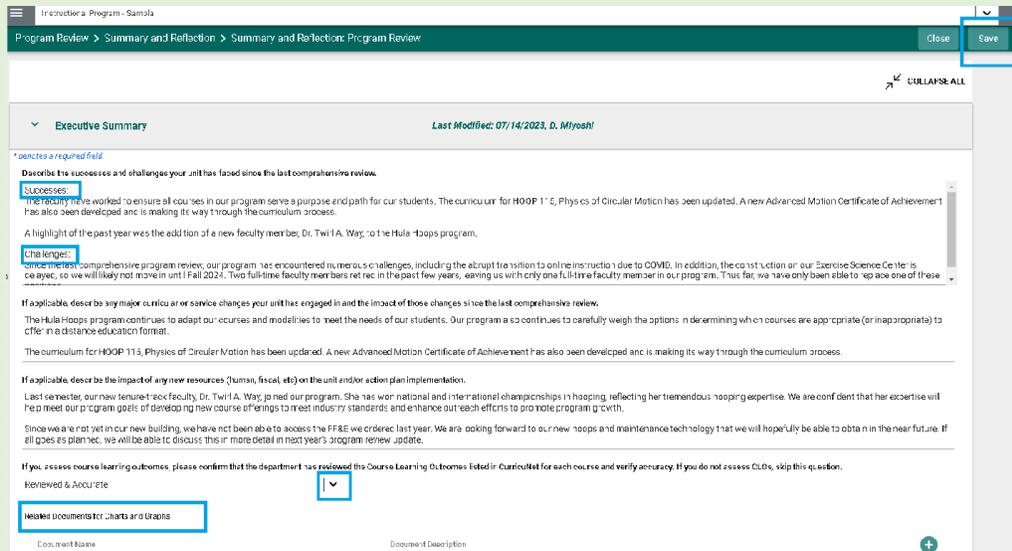
7. Input program review responses in all required fields by typing written responses or selecting from a drop-down menu where indicated.

To input data, expand the desired content area.

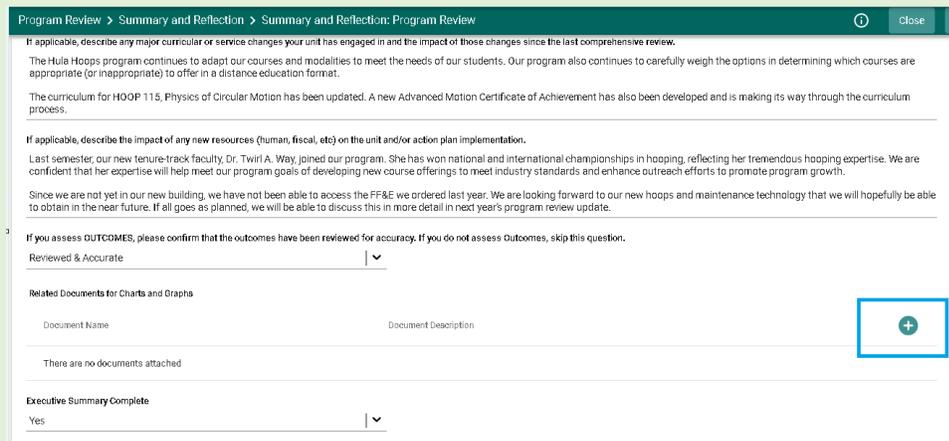


Executive Summary

1. Input program review responses in all required fields by typing written responses or selecting from a drop-down menu where indicated.



2. Additional information can be added in the form of charts, tables, graphs, or data sheets using the 'plus' icon at the bottom right.



3. Select 'Yes' in the final prompt within the Executive Summary if all information is input and the section is complete. The section will not be complete if this area is not marked 'Yes.'

*You should not mark this section complete if you need to add content later.

If applicable, describe any major curricular or service changes your unit has engaged in and the impact of those changes since the last comprehensive review.

The Hula Hoops program continues to adapt our courses and modalities to meet the needs of our students. Our program also continues to carefully weigh the options in determining which courses are appropriate (or inappropriate) to offer in a distance education format.

The curriculum for HOOP 115, Physics of Circular Motion has been updated. A new Advanced Motion Certificate of Achievement has also been developed and is making its way through the curriculum process.

If applicable, describe the impact of any new resources (human, fiscal, etc) on the unit and/or action plan implementation.

Last semester, our new tenure-track faculty, Dr. Twirl A. Way, joined our program. She has won national and international championships in hooping, reflecting her tremendous hooping expertise. We are confident that her expertise will help meet our program goals of developing new course offerings to meet industry standards and enhance outreach efforts to promote program growth.

Since we are not yet in our new building, we have not been able to access the FF&E we ordered last year. We are looking forward to our new hoops and maintenance technology that we will hopefully be able to obtain in the near future. If all goes as planned, we will be able to discuss this in more detail in next year's program review update.

If you assess OUTCOMES, please confirm that the outcomes have been reviewed for accuracy. If you do not assess Outcomes, skip this question.

Reviewed & Accurate

Related Documents for Charts and Graphs

Document Name	Document Description
There are no documents attached	

Executive Summary Complete

Yes

4. Click **Save** in the top right when complete.

The screenshot shows the Nuventive Improvement Platform interface. The top navigation bar includes the Nuventive Solutions logo, the platform name 'Nuventive Improvement Platform Essential Edition', and a user profile 'Welcome, amarnoo@sccd.edu | Sign out'. The breadcrumb trail reads 'Instructional Program - Sample > Program Review > Summary and Reflection > Summary and Reflection: Program Review'. In the top right corner of the content area, there are 'Close' and 'Save' buttons. The 'Save' button is highlighted with a blue rectangular box. The main content area contains the same form as shown in the previous image, with text input fields and a dropdown menu.

Data Reflection

1. Input program review responses in all required fields by typing written responses or selecting from a drop-down menu where indicated.

Nuventive Solutions Nuventive Improvement Platform Essential Edition

Instructional Program - Sample

Program Review > Summary and Reflection > Summary and Reflection: Program Review

Yes

Data Reflection Last Modified: 07/15/2023, D. Miyoshi

* denotes a required field

Trends observed in program/service area's data.

Based on data contained in the San Diego Mesa College Office of Institutional Effectiveness Data Dashboards, the Hula Hoops program has experienced enrollment decline since 2019-2020, a trend that the college, state and country are also experiencing in higher education. Between Fall 2020 and Fall 2021 the overall enrollment in our program declined by approximately 20%. However, since Spring 2022, our program has experienced a gradual increase in enrollment of approximately 5% across our course offerings.

Describe any equity gaps in the data. Are there differences and/or patterns observed by demographics (e.g. race/ethnicity, gender, age, etc.)

The Hula Hoops program has experienced a shift in the patterns of students enrolled in our courses. Prior to the pandemic, the majority of students were White (53% in 2019-20). Since that time, our program has seen a gradual decline in enrollment of this demographic, dropping to 36% in 2021-22. Conversely, the percentage of Latinx students has risen from 19% to 34% during this same timeframe. Other ethnicities and demographic groups have remained about the same.

Success rates in our program are currently at 62% for African American/Black students, 67% for Latinx, 73% for White, and 77% for Asian. Although there are equity gaps that must be addressed, our program's success rates are gradually improving for every group and we hope to maintain this upward movement.

Describe the discussion(s) that look place about the unit's learning outcomes assessment data.

All of the Hula Hoop course learning outcomes have been assessed, along with our program learning outcomes. We are pleased with the positive impact the implementation of the lab components have had on students' learning. We have met our benchmarks for each outcome in each course and we continue to discuss ways in which we can improve the learning experiences for our students.

Related Documents for Charts and Graphs

Document Name	Document Description
There are no documents attached	

Data Reflection Complete

Yes

2. Additional information can be added in the form of charts, tables, graphs, or data sheets using the 'plus' icon at the bottom right.

Based on data contained in the San Diego Mesa College Office of Institutional Effectiveness Data Dashboards, the Hula Hoops program has experienced enrollment decline since 2019-2020, a trend that the college, state and country are also experiencing in higher education. Between Fall 2020 and Fall 2021 the overall enrollment in our program declined by approximately 20%. However, since Spring 2022, our program has experienced a gradual increase in enrollment of approximately 5% across our course offerings.

Describe any equity gaps in the data. Are there differences and/or patterns observed by demographics (e.g. race/ethnicity, gender, age, etc.)

The Hula Hoops program has experienced a shift in the patterns of students enrolled in our courses. Prior to the pandemic, the majority of students were White (53% in 2019-20). Since that time, our program has seen a gradual decline in enrollment of this demographic, dropping to 36% in 2021-22. Conversely, the percentage of Latinx students has risen from 19% to 34% during this same timeframe. Other ethnicities and demographic groups have remained about the same.

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Describe the discussion(s) that look place about the unit's learning outcomes assessment data.

All of the Hula Hoop course learning outcomes have been assessed, along with our program learning outcomes. We are pleased with the positive impact the implementation of the lab components have had on students' learning. We have met our benchmarks for each outcome in each course and we continue to discuss ways in which we can improve the learning experiences for our students.

Related Documents for Charts and Graphs

Document Name	Document Description
There are no documents attached	

Data Reflection Complete

Yes

3. Select 'Yes' in the final prompt within the Data Reflection if all information is input and the section is complete. The section will not be complete if this area is not marked 'Yes.'

*You should not mark this section complete if you need to add content later.

Based on data contained in the San Diego Mesa College Office of Institutional Effectiveness Data Dashboards, the Hula Hoops program has experienced enrollment decline since 2019-2020, a trend that the college, state and country are also experiencing in higher education. Between Fall 2020 and Fall 2021 the overall enrollment in our program declined by approximately 20%. However, since Spring 2022, our program has experienced a gradual increase in enrollment of approximately 5% across our course offerings.

Describe any equity gaps in the data. Are there differences and/or patterns observed by demographics (e.g. race/ethnicity, gender, age, etc.)

The Hula Hoops program has experienced a shift in the patterns of students enrolled in our courses. Prior to the pandemic, the majority of students were White (53% in 2019-20). Since that time, our program has seen a gradual decline in enrollment of this demographic, dropping to 36% in 2021-22. Conversely, the percentage of Latinx students has risen from 19% to 34% during this same timeframe. Other ethnicities and demographic groups have remained about the same.

Success rates in our program are currently at 62% for African American/Black students, 67% for Latinx, 73% for White, and 77% for Asian. Although there are equity gaps that must be addressed, our program's success rates are gradually improving for every group and we hope to maintain this upward movement.

Describe the discussion(s) that look place about the unit's learning outcomes assessment data.

All of the Hula Hoop course learning outcomes have been assessed, along with our program learning outcomes. We are pleased with the positive impact the implementation of the lab components have had on students' learning. We have met our benchmarks for each outcome in each course and we continue to discuss ways in which we can improve the learning experiences for our students.

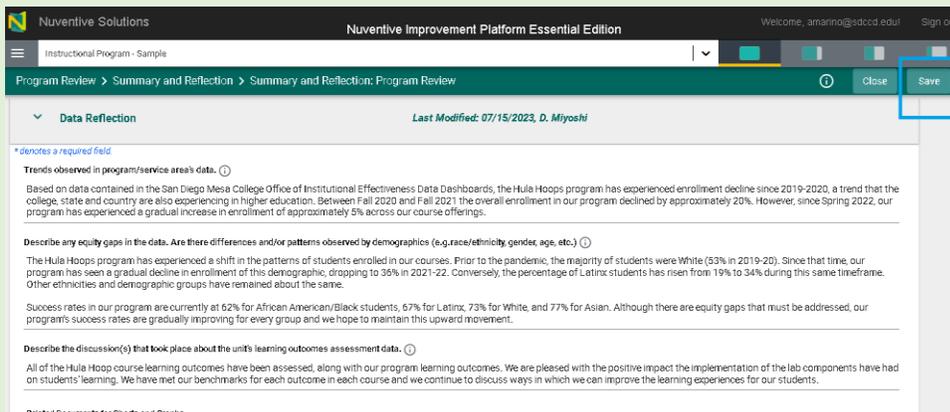
Related Documents for Charts and Graphs

Document Name	Document Description
There are no documents attached	

Data Reflection Complete

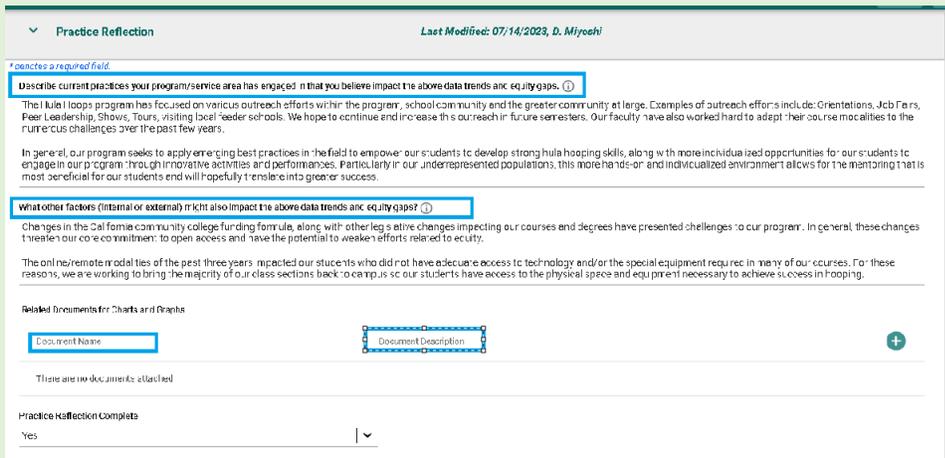
Yes

4. Click **Save** in the top right when complete.



Practice Reflection

1. Input program review responses in all required fields by typing written responses or selecting from a drop-down menu where indicated.



2. Additional information can be added in the form of charts, tables, graphs, or data sheets using the icon at the bottom right.

Practice Reflection Last Modified: 07/14/2023, D. Miyoshi

* denotes a required field

Describe current practices your program/service area has engaged in that you believe impact the above data trends and equity gaps. ⓘ

The Hula Hoops program has focused on various outreach efforts within the program, school community and the greater community at large. Examples of outreach efforts include: Orientations, Job Fairs, Peer Leadership, Shows, Tours, visiting local feeder schools. We hope to continue and increase this outreach in future semesters. Our faculty have also worked hard to adapt their course modalities to the current challenges over the past few years.

In general, our program seeks to apply emerging best practices in the field to empower our students to develop strong hula hooping skills, along with more individualized opportunities for our students to engage in our program through innovative activities and performances. Particularly in our underrepresented populations, this more hands-on and individualized environment allows for the mentoring that is most beneficial for our students and will hopefully translate into greater success.

What other factors (internal or external) might also impact the above data trends and equity gaps? ⓘ

Changes in the California community college funding formula, along with other legislative changes impacting our courses and degrees have presented challenges to our program. In general, these changes threaten our core commitment: to open access and have the potential to weaken efforts related to equity.

The online/remote modalities of the past three years impacted our students who did not have adequate access to technology and/or the special equipment required in many of our courses. For these reasons, we are working to bring the majority of our class sections back to campus so our students have access to the physical space and equipment necessary to achieve success in Hooping.

Related Documents for Charts and Graphs

Document Name	Document Description
There are no documents attached.	

Practice Reflection Complete

Yes

3. Select 'Yes' in the final prompt to complete the Practice Reflection if all information is input and the section is complete. The section will not be complete if this area is not marked 'Yes.'

*You should not mark this section complete if you need to add content later.

Practice Reflection Last Modified: 07/14/2023, D. Miyoshi

* denotes a required field

Describe current practices your program/service area has engaged in that you believe impact the above data trends and equity gaps. ⓘ

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Related Documents for Charts and Graphs

Document Name	Document Description
There are no documents attached.	

Practice Reflection Complete

Yes

4. Click Save in the top right when complete.

Nuventive Solutions Welcome, amathio@sbcc.edu | Sign out

Nuventive Improvement Platform Essential Edition

Instructor Program - Sambla

Program Review > Summary and Reflection > Summary and Reflection: Program Review

Close Save

Practice Reflection Last Modified: 07/14/2023, D. Miyoshi

* denotes a required field

Describe current practices your program/service area has engaged in that you believe impact the above data trends and equity gaps. ⓘ

The Hula Hoops program has focused on various outreach efforts within the program, school community and the greater community at large. Examples of outreach efforts include: Orientations, Job Fairs, Peer Leadership, Shows, Tours, visiting local feeder schools. We hope to continue and increase this outreach in future semesters. Our faculty have also worked hard to adapt their course modalities to the current challenges over the past few years.

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Related Documents for Charts and Graphs

Document Name	Document Description
There are no documents attached.	

Mid Cycle Updates

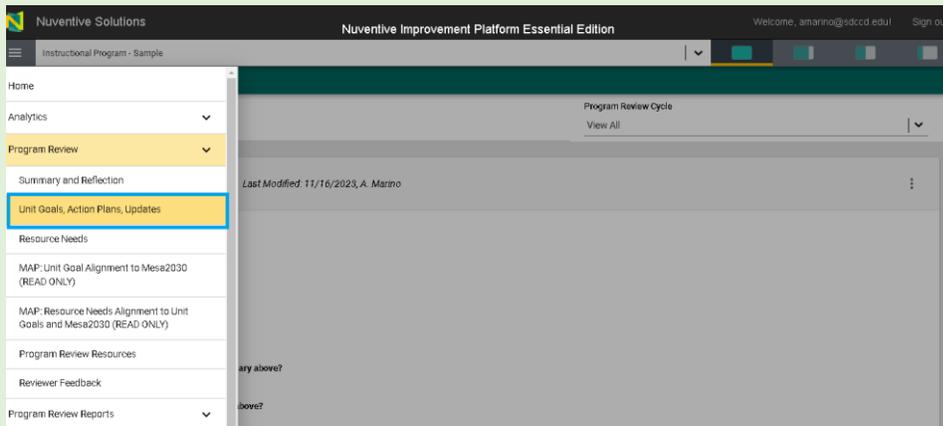
This section is completed to modify any aspect of the summary and reflection section previously entered. A good practice is to start your update with the academic year for which you are providing the update. This section is completed every update year following a comprehensive program review year.

1. Click **Save** in the top right when complete.

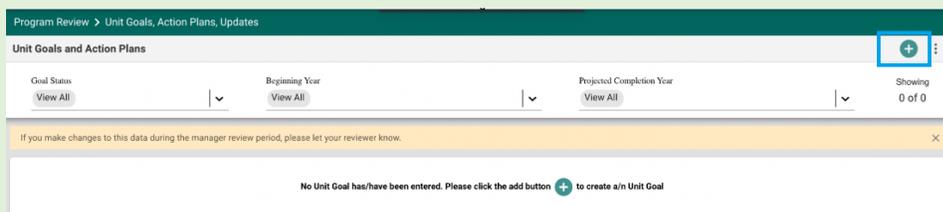
The screenshot displays a web interface for 'Instructional Program - Sample'. The breadcrumb trail is 'Program Review > Summary and Reflection > Summary and Reflection: Program Review'. In the top right corner, there are 'Close' and 'Save' buttons, with the 'Save' button highlighted by a blue box. Below the breadcrumb is a 'COLLAPSE ALL' button with a downward arrow icon. The main content area contains four expandable sections: 'Executive Summary', 'Data Reflection', 'Practice Reflection', and 'Mid-Cycle Updates'. Each section shows its title and 'Last Modified: 07/14/2023, D. Miyoshi'. The 'Mid-Cycle Updates' section is expanded, showing three text input fields, each with a blue border and a question: 'Are there any edits or updates to the Executive Summary above?', 'Are there any edits or updates to the Data Reflection above?', and 'Are there any edits or updates to the Practice Reflection above?'. A small red error message 'A date is required for this field' is visible above the first input field.

Unit Goals, Action Plans, Updates

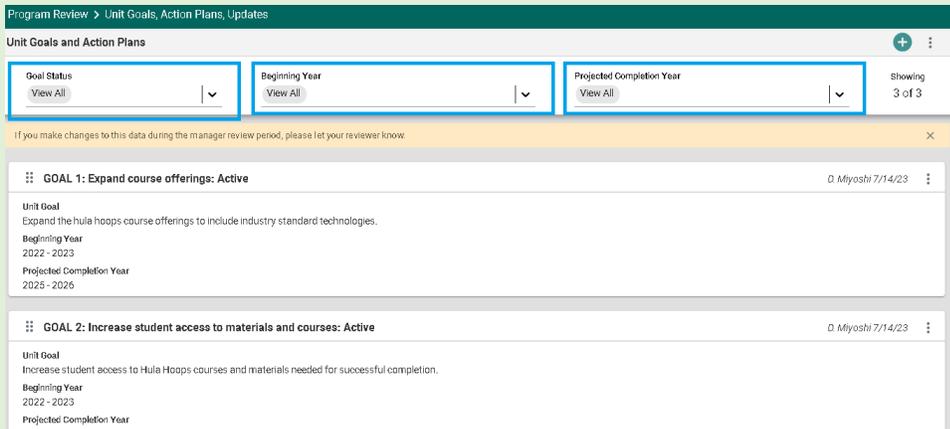
From the Hamburger icon  at the top, left side of the screen under 'Program Review' the second area to complete is **'Unit Goals, Action Plans, Updates'**



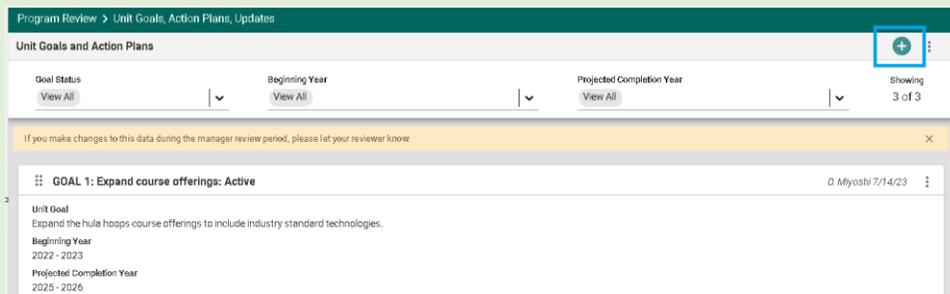
If there is no information in the Unit Goals, Action Plans and Updates for the selected program review cycle, a large  will appear in the center of the screen. Select the  to begin data entry using the directions below.



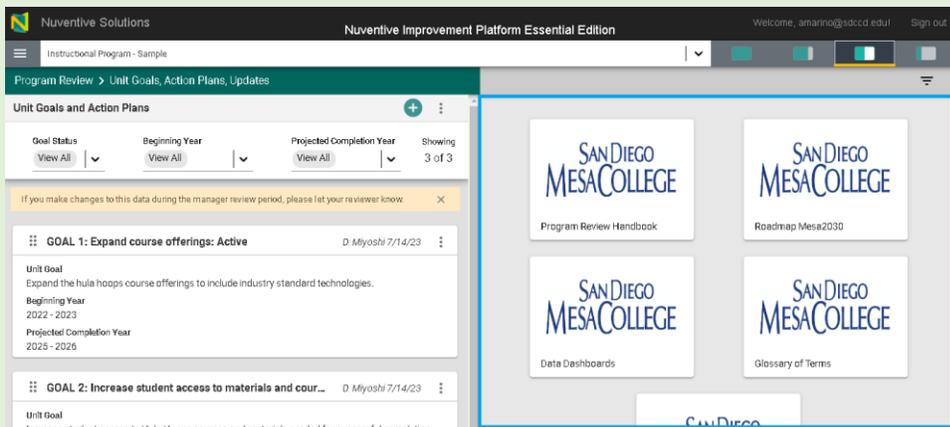
2. The 'Goal Status' (active, archived, completed), 'Beginning Year' and 'Projected Completed Year' can be selected from the drop-down menu.



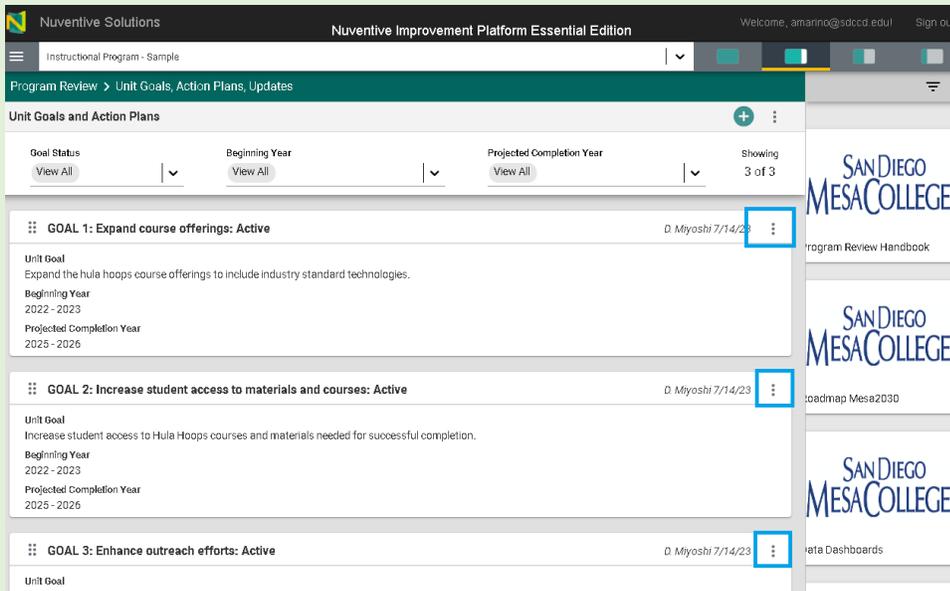
3. If a unit goal is already input, a new unit goal and action plan can be added by clicking the  in the top right corner.



4. Resources are available on the screen's right side to help complete the program review content. A split screen option can be utilized to review documents, input content, and avoid multiple open screens.



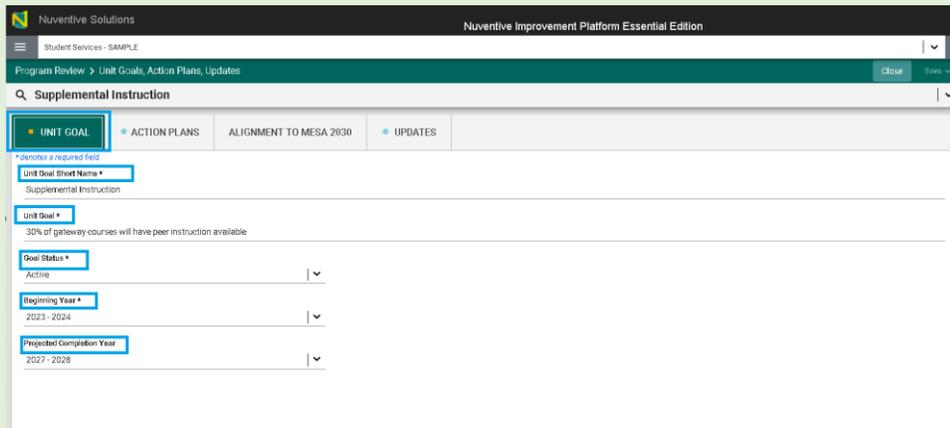
5. Select 'Open' from the ellipsis  to enter unit goals, action plans and updates for each goal.



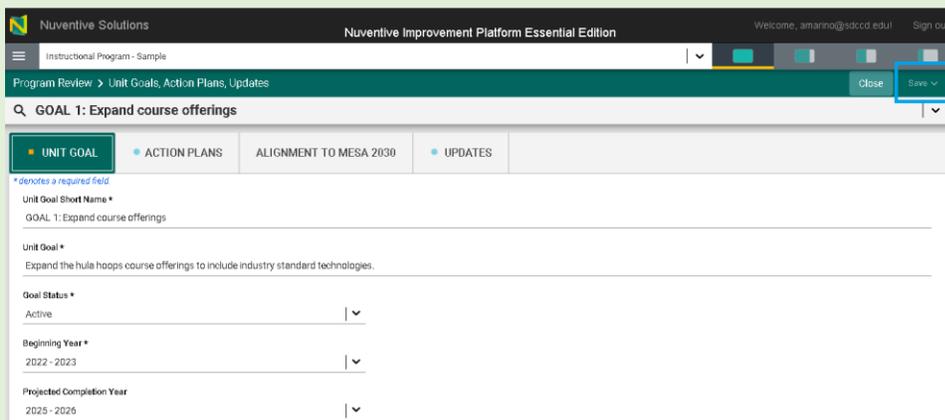
Unit Goals

1. Input program review information in all required fields using text entry or selecting from the available drop-down menu including Unit Goal Short Name, Unit Goal, Goal Status, Beginning Year and Projected Completion Year.

*If adding a new unit goal, this information must be entered before progressing to the action plan tab.

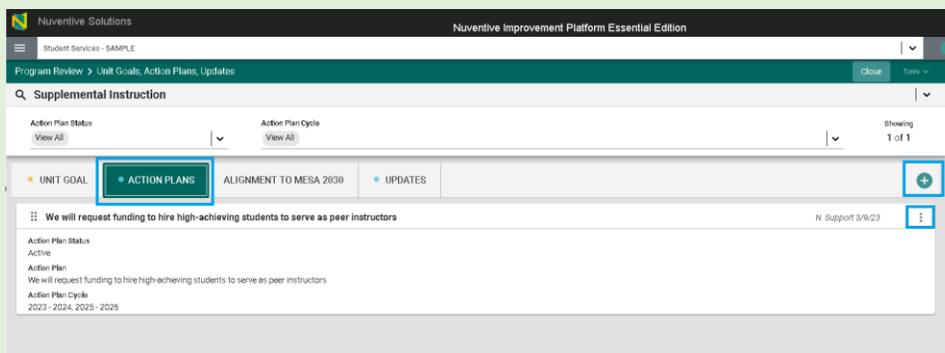


2. Click **Save** in the top right when complete.

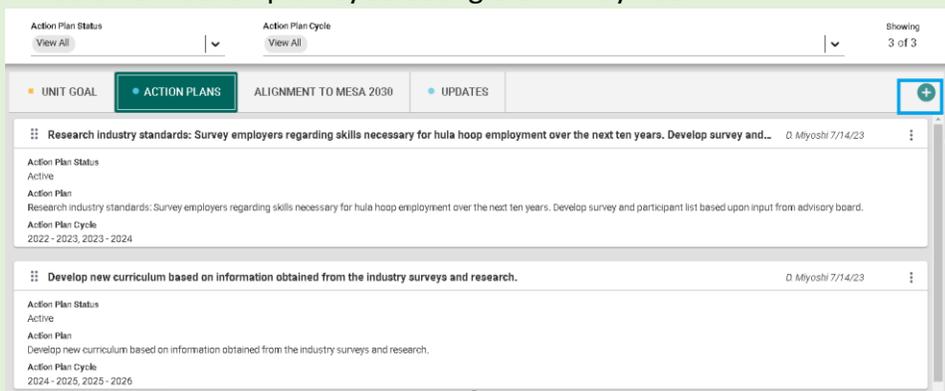


Action Plan

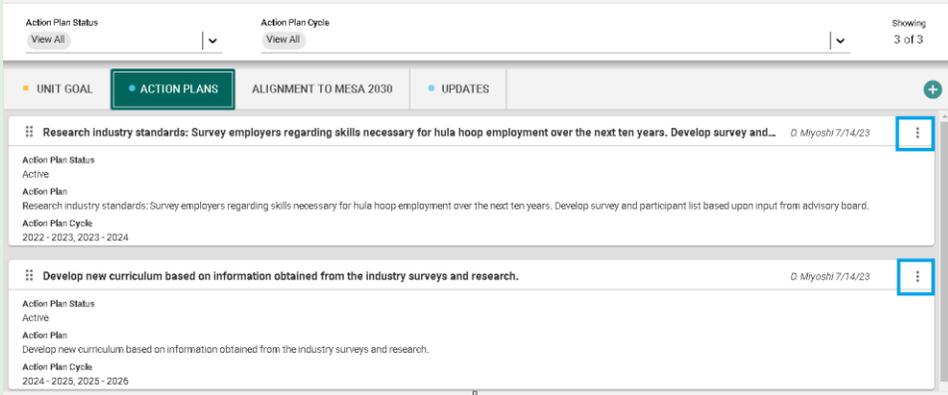
1. Select **Action Plan** from the center header.



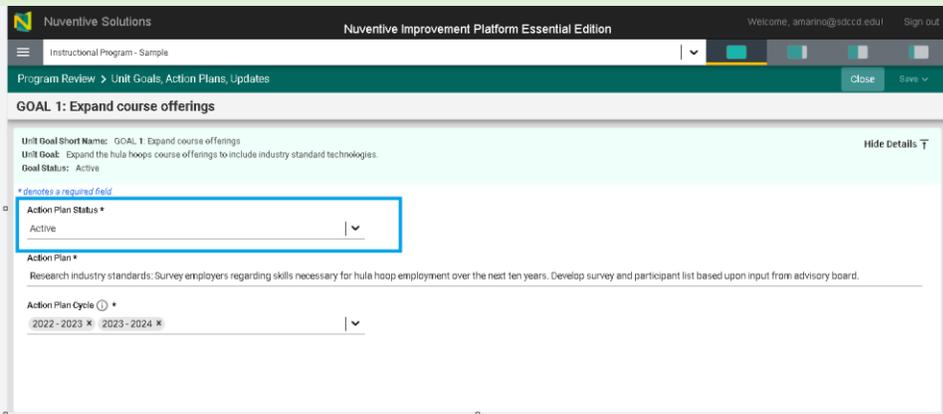
2. Add a new action plan by selecting the  symbol.



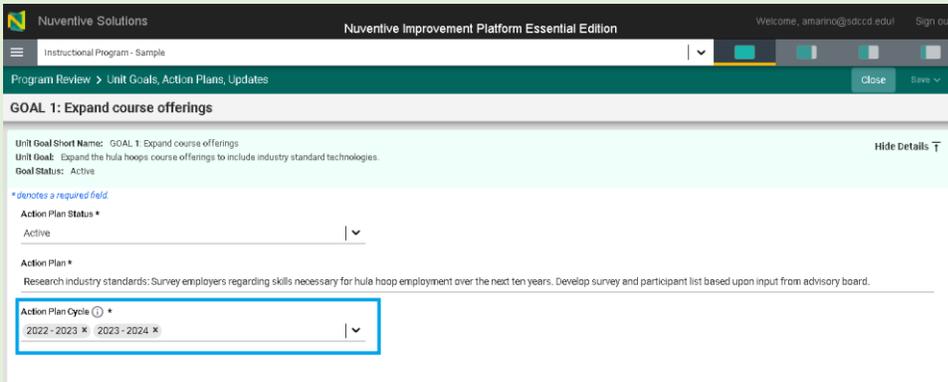
3. Edit current action plans by clicking the ellipsis  and selecting 'Open.'



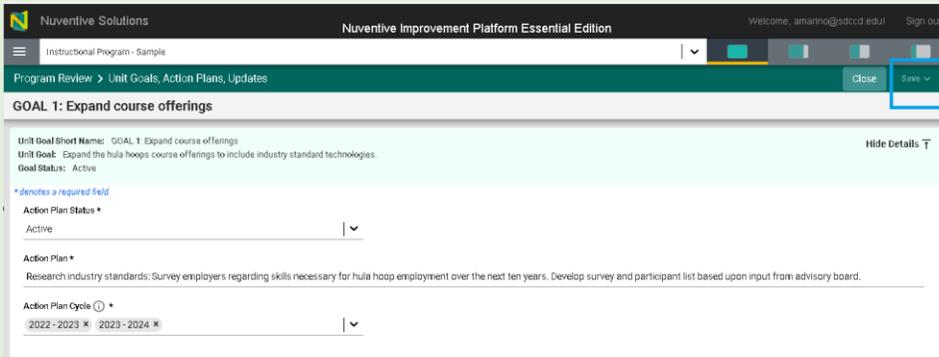
4. Select the appropriate action plan status from the drop-down menu and type in the text for the action plan.



5. Select the dates for which the action plan will be carried out from the 'Action Plan Cycle' drop-down menu.

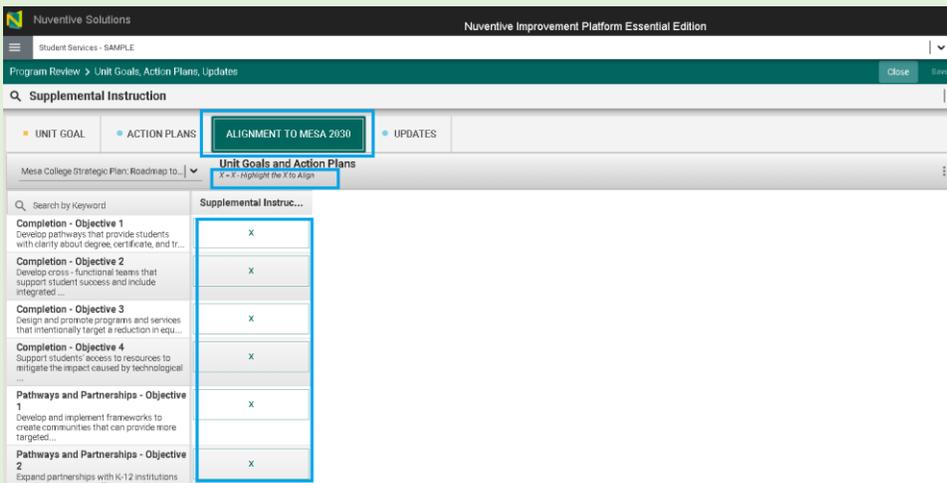


6. Click **Save** in the top right when complete.



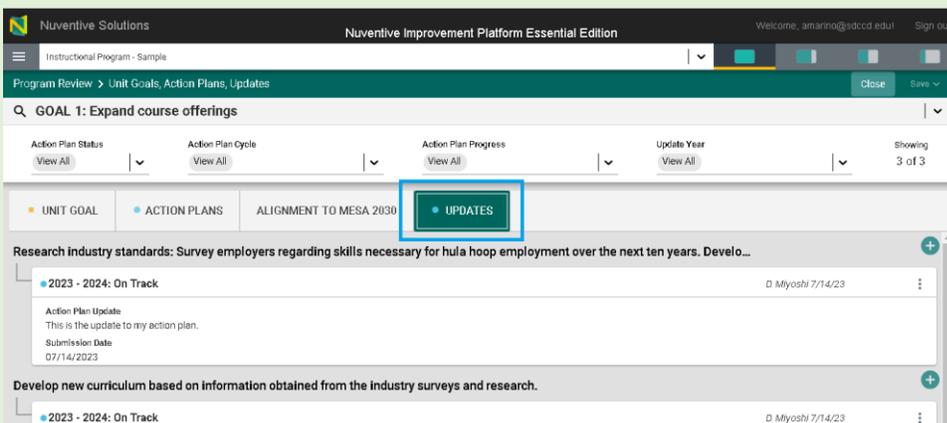
Alignment to Mesa2030

1. Highlight Alignment to Mesa 2030 tab. Review the unit/program goal titles at the top and mark the “x” corresponding to the alignment to Mesa 2030 Objectives in the left column of the table. Use the split screen view to access reports that will display all the goals and action plans you created for your unit/program.

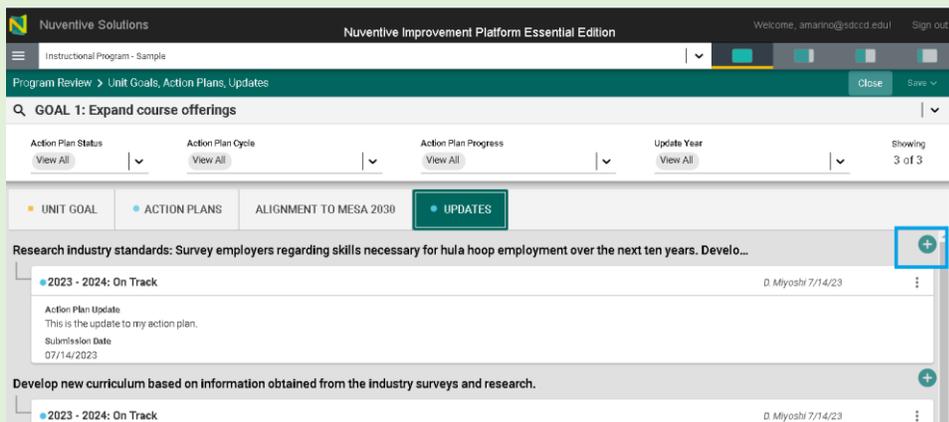


Updates

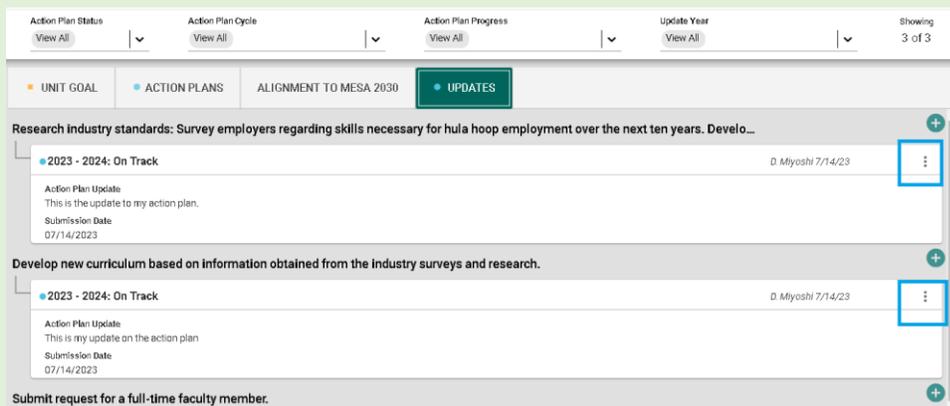
1. Action plans can be updated under the ‘Updates’ tab.



2. Add a new update by clicking the 



3. Edit an existing update by clicking the ellipsis and selecting 'Open'



The 'Submission Date' will automatically show the current date.

4. Input text for the 'Action Plan Update' and select the appropriate response from the drop-down menu for 'Update Year' and 'Action Plan Progress.'

GOAL 1: Expand course offerings

Unit Goal Short Name: GOAL 1: Expand course offerings

Unit Goal: Expand the hula hoops course offerings to include industry standard technologies.

Goal Status: Active

Action Plan: Research industry standards: Survey employers regarding skills necessary for hula hoop employment over the next ten years

Action Plan Cycle: 2022 - 2023, 2023 - 2024

ACTION PLAN UPDATE

** denotes a required field.*

Submission Date *

07/14/2023

Action Plan Update *

This is the update to my action plan.

Update Year *

2023 - 2024



Action Plan Progress *

On Track



5. Click **Save** in the top right when complete.

Nuventive Solutions
Nuventive Improvement Platform Essential Edition
Welcome, amario@sdccd.edu | Sign Out

Instructional Program - Sample

Program Review > Unit Goals, Action Plans, Updates

Close Save

GOAL 1: Expand course offerings

Unit Goal Short Name: GOAL 1: Expand course offerings
Unit Goal: Expand the hula hoops course offerings to include industry standard technologies.
Goal Status: Active
Action Plan: Research industry standards: Survey employers regarding skills necessary for hula hoop employment over the next ten years. Develop survey and participant list based upon input from advisory board.
Action Plan Cycle: 2022 - 2023, 2023 - 2024

ACTION PLAN UPDATE

** denotes a required field.*

Submission Date *
07/14/2023

Action Plan Update *
This is the update to my action plan.

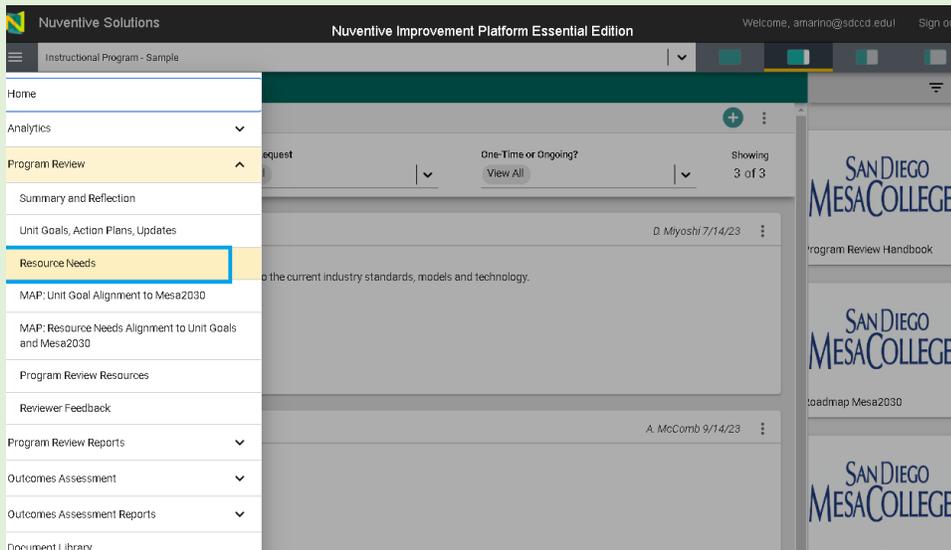
Update Year *
2023 - 2024

Action Plan Progress *
On Track

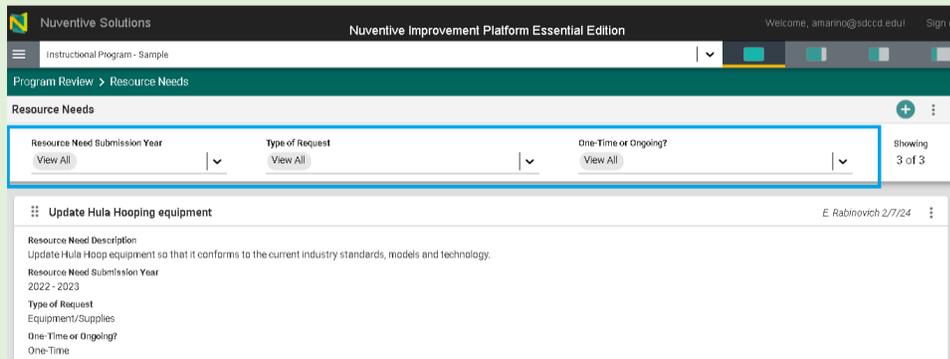
Hide Details

Resource Needs

1. From the Hamburger icon  on the top, left side of the screen open 'Program Review' and the third item is **Resource Needs**.



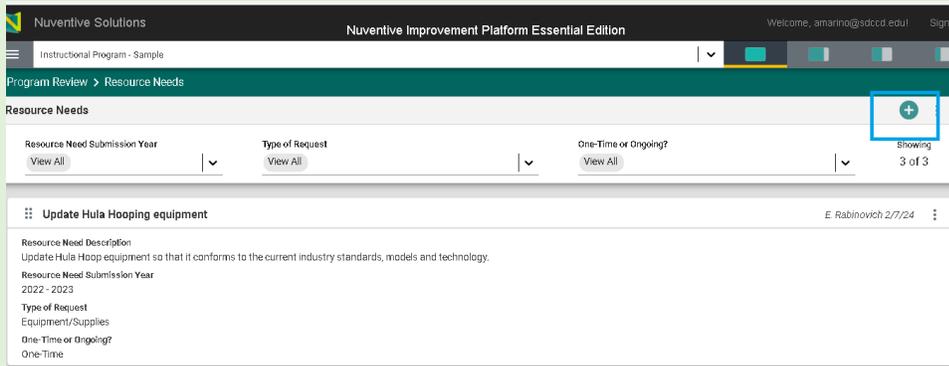
2. Select the appropriate information from the drop-down menus at the top of the screen for the following three areas: 1) Year making the request, 2) Type of Request (Classified Professional, Equipment/Supplies, Facilities, Faculty, and Software) and 3) One-Time or Ongoing.



No Current Resource Needs Entered

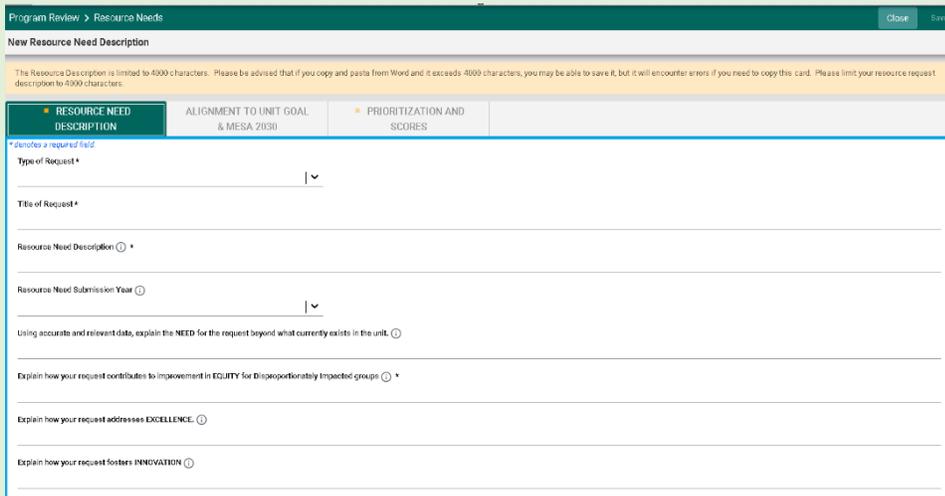
If there is no information in the Resources Needs for the selected program review cycle, a large  will appear in the center of the screen. Select the  to begin data entry using the directions below.

1. Add a new request for Resource Needs by clicking the  icon in the top right.

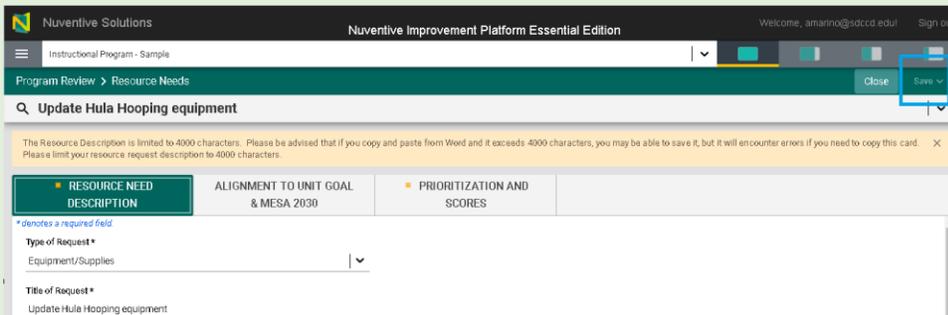


2. Input your responses in all required fields for the 'Resource Need Description' by typing written responses or selecting from a drop-down menu where indicated.

Scroll to the bottom of the screen to complete all required fields.

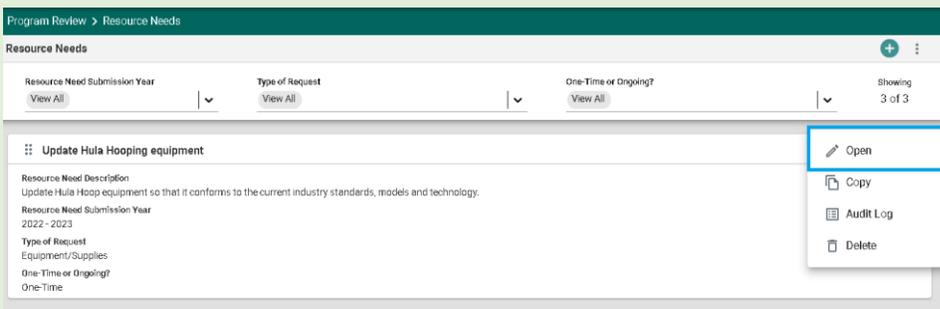


3. Click **save** in the top right when complete.

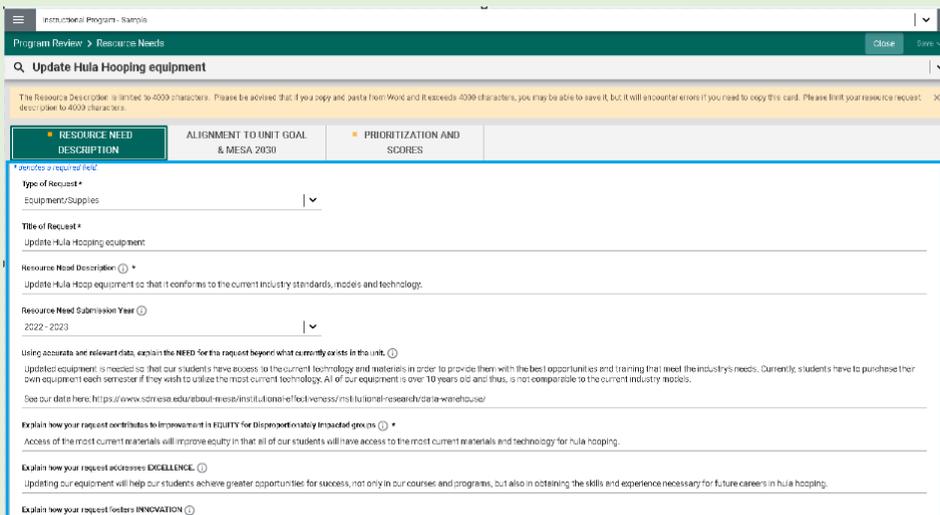


Edit Existing Resource Needs Request

1. Edit existing requests by clicking the ellipsis  in the top right and selecting Open or double click on the request itself.



2. Input requested information or select the appropriate response from the drop-down menu.



3. Click on the information circle  at the end of the prompt to view descriptions and suggested topics to include in your response.

** denotes a required field.*

Type of Request *
Equipment/Supplies

Title of Request *
Update Hula Hooping equipment

Resource Need Description ⓘ
Update Hula Hoop equipment so that it conforms to the current industry standards, models and technology.

Resource Need Submission Year ⓘ
2022 - 2023

Using accurate and relevant data, explain the **NEED** for the request beyond what currently exists in the unit. ⓘ
Updated equipment is needed so that our students have access to the current technology and materials in order to provide them with the best opportunities and training that meet the industry's needs. Currently, students have to purchase their own equipment each semester if they wish to utilize the most current technology. All of our equipment is over 10 years old and thus, is not comparable to the current industry models.
See our data here: <https://www.sdmesa.edu/about-mesa/institutional-effectiveness/institutional-research/data-warehouse/>

Explain how your request contributes to improvement in **EQUITY** for Disproportionately Impacted groups. ⓘ
Access of the most current materials will improve equity in that all of our students will have access to the most current materials and technology for hula hooping.

Explain how your request addresses **EXCELLENCE**. ⓘ
Updating our equipment will help our students achieve greater opportunities for success, not only in our courses and programs, but also in obtaining the skills and experience necessary for future careers in hula hooping.

4. Click **Save** in the top right when complete.

Nuventive Solutions Nuventive Improvement Platform Essential Edition Welcome, amarino@sdccd.edu Sign out

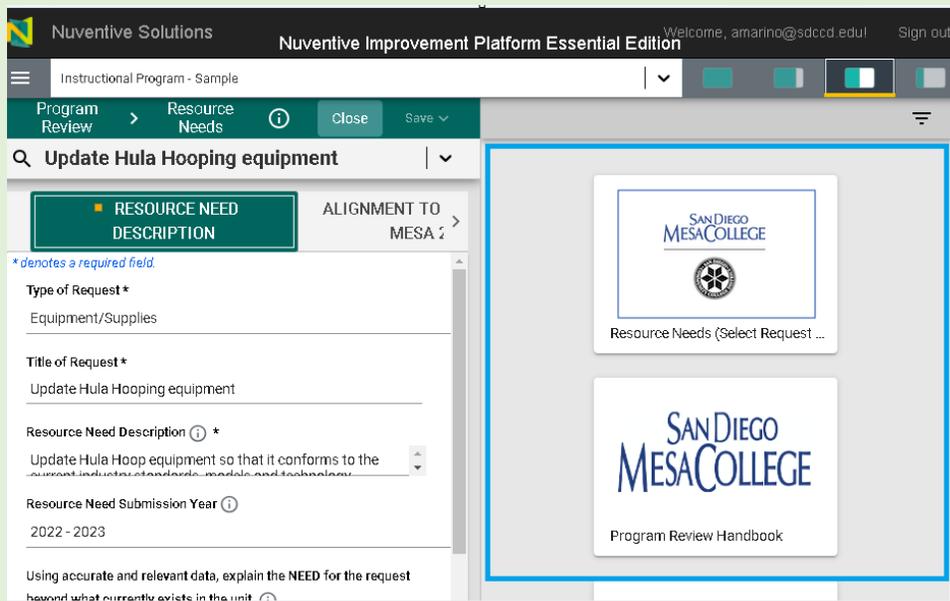
Instructional Program - Sample

Program Review > Resource Needs ⓘ Close Save

Update Hula Hooping equipment

RESOURCE NEED DESCRIPTION	ALIGNMENT TO UNIT GOAL & MESA 2030	PRIORITIZATION AND SCORES
<p><i>* denotes a required field.</i></p> <p>Type of Request * Equipment/Supplies</p> <p>Title of Request * Update Hula Hooping equipment</p> <p>Resource Need Description ⓘ *</p> <p>Update Hula Hoop equipment so that it conforms to the current industry standards, models and technology.</p> <p>Resource Need Submission Year ⓘ</p> <p>2022 - 2023</p>		

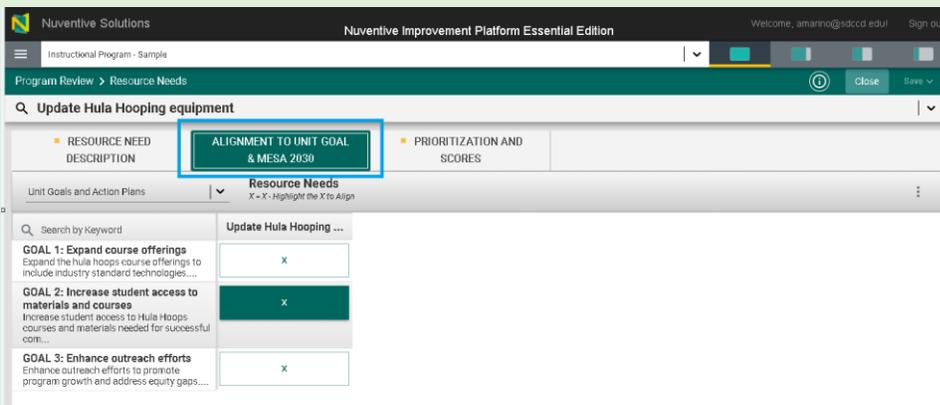
5. Resources are available on the screen's left side to help complete the program review content. A split screen option can be utilized to review documents, input content, and avoid multiple open screens.



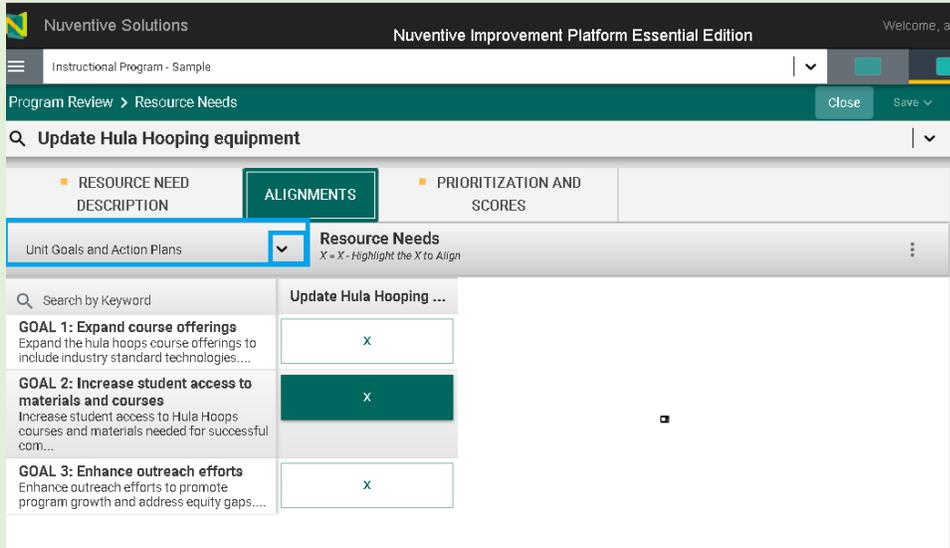
Alignments

After completion of the 'Resource Need Description,' resource requests can be aligned with Unit Goals and Action Plans and Mesa College Strategic Planning.

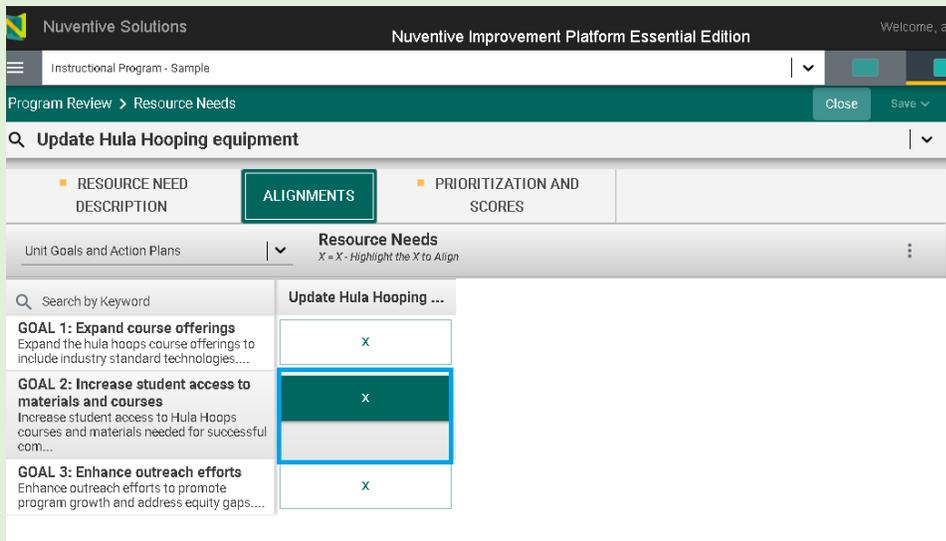
1. Click the 'Alignments to Unit Goal and Mesa 2030' tab.



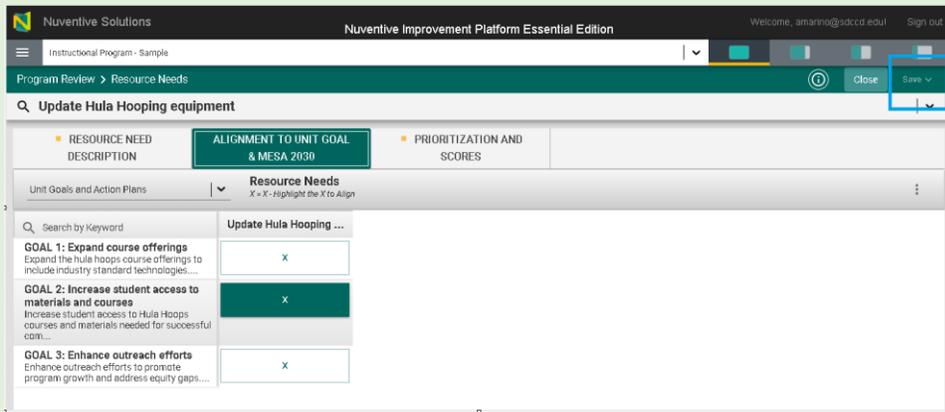
2. Use the drop-down menu to toggle between Unit Goals and Action Plans and Mesa College Strategic Plan' to align the request. Unit Goals and Action Plans appear first.



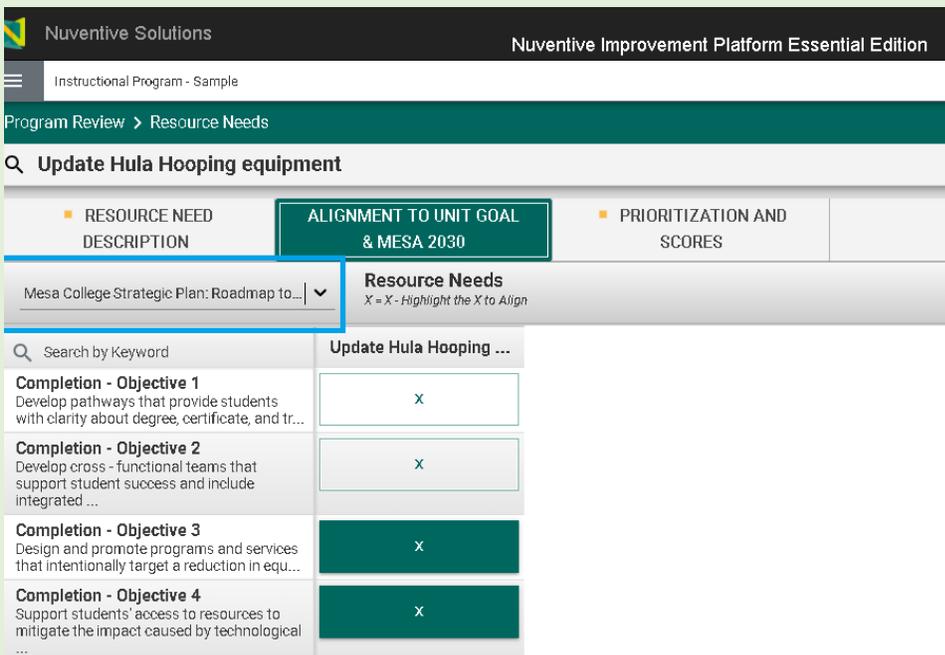
3. Select the “X” to align a request to the Unit Goals and Action Plans. Once aligned, the “X” will be highlighted to indicate it was selected.



4. Click **Save** in the top right when complete.



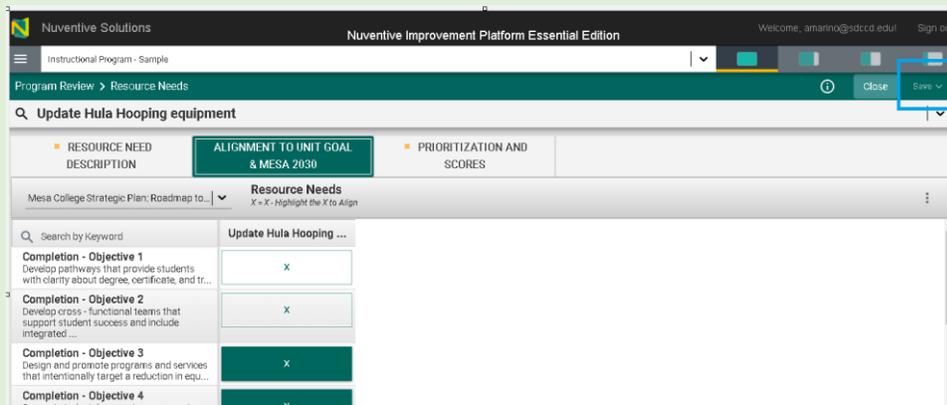
5. Use the drop-down menu to toggle to 'Mesa College Strategic Plan' to align the request.



6. Select the "X" to align a request to the Mesa College Strategic Plan. Once aligned, the "X" will be highlighted to indicate it was selected.

RESOURCE NEED DESCRIPTION	ALIGNMENT TO UNIT GOAL & MESA 2030	PRIORITIZATION AND SCORES
Mesa College Strategic Plan: Roadmap to... Resource Needs X = X - Highlight the X to Align		
Search by Keyword	Update Hula Hooping ...	
Completion - Objective 1 Develop pathways that provide students with clarity about degree, certificate, and tr...	X	
Completion - Objective 2 Develop cross - functional teams that support student success and include integrated ...	X	
Completion - Objective 3 Design and promote programs and services that intentionally target a reduction in equ...	X	
Completion - Objective 4 Support students' access to resources to mitigate the impact caused by technological ...	X	
Pathways and Partnerships - Objective 1 Develop and implement frameworks to create communities that can provide more targeted...	X	
Pathways and Partnerships - Objective 2 Expand partnerships with K-12 institutions to enhance program offerings and increase	X	

7. Click save in the top right when complete.

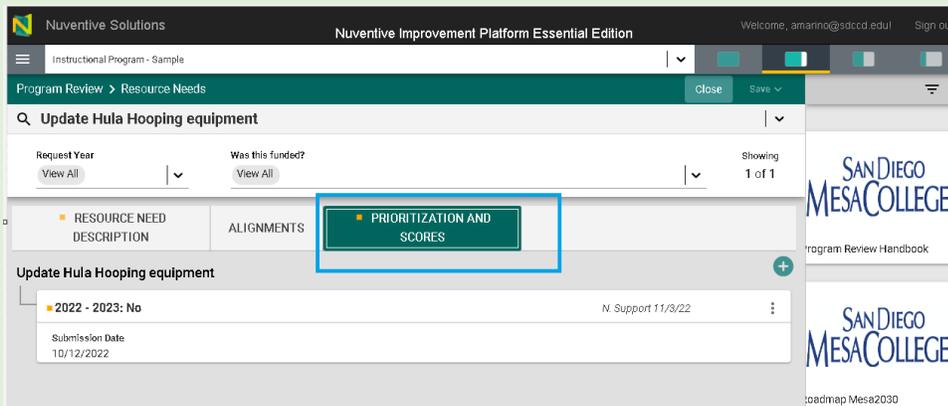


Prioritization and Scores (READ ONLY)

Resource requests can be tracked with Prioritization and Scores in the third tab.

This tab will be **(READ ONLY)**. You cannot edit this tab. Information and scoring will be provided for your review once the respective resource committees complete their scoring.

1. Double click to open the form to review overall scores for the resource needs.

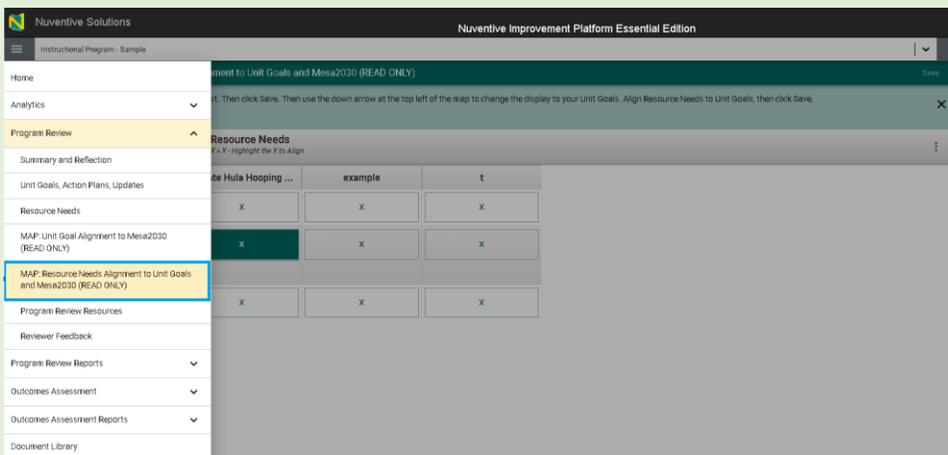


MAP: Resource Needs Alignments to Unit Goals and Mesa 2030 (READ ONLY)

From the Hamburger icon at the top, left side of the screen under ‘Program Review’ the fifth area is ‘**MAP: Resource Needs Alignment to Unit Goals and Mesa 2030 (READ ONLY)**’.

This shows a full view of all entered resource needs and how they align to the Unit Goals and Mesa 2030. If you have multiple resource requests, be sure to scroll right to see all of them.

1. Use the drop-down menu to toggle between Unit Goals and Action Plans and Mesa College Strategic Plan’ to view the alignment of the request. Unit Goals and Action Plans appear first.



2. The “X” should be highlighted demonstrating the alignment of the resource need to a Unit Goal and Action Plan.

Mesa College Strategic Plan: Roadmap to... **Unit Goals and Action Plans**
X = X - Highlight the X to Align

Search by Keyword	GOAL 1: Expand cours...	GOAL 2: Increase stu...	GOAL 3: Enhance out...
Completion - Objective 1 Develop pathways that provide students with clarity about degree, certificate, and tr...	X	X	X
Completion - Objective 2 Develop cross - functional teams that support student success and include integrated ...	X	X	X
Completion - Objective 3 Design and promote programs and services that intentionally target a reduction in equ...	X	X	X
Completion - Objective 4 Support students' access to resources to mitigate the impact caused by technological ...	X	X	X
Pathways and Partnerships - Objective 1 Develop and implement frameworks to create communities that can provide more targeted...	X	X	X
Pathways and Partnerships - Objective 2 Expand partnerships with K-12 institutions to enhance program offerings and increase ...	X	X	X
Pathways and Partnerships - Objective			

3. Use the drop-down menu to toggle to Mesa College Strategic Plan' to view the alignment of the request.

Nuventive Solutions Nuventive Improvement Platform Essential Edition

Instrumental Program - Sample

Program Review > MAP: Resource Needs Alignment to Unit Goals and Mesa2030 (READ ONLY)

For all resource needs, you will align to Mesa 2030 first. Then click Save. Then use the down arrow at the top left of the map to change the display to your Unit Goals. Align Resource Needs to Unit Goals, then click Save.

Unit Goals and Action Plans **Resource Needs**
X = X - Highlight the X to Align

Search by Keyword	Update Hula Hooping ...	example	t
GOAL 1: Expand course offerings Expand the hula hoops course offerings to include industry standard technologies...	X	X	X
GOAL 2: Increase student access to materials and courses Increase student access to Hula Hoops courses and materials needed for successful com...	X	X	X
GOAL 3: Enhance outreach efforts Enhance outreach efforts to promote program growth and address equity gaps...	X	X	X

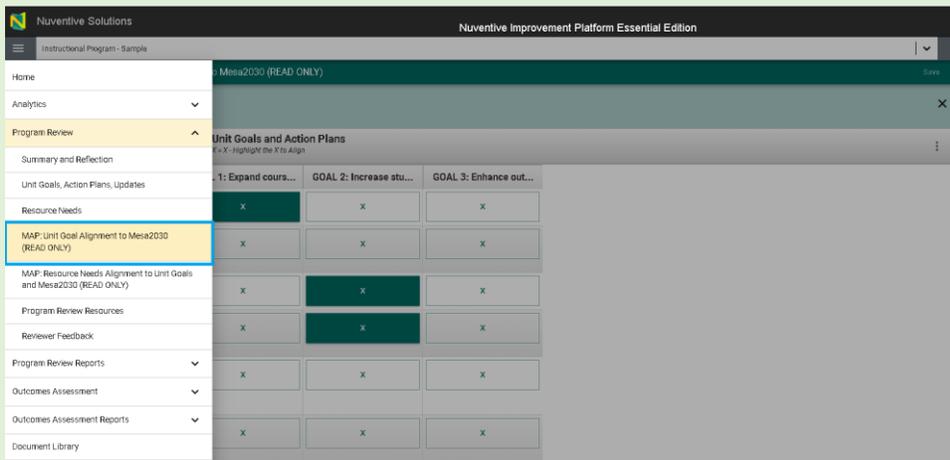
4. When the "X" is highlighted, it means alignment of the resource need to a Mesa College Strategic Plan.

Mesa College Strategic Plan: Roadmap to... ▼		Resource Needs <i>X = X - Highlight the X to Align</i>	
Search by Keyword	Update Hula Hooping ...	example	t
Completion - Objective 1 Develop pathways that provide students with clarity about degree, certificate, and tr...	X	X	X
Completion - Objective 2 Develop cross - functional teams that support student success and include integrated ...	X	X	X
Completion - Objective 3 Design and promote programs and services that intentionally target a reduction in equ...	X	X	X
Completion - Objective 4 Support students' access to resources to mitigate the impact caused by technological ...	X	X	X
Pathways and Partnerships - Objective 1 Develop and implement frameworks to create communities that can provide more targeted...	X	X	X
Pathways and Partnerships - Objective 2 Expand partnerships with K-12 institutions to enhance program offerings and increase ...	X	X	X
Pathways and Partnerships - Objective 3	X	X	X

MAP: Unit Goals Alignment to Mesa 2030 (READ ONLY)

1. From the Hamburger icon  at the top, left side of the screen under 'Program Review' the fourth area is '**MAP: Unit Goals Alignment to Mesa 2030 (READ ONLY)**'.

This shows a full view of all entered unit goals and how they align to Mesa College Strategic Plan.



	GOAL 1: Expand cours...	GOAL 2: Increase stu...	GOAL 3: Enhance out...
MAP: Unit Goal Alignment to Mesa2030 (READ ONLY)	x	x	x
MAP: Resource Needs Alignment to Unit Goals and Mesa2030 (READ ONLY)	x	x	x
Program Review Resources	x	x	x
Reviewer Feedback	x	x	x
Program Review Reports	x	x	x
Outcomes Assessment	x	x	x
Outcomes Assessment Reports	x	x	x
Document Library	x	x	x

2. The “X” should be highlighted demonstrating the alignment of the Unit Goal to the Mesa College Strategic Plan.

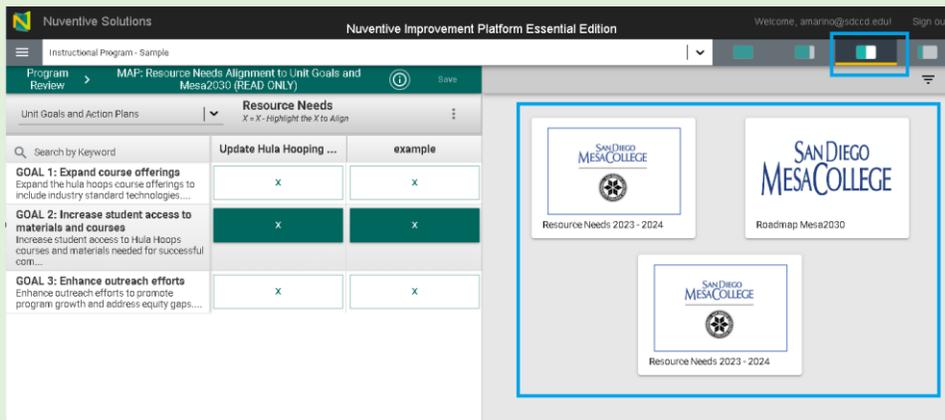
Program Review > MAP: Unit Goal Alignment to Mesa2030 Save

Mesa College Strategic Plan: Roadmap to... **Unit Goals and Action Plans**
X = X - Highlight the X to Align

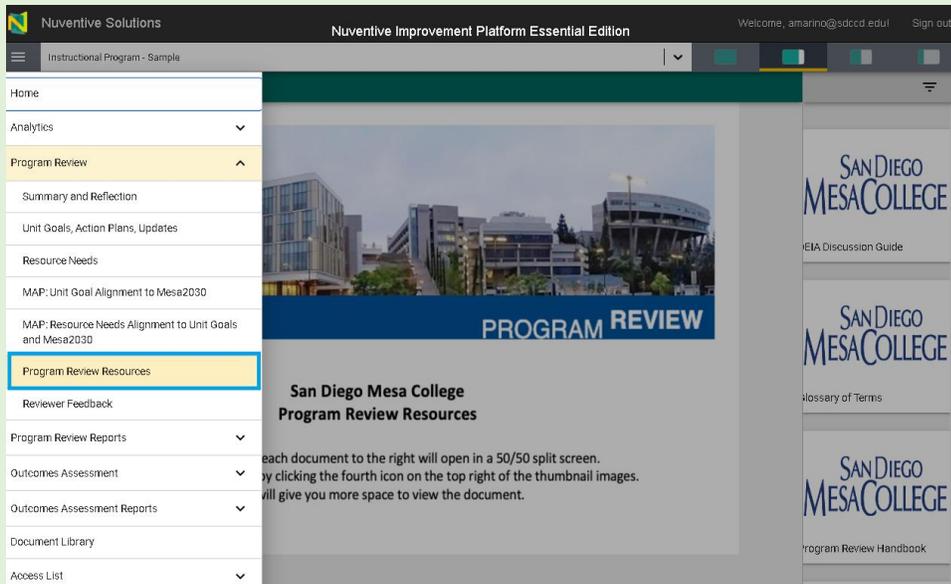
Search by Keyword	GOAL 1: Expand cours...	GOAL 2: Increase stu...	GOAL 3: Enhance out...
Completion - Objective 1 Develop pathways that provide students with clarity about degree, certificate, and tr...	X	X	X
Completion - Objective 2 Develop cross - functional teams that support student success and include integrated ...	X	X	X
Completion - Objective 3 Design and promote programs and services that intentionally target a reduction in equ...	X	X	X
Completion - Objective 4 Support students' access to resources to mitigate the impact caused by technological ...	X	X	X
Pathways and Partnerships - Objective 1 Develop and implement frameworks to create communities that can provide more targeted...	X	X	X
Pathways and Partnerships - Objective 2 Expand partnerships with K-12 institutions to enhance program offerings and increase ...	X	X	X
Pathways and Partnerships - Objective 3 Increase community engagement, experiential learning, integrated career planning, and...	X	X	X
Pathways and Partnerships - Objective	X	X	X

Program Review Resources

1. Program review resources are accessible throughout the entry process using the split screen feature.



2. Program Review Resources are also available from the Hamburger icon  at the top, left side of the screen under 'Program Review,' 'Program Review Resources.'



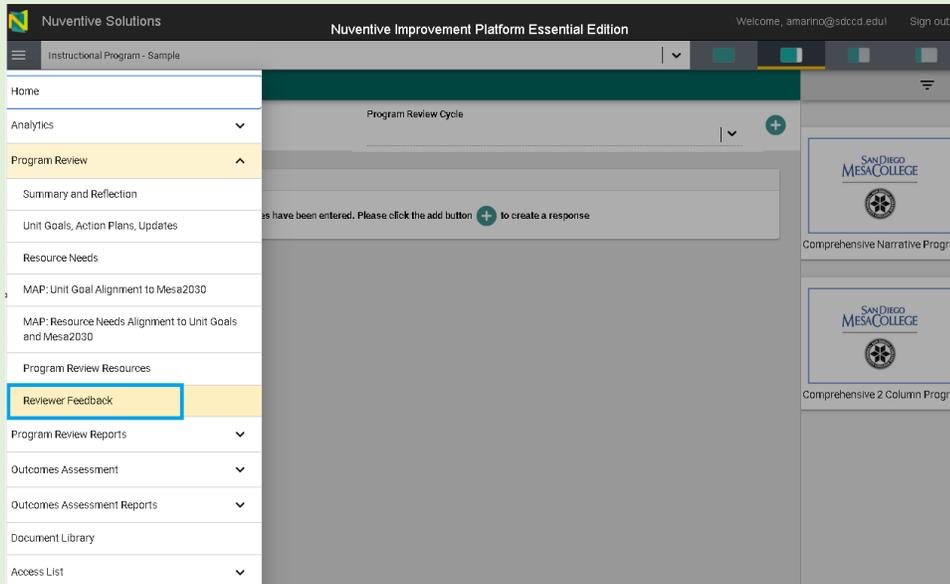
The Program Review Resources tab includes additional resources not shown at the left side of the screen throughout the program review process. These documents will provide access to live links and data. The following are examples of resources available to enhance the program review process:

- DEIA (Diversity, Equity, Inclusion, and Accessibility) discussion
- Glossary of Terms
- Program Review Handbook
- Program Review Template
- Mesa College Strategic Plan
- Program Review Archives
- Data Dashboards
- Timelines
- Acronyms
- Resources Link Library

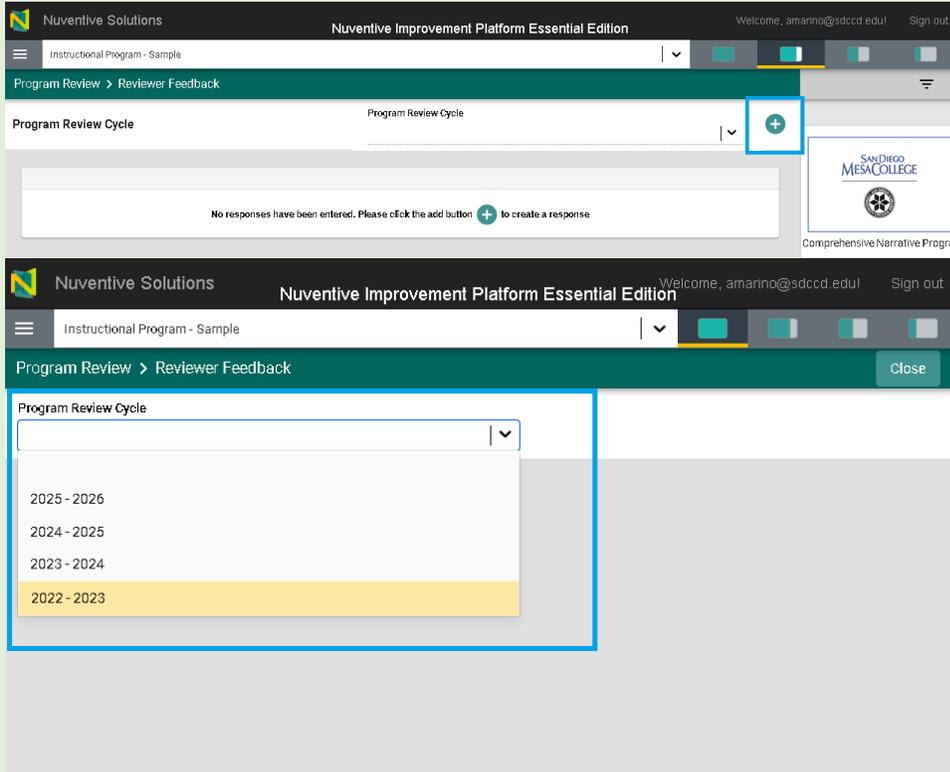


Reviewer Feedback

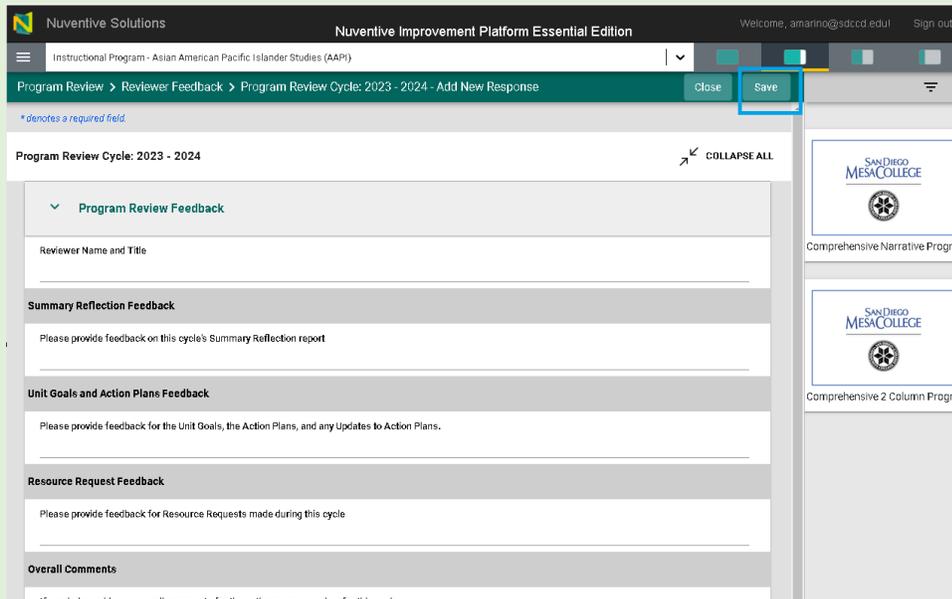
1. From the Hamburger icon  at the top, left side of the screen under 'Program Review' the seventh area is '**Reviewer Feedback.**' Managers have edit access to this form and lead writers have view only access.



2. Select the current year from the drop-down menu to view the feedback form.

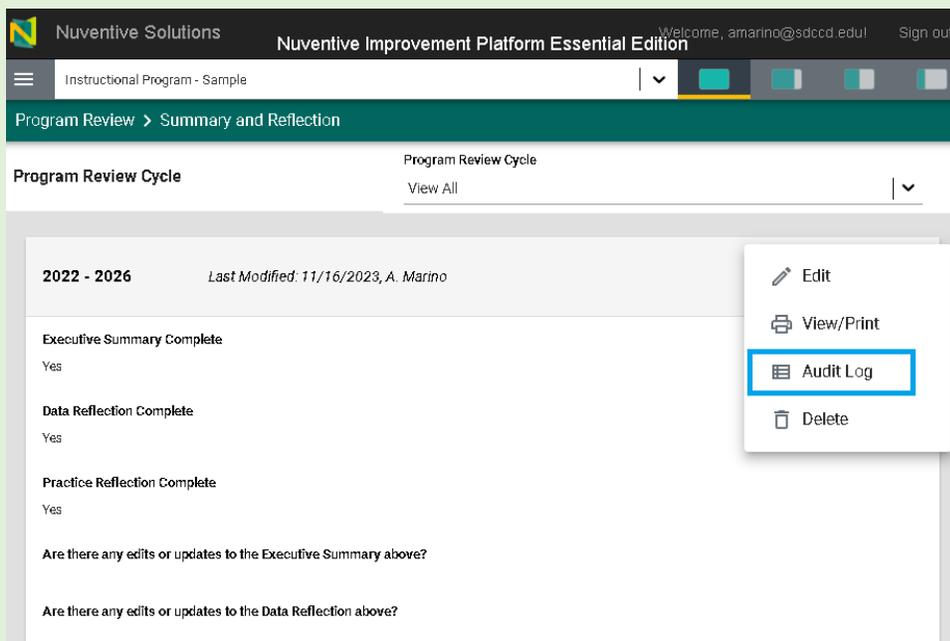
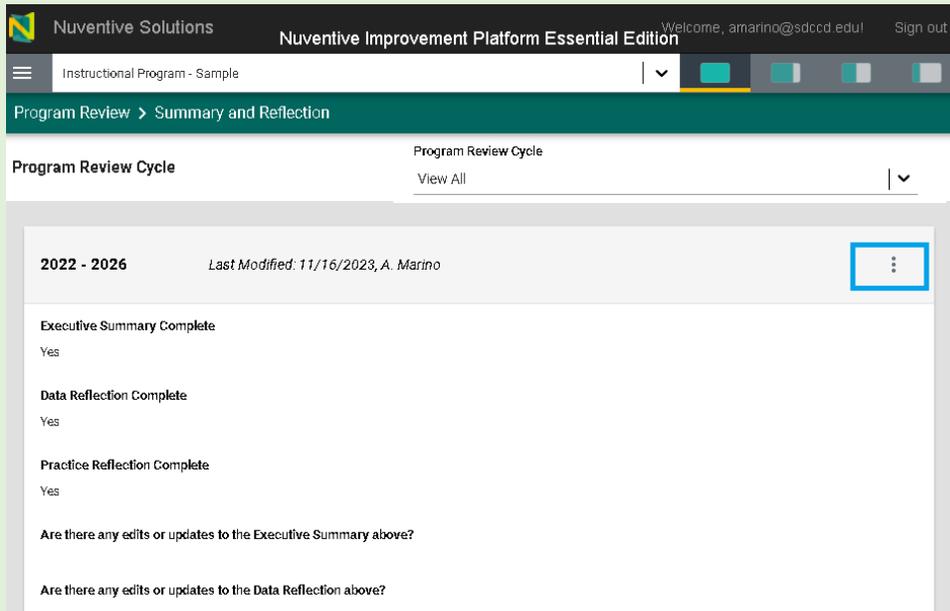


3. Fill in the answers and click **Save**.



Reports are available on the left side of the screen under the **Split Screen/Documents & Reports** view to help you complete the manager feedback form for each program review.

4. **Lead writers** can review the feedback from their manager by using the ellipsis  on the form card and selecting **Audit Log**.

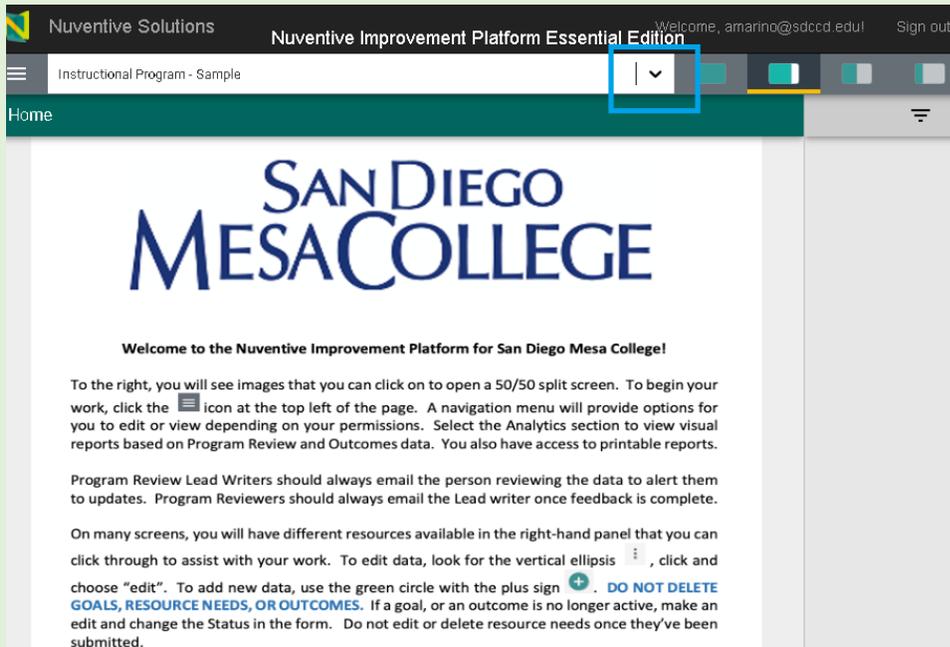




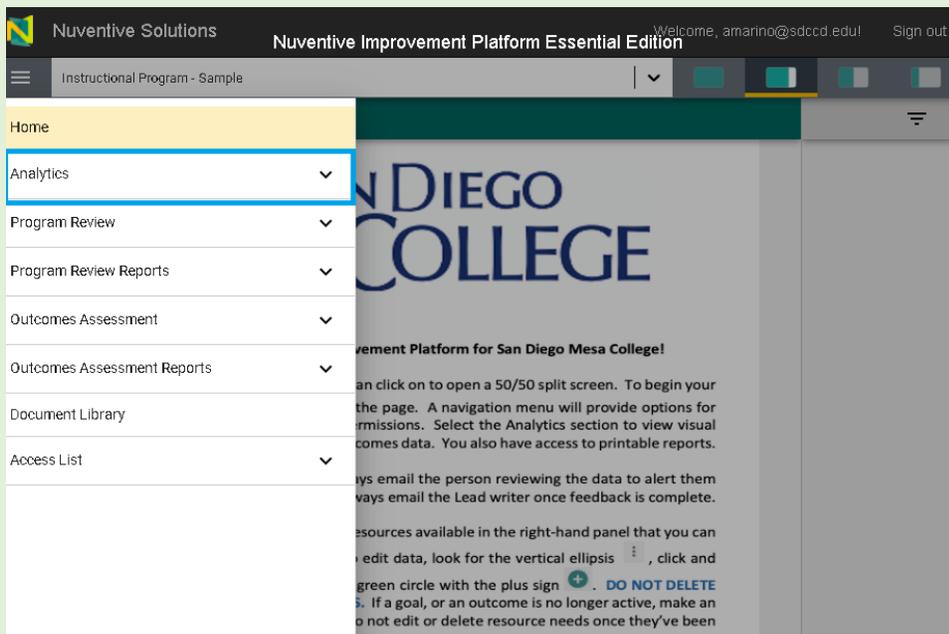
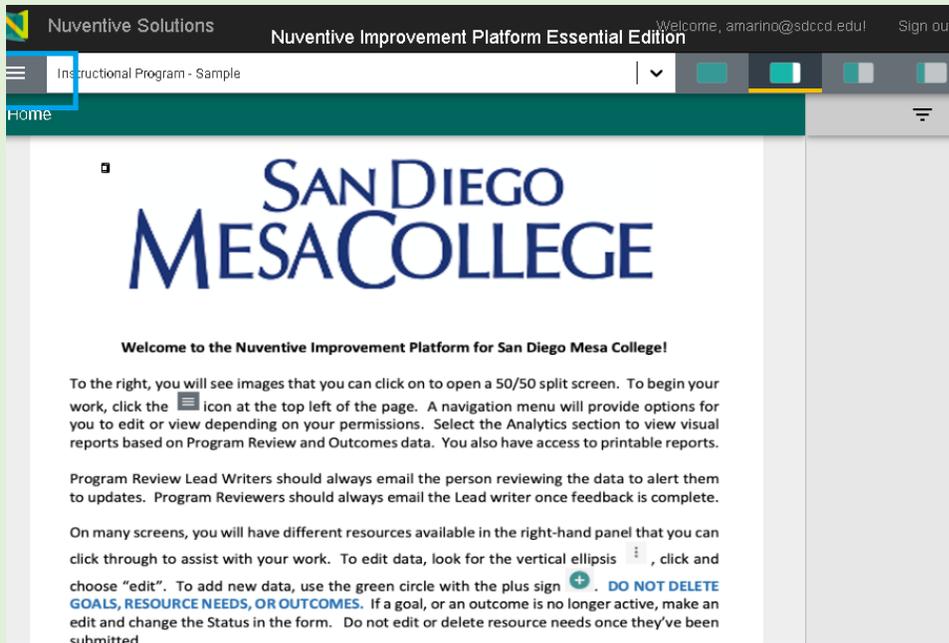
PROGRAM REVIEW ANALYTICS

Program Summary

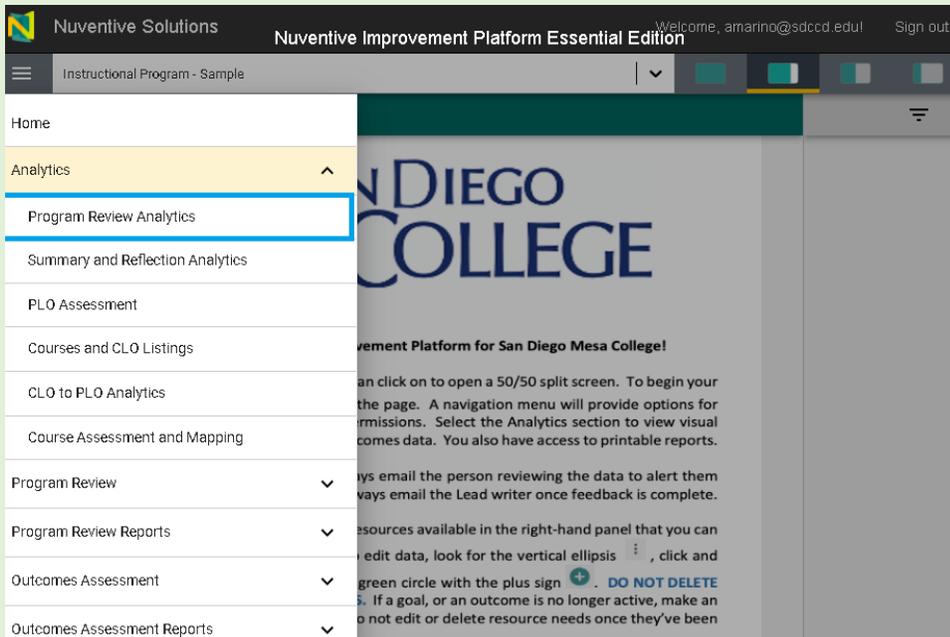
1. To access the **Program Review Summary** in Nuventive, log in to your account and navigate to the unit for which you'd like the program review summary.



2. Once you're in the unit you want, open the **Hamburger menu**  and expand the **Analytics** section of the main menu

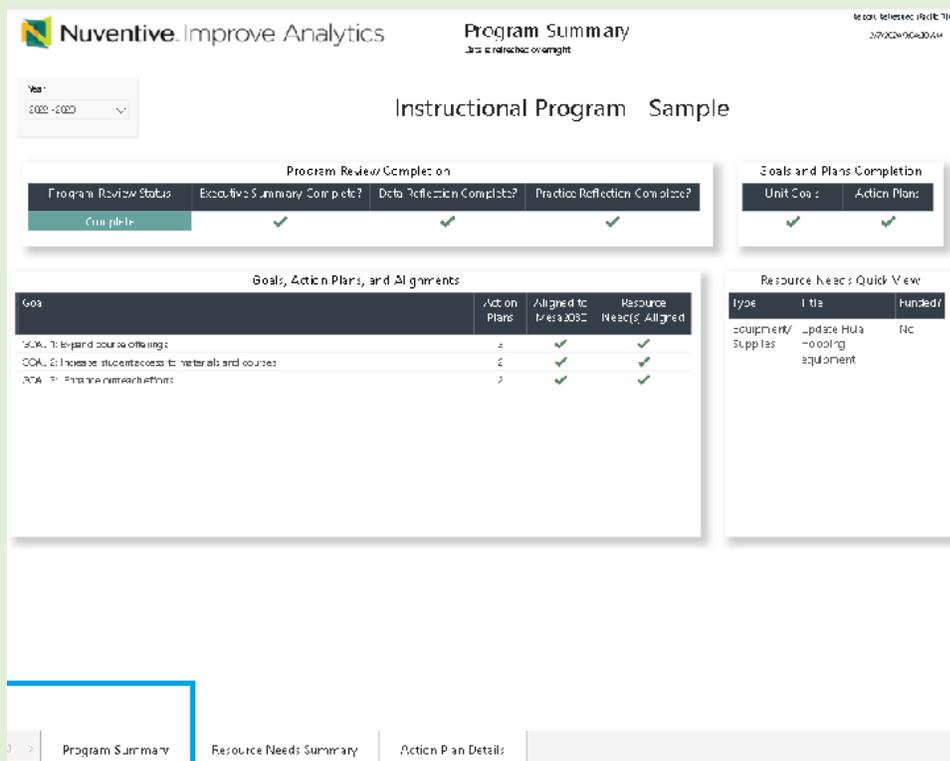


3. Select 'Program Review Analytics' from the menu.

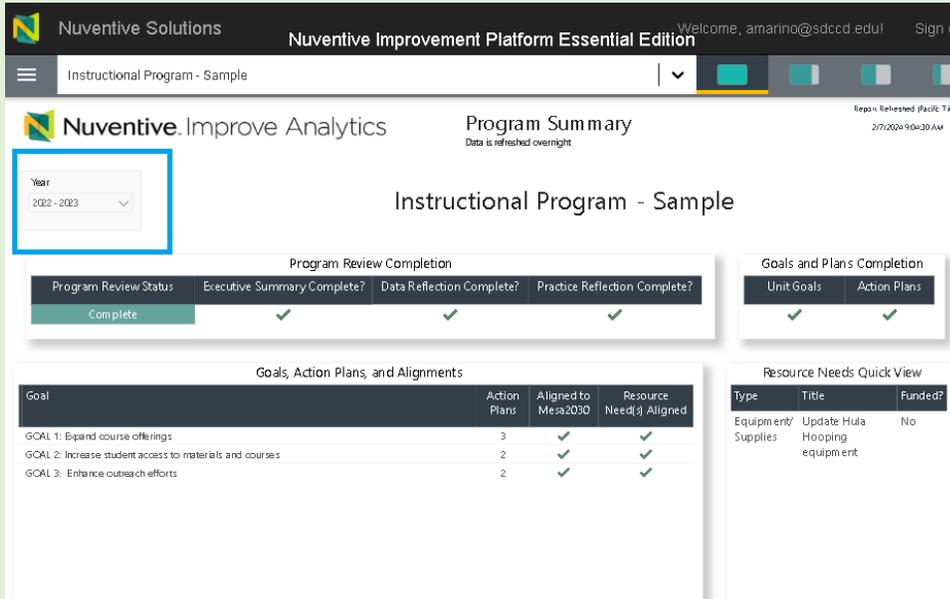


4. The **Program Summary** report for the program you have selected will load. The data for this report is sourced from the Program Review section of Nuventive. The Program Summary Tab is located on the bottom-left corner of your screen.

When you open up the **Program Summary**, you'll see the data for the unit you've selected.

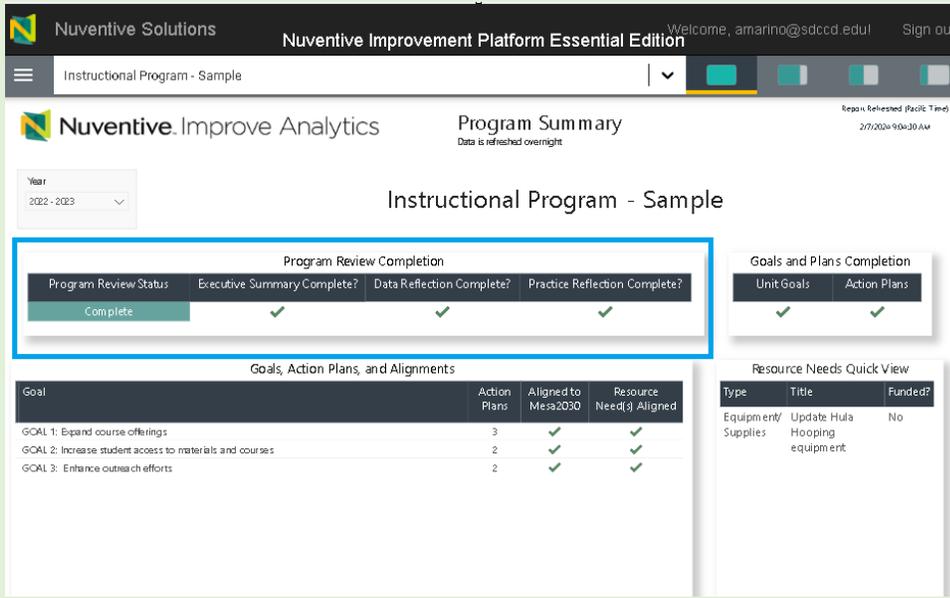


5. In the top-left corner, you have a dropdown menu to select which year's program summary you'd like to view. As each program has more data in Nuventive to go back and review, this filter will become increasingly more useful.

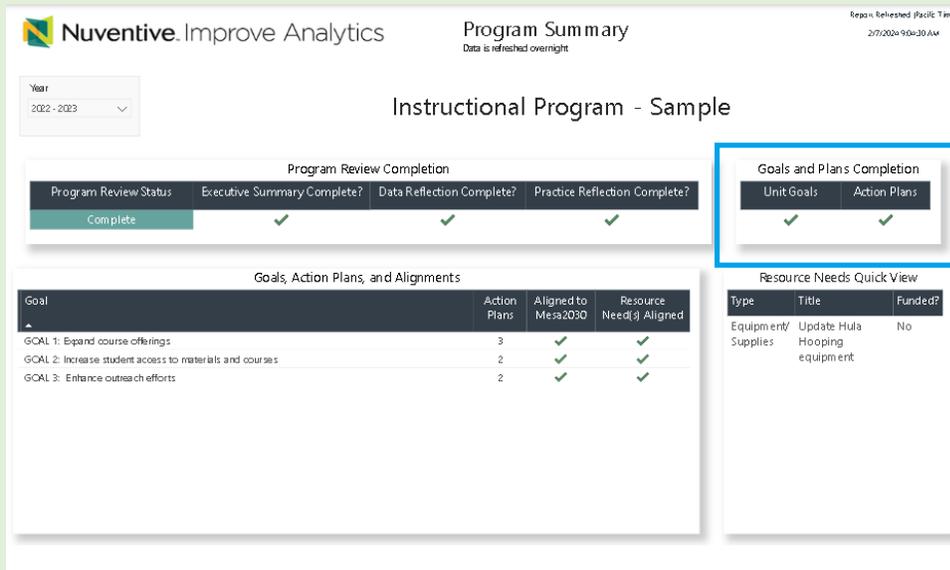


The report consists of four sections: **Program Review Completion, Goals and Plans Completion, Goal, Action Plans, and Alignments, and Resource Needs Quick View.**

6. The **Program Review Completion** section of the report gives you the status of this program's Program Review for the selected time period. The image below shows the three areas of program review: Executive Summary, Data Reflection, and Practice Reflection are complete for the selected year.



7. The **Goals and Plans Completion** area gives you the completion status of the unit goals and action plans. In the example illustrated below, both have been completed.



8. **Goals, Action Plans, and Alignments**, gives you an overview of the number of action plans that are associated with each goal in your Program Review. The image below shows three goals, each with their own action plans associated, and each with alignment to Mesa2030 with resource needs also aligned.

Year: 2022 - 2023

Instructional Program - Sample

Program Review Completion

Program Review Status	Executive Summary Complete?	Data Reflection Complete?	Practice Reflection Complete?
Complete	✓	✓	✓

Goals and Plans Completion

Unit Goals	Action Plans
✓	✓

Goals, Action Plans, and Alignments

Goal	Action Plans	Aligned to Mesa2030	Resource Need(s) Aligned
GOAL 1: Expand course offerings	3	✓	✓
GOAL 2: Increase student access to materials and courses	2	✓	✓
GOAL 3: Enhance outreach efforts	2	✓	✓

Resource Needs Quick View

Type	Title	Funded?
Equipment/Supplies	Update Hula Hooping equipment	No

9. The final section of this report is the **Resource Needs Quick View**. In the image below, it shows only one Resource Need, “update equipment.” This view shows the type of resource, “equipment and supplies,” as well as whether or not this resource has been funded.

Year: 2022 - 2023

Instructional Program - Sample

Program Review Completion

Program Review Status	Executive Summary Complete?	Data Reflection Complete?	Practice Reflection Complete?
Complete	✓	✓	✓

Goals and Plans Completion

Unit Goals	Action Plans
✓	✓

Goals, Action Plans, and Alignments

Goal	Action Plans	Aligned to Mesa2030	Resource Need(s) Aligned
GOAL 1: Expand course offerings	3	✓	✓
GOAL 2: Increase student access to materials and courses	2	✓	✓
GOAL 3: Enhance outreach efforts	2	✓	✓

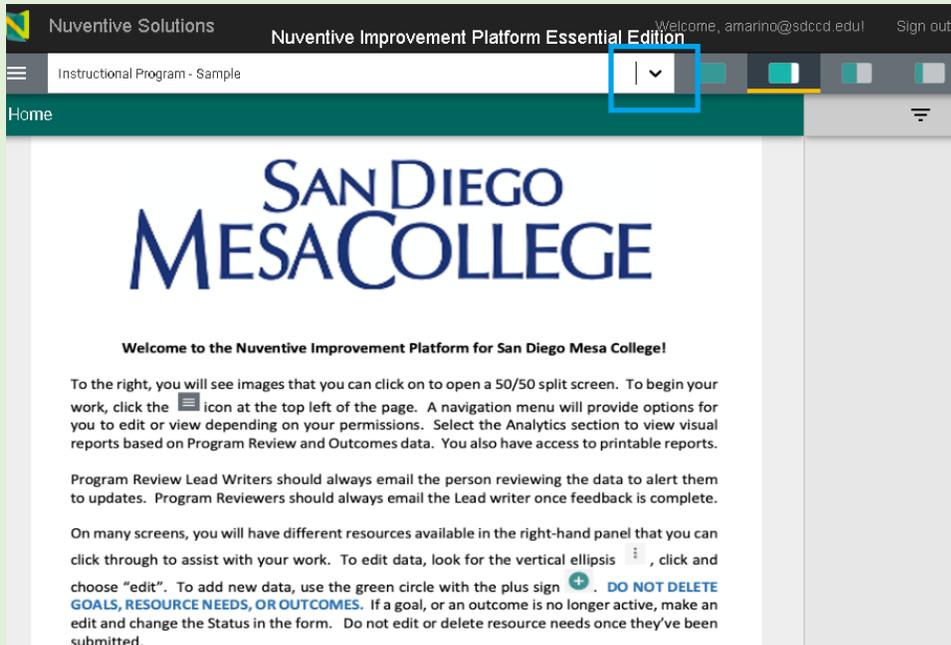
Resource Needs Quick View

Type	Title	Funded?
Equipment/Supplies	Update Hula Hooping equipment	No

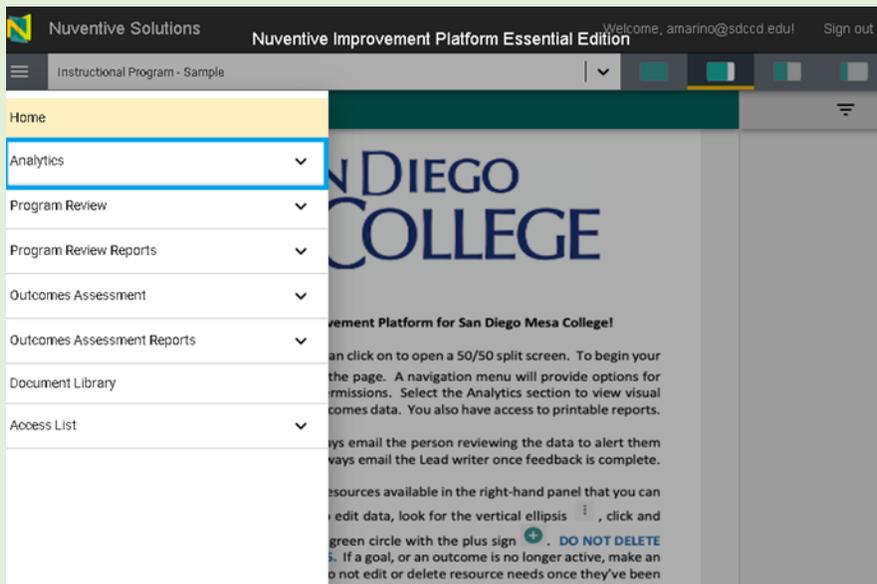
NOTE: This data is sourced from the Program Review section of Nuventive and it is meant only for illustration purposes..

Action Plan Details

1. The **Action Plan Details** is a tab of the Program Review Summary. To access the Program Review Summary in Nuventive, log in to your account and navigate to the unit for which you'd like the program review summary.

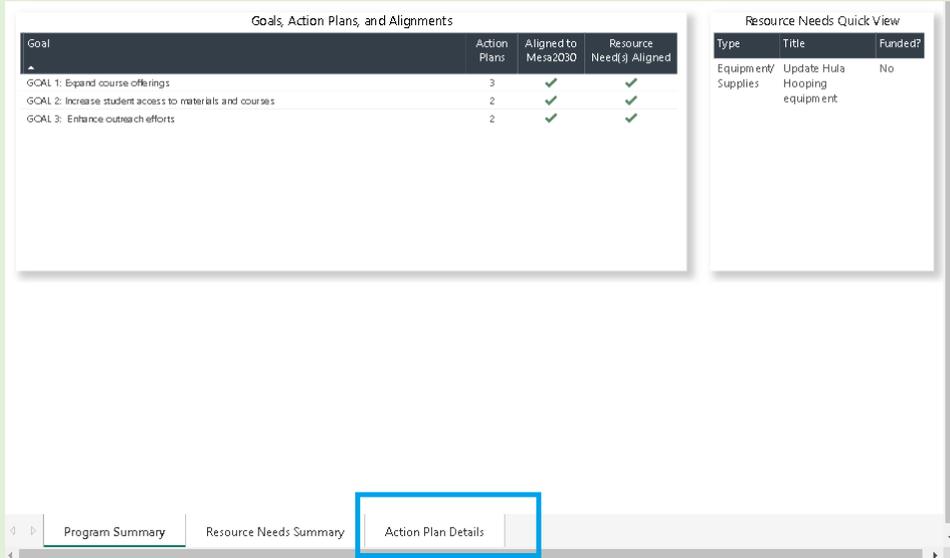


2. Once you're in the unit you want, expand the **Analytics** section of the main menu and select 'Program Review Analytics' from the menu.

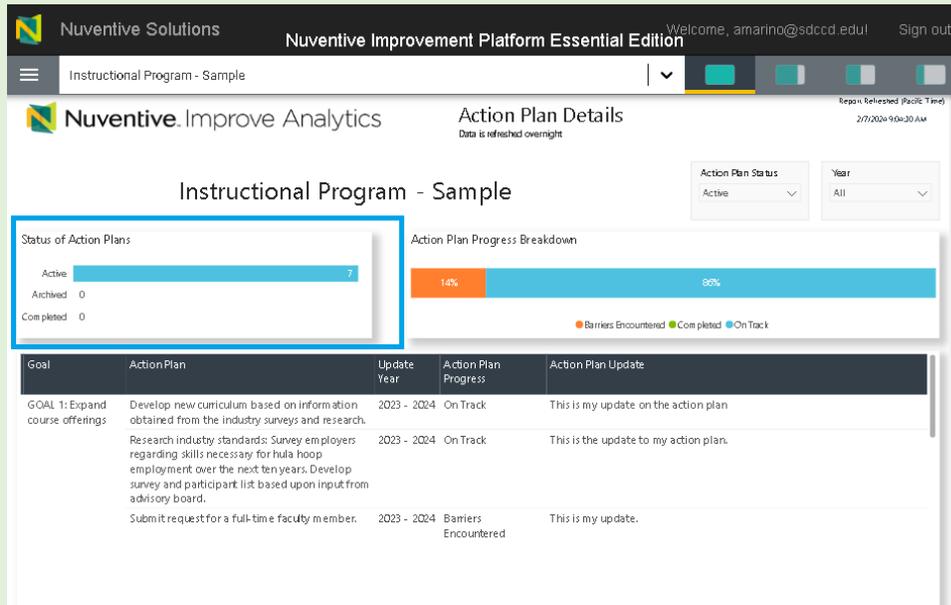


3. The Program Summary report for the program you have selected will load. To access the **Action Plans Details**, select the Action Plans Details tab displayed at the bottom of the screen.

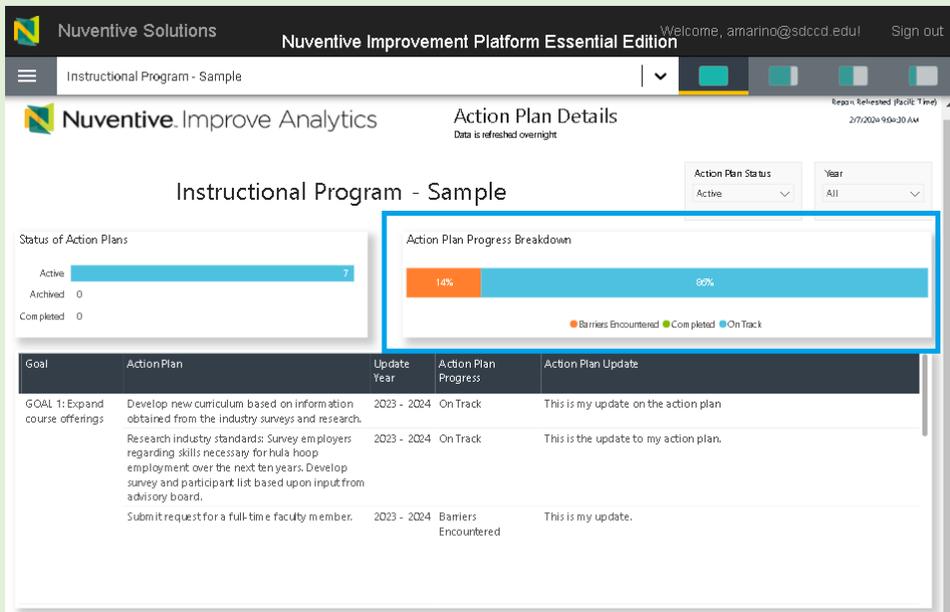
The Action Plans Details will load. The data for this report is sourced from the Program Review section of Nuventive.



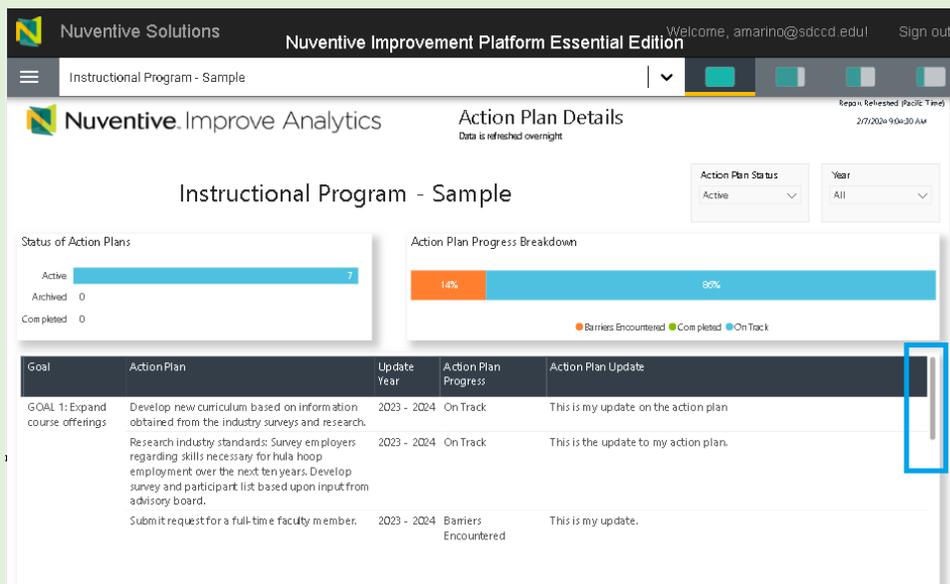
4. In the image below, there are 7 active action plans in this particular sample program review. The total number of action plans is displayed in this first section.



5. The image below shows the status the action plans for this sample program where there is one action plan for which barriers have been encountered and six action plans that are on track to be completed.

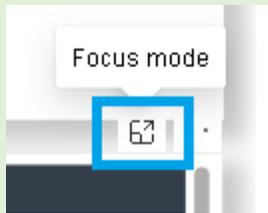


6. In the section below is where each of the action plans are listed. Each action plan is aligned with a goal. When there are multiple goals and action plans, use the scroll down bar at the right hand side of this view.

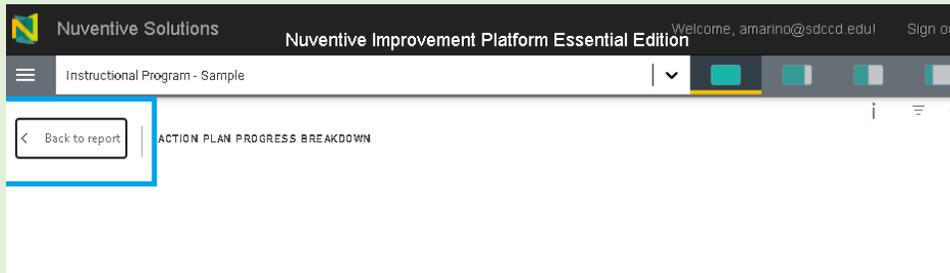


As updates are made, the update year is recorded, as well as the action plan progress.

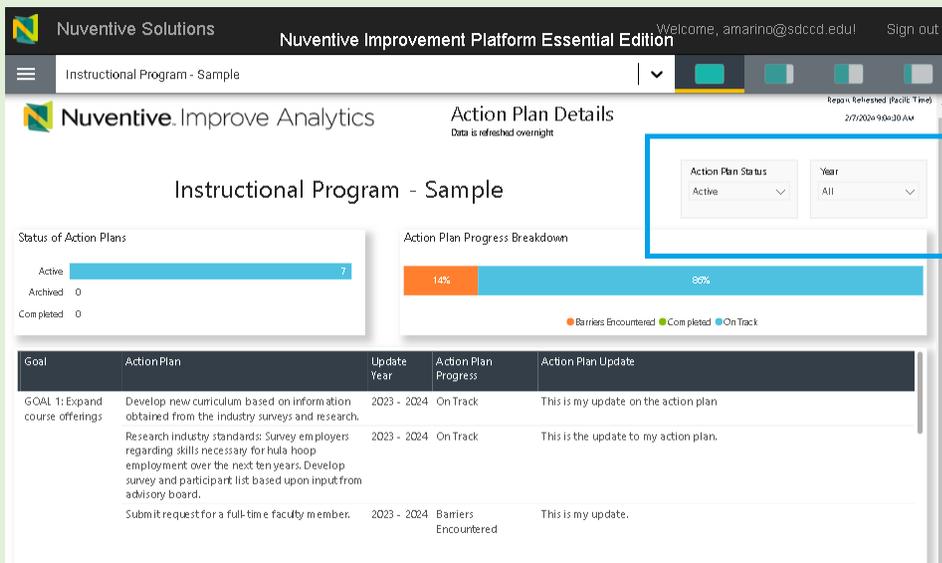
7. The **scroll bar** on the right to scroll allows movement through these action plans. The **“Focus Mode”** option which is available by hovering your mouse over the top right corner of the section brings just this section of the report into focus, making it easier to access just this section of data. Focus mode might be especially useful if you’re displaying this Nuventive screen on a projector for others to access.



8. To get out of Focus mode and go back to the report by clicking the “**Back to report**” link.



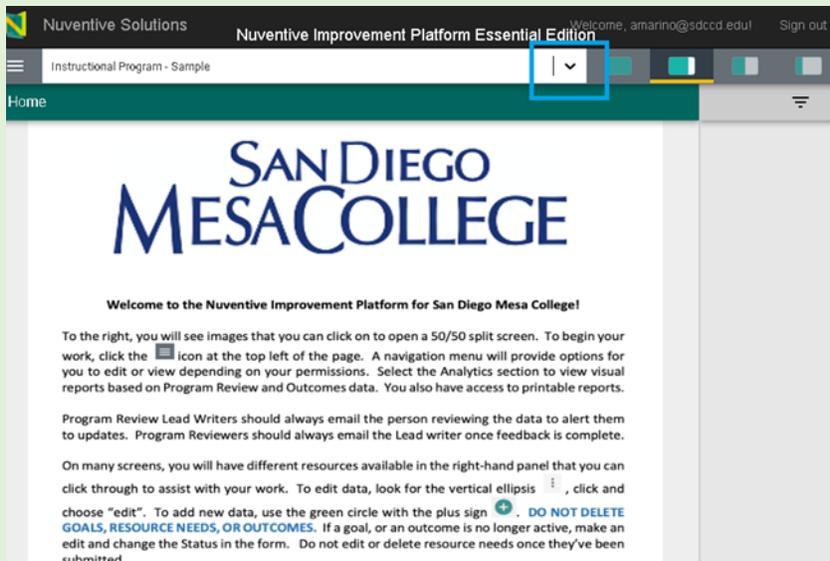
9. Additional **filters** on this page allows filtering by **Action Plan Status** or by **Year**.



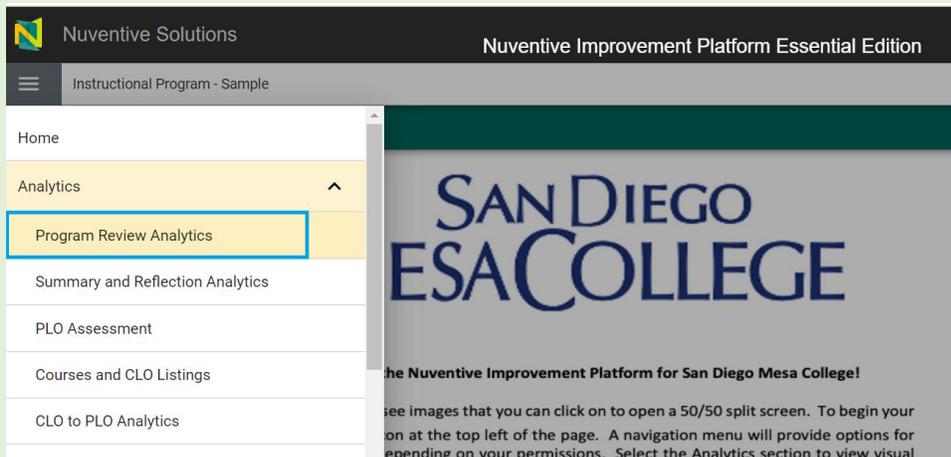
NOTE: This data is sourced from the Program Review section of Nuventive and it is only for illustrative purposes.

Resource Needs Summary

1. The **Resource Needs Summary** is a tab of the Program Review Summary. To access the Program Review Summary in Nuventive, log in to your account and navigate to the unit for which you’d like the resource needs summary.



2. Once you're in the unit you want, expand the **Analytics** section of the main menu and select 'Program Review Analytics' from the menu.



3. The Program Summary report for the program you have selected will load. To access the **Resource Needs Summary**, select the Resource Needs Summary tab displayed at the bottom of the screen. The Resource Needs Summary will load.

Request Year
All

Type	Title	Description	Request Year	Funded?	Total Score	Overall Rank	Equity Score	Excellence Score	Innovation Score	Need Score	Sustainability Score
Budget Augmentation	example	example	2023 - 2024								
Equipment/Supplies	Update Hula Hooping equipment	Update Hula Hoop equipment so that it conforms to the current industry standards, modes and technology.	2022 - 2023	No	95	4 of 50	23	13	28	11	20
Test Value	t	t	2023 - 2024								

Program Summary **Resource Needs Summary** Action Plan Details

4. In the image below there is only one resource listed in the sample Program Review corresponding to the selected academic year, in this case, 2022-2023. The headers in the resource needs summary view include resource request type, title, description, the year it was requested, whether or not it was funded, and the overall score it was given. That overall score for the resource is the sum of the scores for Equity, Excellence, Innovation, Need, and Sustainability

Nuventive. Improve Analytics Resource Needs Summary Report Refreshed (Pacific Time) 2/11/2024 11:03:42 PM
Data is refreshed overnight

Request Year
All

Type	Title	Description	Request Year	Funded?	Total Score	Overall Rank	Equity Score	Excellence Score	Innovation Score	Need Score	Sustainability Score
Budget Augmentation	example	example	2023 - 2024								
Equipment/Supplies	Update Hula Hooping equipment	Update Hula Hoop equipment so that it conforms to the current industry standards, modes and technology.	2022 - 2023	No	95	4 of 50	23	13	28	11	20
Test Value	t	t	2023 - 2024								

Resource Needs Summary Action Plan Details

5. When there are several resources listed in this summary, the **sort** feature helps sort the columns. Using the sort feature is done by hovering the mouse over the column by which you want to sort. Then select that triangle in order to sort from ascending to descending, or click it again to resort from descending to ascending. You can do this for any of the columns in the report.

Type	Title	Description	Request Year	Funded?	Total Score	Overall Rank	Equity Score	Excellence Score	Innovation Score	Need Score	Sustainability Score
Budget Augmentation	example	example	2023 - 2024	<input type="checkbox"/>							
Equipment/Supplies	Update Hula Hooping equipment	Update Hula Hoop equipment so that it conforms to the current industry standards, models and technology.	2022 - 2023	No	95	4 of 50	23	13	28	11	20
Test Value	t	t	2023 - 2024								

NOTE: *This data is sourced from the Program Review section of Nuventive and it is for illustrative purposes only.*



OUTCOMES ASSESSMENT WORKSPACE OVERVIEW

Outcomes Assessment Workspaces

1. Click on the down arrow/caret to the right in the drop-down and you can locate the unit/units available to you. Select your desired unit, **e.g., Institutional Program – Unit Name**. This is where you will access your Program Learning Outcomes.



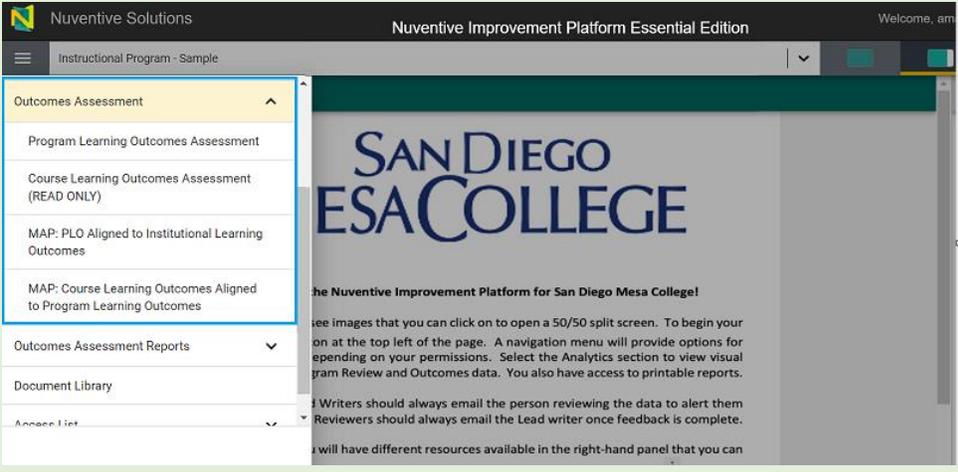
At the top of each screen on the left you will find a hamburger menu icon .

2. Click on the icon and a drop-down menu opens. From the dropdown menu choose your workspace: “**Outcomes Assessment**.”

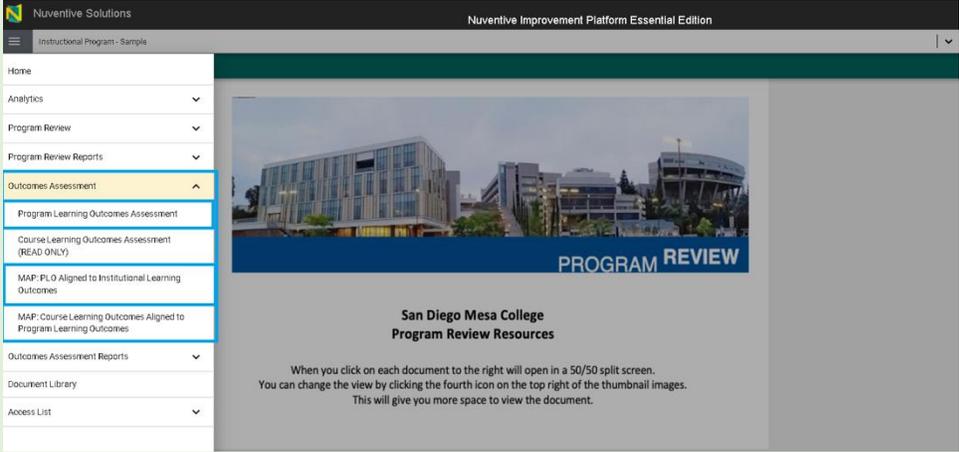
Instructional Program Outcomes Assessment has four components:

- Program Learning Outcomes Assessment
- Course Learning Outcomes Assessment (READ ONLY)
- MAP: PLO Aligned to Institutional Learning Outcomes
- MAP: Course Learning Outcomes Aligned to Program Learning Outcomes

Under this section, PLOs are updated, assessment results are entered, CLOs get mapped to PLOs, and PLOs get mapped to ILOs. (See page 88 for Mapping Instructions).

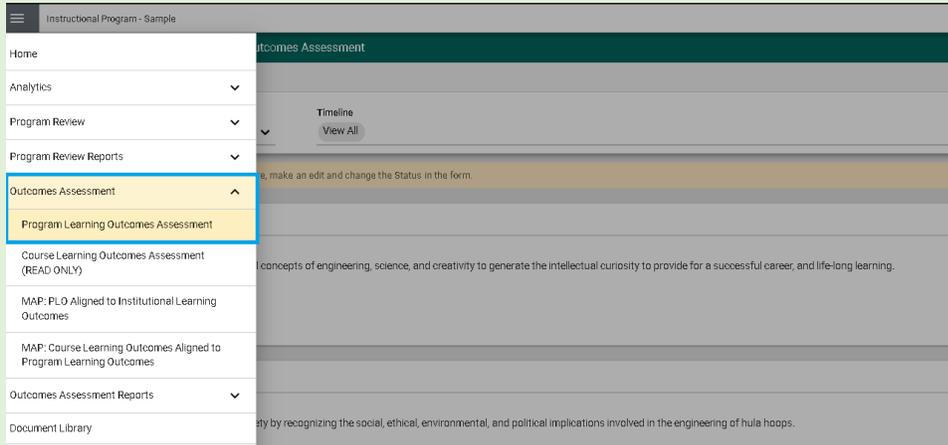


3. To view these four components, click on the Outcomes Assessment tab to open the drop-down Menu.

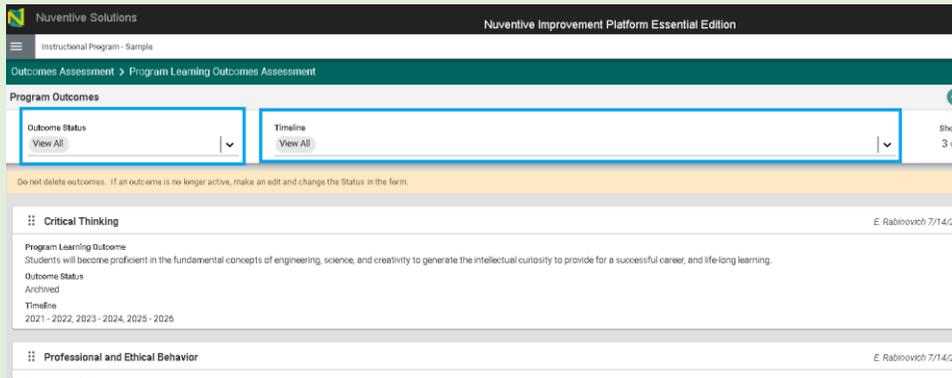


Program Learning Outcomes Assessment

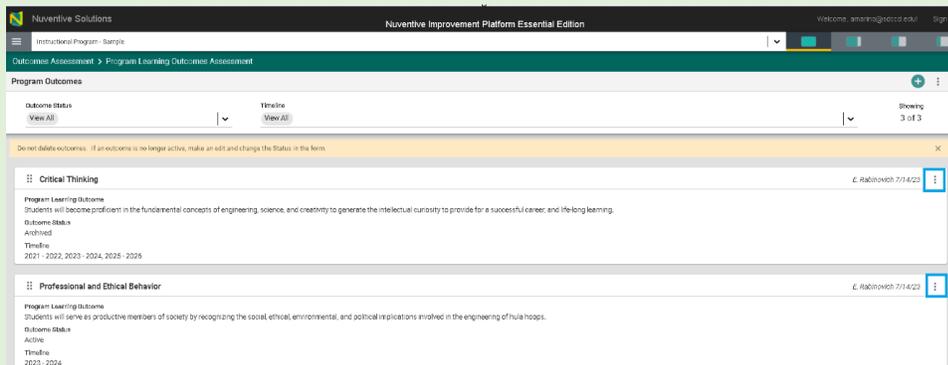
1. In **Program Learning Outcomes Assessment(PLO)** page you can view, edit a PLO, enter assessment results, or view the PLO audit log.



2. The PLOs can be filtered by academic year and outcome status. Once you change any PLOs, set the status to “archive”. Do not delete any PLOs once they have assessment data. By setting the status to “archive” this will save historical PLO data. This is true with any outcomes areas.

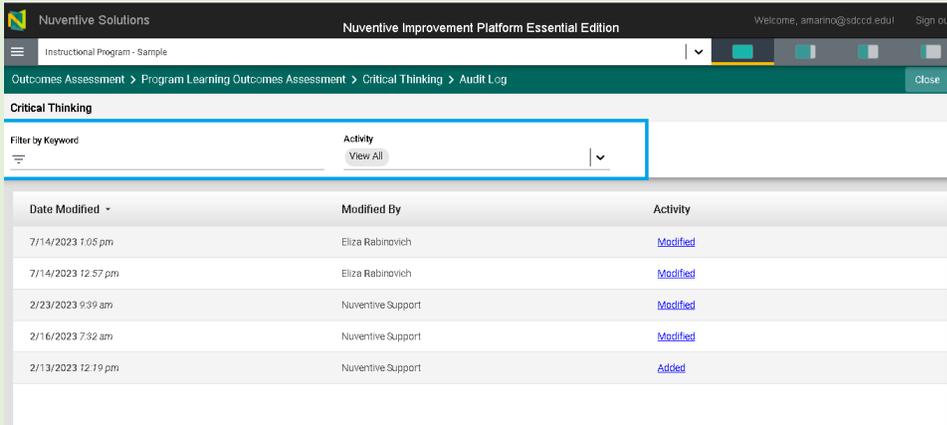


3. The ellipses  on the top right handside can be used to view the audit log.



Created 9/1/2023;
Edited 9/27/2023

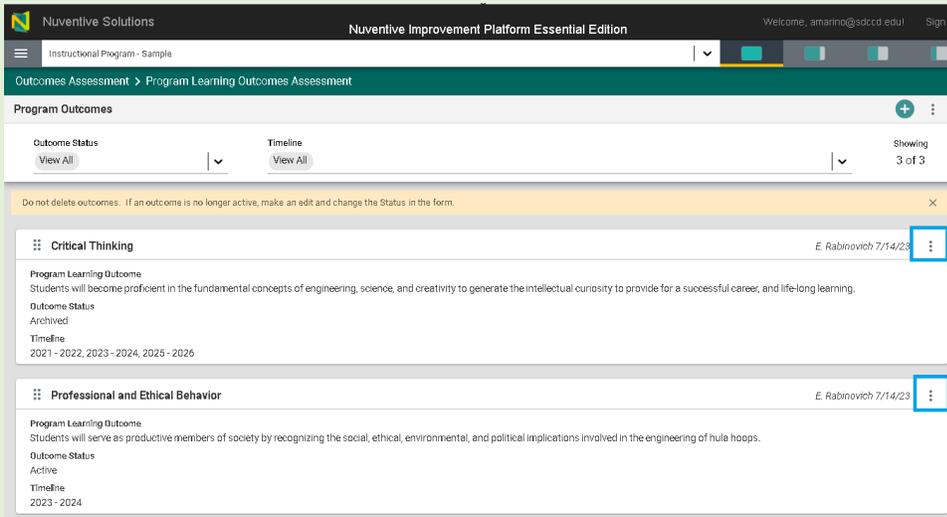
4. The audit log can be filtered by key word, Tab, and/or activity.



How to View a Current Program Learning Outcome

To view or edit a Program Learning Outcome:

1. Locate the ellipsis  to the far right of the card. Once you click on the ellipsis you will be provided with the options to **Open or Audit log**. Clicking on **Open** will open the current card for review. You may also double click on the outcome you would like to open. Remember not to edit or delete outcomes with any existing data. If you make changes to your outcomes, archive the old one and create a new one.



2. Enter the PLO information asked (*) then **SAVE** your work by clicking on the Arrow/Caret  next to the SAVE button at the top of the screen.

Notice that when you click the Arrow/Caret  on the SAVE button you are provided with the options to Save & Add New or Save & Close this Measurement. If you have more Measurements to add, click the Save & Add New. If you have finished adding Measurements, click Save & Close.

Nuventive Solutions Nuventive Improvement Platform Essential Edition Welcome, amarrino@sccc.edu Sign out

Instructional Program - Sample

Outcomes Assessment > Program Learning Outcomes Assessment

Close Save

Q Critical Thinking

Do not delete outcomes. If an outcome is no longer active, make an edit and change the Status in the form.

PROGRAM LEARNING OUTCOME ASSESSMENT DESIGN AND MEASUREMENTS FINDINGS

*denotes a required field

Program Learning Outcome Short Name *
Critical Thinking

Program Learning Outcome *
Students will become proficient in the fundamental concepts of engineering, science, and creativity to generate the intellectual curiosity to provide for a successful career, and life-long learning.

Outcome Status *
Archived

Timeline *
2021-2022 * 2023-2024 * 2025-2026 *

3. Where you see an Asterisk (*) next to the name of a field, that field is needed, and you will not be able to **Save** the card until information has been entered into that field. Click close on the top right to go back to Outcomes Assessment. Do not forget to save your changes before leaving this page.

Nuventive Solutions Nuventive Improvement Platform Essential Edition Welcome, amarrino@sccc.edu Sign out

Instructional Program - Sample

Outcomes Assessment > Program Learning Outcomes Assessment

Close Save

Q Critical Thinking

Do not delete outcomes. If an outcome is no longer active, make an edit and change the Status in the form.

PROGRAM LEARNING OUTCOME ASSESSMENT DESIGN AND MEASUREMENTS FINDINGS

*denotes a required field

Program Learning Outcome Short Name *
Critical Thinking

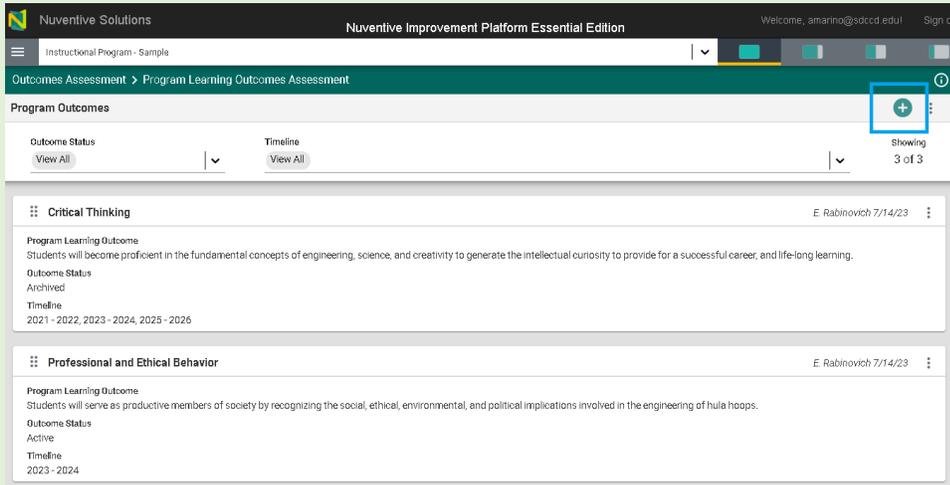
Program Learning Outcome *
Students will become proficient in the fundamental concepts of engineering, science, and creativity to generate the intellectual curiosity to provide for a successful career, and life-long learning.

Outcome Status *
Archived

Timeline *
2021-2022 * 2023-2024 * 2025-2026 *

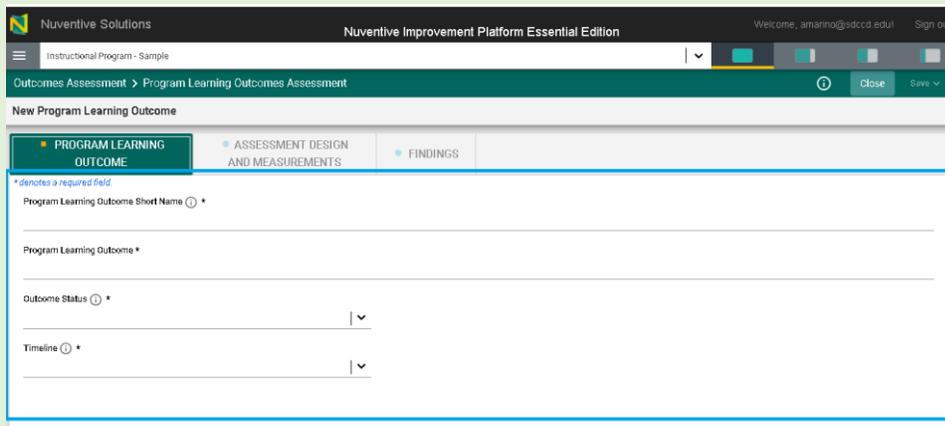
How to Add a New PLO

1. To Add a PLO click on the green circle with plus sign  on the top right. This will open a new card.



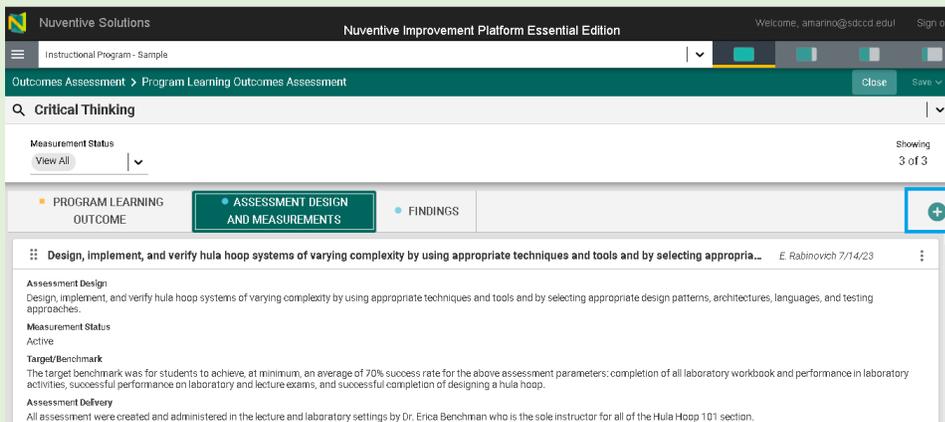
The screenshot shows the 'Program Outcomes' section of the Nuventive Solutions platform. At the top right, there is a green circle with a white plus sign, which is highlighted with a blue box. Below this, there are two outcome cards. The first card is titled 'Critical Thinking' and includes details such as 'Program Learning Outcome', 'Outcome Status' (Archived), and 'Timeline' (2021 - 2022, 2023 - 2024, 2025 - 2026). The second card is titled 'Professional and Ethical Behavior' and includes details such as 'Program Learning Outcome', 'Outcome Status' (Active), and 'Timeline' (2023 - 2024).

2. Type in the required fields.



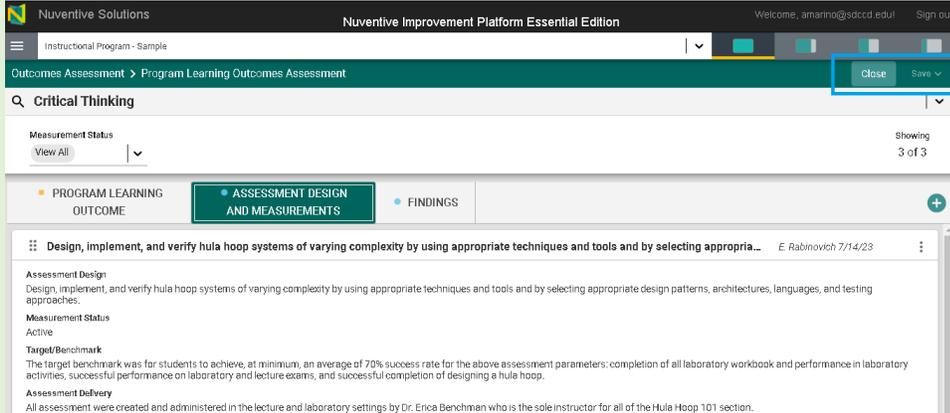
The screenshot shows the 'New Program Learning Outcome' form. The form is divided into three tabs: 'PROGRAM LEARNING OUTCOME', 'ASSESSMENT DESIGN AND MEASUREMENTS', and 'FINDINGS'. The 'PROGRAM LEARNING OUTCOME' tab is selected. The form fields are highlighted with a blue border and include: 'Program Learning Outcome Short Name' (with a required field indicator), 'Program Learning Outcome', 'Outcome Status' (with a dropdown arrow), and 'Timeline' (with a dropdown arrow).

3. You may upload supportive documents by clicking on the green circle with plus sign  in the Measurement card



The screenshot shows the 'Measurement Design' card for the 'Critical Thinking' outcome. The card is divided into three tabs: 'PROGRAM LEARNING OUTCOME', 'ASSESSMENT DESIGN AND MEASUREMENTS', and 'FINDINGS'. The 'ASSESSMENT DESIGN AND MEASUREMENTS' tab is selected. The card includes details such as 'Measurement Status' (Active), 'Target/Benchmark', and 'Assessment Delivery'. A green circle with a white plus sign is highlighted in the top right corner of the card.

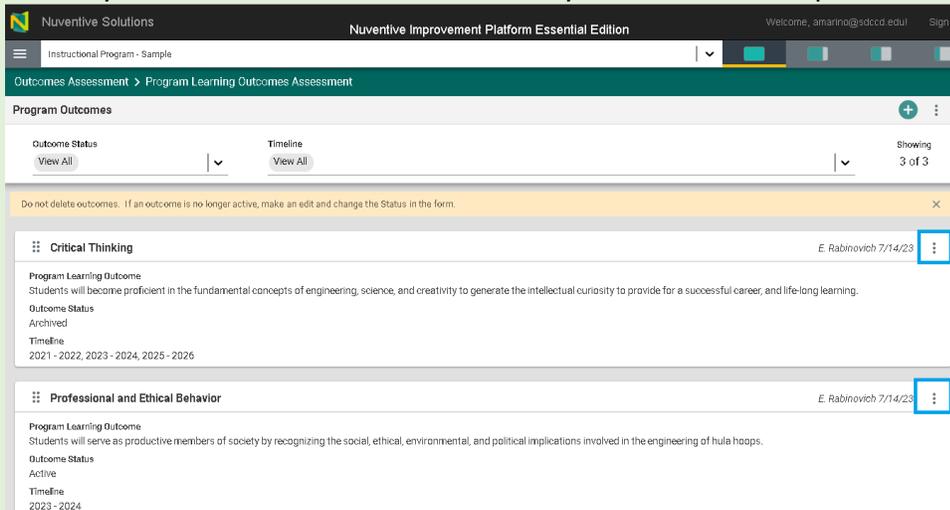
4. Once you have completed entering the Measurement information, **SAVE** your work by clicking on the Arrow/Caret  next to the SAVE button at the top of the screen. Notice that when you click the Arrow/Caret  on the SAVE button you are provided with the options to Save & Add New or Save & Close this Measurement. If you have more Measurements to add, click the Save & Add New. If you have finished adding Measurements, click Save & Close.



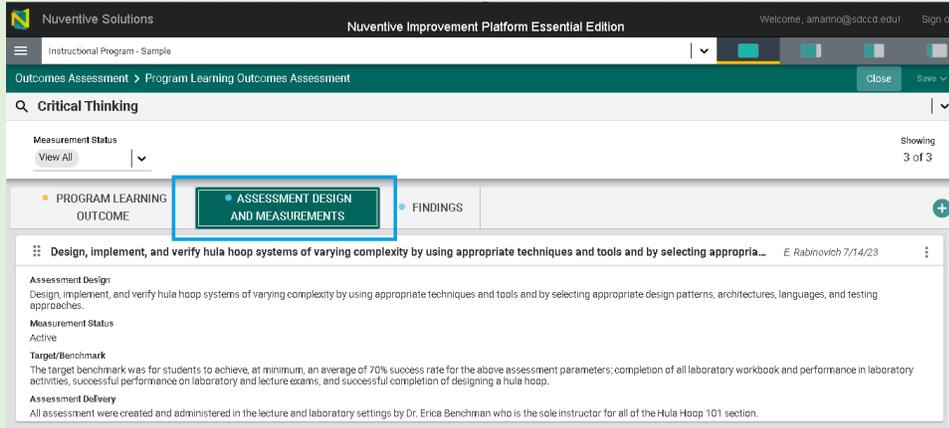
Note: Where you see an Asterisk (*) next to the name of a field, that field is needed, and you will not be able to **Save** the card until information has been entered into that field.

How to View/Edit a Assessment Design and Measurement of a PLO

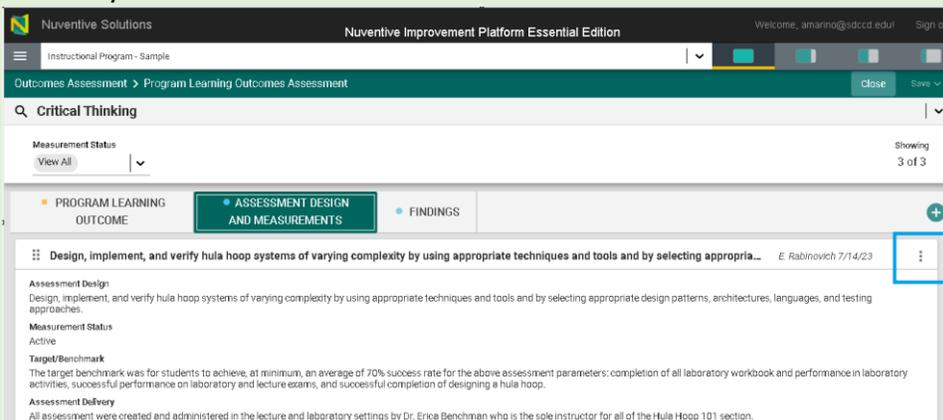
1. Locate the ellipsis  to the far right of the card. Once you click on the ellipsis  you will be provided with the options to **Open**. Clicking on Open will open the current card for review. You may also Double click on the Outcome you would like to Open the card.



2. Click on the green tab “Assessment Design and Measurement” in the middle of the page.



3. Locate the ellipsis  to the far right of the card. Once you click on the ellipsis  you will be provided with the options to **Open**, **Copy**, **Audit log** or **Delete** the Result. Clicking on **Open** will open the current card for review and/or editing. You may also Double click on the result card that you would like to Open the card. **Delete** will remove the entire card permanently and any results that have been entered. Remember to archive any PLO data if your program decides to revise your outcomes.

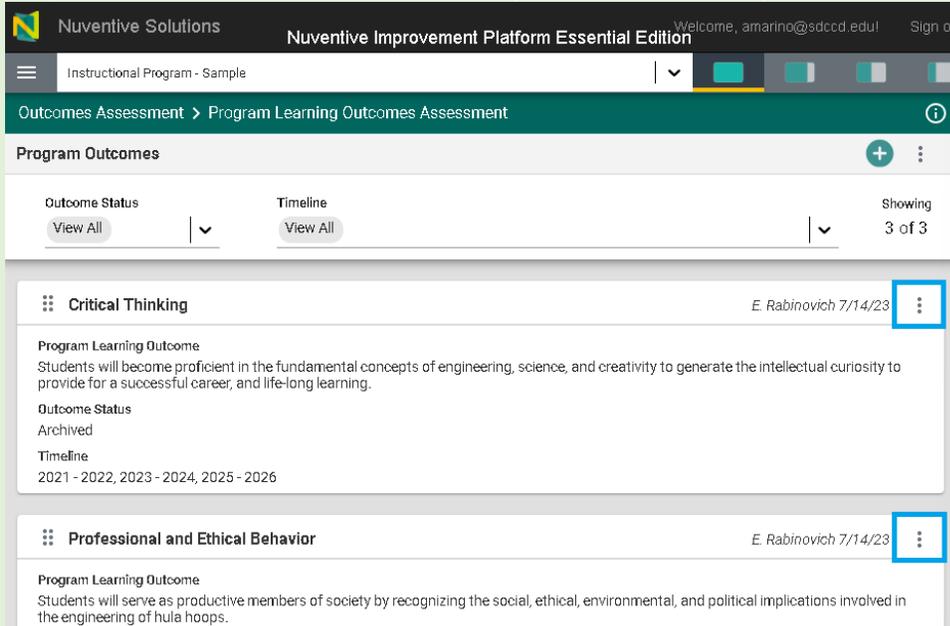


4. Once you have completed entering the Assessment Design and Measurement information, **SAVE** your work by clicking on the **Arrow/Caret**  next to the SAVE button at the top of the screen. Notice that when you click the Arrow/Caret  on the SAVE button you are provided with the options to Save & Add New or Save & Close this card. If you have more Assessment Design and Measurements to add, click Save & Add New. When you have finished adding information, click Save & Close.

NOTE: Where you see an Asterisk (*) next to the name of a field, that field is needed, and you will not be able to **Save** the card until information has been entered into that field. In other words, an entry in this field is required.

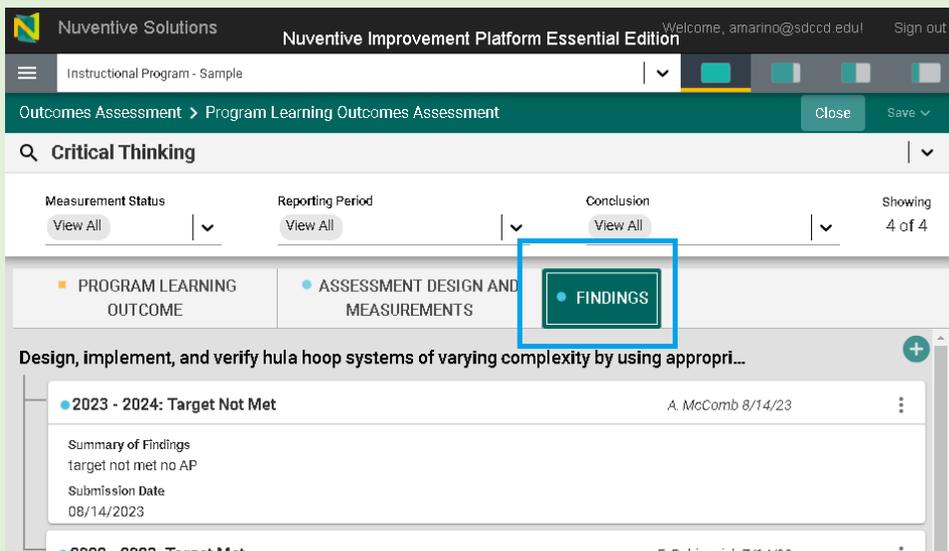
How to Add/View a PLO Finding or View its Audit Log

1. Locate the ellipsis  to the far right of the card. Once you click on the ellipsis you will be provided with the options to **Open**. Clicking on Open will open the current card for review. You may also Double-click on the Outcome you would like to Open the card.



The screenshot shows the Nuventive Solutions interface for the 'Nuventive Improvement Platform Essential Edition'. The user is logged in as 'amarino@sdccd.edu'. The page displays 'Program Outcomes' for 'Instructional Program - Sample'. There are two outcome cards: 'Critical Thinking' and 'Professional and Ethical Behavior'. Both cards have a blue box highlighting the ellipsis menu icon in the top right corner. The 'Critical Thinking' card shows a status of 'Archived' and a timeline from 2021 to 2026.

2. Click on the green tab "Findings" in the middle of the page.



The screenshot shows the Nuventive Solutions interface with the 'Findings' tab selected. The user is logged in as 'amarino@sdccd.edu'. The page displays 'Critical Thinking' findings. There are three tabs: 'PROGRAM LEARNING OUTCOME', 'ASSESSMENT DESIGN AND MEASUREMENTS', and 'FINDINGS'. The 'FINDINGS' tab is highlighted with a blue box. Below the tabs, there is a list of findings, including one for '2023 - 2024: Target Not Met' by A. McComb on 8/14/23.

3. Click on the green circle with plus sign  on the top right. This will open a new card so you can add more findings.

The screenshot shows the Nuventive Improvement Platform interface. At the top, it says 'Nuventive Solutions' and 'Nuventive Improvement Platform Essential Edition'. The user is logged in as 'amarino@sccc.edu'. The main navigation bar shows 'Instructional Program - Sample' and 'Outcomes Assessment > Program Learning Outcomes Assessment'. Below this, there's a search bar for 'Critical Thinking' and filters for 'Measurement Status', 'Reporting Period', and 'Conclusion'. A tabbed interface shows 'PROGRAM LEARNING OUTCOME', 'ASSESSMENT DESIGN AND MEASUREMENTS', and 'FINDINGS'. A card titled 'Design, implement, and verify hula hoop systems of varying complexity by using appropri...' is highlighted with a blue box around a green plus sign icon in its top right corner. The card content includes: '2023 - 2024: Target Not Met', 'A. McComb 8/14/23', 'Summary of Findings: target not met no AP', and 'Submission Date: 08/14/2023'.

4. Type in the required fields.

This screenshot shows the 'FINDINGS' form for the 'Critical Thinking' outcome. The form is titled 'FINDINGS' and includes a 'Hide Details' button. The form content is as follows:

- Program Learning Outcome Short Name:** Critical Thinking
- Program Learning Outcome:** Students will become proficient in the fundamental concepts of engineering, science, and creativity to generate the intellectual curiosity to provide for a successful career, and life-long learning.
- Timeline:** 2021 - 2022, 2023 - 2024, 2025 - 2026
- Assessment Design:** Design, implement, and verify hula hoop systems of varying complexity by using appropriate techniques and tools and by selecting appropriate design patterns, architectures, languages, and testing approaches.
- Target/Benchmark:** The target benchmark was for students to achieve, at minimum, an average of 70% success rate for the above assessment parameters: completion of all laboratory workbook and performance in laboratory activities, successful performance on laboratory and lecture exams, and successful completion of designing a hula hoop.
- Assessment Delivery:** All assessment were created and administered in the lecture and laboratory settings by Dr. Erica Benchman who is the sole instructor for all of the Hula Hoop 101 section.

The form fields are:

- Submission Date ***: 02/13/2024
- Reporting Period ***: (Dropdown menu)
- Summary of Findings ⓘ ***: (Text input field)
- Conclusion ⓘ ***: (Dropdown menu)

At the bottom, there is a 'Related Documents' section with a table header: 'Document Name' and 'Document Description'. A green plus sign icon is visible in the bottom right corner of the form area.

5. You may upload supportive document by clicking on the green circle with plus sign in the Findings card

FINDINGS

** denotes a required field.*

Submission Date *
02/13/2024

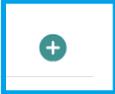
Reporting Period *
| v

Summary of Findings ⓘ *

Conclusion ⓘ *

Related Documents

Document Name	Document Description
There are no documents attached	



6. Once you have completed entering the Findings information, SAVE your work by clicking on the Arrow/Caret  next to the SAVE button at the top of the screen. Notice that when you click the Arrow/Caret on the SAVE button you are provided with the options to Save & Add New or Save & Close this card. If you have more Findings to add, click the Save & Add New. When you have finished adding the card, click Save & Close.

Nuventive Solutions Nuventive Improvement Platform Essential Edition Welcome, amarino@sccc.edu! Sign out

Instructional Program - Sample | v

Outcomes Assessment > Program Learning Outcomes Assessment

Close Save v

Critical Thinking

Program Learning Outcome Short Name: Critical Thinking Hide Details ▾

Program Learning Outcome: Students will become proficient in the fundamental concepts of engineering, science, and creativity to generate the intellectual curiosity to provide for a successful career, and life-long learning.

Timeline: 2021 - 2022, 2023 - 2024, 2025 - 2026

Assessment Design: Design, implement, and verify hula hoop systems of varying complexity by using appropriate techniques and tools and by selecting appropriate design patterns, architectures, languages, and testing approaches.

Target/Benchmark: The target benchmark was for students to achieve, at minimum, an average of 70% success rate for the above assessment parameters: completion of all laboratory workbook and performance in laboratory activities, successful performance on laboratory and lecture exams, and successful completion of designing a hula hoop.

Assessment Delivery: All assessment were created and administered in the lecture and laboratory settings by Dr. Erica Benchman who is the sole instructor for all of the Hula Hoop 101 section.

FINDINGS

** denotes a required field.*

Submission Date *
02/13/2024

Reporting Period *
| v

Summary of Findings ⓘ *

Conclusion ⓘ *

Related Documents

NOTE: Where you see an Asterisk (*) next to the name of a field, that field is needed, and you will not be able to **Save** the card until information has been entered into that field.

How to View Course Learning Outcomes

1. Once you are ready to enter course learning outcomes data, navigate to the center unit drop-down. Find your course grouping. For example, "COURSES-PSYC; COURSES-ENGL". This is the space where you will add outcomes, set benchmarks, and add assessment results.

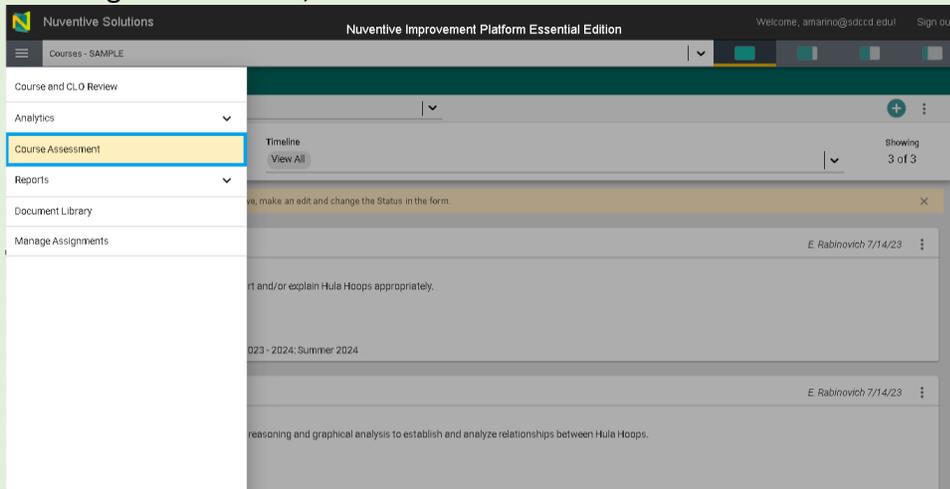


The workspaces under "COURSES" have 3 components:

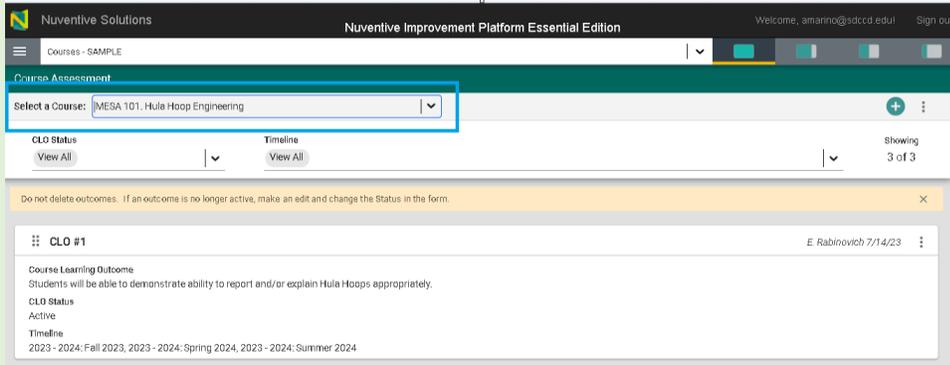
- Add new course learning outcomes and archive the old ones
- Setting benchmarks for all your course learning outcomes
- Adding assessment results

NOTE: *Nuventive is a permissions-based platform, so you will only have access to the areas in which you work. If something is missing from your drop-down, please contact the Office of Institutional Effectiveness.

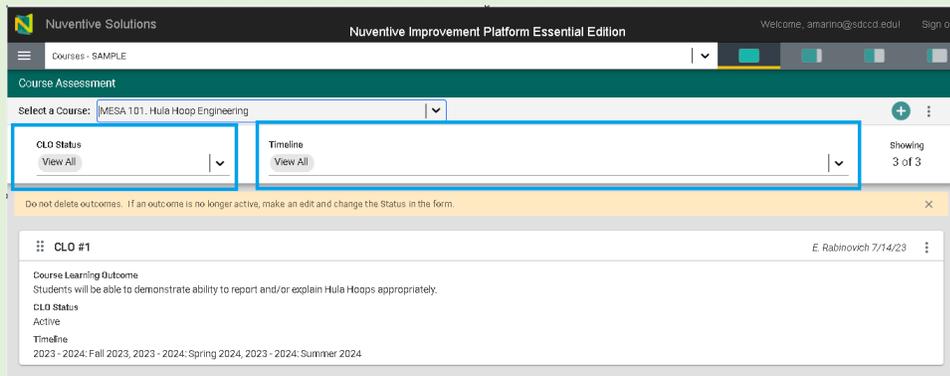
2. After you find your course grouping from the center unit drop-down, navigate to the hamburger menu , and select "Course Assessment".



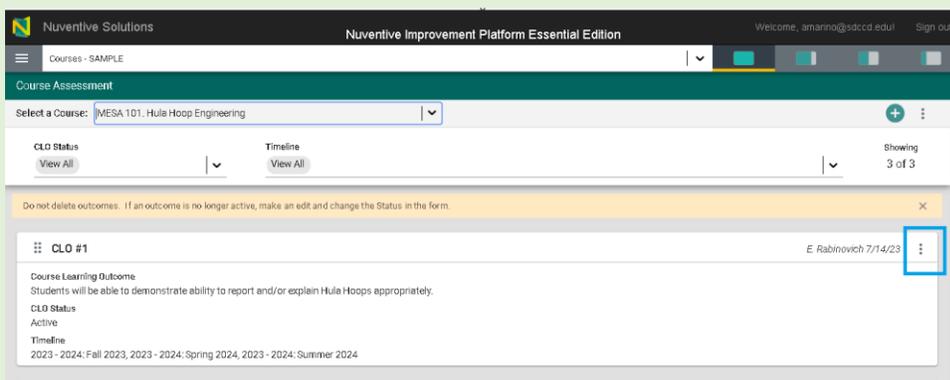
3. From there, you can "Select a Course" by clicking on the arrow/caret  drop down.



4. You can filter the CLOs (Course Learning Outcomes) to view by CLO status or their Timeline.



5. Locate the ellipsis  to the far right of the card. Once you click on the ellipsis you will be provided with the options to **Open**, **Copy**, **Audit Log** and **Delete**. Clicking on Audit Log will open the audit for review. You may filter the audit log by key word, tab, course, and/or activity. **Do not delete any outcomes that you have data submitted for.**



To open and view details of a CLO card double click on it or find the ellipsis  to the far right of the card. Once you click on the ellipsis you will be provided with the options to **Open** the card. Clicking on **Open** will open the current card for review. Avoid editing or deleting any CLO that has data. If a CLO will no longer be used by your program, set the status to "archive" and add a new

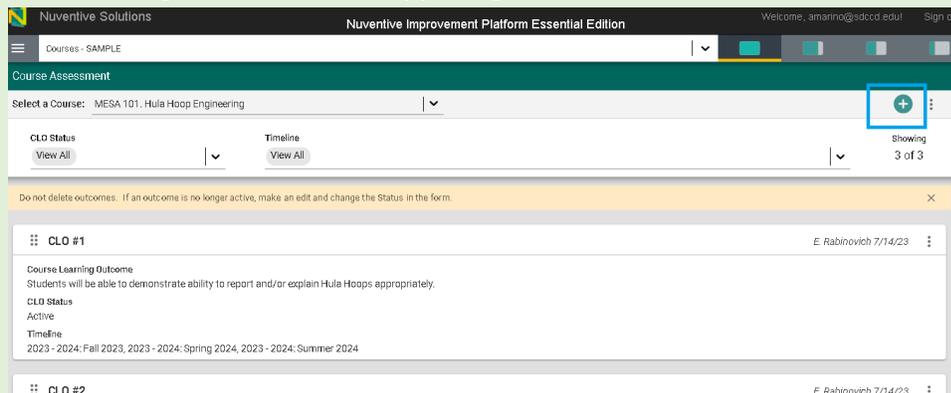
one. Deleting or editing a CLO will erase or override any historical data. Archive your old outcomes to save historical assessment data.

NOTE: Where you see an Asterisk (*) next to the name of a field, that field is needed, and you will not be able to **Save** the card until information has been entered into that field.

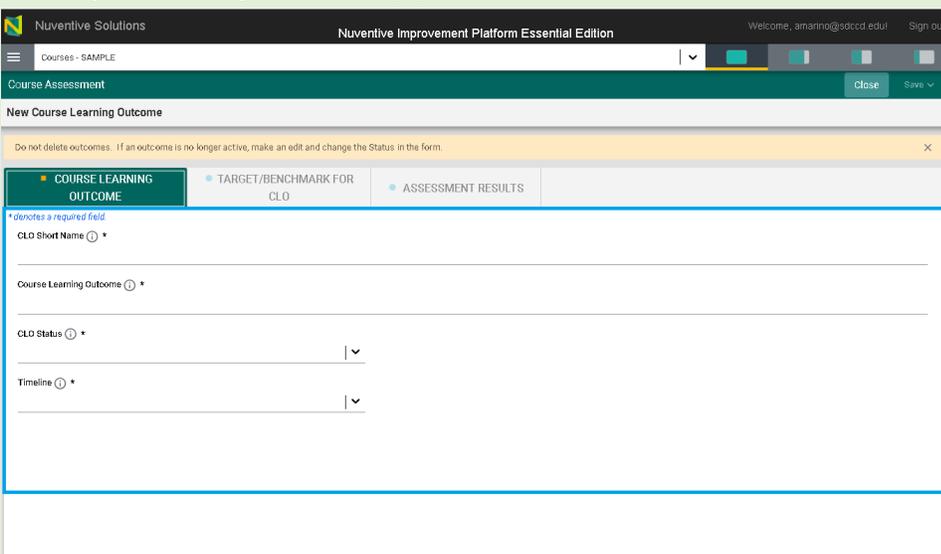
How to Add New Course Learning Outcomes

1. Navigate to your courses. Find the specific course you would like to create new CLOs for.

Click on the green  on the upper right to add a new CLO.



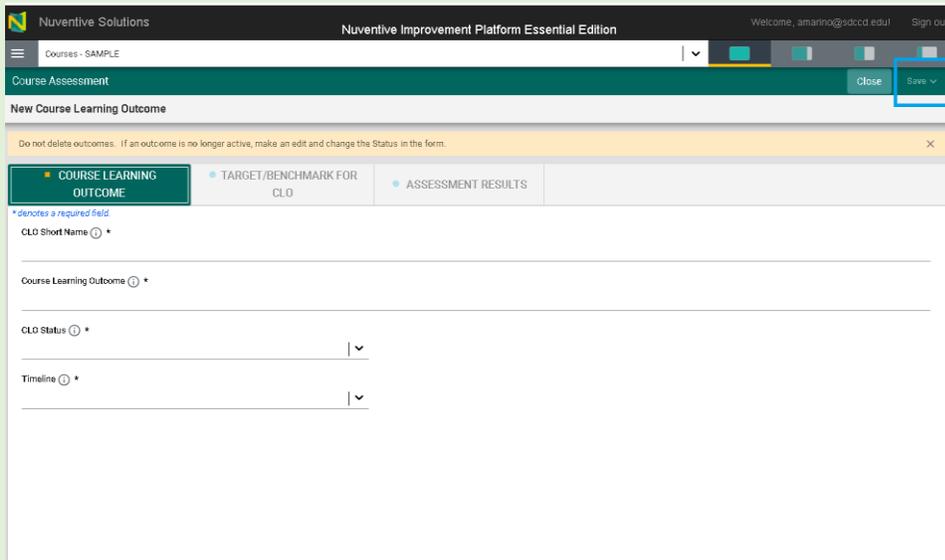
2. Complete all required fields(*).



Type in the field "Course Learning Outcome Short name" and provide a brief name (two to four words) derived from the outcome statement. Avoid using a short names like Outcome 1, Outcome 2. The short name will be used in your alignment maps, and you'll want the name to be something recognizable.

Type in the field “Course Learning Outcome” and describe the learning outcomes. Consider what knowledge/skills/competencies students will gain from successful completion of this course.

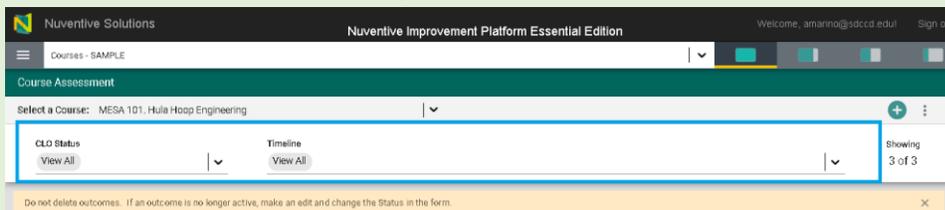
3. Once you have completed entering the goal information, **SAVE** your work by clicking on the **Arrow/Caret** next to the **SAVE** button at the top of the screen. Notice that when you click the **Arrow/Caret** on the **SAVE** button you are provided with the options to **Save & Add New** or **Save & Close** this goal. If you have additional goals to add, click the **Save & Add New**. If you have finished adding goals, click the **Save & Close**.



4. Click on the **Arrow/Caret** to open the **Outcome Status** drop-down. Select **Active or Archived** from the drop – down.

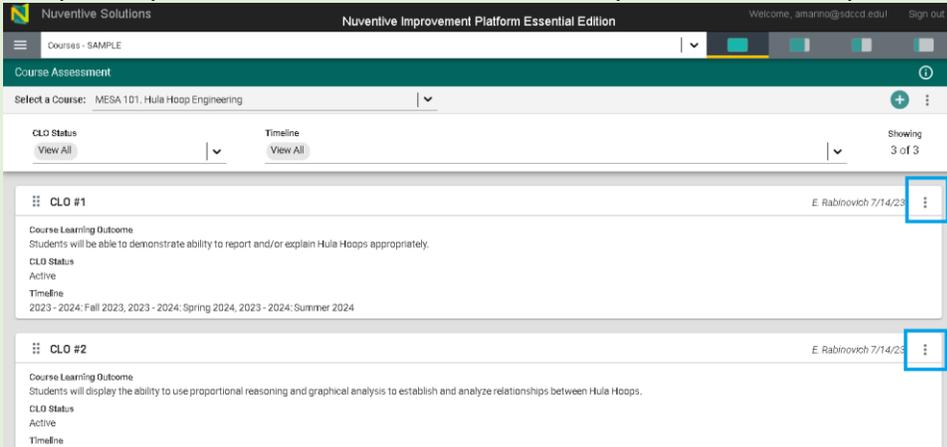
- Active: The learning outcome is active in the program’s curriculum (even if is not assessed every year)
- Archived: The outcome has been removed from the curriculum.

Click on the down **Arrow/Caret** to reveal the **Timeline** (Outcome Year(s)) drop – down selections. Select from the drop-down.

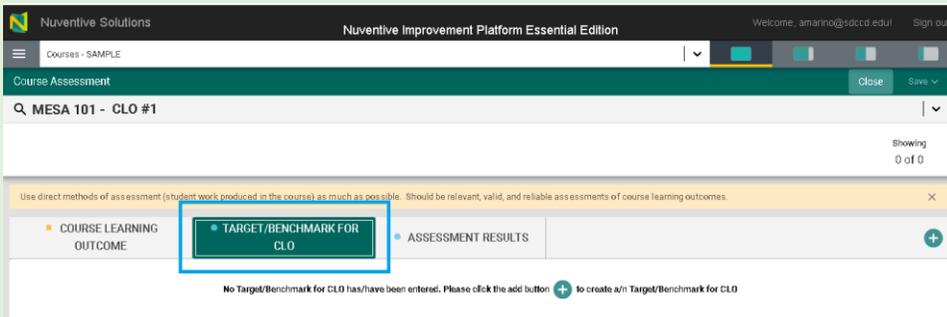


How to add a new Benchmark/Target for CLO

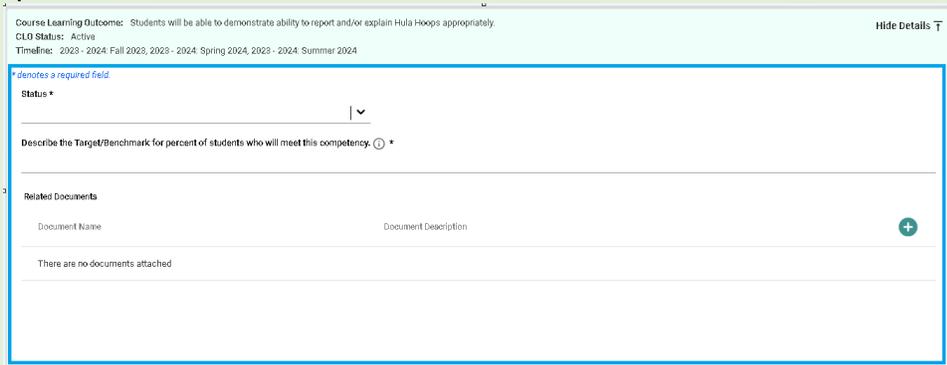
1. For each CLO, we set benchmarks to determine what percentage of students need to achieve competency to be considered successful. After you have created your CLO, open each one.



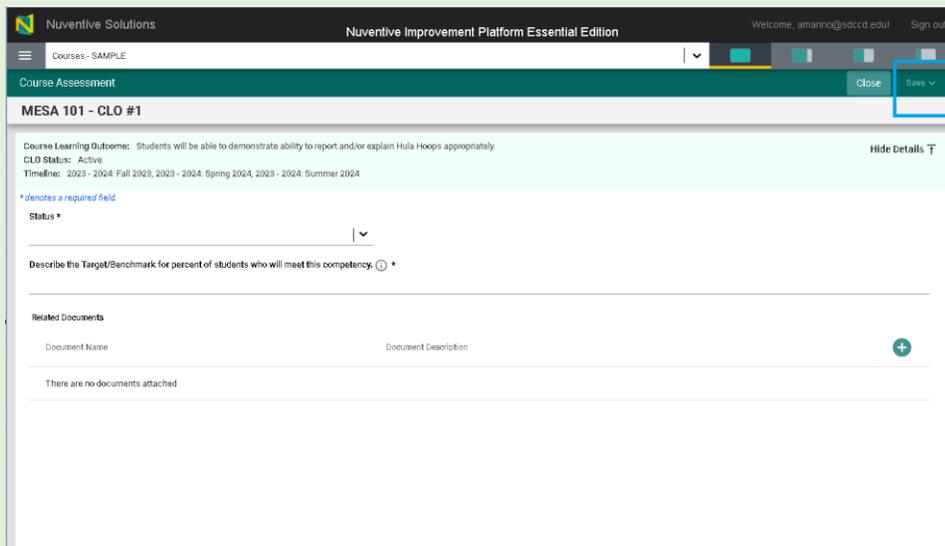
2. Click on the green tab "Target/Benchmark for CLO" in the middle of the page. Then click on the green  in the middle of the page.



3. Fill out all required fields (*). Remember, this is a benchmark/target connected with a specific outcome.



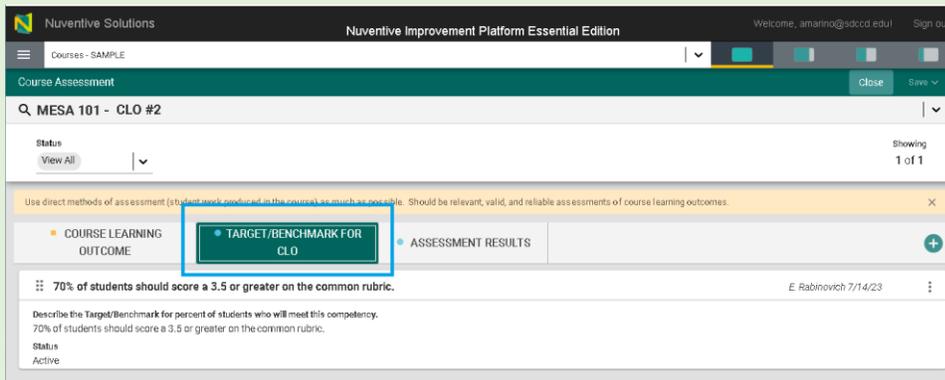
4. Remember to **Save** your work.



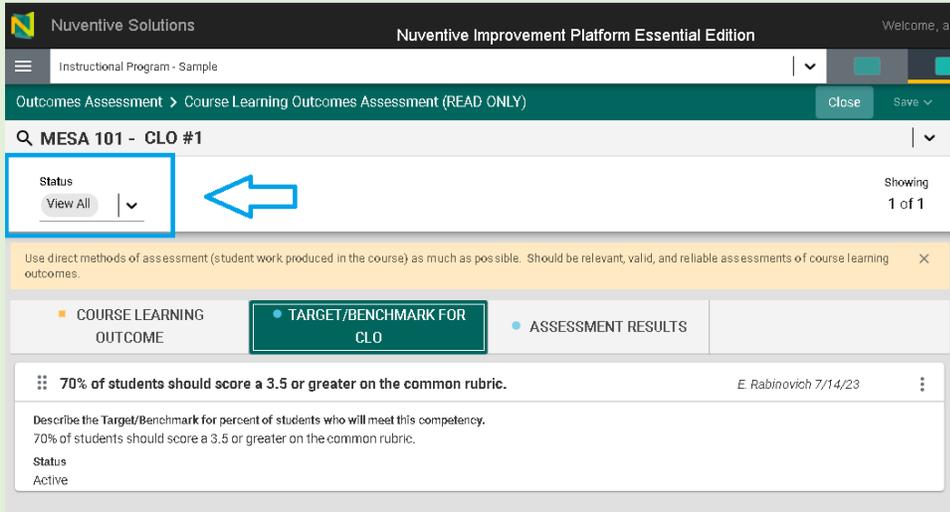
Repeat these steps to create benchmarks/targets for all your CLOs in each course.

How to View a Benchmark for CLO

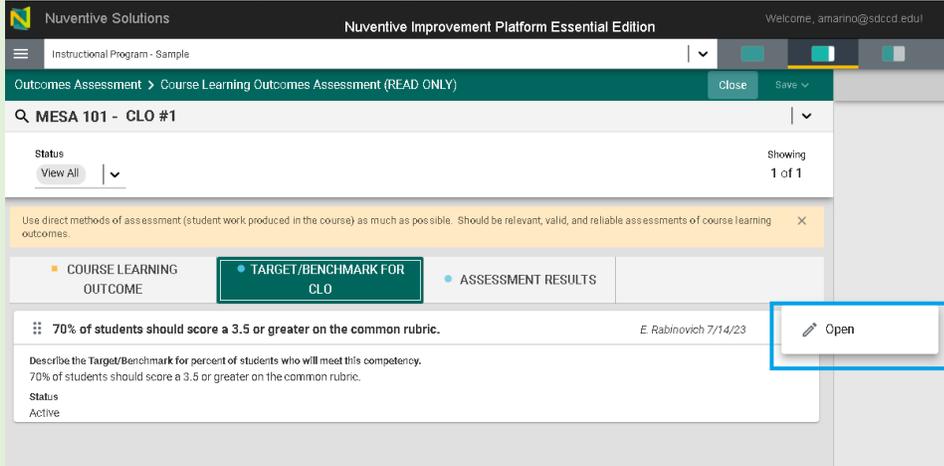
1. To view the current target/benchmark, open the CLO card by double clicking on the card. Click on the green tab "Target/Benchmark for CLO" in the middle of the page.



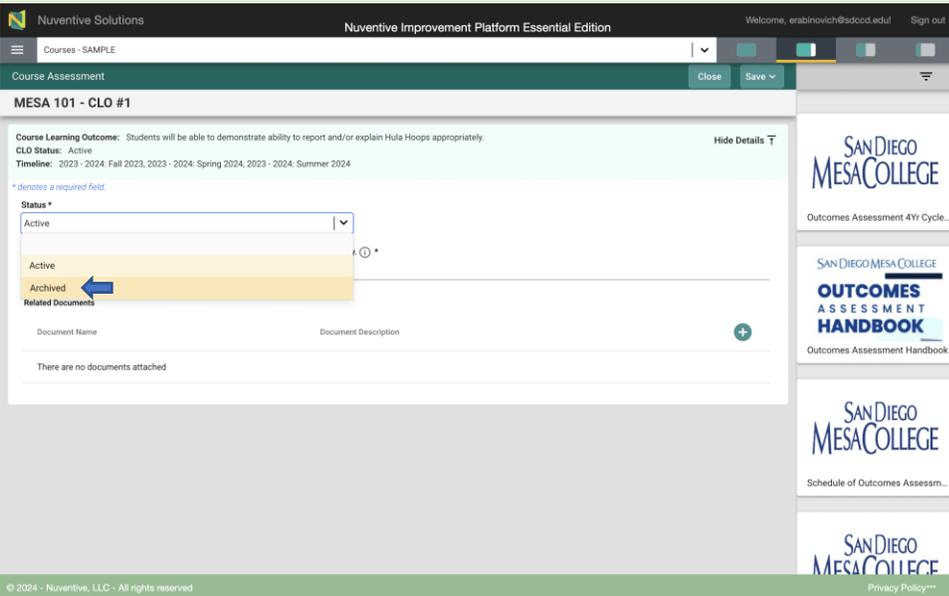
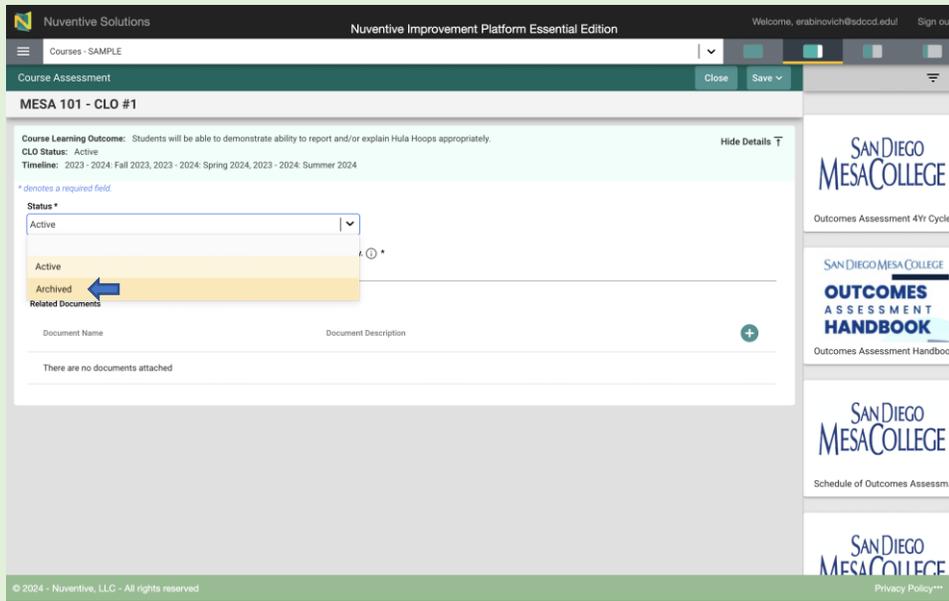
2. You can filter the CLOs Target/Benchmark to view by its status



3. Locate the ellipsis  to the far right of the card. Once you click on the ellipsis you will be provided with the options to **Open**. You may also double click on the card to open it.

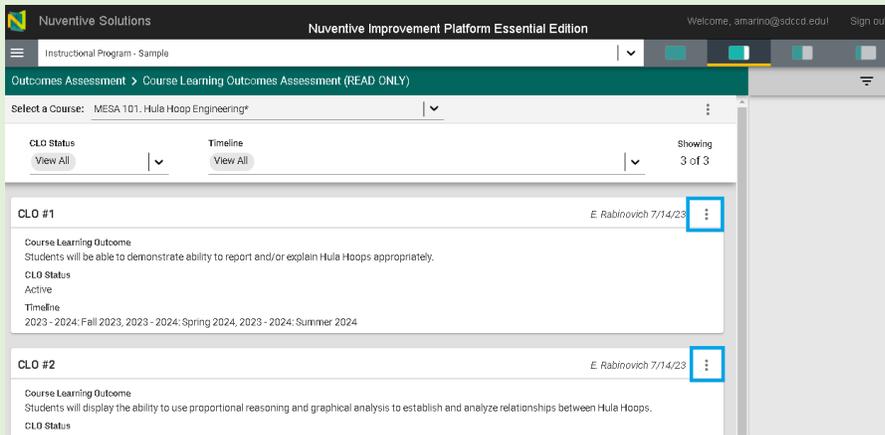


4. Fill out all required fields (*). Once the benchmark is no longer active, change the status to **“archived”** and create a new one.

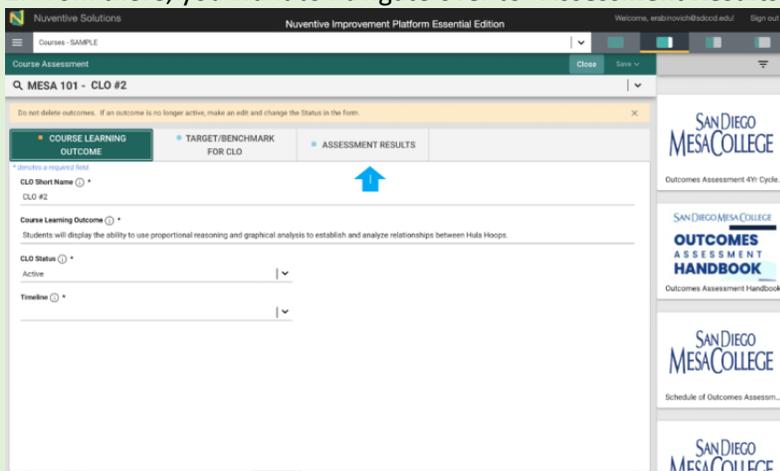


How to Add an Assessment Result for CLOs

1. One you have set all the benchmarks for your CLOs; you can enter assessment results. Open the CLO by double-clicking on the card or finding the ellipses  and clicking **“open”**.

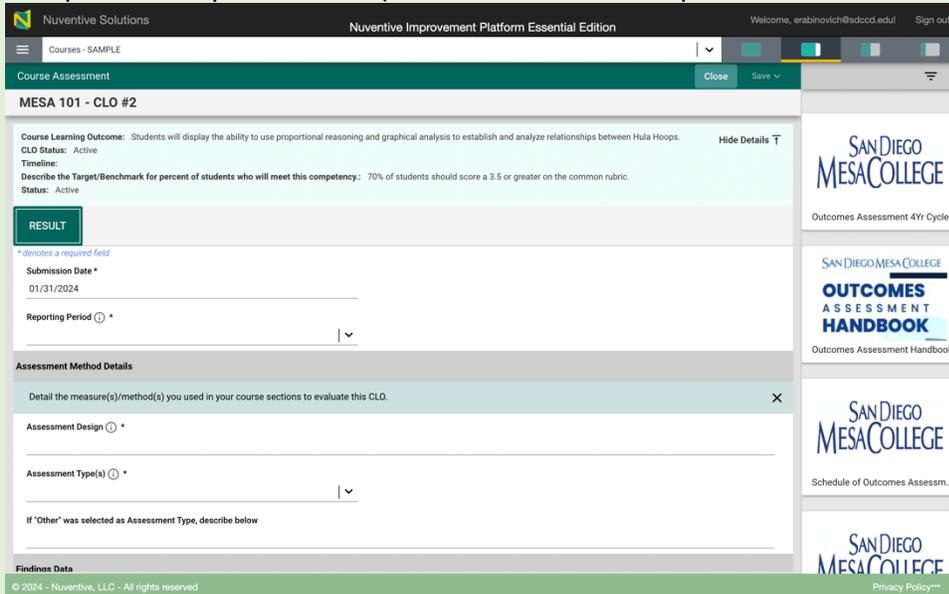


2. From there, you want to navigate over to “Assessment Results”



3. Click on the green + to add new assessment results.

Complete all required fields. (Asterisks * indicate required fields. Remember to save your work.

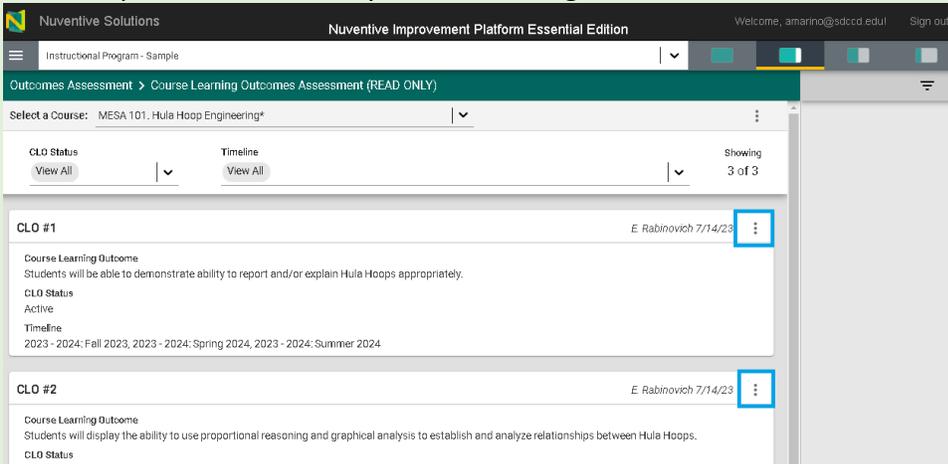


Follow these steps for each CLO for each course.

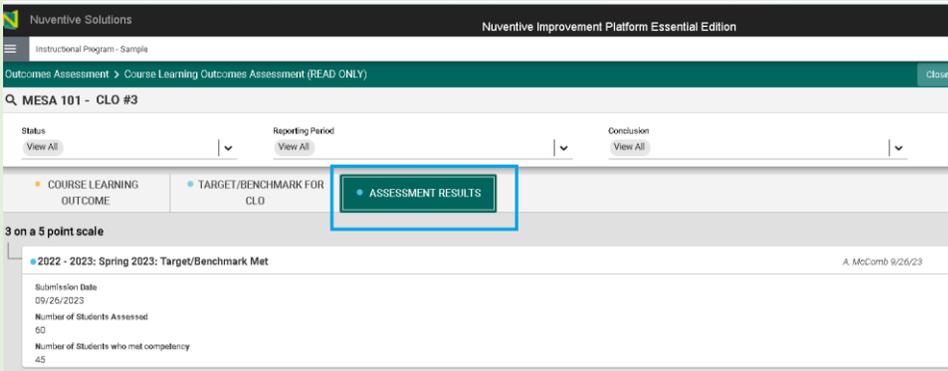
NOTE: Nuventive has a new feature where faculty can send out the form above to collect CLO assessment results directly from faculty. Reach out to Liza Rabinovich (erabinovich@sdccd.edu) for further information on this topic.

How to View an Assessment Result for CLO

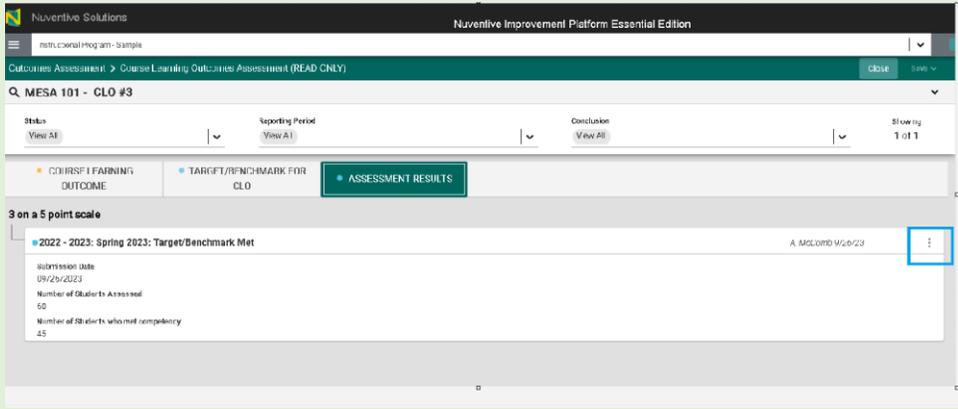
1. Open the CLO card by double clicking on the card



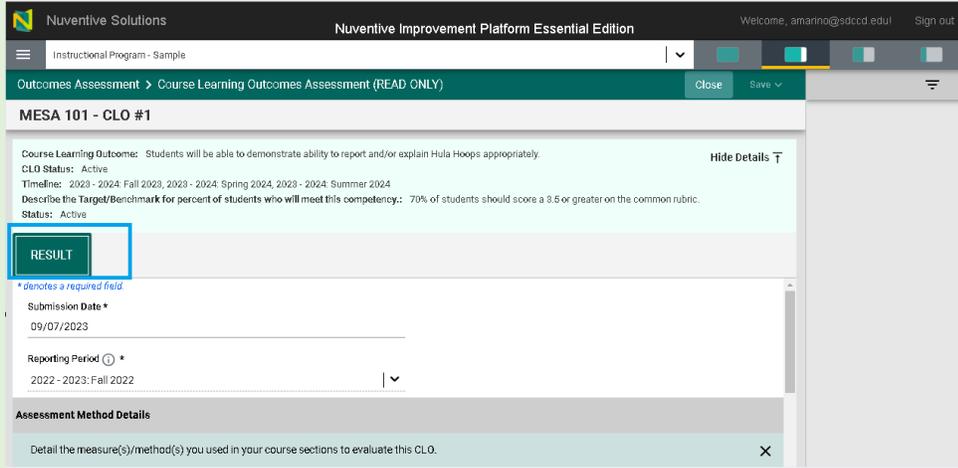
2. Click on the green tab "Assessment Results" for CLO in the middle of the page.



3. You can filter the CLOs Assessment Result to view by its status, Reporting Period, and/or Conclusions.



4. Locate the ellipsis  to the far right of the card. Once you click on the ellipsis you will be provided with the options to **Open**. You may also double click on the card to open it.

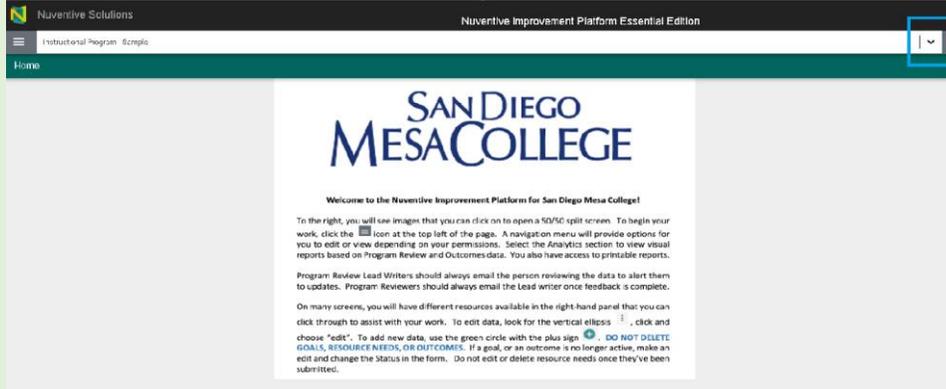




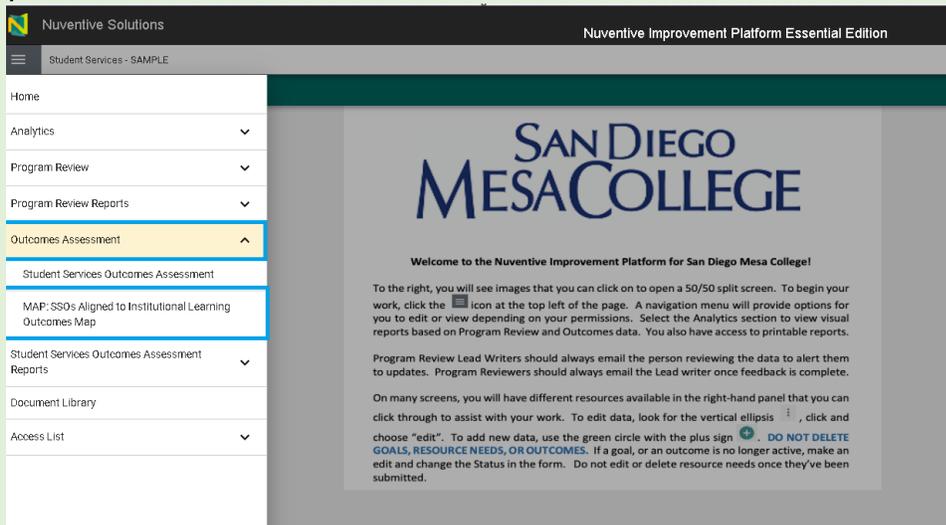
Student Services Outcomes Assessment Overview

Overview of Student Services Outcomes Assessment Workspace

1. Click on the down arrow/caret  and you will be able to locate the unit/units that are available to you. Select your desired unit, **e.g., Student Services – Unit Name.**



2. At the top of each screen to the left you will find a hamburger menu  click the hamburger icon on the left to reveal your platform menu. From the dropdown menu select your Unit: **“Outcomes Assessment”**.



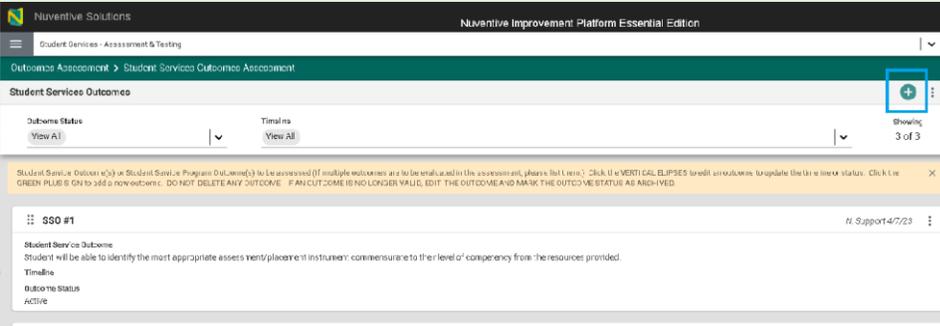
Student Services Outcomes Assessment has two components: **“Student Services Outcomes Assessment”** and **“MAP: SSOs (Students Services Outcomes) Aligned to Institutional Learning Outcomes Map”**. To view them click on the Student Services Outcomes to open the drop-down Menu.

In **Student Services Outcomes Assessment** section, you can create, view, and edit Student Service Outcomes, Measures and results.

How to add a new Student Services Outcome

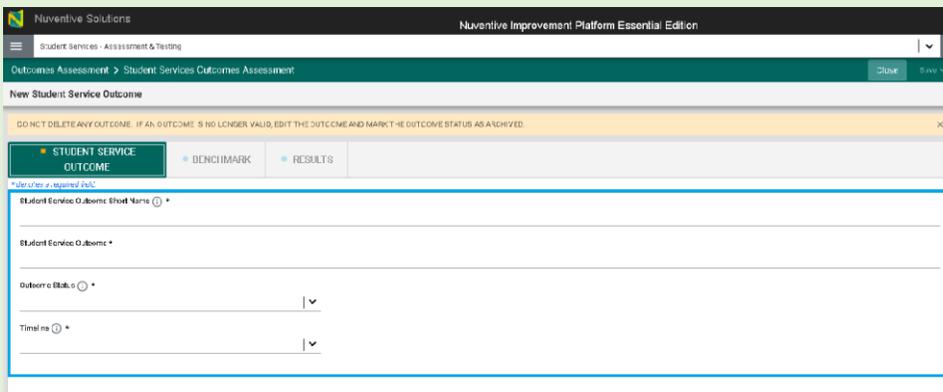
To add a new Student Services Outcome:

1. Click on the green circle with plus sign  on the top right. This will open a card.



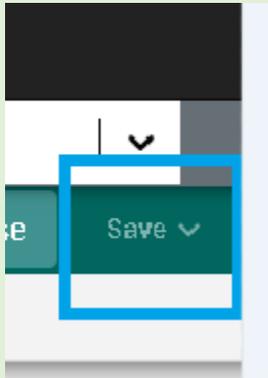
2. Fill in all required fields-

- Type in the field “Student Service Outcome Short name” and provide a brief name (two to four words) derived from the outcome statement. Avoid using short names like Outcome 1, Outcome 2. The short name will be used in your alignment maps, and you'll want the name to be something recognizable.
- Type in the field “Student Services Outcome” and describe the Student Services Outcome. Consider how students will be supported by your program/department. Click on the **Arrow/Caret**  to open the **Outcome Status** drop - down. Select **Active** or **Archived** from the drop – down.
 - Active: The learning outcome is active in the program’s curriculum (even if is not assessed every year)
 - Archived: The outcome has been removed from the curriculum.
- Click on the down **Arrow/Caret**  to reveal the **Timeline** (Outcome Year(s)) drop – down selections. Select from the drop-down.



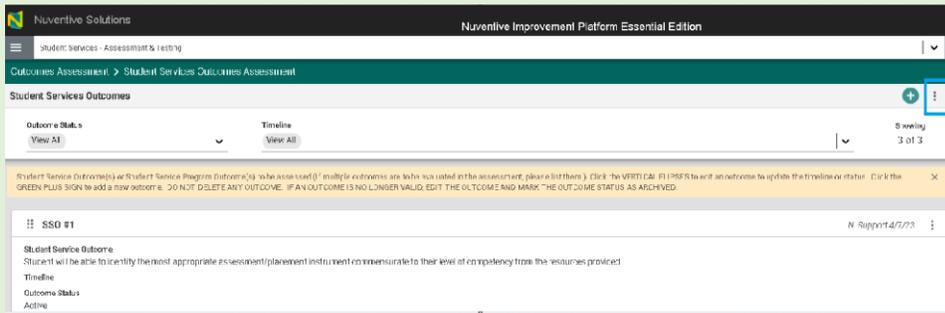
NOTE: Where you see an Asterisk (*) next to the name of a field, that field is required, and you will not be able to **Save** the card until information has been entered into that field.

3. Once you have completed entering the goal information, **SAVE** your work by clicking on the **Arrow/Caret**  next to the **SAVE** button at the top right of the screen. Notice that when you click the **Arrow/Caret**  on the **SAVE** button you are provided with the options to **Save & Add New** or **Save & Close** this goal. If you have additional goals to add, click the **Save & Add New**. If you have finished adding goals, click the **Save & Close**.



[How to Access Audit Log](#)

1. Click on the Ellipsis  on the top right to view the audit log.



- You can filter the view result by key word, tab, or activity

You can filter the view result by:

- **Key Word**
- **Tab:** Click on the drop-down menu to choose from
 - View all
 - Student Service Outcome
 - Result
 - Measurement

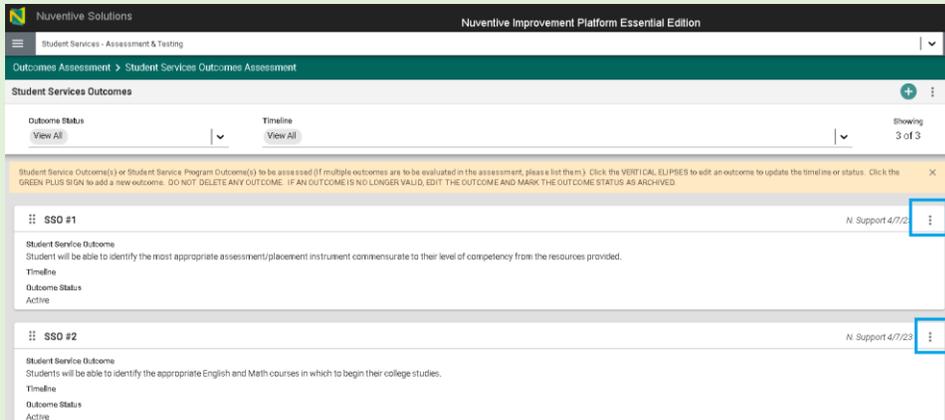
- **Activity:** Click on the drop-down menu to choose from
 - View all
 - Added
 - Deleted
 - Modified

Audit Log ✕				
Filter by Keyword		Tab	Activity	
<input type="text"/>		View All ▾	View All ▾	
Date Modified	Modified By	Tab	Item	Activity
4/7/2023 3:20 am	Nuventive Support	Student Service Outcome	SSO #2	Added
4/7/2023 3:20 am	Nuventive Support	Student Service Outcome	SSO #3	Added
4/7/2023 3:19 am	Nuventive Support	Student Service Outcome	SSO #1	Added

How to Edit a Current Student Services Outcome

To Edit an Outcome:

1. Locate the ellipsis  to the far right of the card. Once you click on the ellipsis  you will be provided with the options to **Open**, **Copy**, **Edit log** or **Delete** the Outcome. Clicking on **Open** will open-up the current card for review and/or editing. You may also double click on the Outcome you would like to open the card. See highlighted area in the image below. **Delete** will remove the entire card permanently and any results that have been entered for that outcome.



****DO NOT DELETE ANY OUTCOME. If an outcome is no longer valid, edit the outcome and mark the outcome status as archived.***

How to Edit a Measurement for a Current Student Services Outcome

To Edit a Measurement:

1. Open the Outcome (refer to instructions for how to Edit a Current Student Services Outcome)
2. Click on the green "Measurement" tab in the middle of the page.
3. Locate the ellipsis  to the far right of the card. Once you click on the ellipsis  you will be provided with the options to **Open**, **Copy**, **Edit log** or **Delete** the Measurement. Clicking on **Open** will open-up the current card for review and/or editing. You may also Double click on the Outcome you would like to Open. **Delete** will remove the entire card permanently and any results that have been entered for that Measurement.

Nuventive Solutions Nuventive Improvement Platform Essential Edition

Student Services - Assessment & Testing

Outcomes Assessment > Student Services Outcomes Assessment

Student Services Outcomes

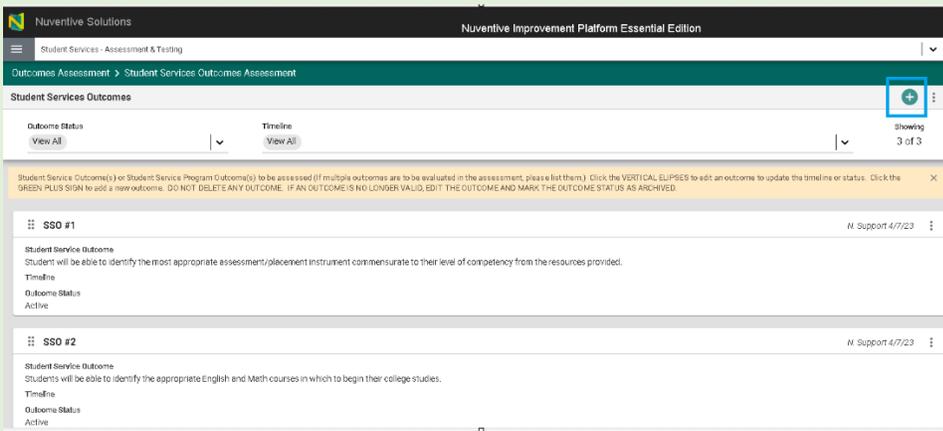
Outcome Status: View All Timeline: View All Showing 3 of 3

Student Service Outcome(s) or Student Service Program Outcome(s) to be assessed (If multiple outcomes are to be evaluated in the assessment, please list them). Click the VERTICAL ELPSES to edit an outcome to update the timeline or status. Click the GREEN PLUS SIGN to add a new outcome. DO NOT DELETE ANY OUTCOME. IF AN OUTCOME IS NO LONGER VALID, EDIT THE OUTCOME AND MARK THE OUTCOME STATUS AS ARCHIVED.

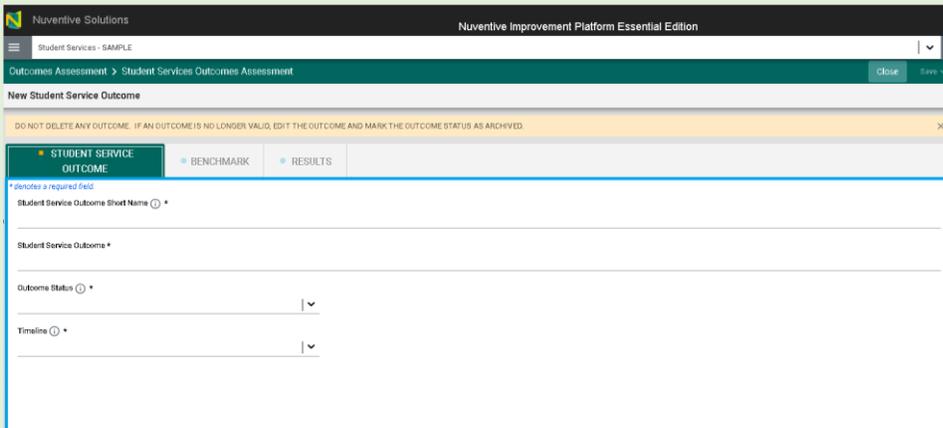
SSO #1	N. Support 4/7/23
<p>Student Service Outcome</p> <p>Student will be able to identify the most appropriate assessment/placement instrument commensurate to their level of competency from the resources provided.</p> <p>Timeline</p> <p>Outcome Status</p> <p>Active</p>	
SSO #2	N. Support 4/7/23
<p>Student Service Outcome</p> <p>Students will be able to identify the appropriate English and Math courses in which to begin their college studies.</p> <p>Timeline</p> <p>Outcome Status</p> <p>Active</p>	

How to Add a Benchmark for a Current Student Services Outcome

1. Click on the green circle with plus sign  on the top right. This will open a card.



2. Type in the field required fields.



3. Once you have completed entering the Benchmark information, **SAVE** your work by clicking on the **Arrow/Caret**  next to the **SAVE** button at the top of the screen.

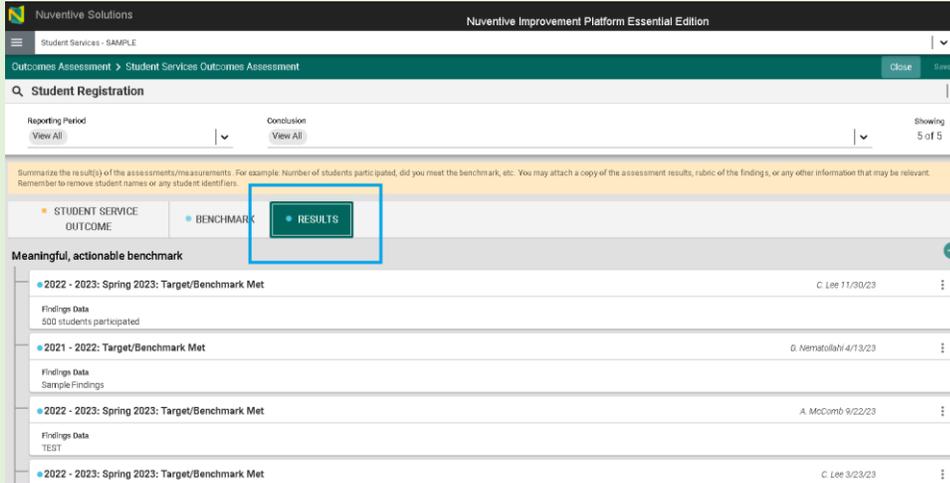
NOTE: Where you see an Asterisk (*) next to the name of a field, that field is required, and you will not be able to **Save** the card until information has been entered into that field.

NOTE: Nuventive has a new feature where classified professionals can send out the assessment form above to collect SSO assessment results directly from colleagues Reach out to Liza Rabinovich (erabinovich@sdccd.edu) for further information on this topic.

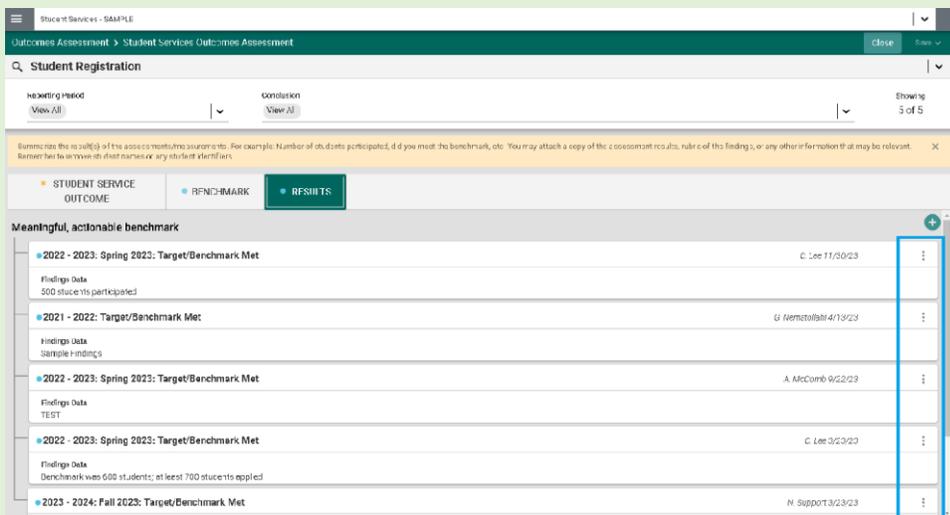
How to Edit a Result for a Current Student Services Outcome

To Edit a Result:

1. Open the Outcome (refer to instructions for how to Edit a Current Student Services Outcome)
2. Click on the green “Result” tab in the middle of the page.

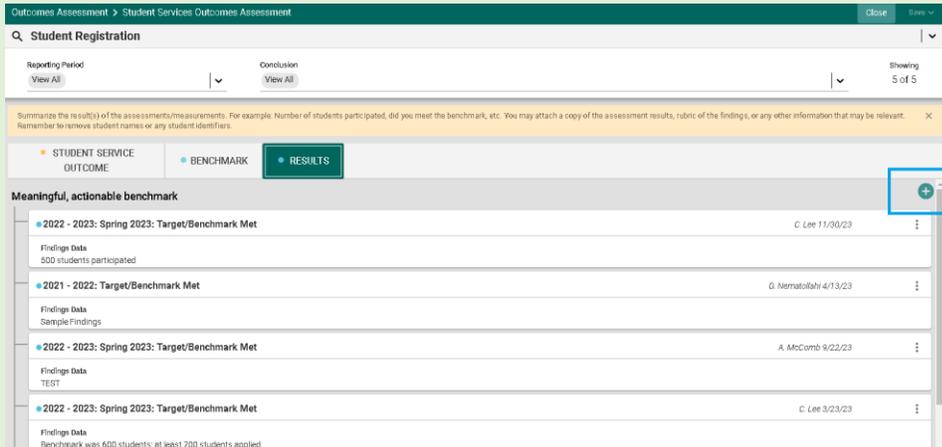


3. Locate the ellipsis  to the far right of the card. Once you click on the ellipsis you will be provided with the options to **Open**, **Copy**, **Edit Log** or **Delete** the result. Clicking on **Open** will open the current card for review and/or editing. You may also Double click on the result card that you would like to Open the card. **Delete** will remove the entire card permanently and any results that have been entered for that measurement.



How to Add a result for a Current Student Services Outcome

1. Click on the green circle with plus sign  on the top right. This will open a card.



Outcomes Assessment > Student Services Outcomes Assessment

Student Registration

Reporting Period: View All | Conclusion: View All | Showing 5 of 5

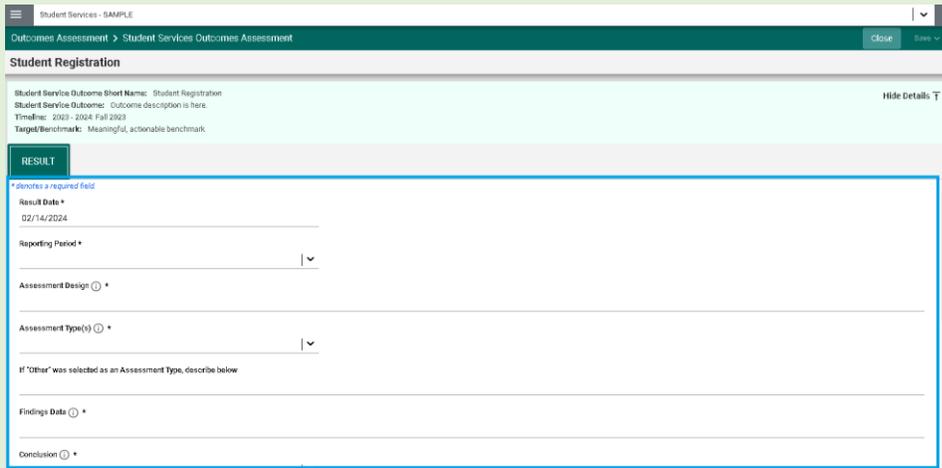
Summarize the result(s) of the assessments/measurements. For example: Number of students participated, did you meet the benchmark, etc. You may attach a copy of the assessment results, rubric of the findings, or any other information that may be relevant. Remember to remove student names or any student identifiers.

STUDENT SERVICE OUTCOME | BENCHMARK | RESULTS

Meaningful, actionable benchmark 

- 2022 - 2023: Spring 2023: Target/Benchmark Met C. Lee 11/30/23
Findings Data: 500 students participated
- 2021 - 2022: Target/Benchmark Met G. Nematollahi 4/13/23
Findings Data: Sample Findings
- 2022 - 2023: Spring 2023: Target/Benchmark Met A. McComb 9/22/23
Findings Data: TEST
- 2022 - 2023: Spring 2023: Target/Benchmark Met C. Lee 3/23/23
Findings Data: Benchmark was 600 students; at least 700 students applied

2. Type in the field required fields.



Student Services - SAMPLE

Outcomes Assessment > Student Services Outcomes Assessment

Student Registration

Student Service Outcome Short Name: Student Registration
Student Service Outcome: Outcome description is here.
Timeframe: 2023 - 2024 Fall 2023
Target/Benchmark: Meaningful, actionable benchmark

RESULT

* denotes a required field

Result Date *

02/14/2024

Reporting Period *

Assessment Design *

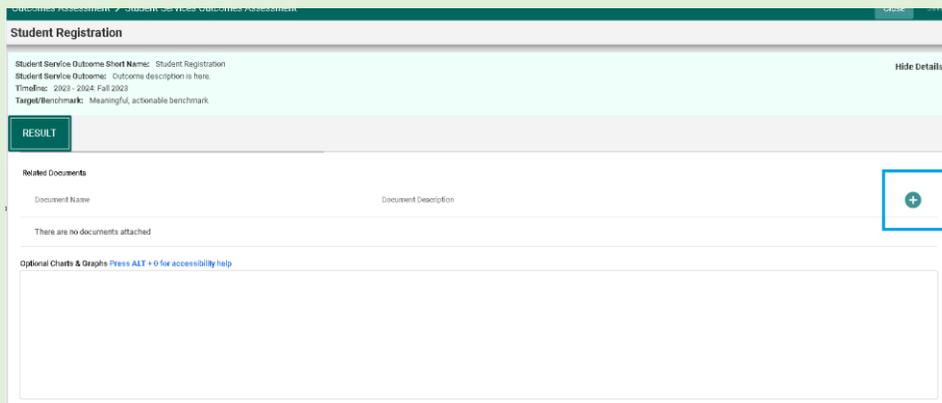
Assessment Type(s) *

If "Other" was selected as an Assessment Type, describe below

Findings Data *

Conclusion *

3. You may upload supportive document by clicking on the green circle with plus sign  in the Result card



Outcomes Assessment > Student Services Outcomes Assessment

Student Registration

Student Service Outcome Short Name: Student Registration
Student Service Outcome: Outcome description is here.
Timeframe: 2023 - 2024 Fall 2023
Target/Benchmark: Meaningful, actionable benchmark

RESULT

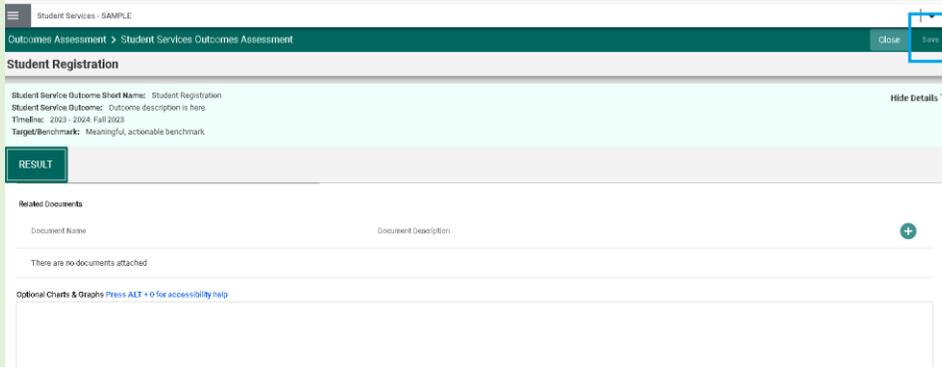
Related Documents

Document Name	Document Description
There are no documents attached	

Optional Charts & Graphs [Press ALT + 0 for accessibility help](#)



4. Once you have completed entering the Result information, **SAVE** your work by clicking on the **Arrow/Caret**  next to the **SAVE** button at the top of the screen. Notice that when you click the **Arrow/Caret**  on the **SAVE** button you are provided with the options to **Save & Add New** or **Save & Close** this result. If you have additional results to add, click the **Save & Add New**. If you have finished adding results, click the **Save & Close**.



Note: Where you see an Asterisk (*) next to the name of a field, that field is required, and you will not be able to **Save** the card until information has been entered into that field.

MAPPING (PLO to ILO; CLO to PLO; SSO to ILO)

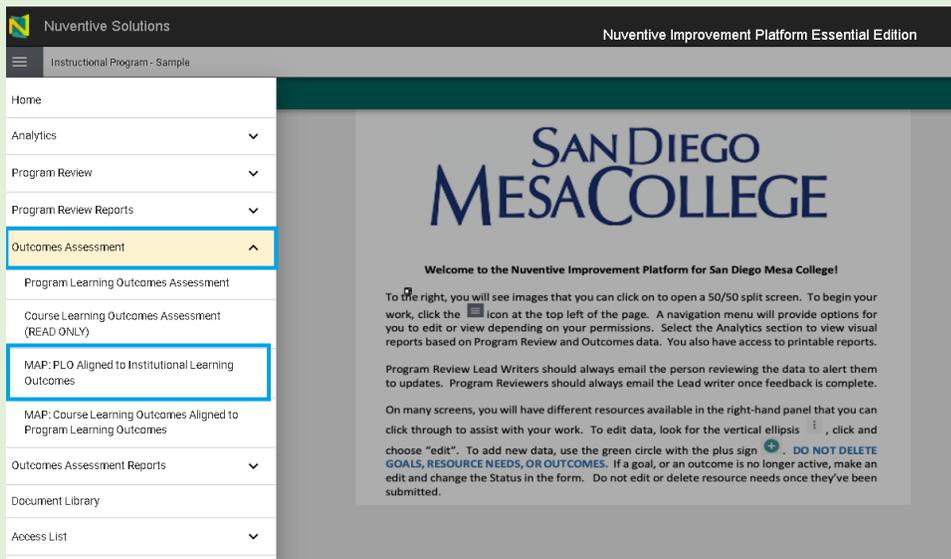
PLO to ILO Mapping

1. To access the Map PLO Aligned to ILO function in Nuventive, log in to your account and navigate to the unit for which you would like to conduct your mapping. For this example, we will be using **Instructional Program – Sample** from the top dropdown menu.

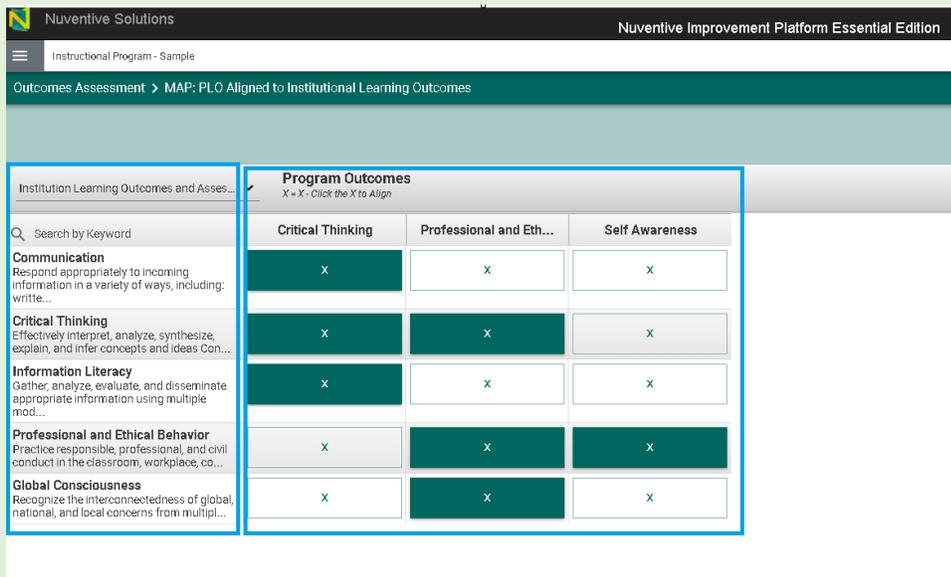
NOTE: “Align” is a word that Nuventive uses as an equivalent to Map.



2. Once you are in your desired unit, navigate to the Main “Hamburger” Menu  and select 'Outcomes Assessment' from the menu which will expand selection options. You will then select **MAP: PLO Aligned to Institutional Learning Outcomes**

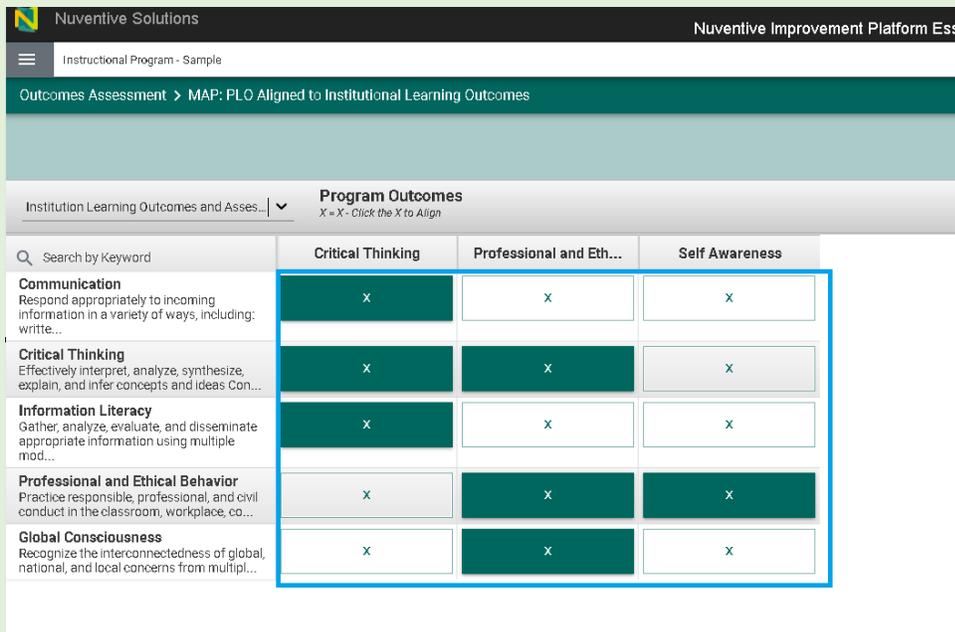


3. The Institution Learning Outcome and Assessment titles for the program you have selected will load in columns across the top of the page; **“Program Outcomes”** and the ILOs (Institutional Learning Outcomes) will load to the left side of the page; **“Communication/Critical Thinking/Information Literacy/Professional and Ethical Behavior/Global Consciousness.”**

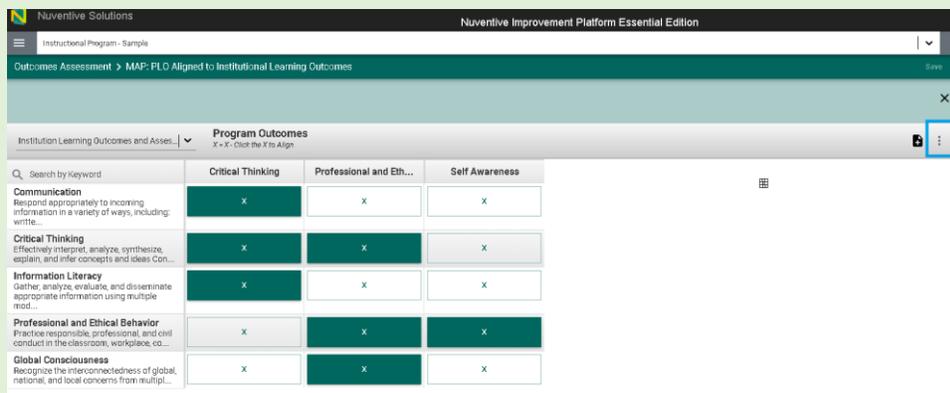


4. Notice there are square boxes with an “X” that intersect the table. Where none of the ILOs (Institutional Learning Outcomes) and PLOs (Program Learning Outcomes) are aligned the boxes are clear/light gray. To Map the Program outcome to a specific ILO, you will click on the box where the PLO and ILO intersect, this is where the boxes will appear green.

Conveniently, you can map all PLOs for the unit to ILOs in this one screen view. You can also unselect and save incorrect mapping.



5. On this page you can keep running notes regarding work on the mapping page by clicking on the right-side ellipsis menu  and selecting **Add/Edit Note**. By typing in the text box, you can add and edit the text on the screen. You will save or be prompted to save or cancel prior to closing the box.

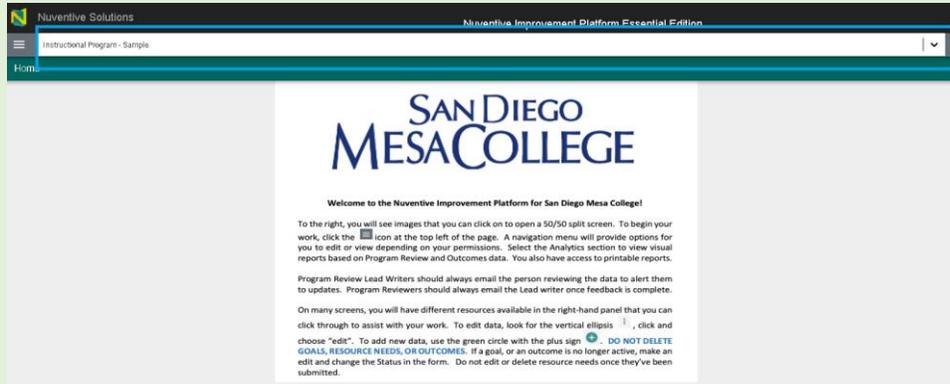


After clicking **Save**, you will see a temporary dropdown message that the **“Mapping note saved successfully.”**

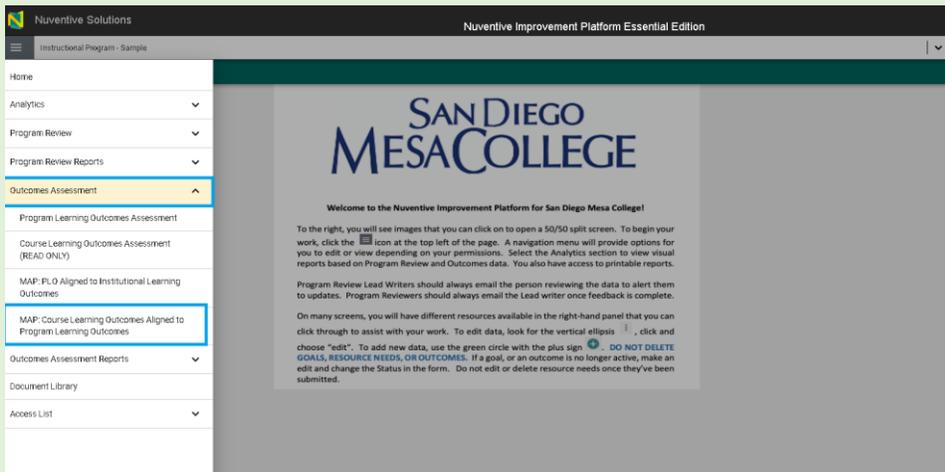
CLO to PLO Mapping

1. To access the Map CLO Aligned to PLO function in Nuventive, log in to your account and navigate to the unit for which you would like to conduct your mapping. For this example, we will be using Instructional Program – SAMPLE from the top dropdown menu.

NOTE: “Align” is a word that Nuventive uses as an equivalent to Map.



2. Once you are in your desired unit, navigate to the Main “Hamburger” Menu  and select 'Outcomes Assessment' from the menu which will expand selection options. You will then select **MAP: Course Learning Outcomes aligned to Program Learning Outcomes**



3. The Course Learning Outcome and Assessment titles for the program you have selected will load in columns across the top of the page; “**Course Assessment**” and the PLOs (Program Learning Outcomes) will load to the left side of the page; “**Critical Thinking, Professional and Ethical Behavior, and Self Awareness**”

Nuventive Solutions Nuventive Improvement

Instructional Program - Sample

Outcomes Assessment > MAP: Course Learning Outcomes Aligned to Program Learning Outcomes

Program Outcomes Course Assessment
X = X - Highlight X to Align

Search by Keyword	CLO #1	CLO #2	CLO #3
Critical Thinking Students will become proficient in the fundamental concepts of engineering, science, ...	X	X	X
Professional and Ethical Behavior Students will serve as productive members of society by recognizing the social, ethic...	X	X	X
Self Awareness Students will serve as productive members of society by recognizing the social, ethic...	X	X	X

4. There are square boxes with an “X” that intersect the table. Where none of the PLOs (Program Learning Outcomes) and CLOs (Course Learning Outcomes) are aligned the boxes are clear/light gray. To Map the Program outcome to a specific CLO, you will click on the box where the PLO and CLO intersect, this is where the boxes will appear green.

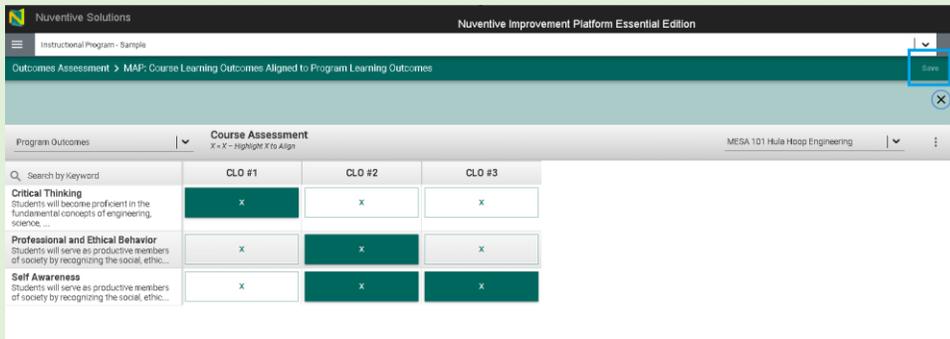
Instructional Program - Sample

Outcomes Assessment > MAP: Course Learning Outcomes Aligned to Program Learning Outcomes

Program Outcomes Course Assessment
X = X - Highlight X to Align

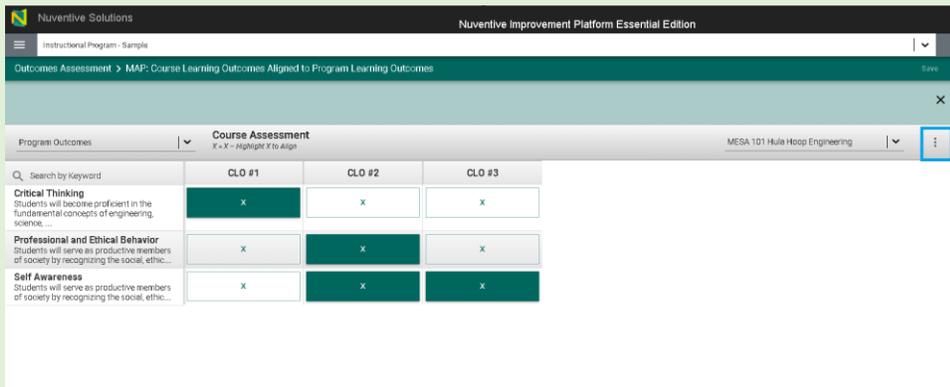
Search by Keyword	CLO #1	CLO #2	CLO #3
Critical Thinking Students will become proficient in the fundamental concepts of engineering, science, ...	X	X	X
Professional and Ethical Behavior Students will serve as productive members of society by recognizing the social, ethic...	X	X	X
Self Awareness Students will serve as productive members of society by recognizing the social, ethic...	X	X	X

5. At this point, the information is not saved. You must click the “**Save**” button on the upper right side of the page for the changes to update. After clicking Save, you will see a temporary dropdown message that the “**Mappings saved successfully.**”



Conveniently, you can map all CLOs for the unit to PLOs in this one screen view. You can also unselect and save incorrect mapping.

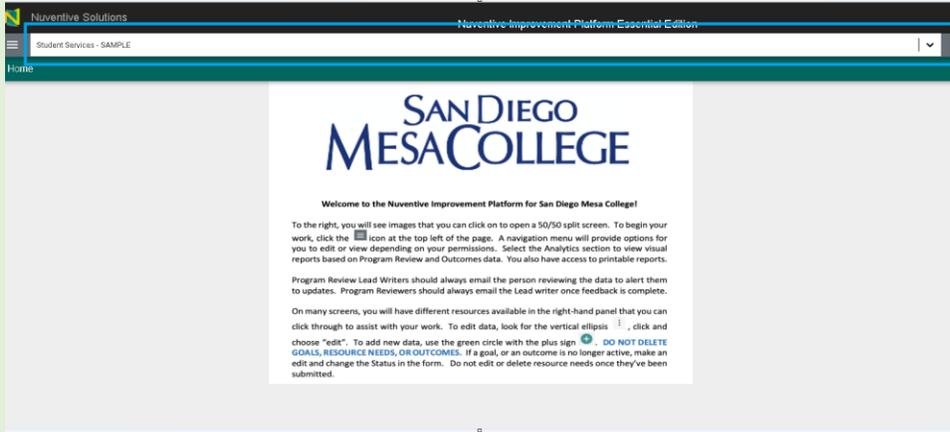
On this page, you can keep running notes regarding work on the mapping page by clicking on the right-side ellipse menu and selecting **Add/Edit Note**. By typing in the text box, you can add and edit the text on the screen. You will save or be prompted to save or cancel prior to closing the box.



After clicking **Save**, you will see a temporary dropdown message that the **“Mapping note saved successfully.”**

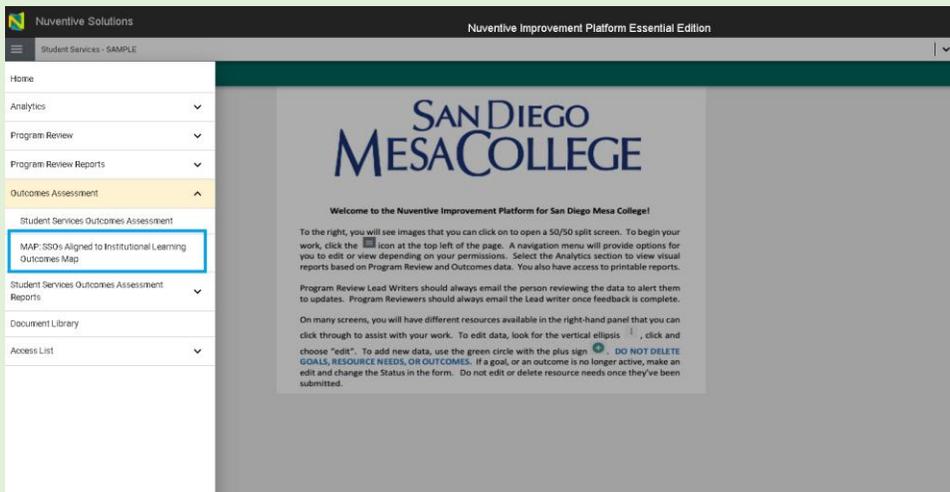
SSO to ILO Mapping

1. To access the Map SSO Aligned to ILO function in Nuventive, log in to your account and navigate to the unit for which you would like to conduct your mapping. For this example, we will be using **Student Services – SAMPLE** from the top dropdown menu.



2. Once you are in your desired unit, navigate to the Main “Hamburger” Menu  and select **'Outcomes Assessment'** from the menu which will expand selection options. You will then select **MAP: SSO Aligned to ILO**.

NOTE: “Align” is a word that Nuventive uses as an equivalent to Map.



3. The Institution Learning Outcome and Assessment titles for the program you have selected will load in columns across the top of the page; **“Student Services Outcome”** and the **ILOs** (Institutional Learning Outcomes) will load to the left side of the page; **“Communication/Critical Thinking/Information Literacy/Professional and Ethical Behavior/Global Consciousness.”**

Student Services - SAMPLE

Outcomes Assessment > MAP: SSOs Aligned to Institutional Learning Outcomes Map

Institution Learning Outcomes and Asses... ✓

Student Services Outcomes
X = X - Click the X to Align

Search by Keyword

	Student Registration	Scholarship Applicat...
Communication Respond appropriately to incoming information in a variety of ways, including: write...	X	X
Critical Thinking Effectively interpret, analyze, synthesize, explain, and infer concepts and ideas Con...	X	X
Information Literacy Gather, analyze, evaluate, and disseminate appropriate information using multiple mod...	X	X
Professional and Ethical Behavior Practice responsible, professional, and civil conduct in the classroom, workplace, co...	X	X
Global Consciousness Recognize the interconnectedness of global, national, and local concerns from multipl...	X	X

4. Notice there are square boxes with an “X” that intersect the table. Currently none of the ILOs (Institutional Learning Outcomes) and SLOs (Student Learning Outcomes) are aligned as the boxes are clear/light gray. To Map the Program outcome to a specific ILO, you will click on the box where the SSO and ILO intersect. In this instance, we will select **SSO #1 Communication and align that with the SSO Communication by clicking the box and making it green.**

Institution Learning Outcomes and Asses... | Student Services Outcomes
X = X - Click the X to Align

Search by Keyword

	Student Registration	Scholarship Applicat...
Communication Respond appropriately to incoming information in a variety of ways, including: writte...	X	X
Critical Thinking Effectively interpret, analyze, synthesize, explain, and infer concepts and ideas Con...	X	X
Information Literacy Gather, analyze, evaluate, and disseminate appropriate information using multiple mod...	X	X
Professional and Ethical Behavior Practice responsible, professional, and civil conduct in the classroom, workplace, co...	X	X
Global Consciousness Recognize the interconnectedness of global, national, and local concerns from multipl...	X	X

5. At this point, the information is not saved. You must click the **“Save”** button on the upper right side of the page for the changes to update. After clicking Save, you will see a temporary dropdown message that the **“Mappings saved successfully.”**

Nuventive Solutions | Nuventive Improvement Platform Essential Edition | Welcome, amarino@5

Student Services - SAMPLE

Outcomes Assessment > MAP: SSOs Aligned to Institutional Learning Outcomes Map

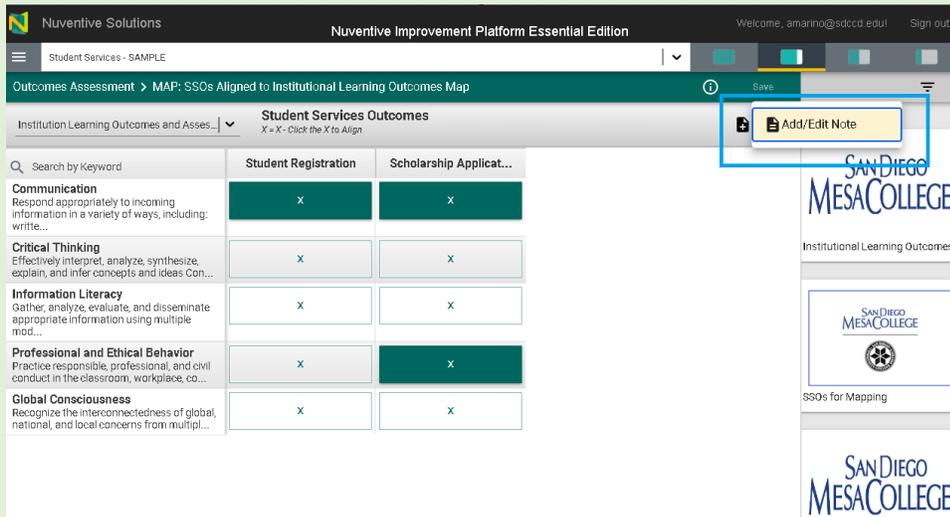
Save

Institution Learning Outcomes and Asses... | Student Services Outcomes
X = X - Click the X to Align

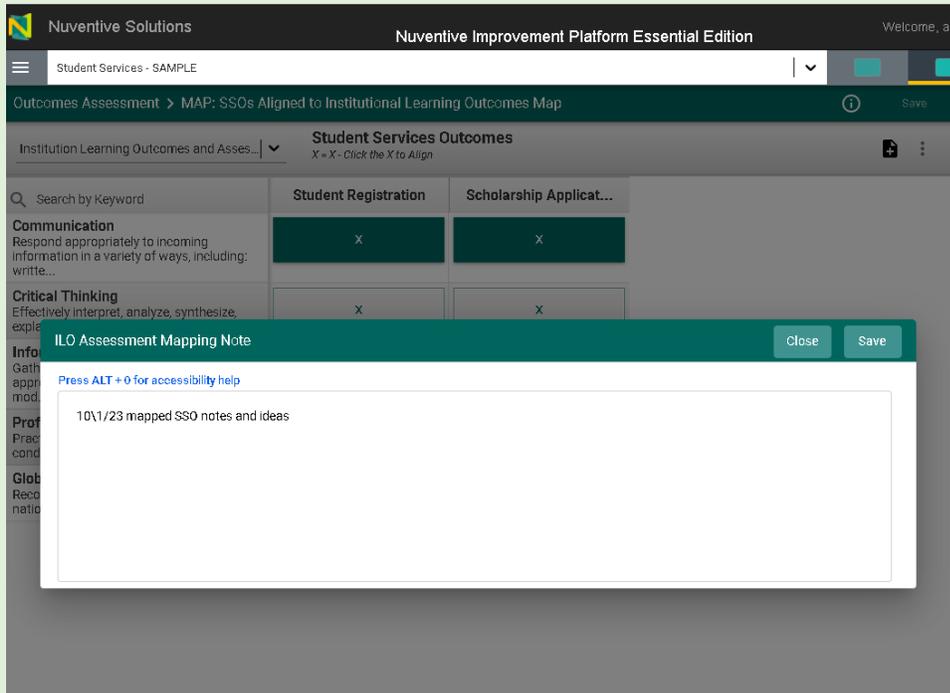
Search by Keyword

	Student Registration	Scholarship Applicat...
Communication Respond appropriately to incoming information in a variety of ways, including: writte...	X	X
Critical Thinking Effectively interpret, analyze, synthesize, explain, and infer concepts and ideas Con...	X	X
Information Literacy Gather, analyze, evaluate, and disseminate appropriate information using multiple mod...	X	X
Professional and Ethical Behavior Practice responsible, professional, and civil conduct in the classroom, workplace, co...	X	X
Global Consciousness Recognize the interconnectedness of global, national, and local concerns from multipl...	X	X

Conveniently, you can map all SSOs for the unit to ILOs in this one screen view. You can also unselect and save incorrect mapping.



7. Also on this page, you can keep running notes regarding work on the mapping page by clicking on the right-side ellipsis menu and selecting **Add/Edit Note**. By typing in the rich text box, you can add and edit the text on the screen. You will save or be prompted to save or cancel prior to closing the box.



8. After clicking **Save**, you will see a temporary dropdown message that the **“Mapping note saved successfully.”**

Nuventive Solutions Nuventive Improvement Platform Essential Edition Welcome, amarino@sdsccc.edu Sign out

Student Services - SAMPLE

Outcomes Assessment > MAP: SSOs Aligned to Institutional Learning Outcomes Map

Institution Learning Outcomes and Asses. Student Services Outcomes X - X - Click the X to Align

Search by Keyword	Student Registration	Scholarship Applicat...
Communication Respond appropriately to incoming information in a variety of ways, including: write...	X	X
Critical Thinking Effectively interpret, analyze, synthesize, apply...	X	X

ILO Assessment Mapping Note Close Save

Press ALT + 0 for accessibility help

10/1/23 mapped SSO notes and ideas

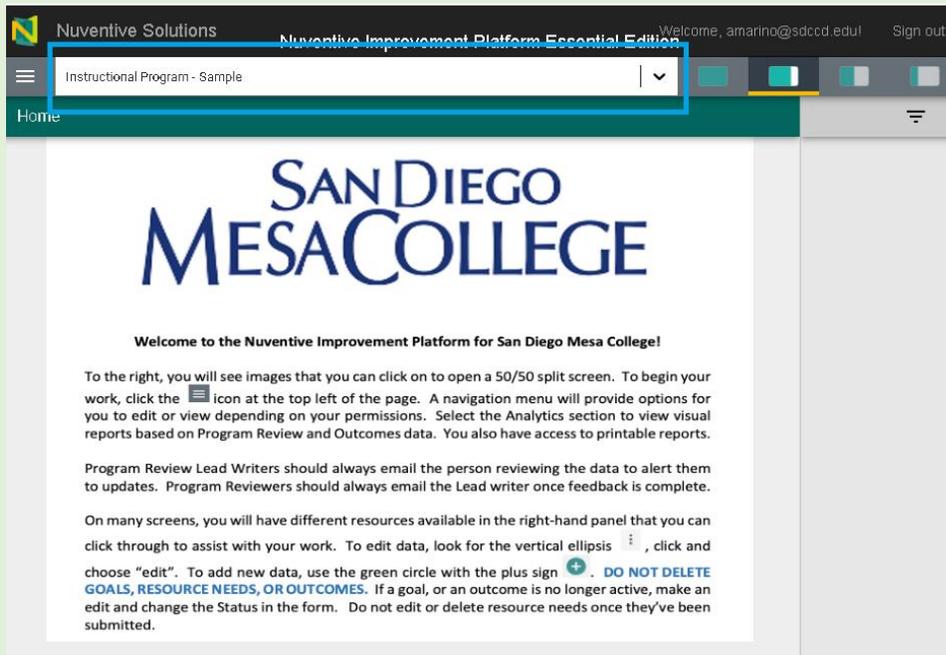
SAN DIEGO MESA COLLEGE
Institutional Learning Outcomes
SSOs for Mapping



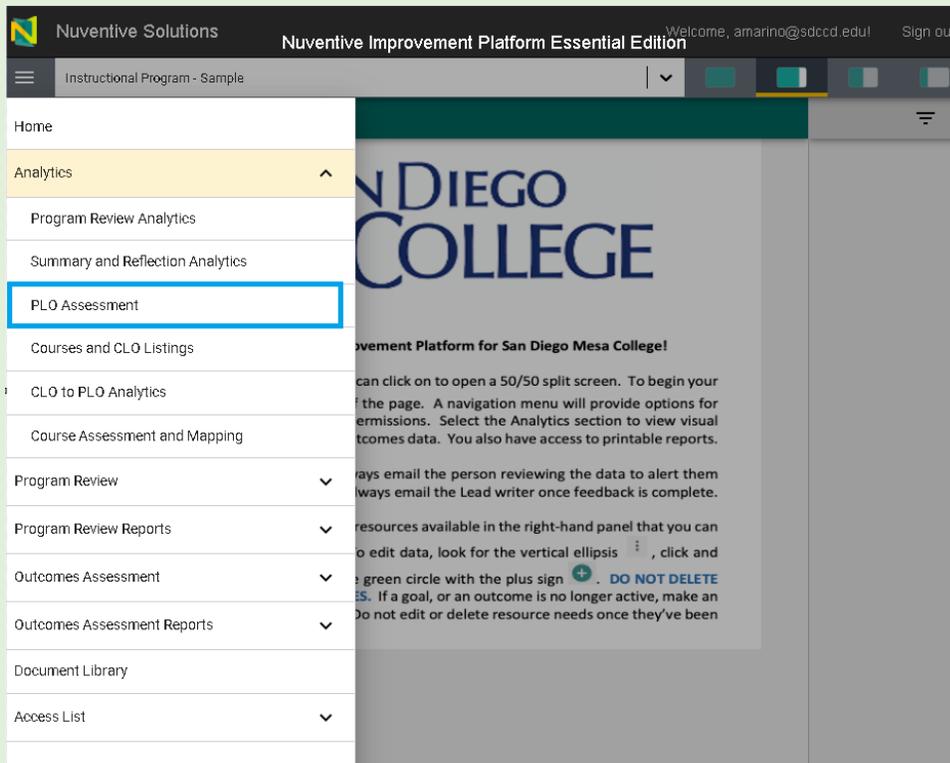
OUTCOMES ASSESSMENT ANALYTICS

Program Assessment Summary - PLO Assessment

1. To access the **Program Assessment Summary** in Nuventive, log in to your account and navigate to the unit for which you'd like the Program Assessment Summary.



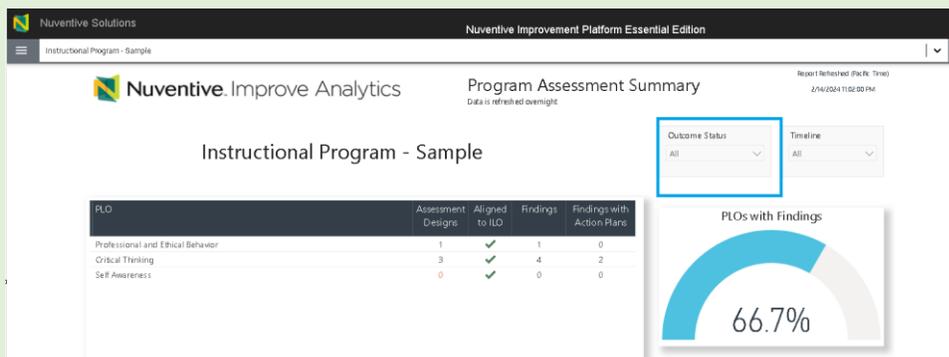
2. Once you're in the unit you want, expand the Analytics section of the main menu and select '**PLO Assessment**' from the menu.

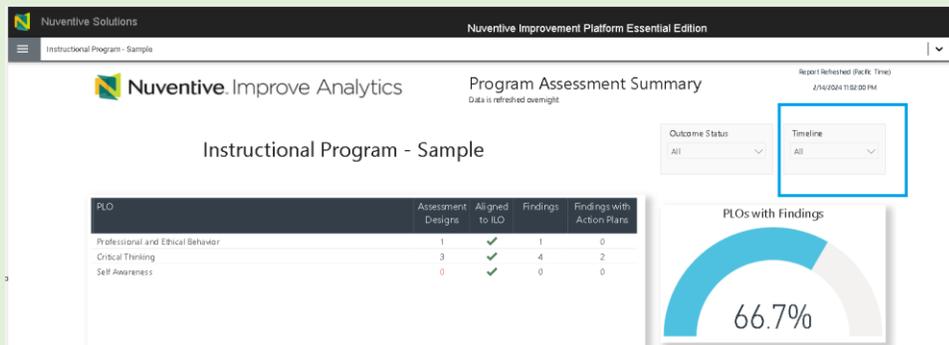


3. The **Program Assessment Summary** for the program you have selected will load. The data for this report is sourced from the Program Learning Outcomes Assessment area of Nuventive.

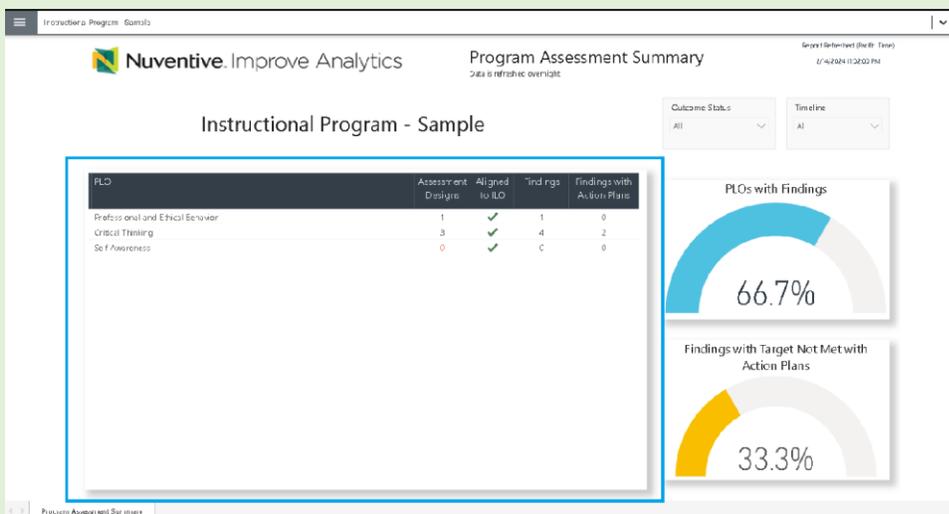
When you open up the Program Assessment Summary, you will see the data for the unit you have selected. In this example, we are looking at sample data for demonstration purposes.

Notice in the top-right corner you have two dropdown menus that serve as filters to select which PLOs you'd like to view. You can filter by Outcome Status and/or by Timeline.





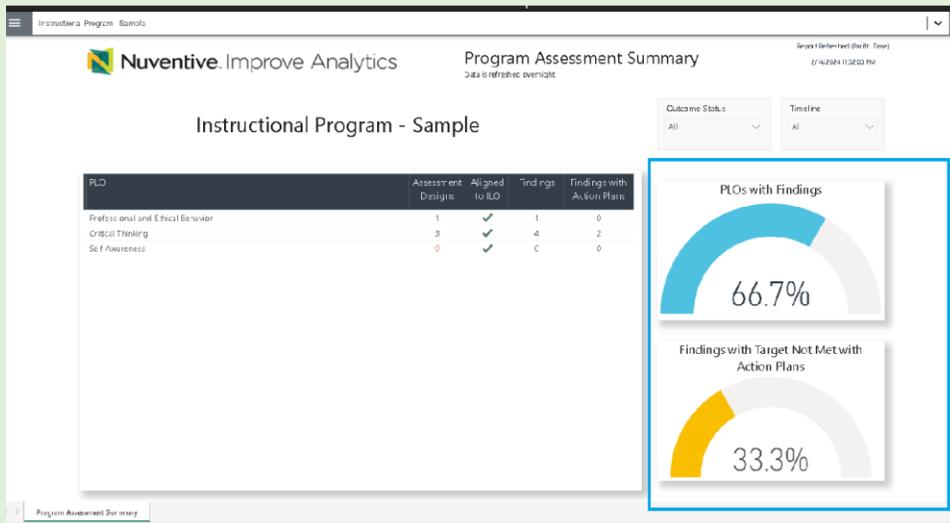
4. The sample data here shows three PLOs displayed: **Professional and Ethical Behavior, Critical Thinking, and Self Awareness**. For each of these, we can see whether there are corresponding Assessments that have been designed to measure those outcomes, whether the outcomes have been aligned to an ILO or not, the findings - in other words - what were the results of the outcome assessment that was conducted, and the findings with action plans. Findings with action plans are the findings for which future action is planned on that PLO. In this case, there is one PLO with action plans.



5. The two gauges on the right provide a visual representation for us.

The first image shows the percent of our PLOs that have findings, a visual representation that still one third of our PLOs need findings.

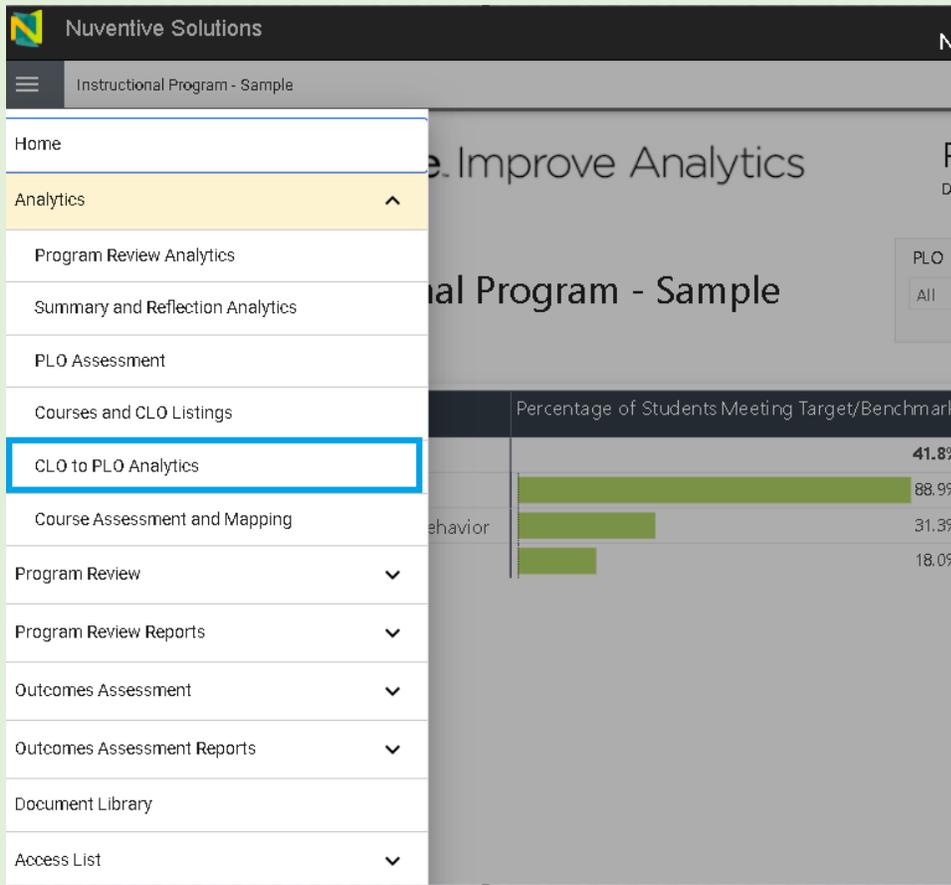
The second visual shows outcomes that have findings with **'Target Not Met with Action Plans'**. This would indicate outcomes that are still being assessed. The target wasn't met and the action plans have been created to indicate what that future action will be. In our sample data, all of our outcomes with findings met the target, and that is why we are seeing 0 in our sample data.



As a reminder this data is sourced from the Program Learning Outcomes Assessment area of Nuventive, it is just sample data for illustration purposes only.

CLO to PLO View

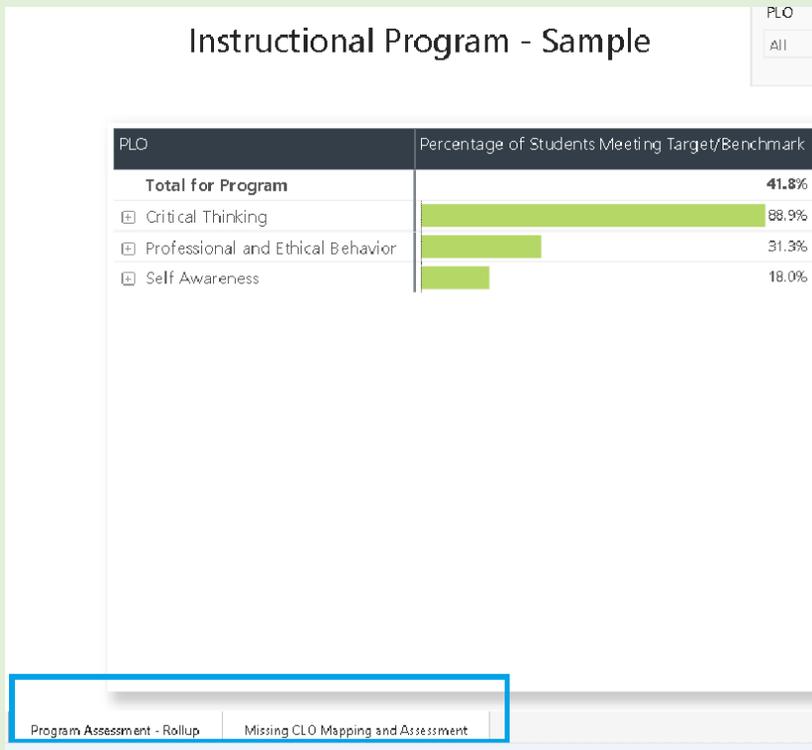
1. To access the CLO to PLO Analytics in Nuventive, log in to your account and navigate to the desired unit.
2. Once you're in the unit you want, expand the Analytics section of the main menu and select '**CLO to PLO Analytics**' from the menu.



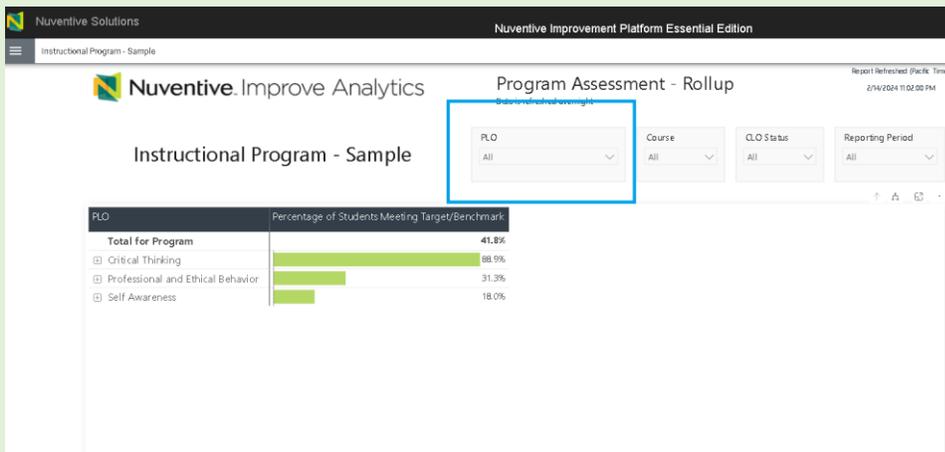
NOTE: *This is sample data for demonstration purposes only.*

Program Assessment Rollup Tab

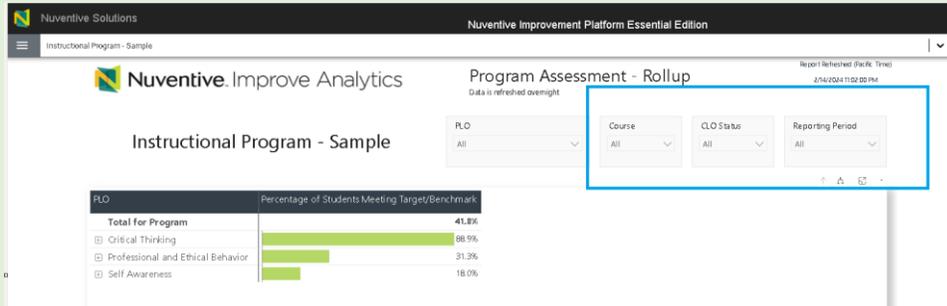
1. Notice there are two tabs on this report: The Program Assessment Rollup and the Missing CLO Mapping and Assessment tab.



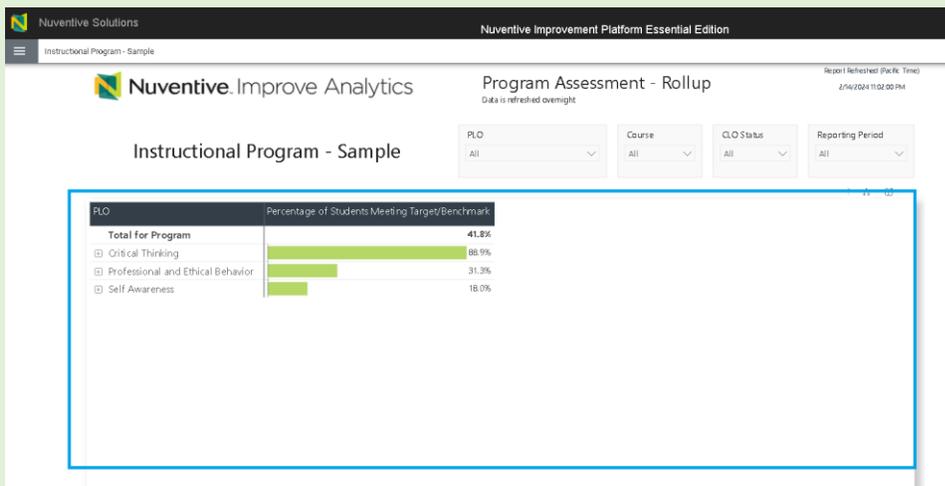
2. Along the top we have some drop down menus. The first is a dropdown list where we can change the PLO we are looking at.



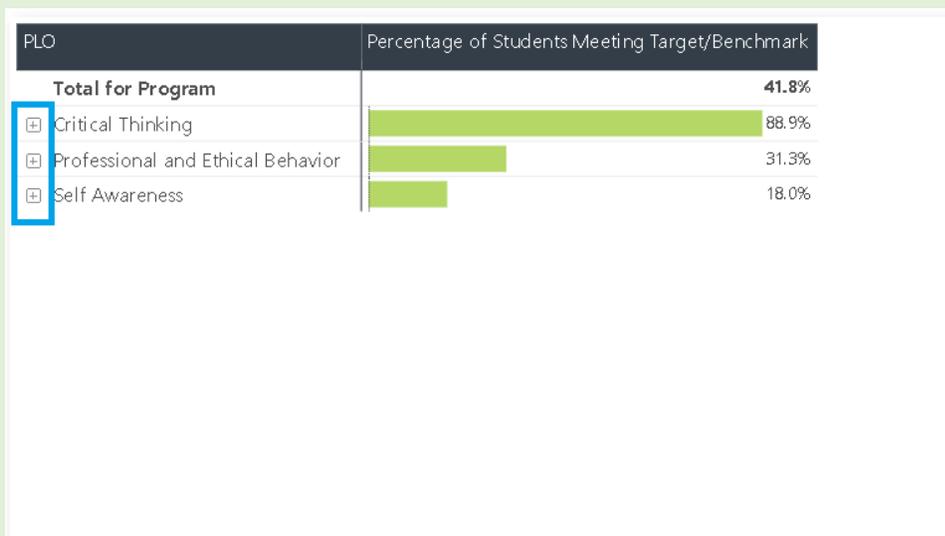
3. Here you can also filter by course, CLO status, and reporting period. Use those filters to identify the PLOs in which you are interested.



4. This section shows you the percentage of students meeting target-benchmark. It connects our PLOs to the findings for the CLOs to which those PLOs are aligned.

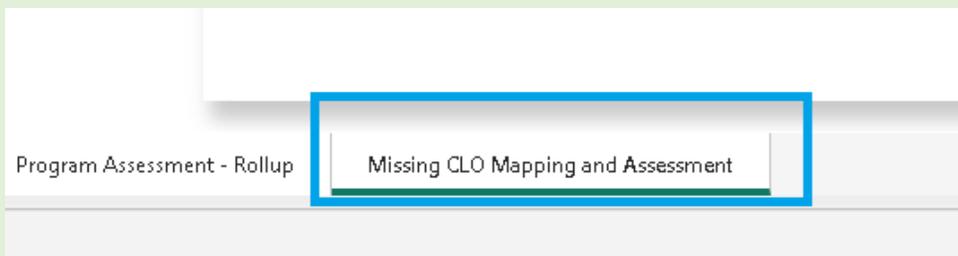


5. Each of these PLOs can be expanded and you can see the percentage disaggregated by individual course in the program. You can continue hitting the plus sign to expand those further to get more granular data. As we add more reporting periods to Nuventive, this will allow us to compare these percentages across different reporting periods.



PLO	Course	Percentage of Students Meeting Target/Benchmark
Total for Program		41.8%
[-] Critical Thinking	Total for PLO	88.9%
	[+] TEST 101	88.9%
[+] Professional and Ethical Behavior		31.3%
[+] Self Awareness		18.0%

6. The second tab: Missing CLO Mapping and Assessment.



7. This tab gives us two filters along the top: Course and CLO status and it displays two sections: The first shows us any CLOs that aren't mapped to any PLO. Here we see an example of a CLO that hasn't yet been mapped to a PLO and might require attention to complete the mapping on that.

Instructional Program - Sample

Course: All | CLO Status: All

CLOs Not Mapped to Any PLO	
Course	CLO
NUJV 101	Example course

CLOs Never Assessed	
Course	CLO
MESA 101	CLO #1
MESA 101	CLO #2
TEST 101	Critical Thinking

Program Assessment - Rollup | Missing CLO Mapping and Assessment

8. The second section shows CLOs Never Assessed. In our sample data, we have three sample CLOs that have never been assessed. This is an area that is missing for our analysis and requires our attention in the Outcomes Assessment area of Nuventive.

Instructional Program - Sample

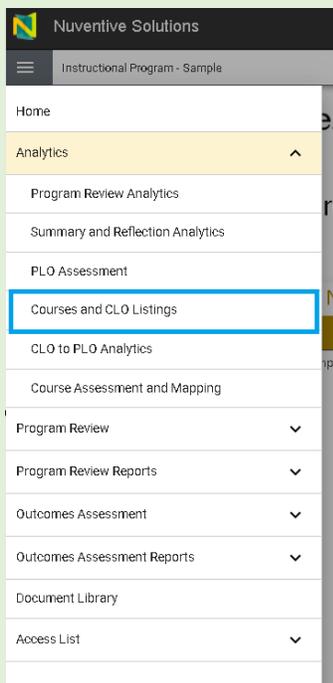
CLOs Not Mapped to Any PLO	
Course	CLO
NUV 101	Example course

CLOs Never Assessed	
Course	CLO
MESA 101	CLO #1
MESA 101	CLO #2
TEST 101	Critical Thinking

NOTE: This data is sourced from the Outcomes and Assessment section of Nuventive.

Courses and CLO Listings

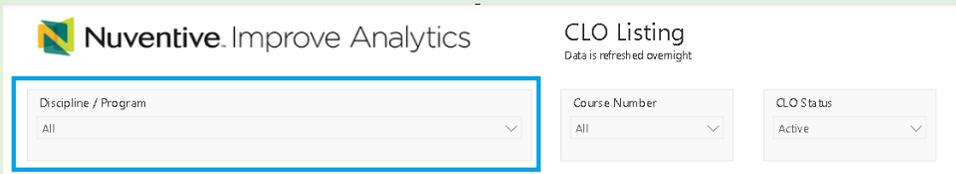
1. To access the Courses and CLO Listings in Nuventive, log in to your account and navigate to the desired unit
2. Once you're in the unit you want, expand the Analytics section of the main menu and select '**Courses and CLO Listings**' from the menu.



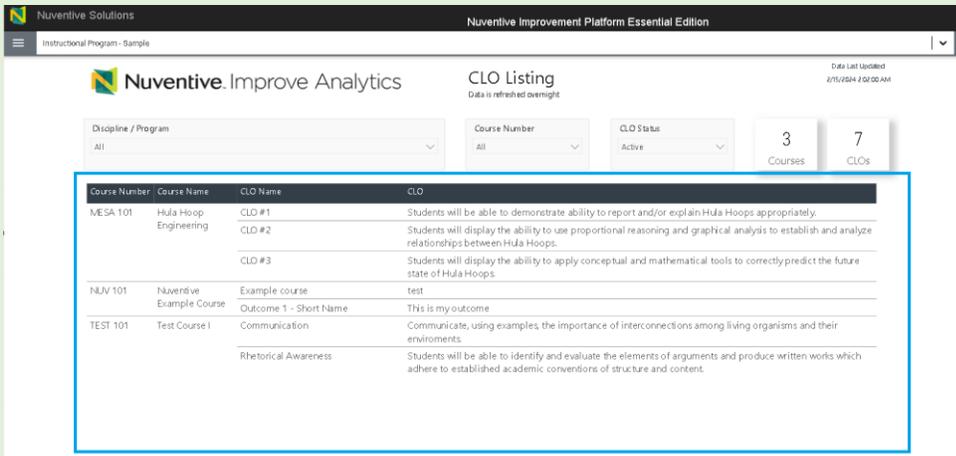
Again this is sample data for demonstration purposes. Your data will look different based on the unit you've selected.

3. In this view, along the top we have drop down menus. The first is a dropdown list where we can change the program we're looking at.

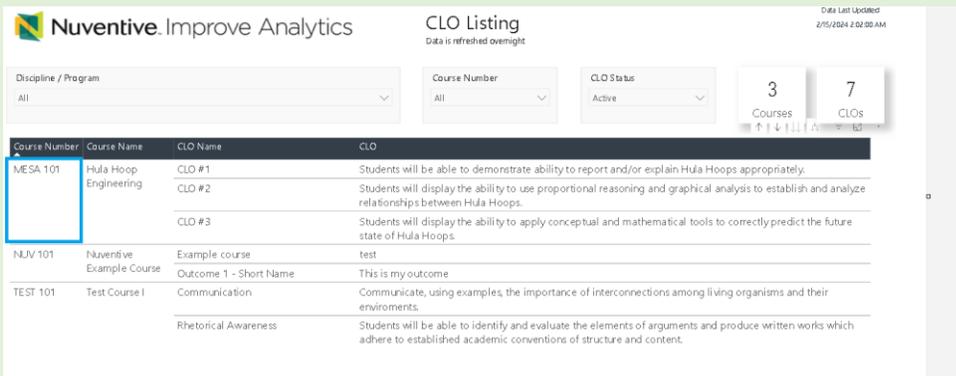
Filter to look at just a specific course number in that program with this middle dropdown menu. You can also filter by CLO Status. Notice in this example we're looking at 3 courses and 8 CLOs. As we make selections in those filters, those numbers will update based on the courses and CLOs that are displayed.



4. For each of our CLOs, we have the Course Number, The Course Name, the CLO Name, and the CLO itself.



5. As you click on this data, you can highlight entire sections of data. You can click on Mesa 101 to keep just those CLOs highlighted which will update the boxes in the top right with the course and CLO count. Those will be useful for programs with several courses and CLOs to track.



NOTE: *This data is sourced from the Course Learning Outcomes Assessment area and it is sample data for illustration purposes.*



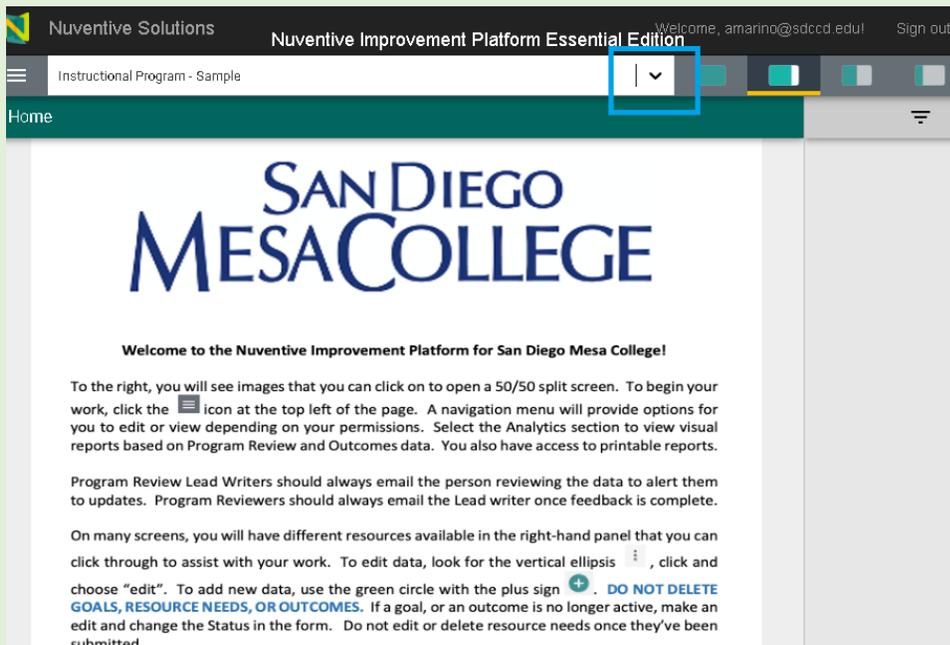
DOCUMENT LIBRARY

General Overview

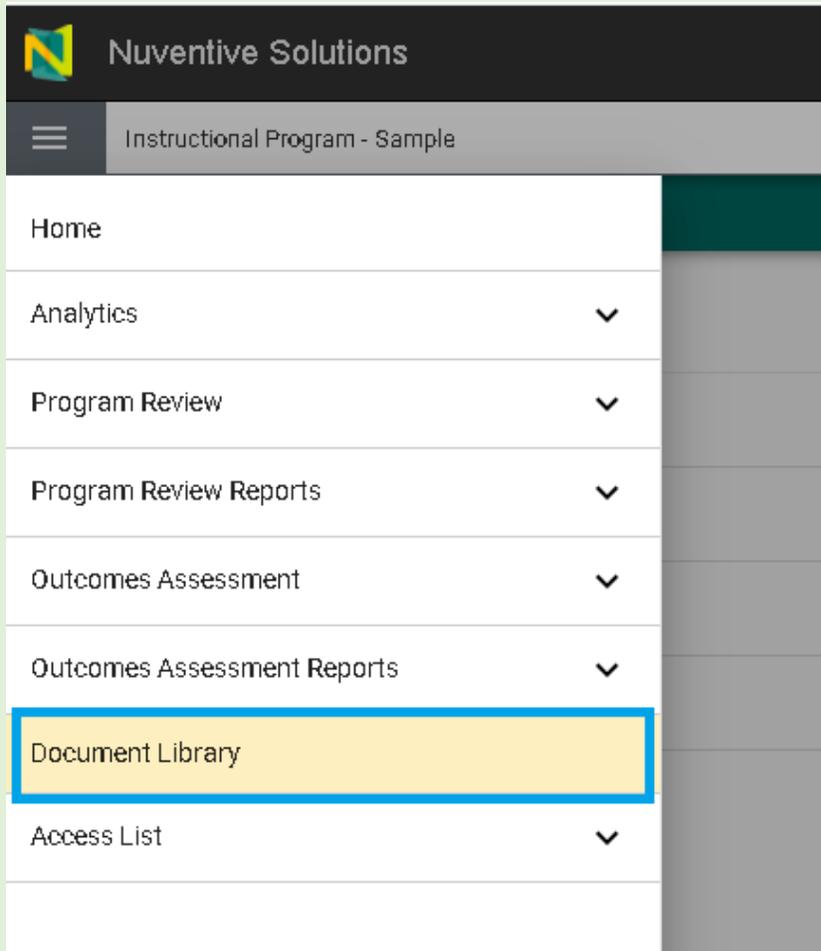
The Document Library is accessible to anyone who will have access to Nuventive. For example, Lead Writers and Department Outcomes Coordinators can post, access, and download documents in the library.

Steps:

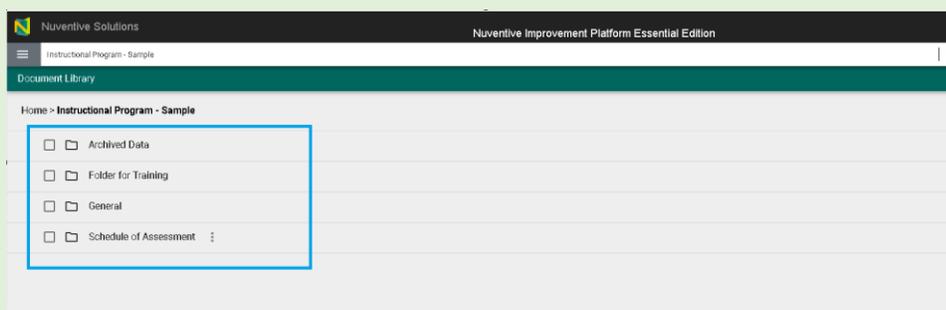
1. Log in to your Nuventive account.
2. Navigate to the unit for which you'd like the Document Library.



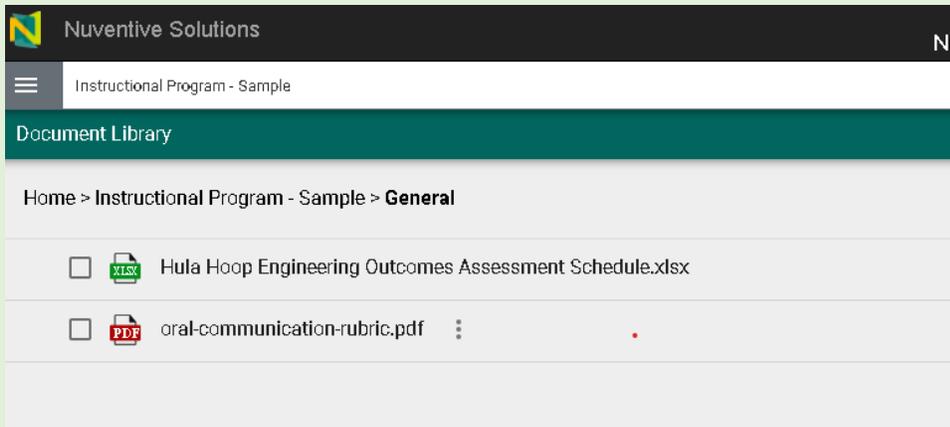
3. Click on the hamburger menu  to open the main menu. Then, select the document library.



4. In your Document Library will be a few folders already created for your use. Remember that the Document Library shown here is a sample program, so your folders may differ.



5. To explore the contents of these folders, you can click on them to see the files stored inside. For example, in this instructional program General Folder, we have a historic Program Review report.

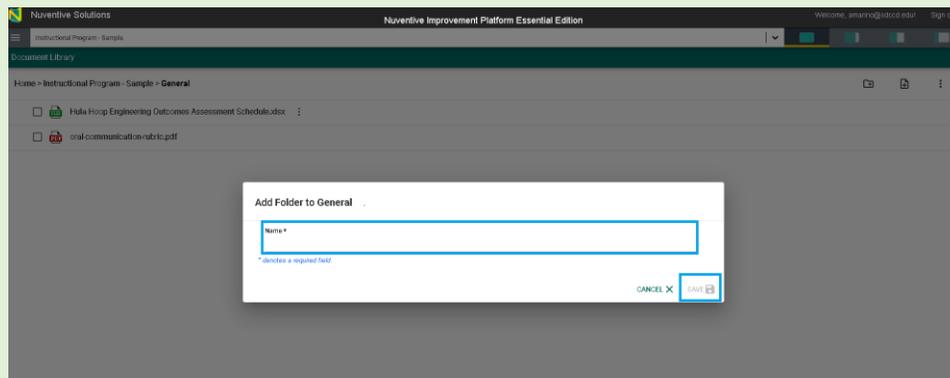


Folder Creation in Document Library

1. You can create and add folders and subfolders.
2. To create a folder in your Document Library, click on the add folder button.

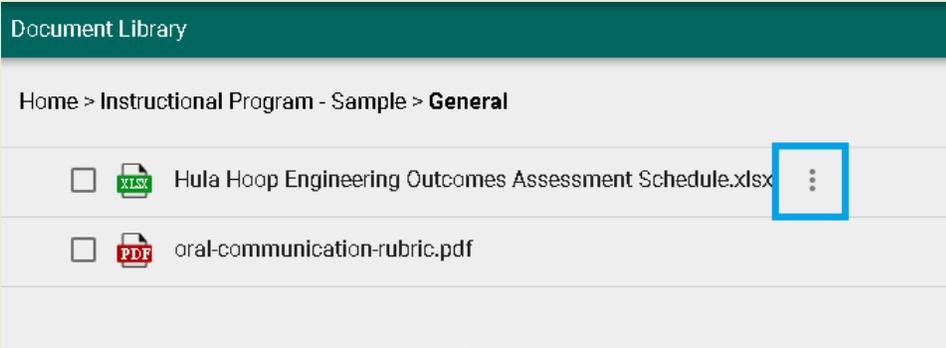


3. This will prompt you to Name your folder. Then, click on save to create the folder.

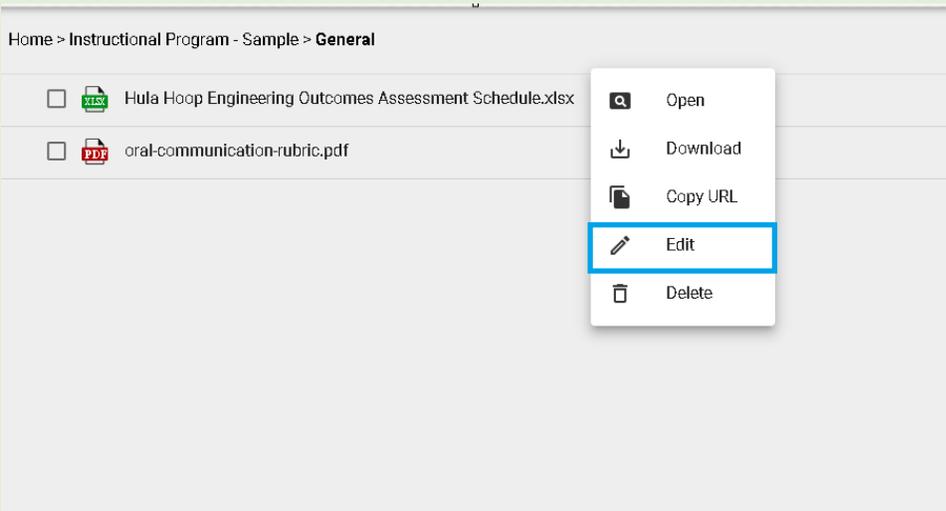


Rename Folder or Document in Document Library

1. Rename a folder or document by hovering over the folder or document, and click the ellipses button that appears.



2. Select Edit.



3. Edit the folder or file name.

Edit Document

Display Name
Hula Hoop Engineering Outcomes Assessment Schedule.xlsx

Description

Last Modified: 07/26/2023

Choose File No file chosen

CANCEL X SAVE

File Creation in Document Library

1. You can upload documents to your Nuventive Document library.
2. To add a document, open the folder where you'd like to add the document. Then, click on the Add Document button.

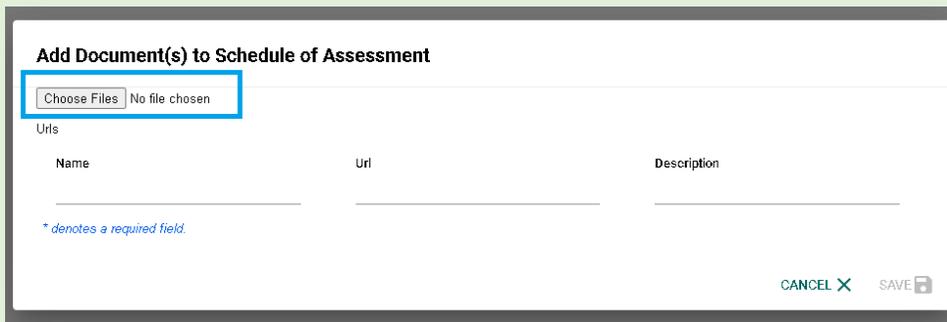


3. You have two options for adding a file. First, you can upload a document. Second, you can link to a shared OneDrive or Google document URL.

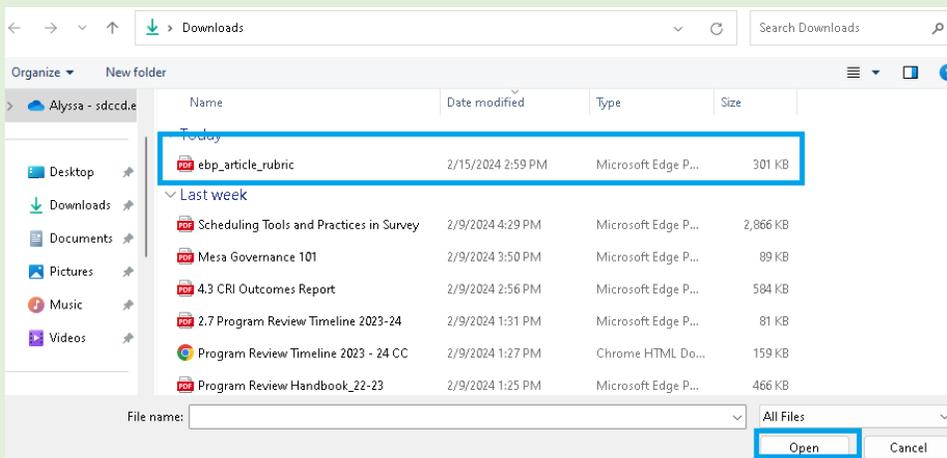


Upload a Document

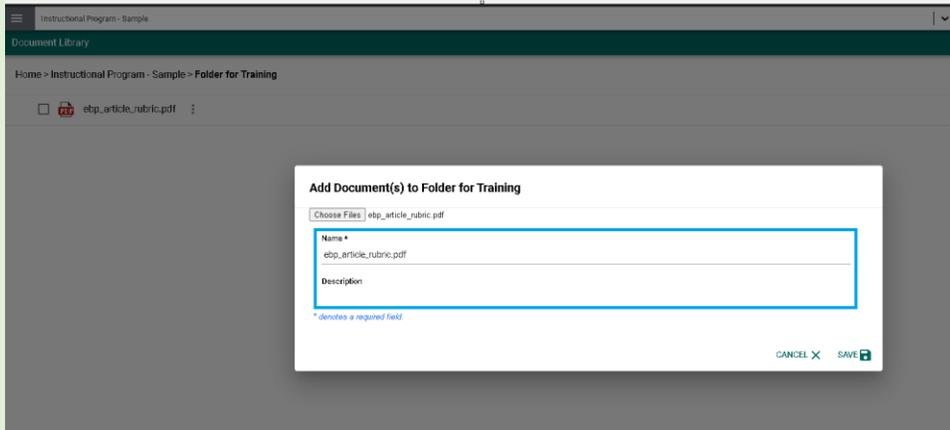
1. Click on the Choose Files button.



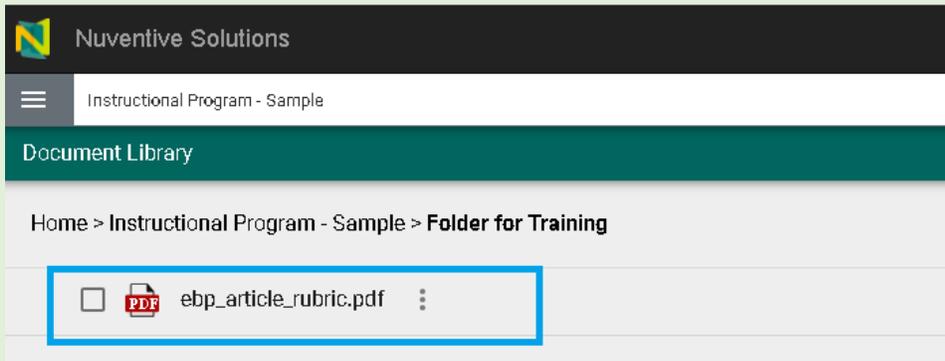
2. Navigate to where your document is saved, and select it.



3. If desired, edit the file name and add a description. Then click Save.



4. The document will appear in your Nuventive folder.

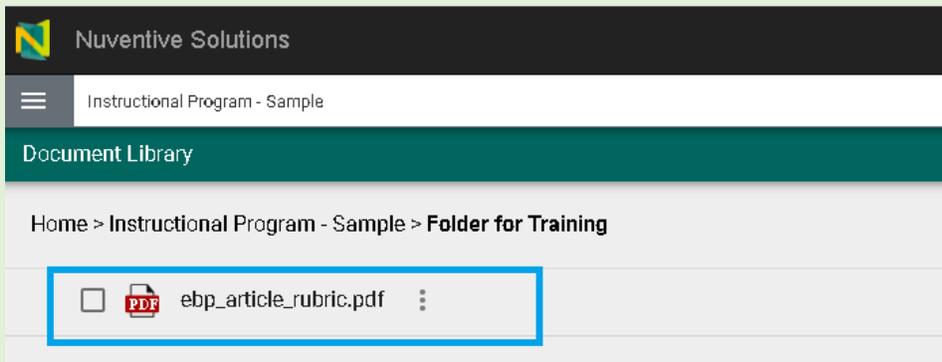


Add a Link from a Shared Document

1. In the “Add Document(s) to Folder” pop-up, under the URL title, enter a name for the document.
2. Copy the link to the document and paste it into the URL box. If desired, add a description.
3. Click Save.



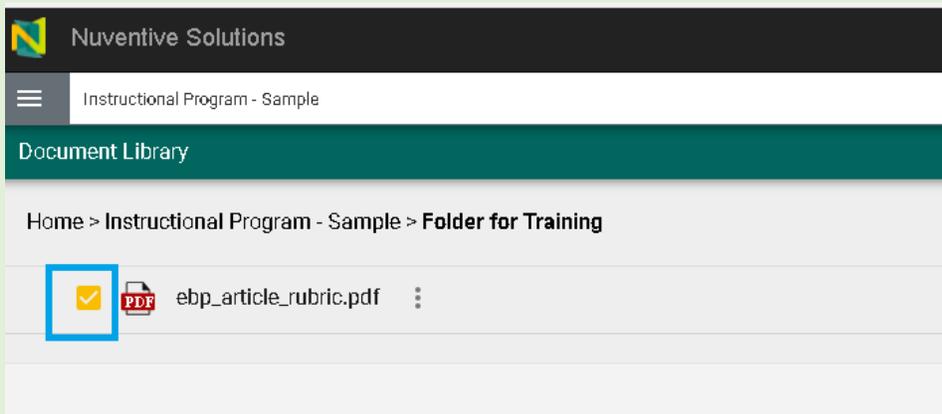
4. The URL is inserted, or added, to your folder.



Move Folder or Documents

You can move files, documents to different folders and subfolders.

Select the file you'd like to move by checking the box to the left of the file name.

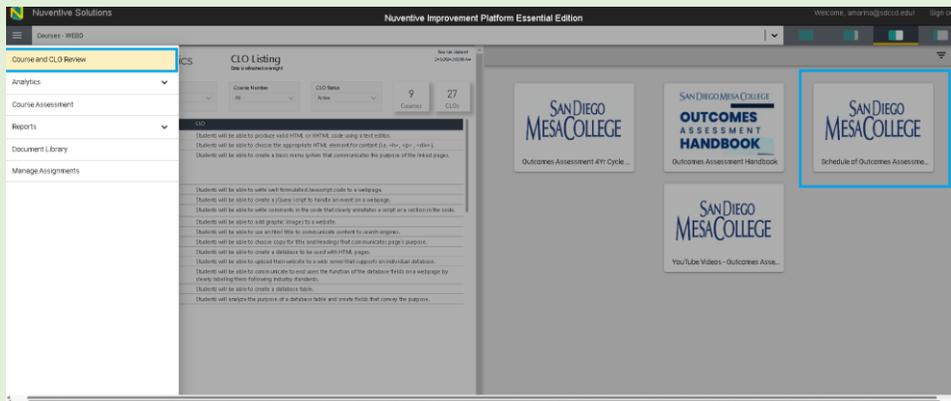


Schedule of Assessment & Document Library

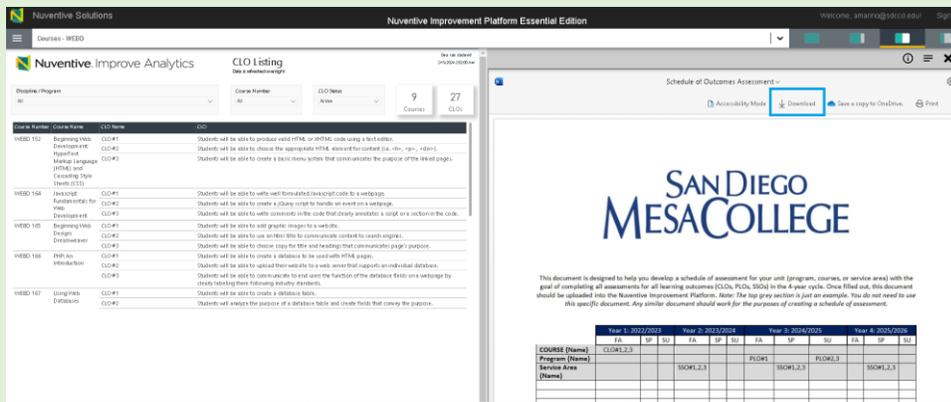
1. Go to the **Courses unit** for which you are a DOC (Department Outcomes Coordinator), expand the **Split Screen/Documents & Reports View**.



2. And click on the document called **Schedule of Assessment**.



3. Click on this document and download a copy.

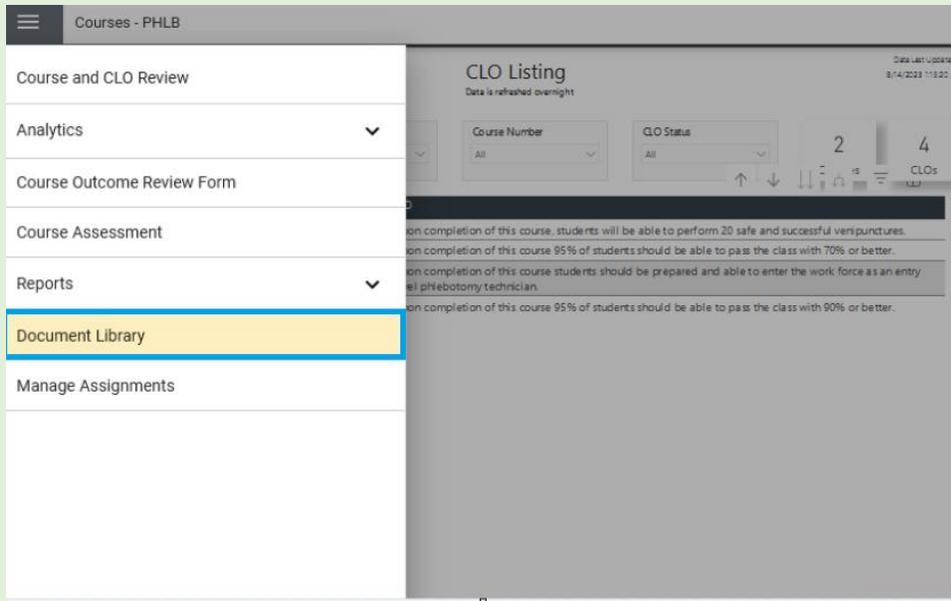


4. Open the copy you just downloaded onto your computer and fill in the schedule for all the courses pertaining to your area. The same copy also includes the schedule of assessment for program learning outcomes (PLOs). Save the copy with a naming convention you can recognize. Example: *Schedule of Assessment DD/MM/YYYY, Schedule of Assessment Final, Schedule of Assessment Approved.*

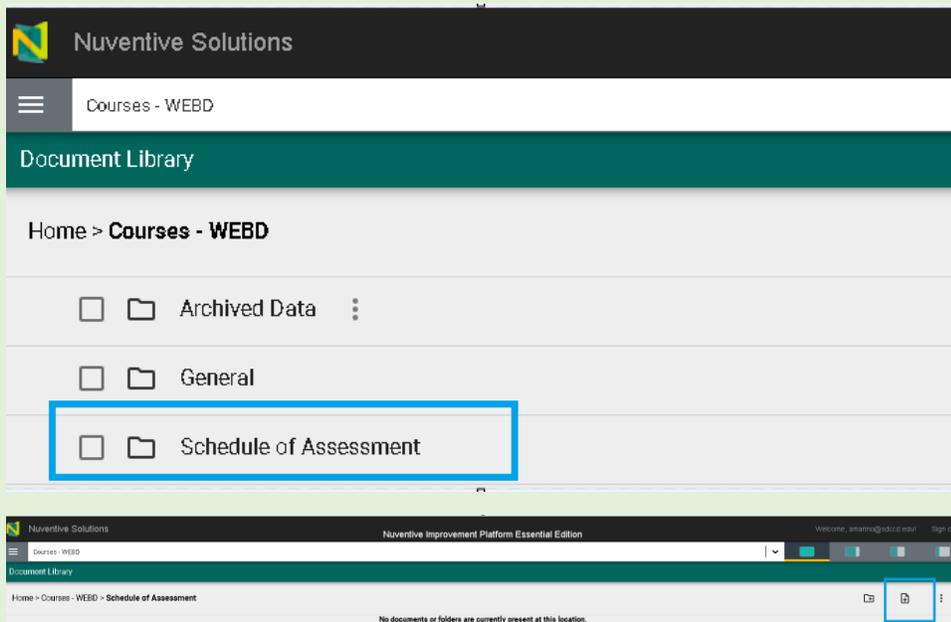


5. Go back to Nuventive and open the  for the same courses.

6. Then go to Document Library



7. Under **Schedule of Assessment** folder upload the document you just filled out
Image ##. Schedule of Assessment



Browse **files** from your computer location and select the desired file.

Add Document(s) to Schedule of Assessment

Browse... No files selected.

Urls

Name	Url	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>

** denotes a required field.*

CANCEL X SAVE

Attach and Save. For detailed instructions on how to attach files, please check out the attach file section of this handbook.

Add Document(s) to Schedule of Assessment

Browse... Schedule of Assessment Final.docx

Name *

Schedule of Assessment Final.docx

Description

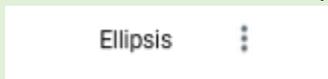
** denotes a required field.*

CANCEL X SAVE

This document should now become available in the split screen view



If you already have a completed **Schedule of Assessment** file in the Document Library and would like to just update it, you can do so by replacing it with an updated version of the same file. First go to Nuventive Document Library and locate the document you would like to update and click Edit. The Edit option will become available when you click on the



to the right of the document title. If you Browse for a document that has the **same title** as the one that has already been uploaded, then your file will be simply updated and no new file will be added to your Document Library.

[Instructional Unit & Document Library](#)

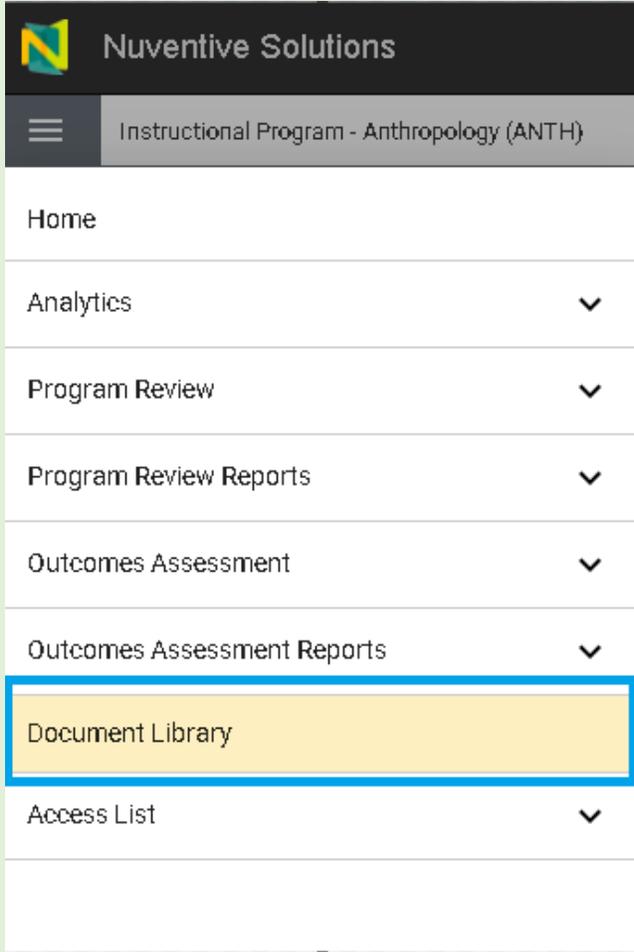
When you access your instructional unit, you will find some files in the Document Library.

To navigate to the Document Library

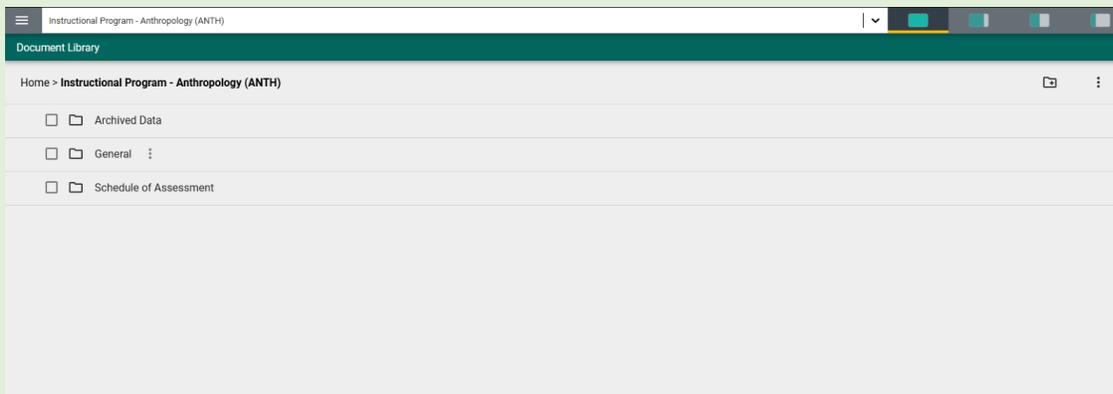


Open the

Click on Document Library on the left side of the screen

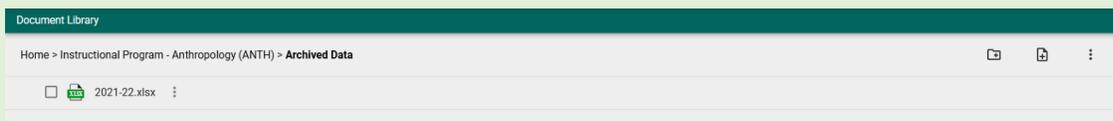
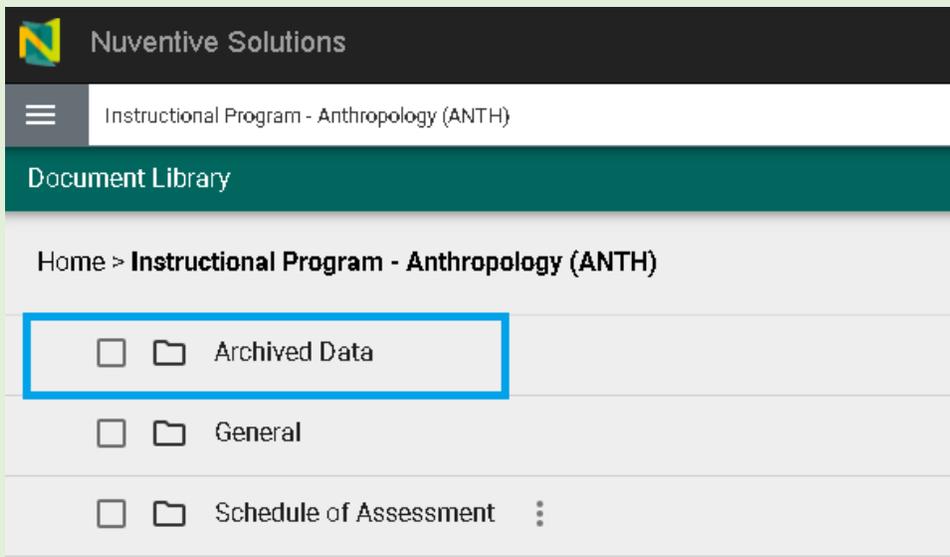


On this view, you will see the following:

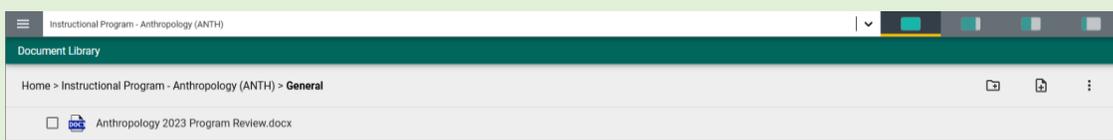
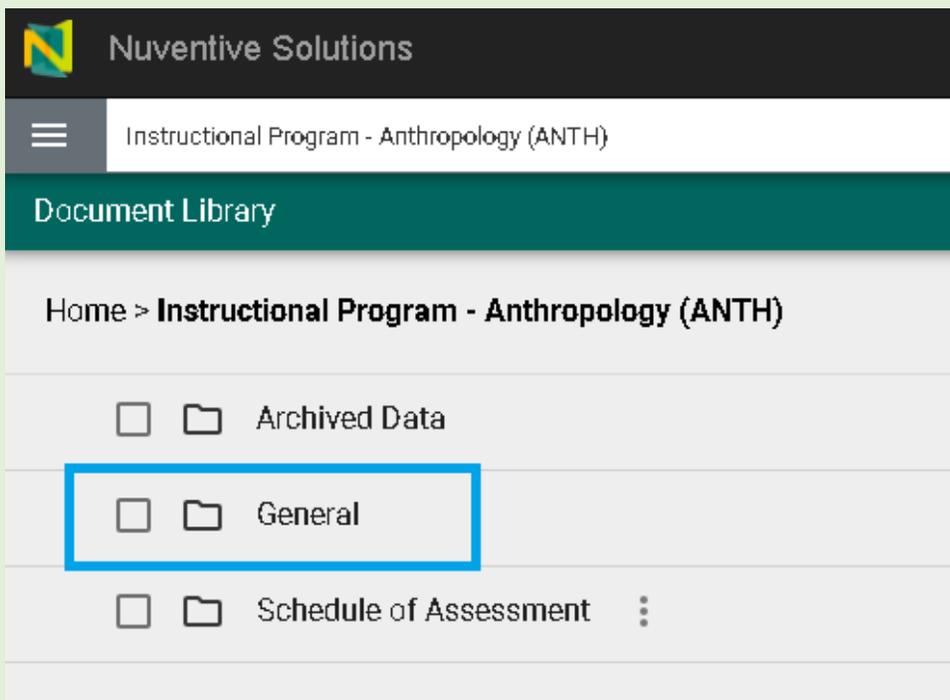


Under **Archived Data**, you will see a document with past outcomes and assessment data.

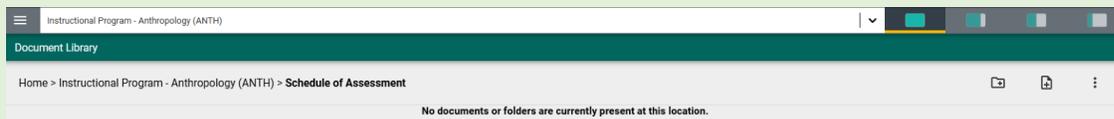
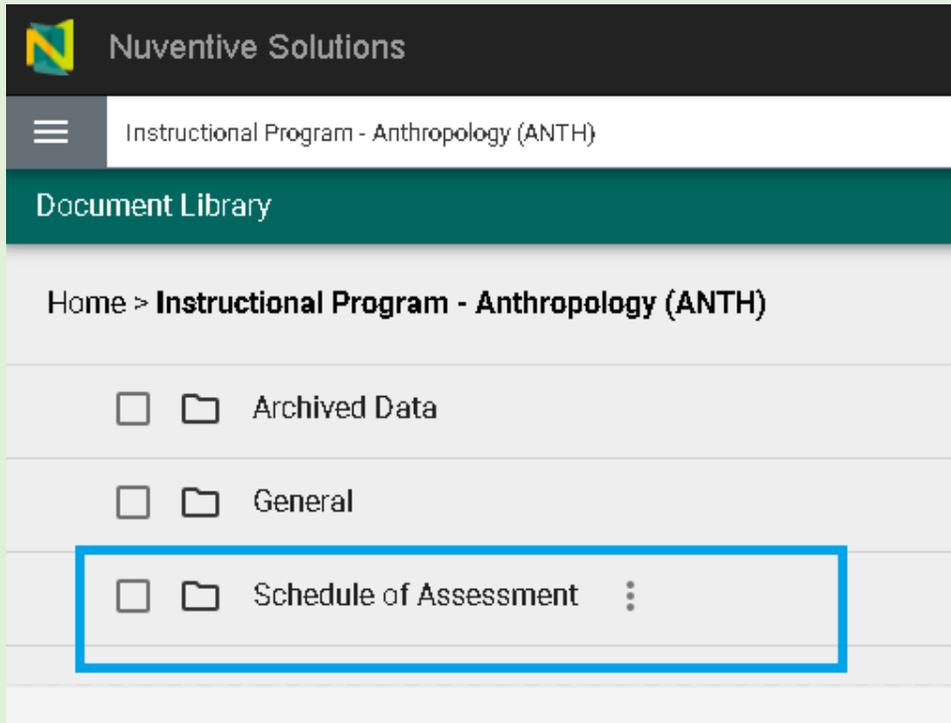
Created 9/1/2023;
Edited 9/27/2023



Under **General** you will see your 2023 Program Review Submission



Under **Schedule of Assessment** is where you are to upload the schedule of assessment for Program Learning Outcomes and Course Learning Outcomes.



Some programs/units have a folder called **Data Views** where charts, tables, graphs and any program review related supporting documents are found. These Data Views are organized in Folders by year and purpose (e.g., 2023 Program Review)



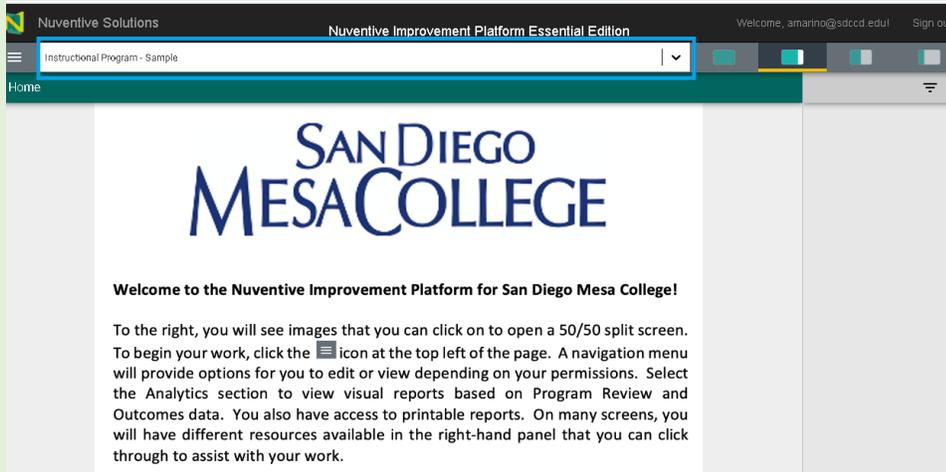


NUVENTIVE REPORTS

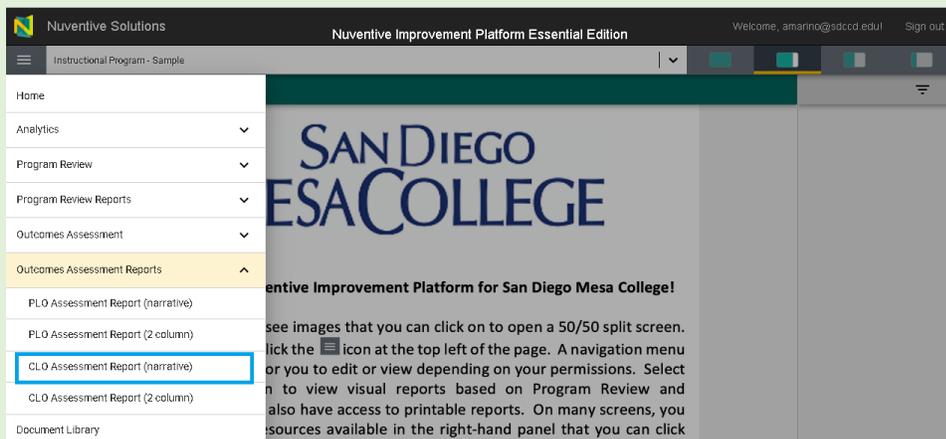
Course Learning Outcomes (CLO) Assessment (Narrative)

Steps:

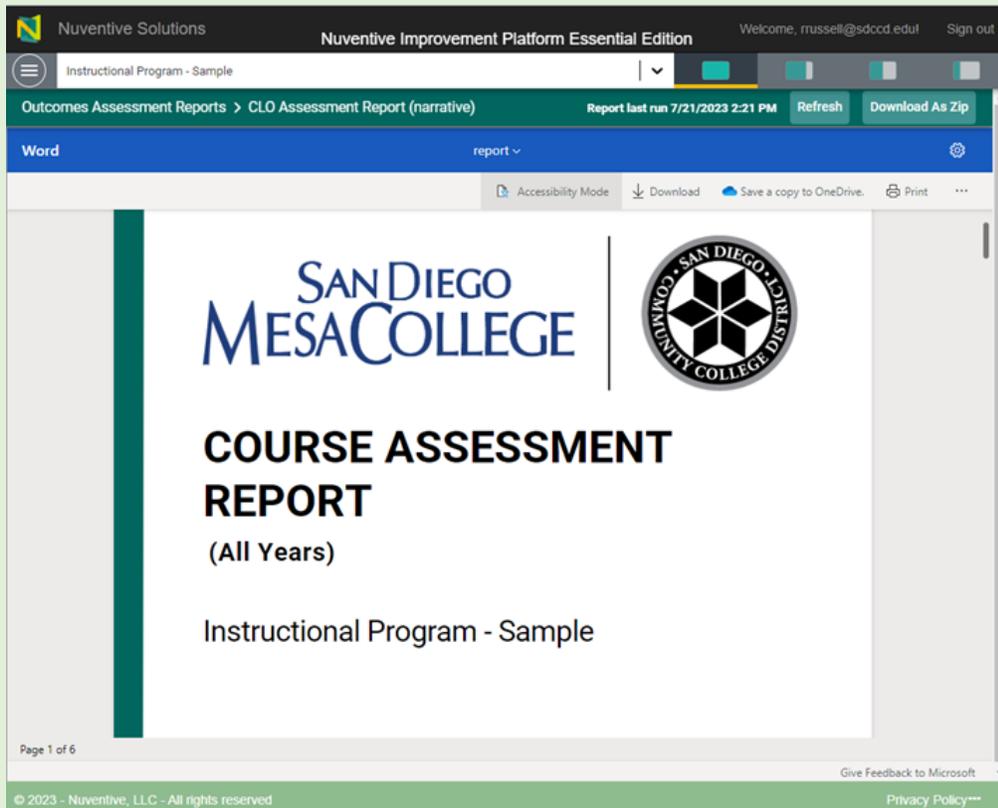
1. Log in to your Nuventive account.
2. Navigate to the unit for which you'd like the **CLO Assessment Narrative Report**.



3. Once you're in the unit you want, click on the hamburger menu  to expand the main menu. Then, expand Outcomes Assessment Reports, and select **CLO Assessment Report(narrative)** from the menu.



4. The Narrative report for the program you have selected will load. The data for this report is sourced from data entered in the Course Outcomes Assessment section of Nuventive.



5. Scroll through the document to view the CLO assessment report. The report will have a heading for each course in your program, followed by the course's CLOs. Each CLO will have information on the target/benchmark and the assessment results. Subsequent CLO assessments of this cycle will be added to this document.

Nuventive Solutions Nuventive Improvement Platform Essential Edition Welcome, russell@sdcdd.edu Sign out

Instructional Program - Sample

Outcomes Assessment Reports > CLO Assessment Report (narrative) Report last run 7/21/2023 2:21 PM Refresh Download As Zip

Word report

Accessibility Mode Download Save a copy to OneDrive Print

MESA 101: Hula Hoop Engineering

CLO #1

Course Learning Outcome
Students will be able to demonstrate ability to report and/or explain Hula Hoops appropriately.

CLO Status
Active

Timeline
2023 - 2024: Fall 2023, 2023 - 2024: Spring 2024, 2023 - 2024: Summer 2024

Target/Benchmark for CLO

Status
Active

Describe the Target/Benchmark for percent of students who will meet this competency.
70% of students should score a 3.5 or greater on the common rubric.

Assessment Results

Submission Date
07/14/2023

Reporting Period
2022 - 2023: Summer 2023

Assessment Method Details

Assessment Design
Students will participate in discussion boards to demonstrate their knowledge.

Assessment Type(s)
Written Work (Exam Essay, Paper, etc.)

Findings Data

Conclusion
Target/Benchmark Met

Number of Sections Assessed
5

Page 2 of 6

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- This report will allow you to view any documents you attached to your CLOs assessment, such as rubrics. Any attached documents will be hyperlinked. To review, click on the hyperlink to open the document.

Course Assessment Report

Target/Benchmark for CLO	Result
ebp_article_rubric.pdf	
Rhetorical Awareness	

Course Learning Outcome
Students will be able to identify and evaluate the elements of arguments and produce written works which adhere to established academic conventions of structure and content.

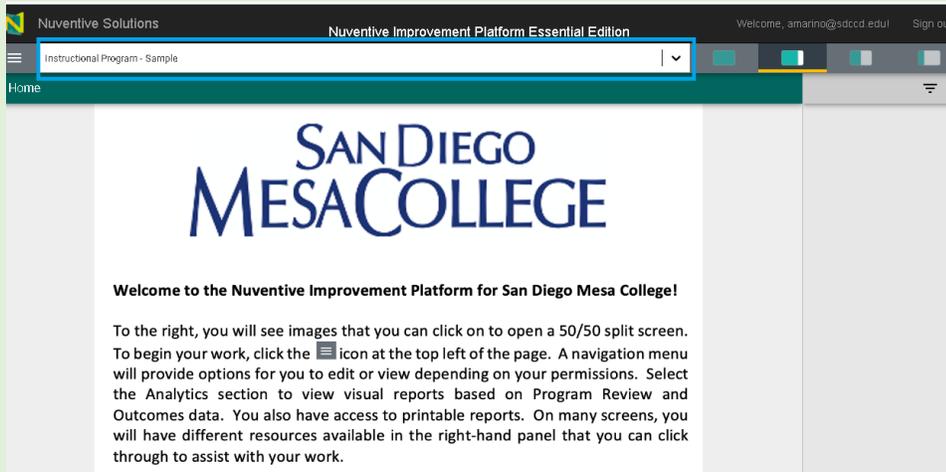
CLO Status
Active



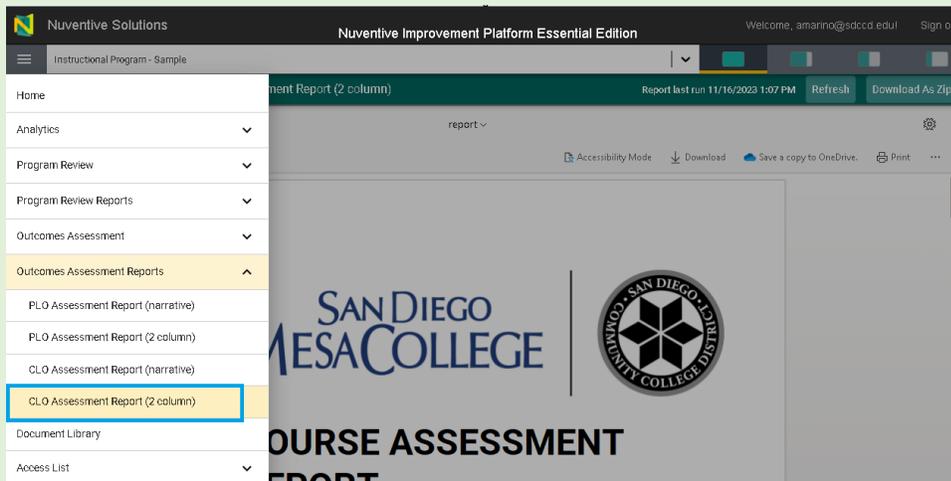
Course Learning Outcomes (CLO) Assessment (2 column)

Steps:

1. Log in to your Nuventive account.
2. Navigate to the unit for which you'd like the CLO Assessment Narrative Report.



3. Once you're in the unit you want, click on the hamburger menu to expand the main menu. Then, expand Outcomes Assessment Reports, and select CLO Assessment Report(2 Column) from the menu.

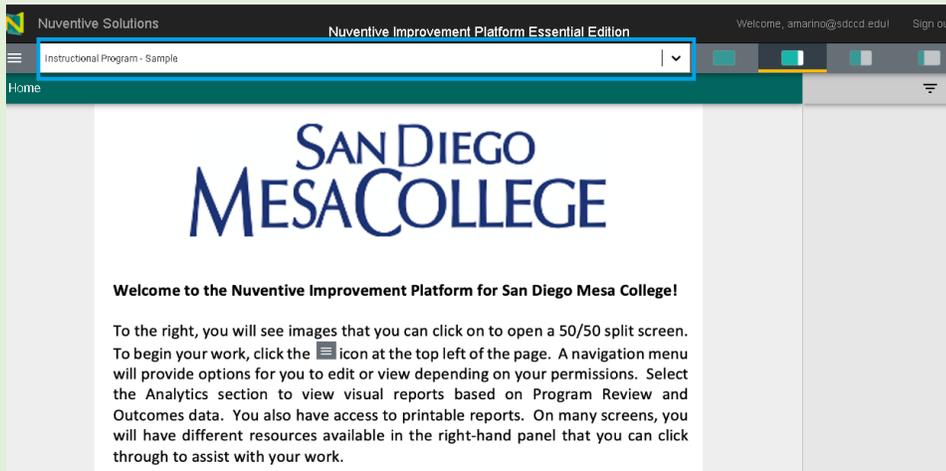




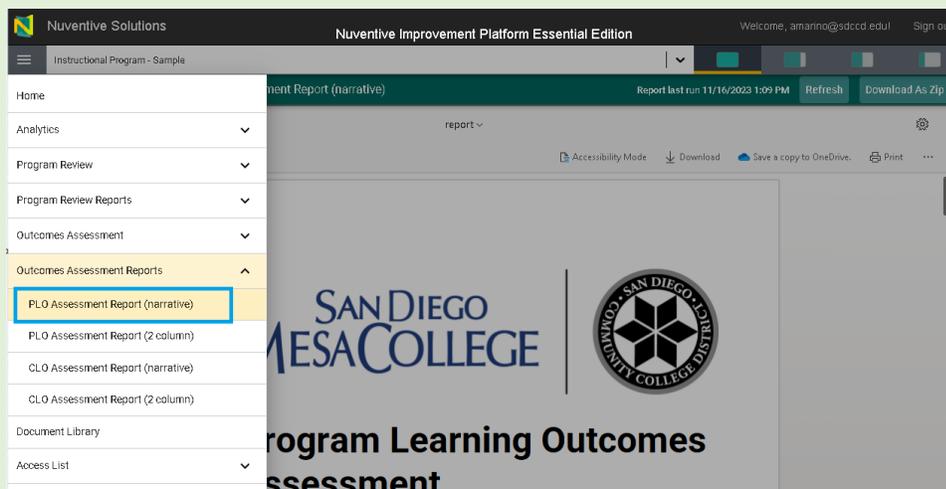
Program Learning Outcomes (PLO) Assessment (Narrative)

Steps:

1. Log in to your Nuventive account.
2. Navigate to the unit for which you'd like the PLO Assessment Report (narrative).



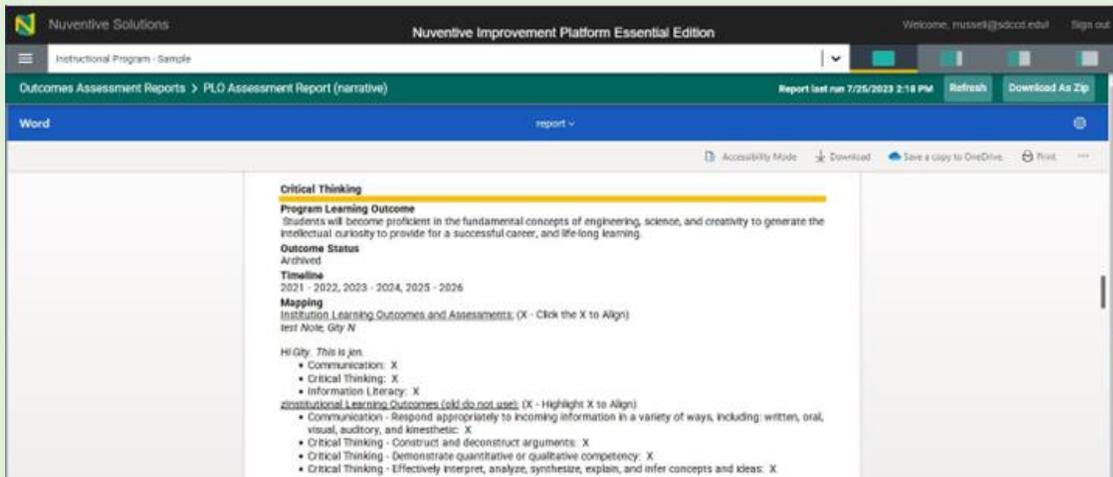
3. Once you're in the unit you want, click on the hamburger menu  to expand the main menu. Then, expand Outcomes Assessment Reports, and select CLO Assessment Report (narrative) from the menu.



4. The Narrative report for the program you have selected will load. The data for this report is sourced from data entered in the Program Learning Outcomes Assessment section of Nuventive.



5. Scroll through the document to view the PLO assessment report. The report will have a heading for each PLO, followed by a review of the assessment design, targets and benchmarks, and findings. Subsequent PLO assessments of this cycle will be added to this document.



6. This report will allow you to view any documents you attached to your CLOs assessment, such as rubrics. Any attached documents will be hyperlinked. To review, click on the hyperlink to open the document.

Outcome Assessment Reports > FLO Assessment Report (narrative) Report last run 2/15/2024 3:40 PM Refresh Download As PDF

report --

Accessibility Mode Download Save a copy to OneDrive Print

- Professional and Ethical Behavior: X
- Information Literacy Outcomes (all do not apply, X - Highlight X to Align)
- Critical Thinking - Come to rational conclusions based on evidence: X
- Information Literacy - Gather, analyze, evaluate, and disseminate appropriate information using multiple modalities: X
- Information Literacy - Utilize 21st-century tools effectively, ethically, and responsibly in information acquisition and distribution: X

Active

Assessment Design
Apply the insights embodied in the professional codes of hula hoop ethics.

Target/Benchmark
80% of students score a 3 or above on the rubric.

Assessment Delivery
in class exam

Related Documents
[FLO Learning Outcomes Rubric.pdf](#)

Findings

Submission Date
03/17/2023

Reporting Period
2023 - 2024

Summary of Findings
83.4% of students scored 3 or above

Conclusion
Target Met

Department Discussion
We discussed bias bias

What, if any, implications did last year's action plan have on the findings above?
It appears the particular changes were beneficial

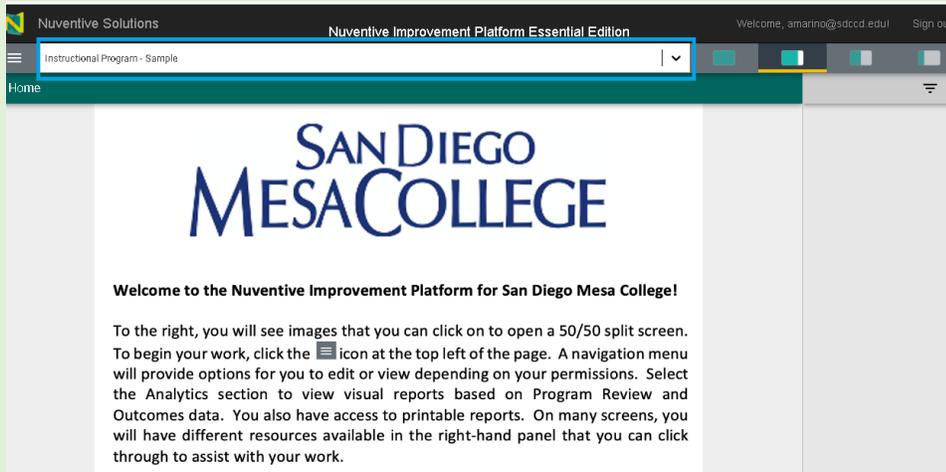
Future Actions



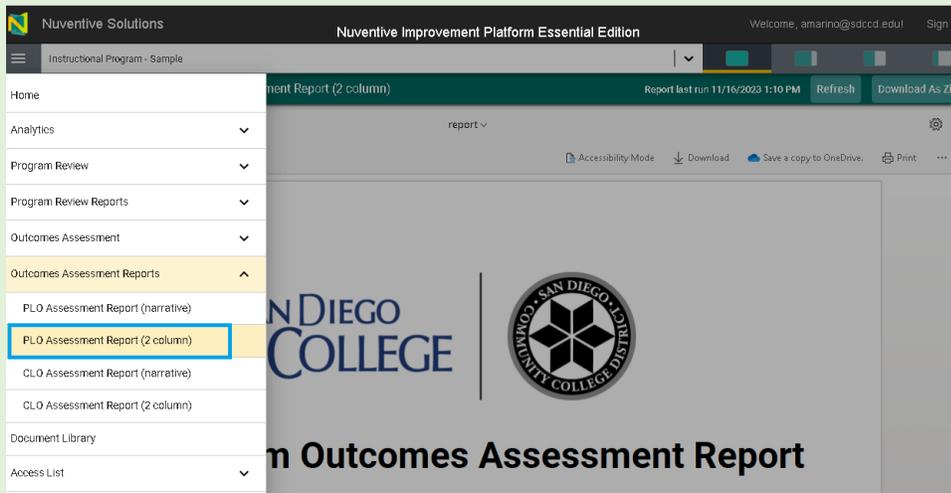
Program Learning Outcomes (PLO) Assessment (2 column)

Steps:

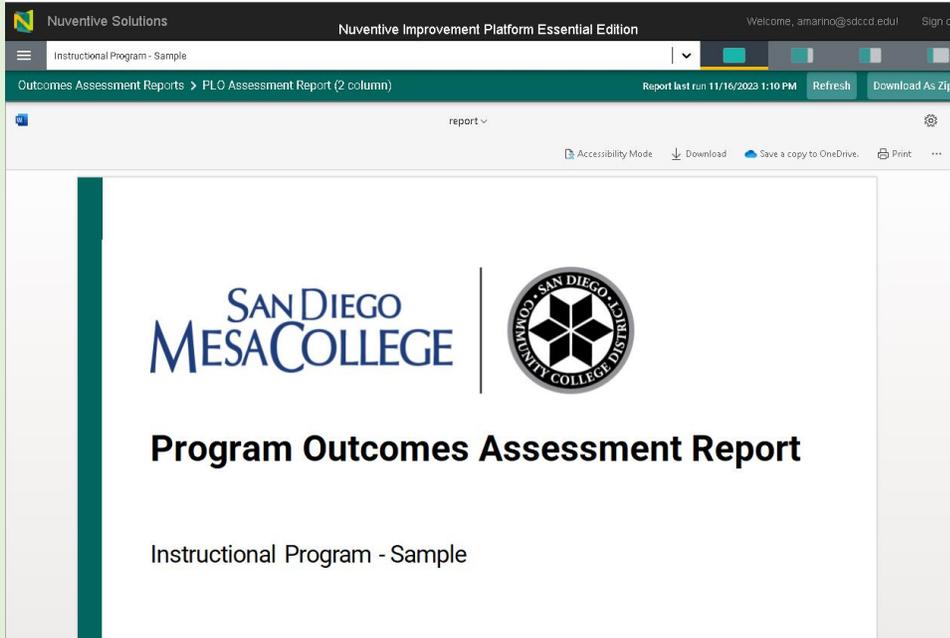
1. Log in to your Nuventive account.
2. Navigate to the unit for which you'd like the PLO Assessment Narrative Report.



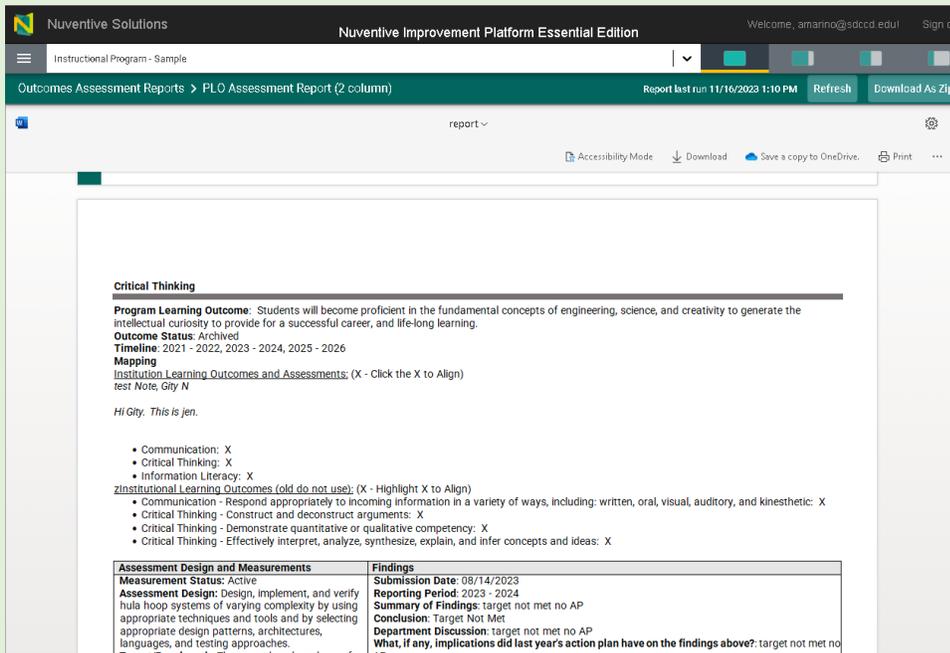
3. Once you're in the unit you want, click on the hamburger menu to expand the main menu. Then, expand Outcomes Assessment Reports, and select PLO Assessment Report(2 Column) from the menu.



- The two column report for the program you have selected will load. Remember that the data for this report is sourced from data entered in the Program Learning Outcomes Assessment section of Nuventive.



- Scroll down through the document to view the PLO assessment report. The report will have a heading for each PLO. Under each PLO will be a two column chart that displays Assessment Design and Measurements as well as Findings. Subsequent PLO assessments of this cycle will be added to this document.



6. This report will allow you to view any documents you attached to your PLO assessment, such as rubrics. Any attached documents will be hyperlinked.

The screenshot shows a web interface for a PLO Assessment Report. At the top, there is a navigation bar with the text "Outcomes Assessment Reports > PLO Assessment Report (2 column)" and "Report last run 2/20/2024 12:08 PM" with "Refresh" and "Download As Zip" buttons. Below the navigation bar, there are utility icons for "Accessibility Mode", "Download", "Save a copy to OneDrive", and "Print".

The main content area is divided into two columns. The left column is titled "Assessment Design and Measurements" and contains a "Related Documents" section with a link to "oral-communication-rubric.pdf". The right column is titled "Findings" and contains the text: "What, if any, implications did last year's action plan have on the findings above?: It appears the curricular changes were beneficial" and "Future Actions".

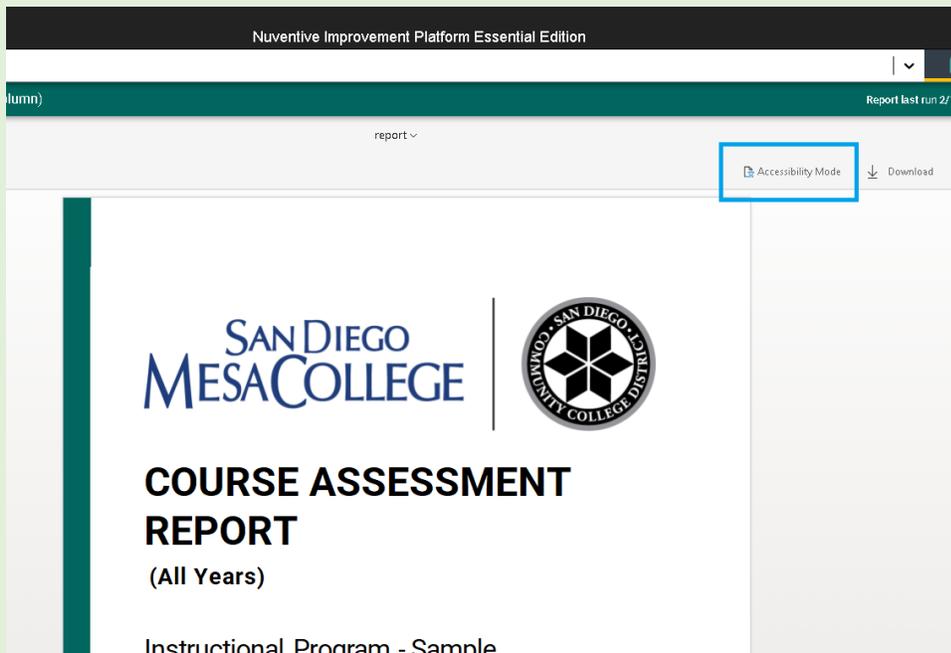
Below these columns, there is a section titled "Self Awareness" with a horizontal line. Underneath, there is a "Program Learning Outcome" description, "Outcome Status: Active", "Timeline: 2022 - 2023, 2023 - 2024, 2024 - 2025", and a "Mapping" section with the text "Institution Learning Outcomes and Assessments: (X - Click the X to Align)" and "test Note, Gity N".

At the bottom, there is a list of bullet points under "Professional and Ethical Behavior: X" and "Institutional Learning Outcomes (old do not use): (X - Highlight X to Align)". The bullet points are: "Communication - Respond appropriately to incoming information in a variety of ways, including: written, oral, visual, auditory, and kinesthetic: X" and "Critical Thinking - Effectively interpret, analyze, synthesize, explain, and infer concepts and ideas: X".



Accessibility of Nuventive Reports

Any report available in Nuventive will allow you to convert the document to Accessibility Mode. To enable Accessibility Mode, select the “Accessibility Mode” button on the top menu bar above the report.

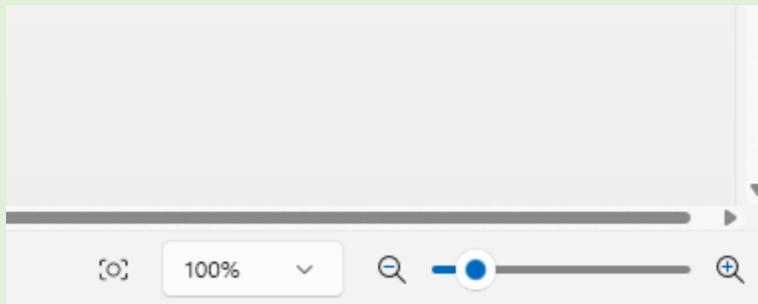


Zoom in/Zoom out on Report

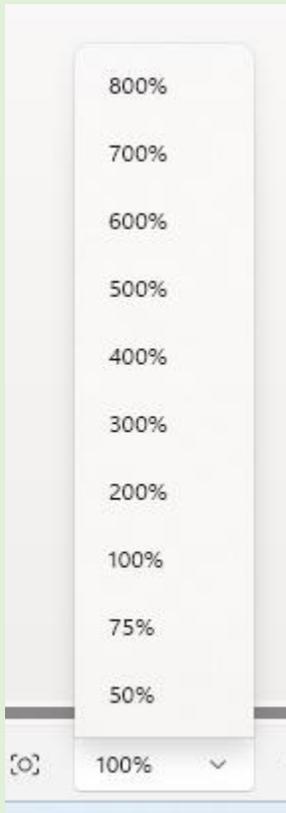
You can increase the size of the report using the Zoom Level button.

Note: *This button is NOT available in Accessibility Mode*

1. Click on the 100% (Zoom Level) button in the bottom right of the Nuventive Window.



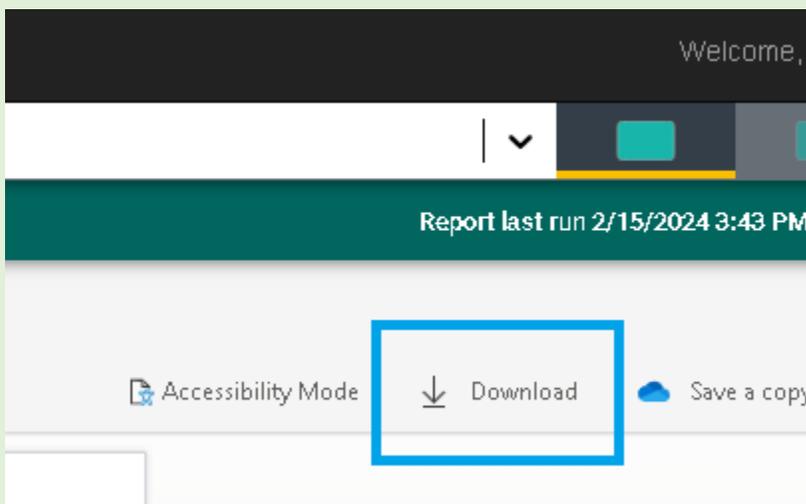
2. On the “Zoom to” window, select the appropriate Zoom level. Then, click ok. This will zoom in – or out– on the document.



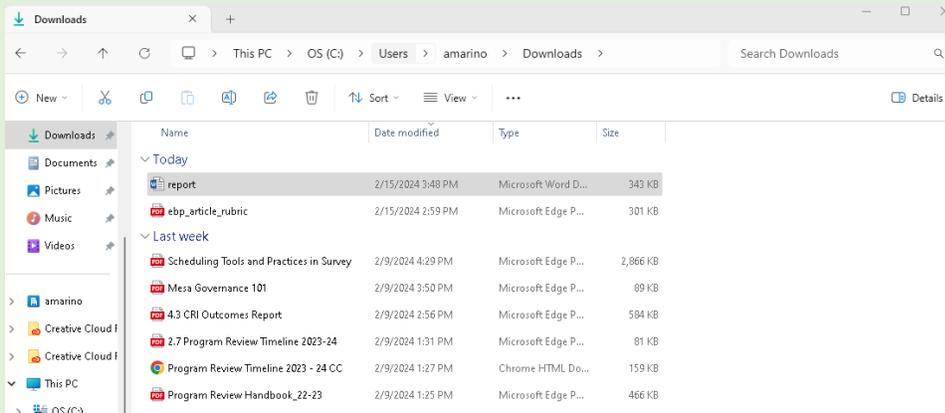
Download Report as Word Document

Steps:

1. Click on the download button.



2. This will automatically launch the download for the word document. If you can't find it, or don't see the automatic download, check your Downloads folder.



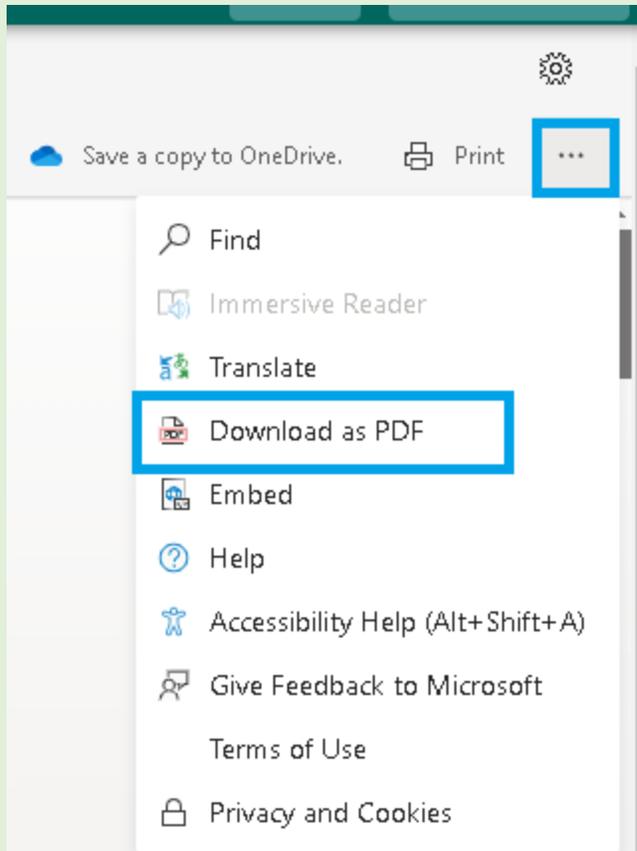
[Download Report as PDF](#)

There are two options for downloading a Nuventive report as a PDF.

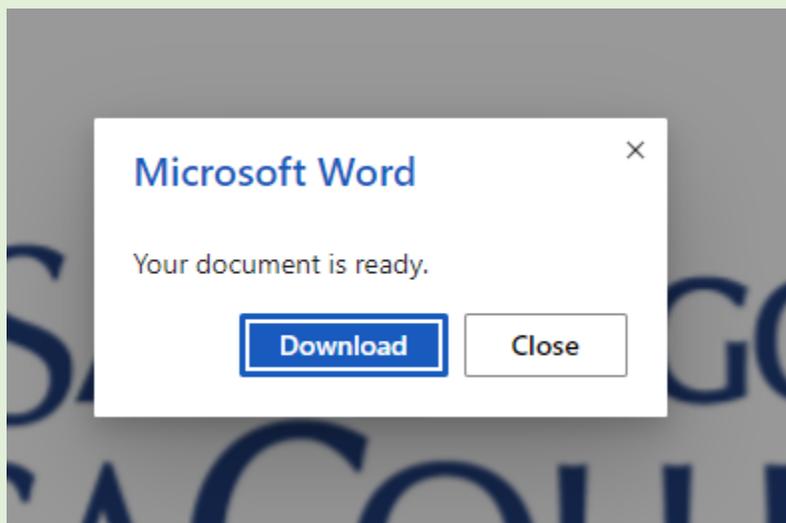
Option 1:

Steps:

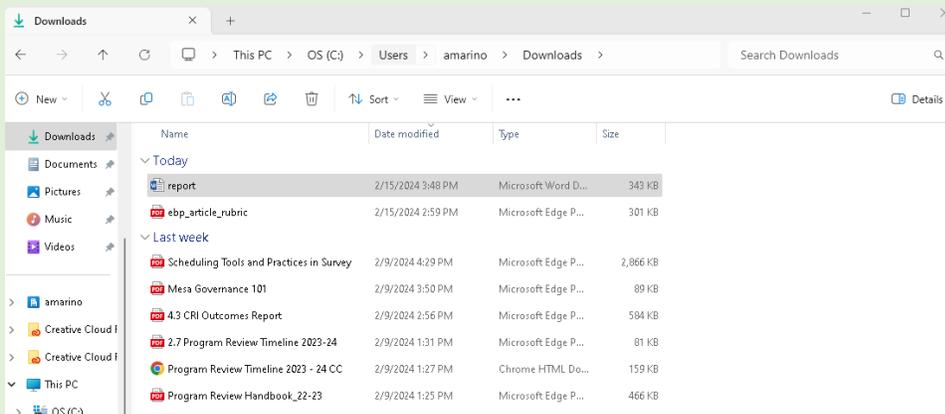
1. Click on the ellipse button on the report menu bar.
2. Select "Download as a PDF."



3. A Microsoft Word pop-up window will prompt you to download the file.



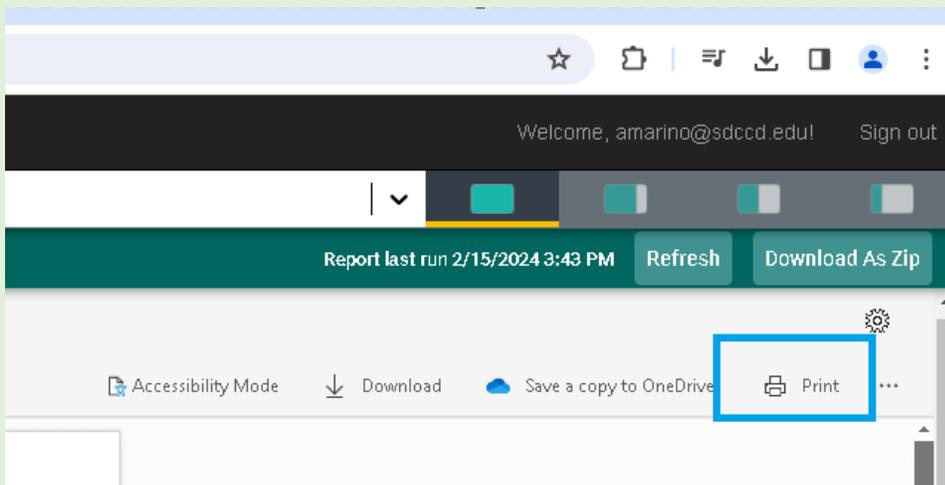
4. Click Download for the automatic download of a PDF to start. If you can't find it, or don't see the automatic download, check your Computer's Downloads folder.



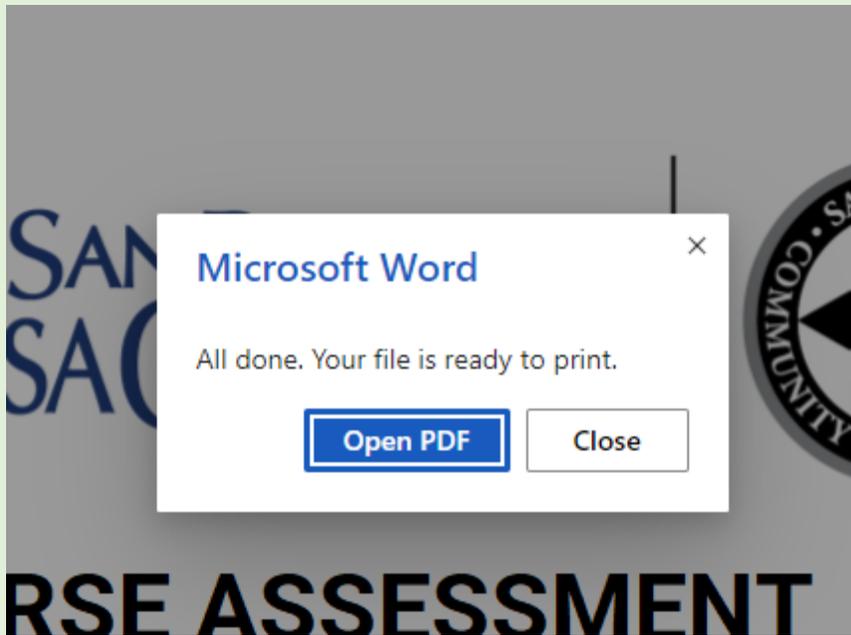
Option 2:

Steps:

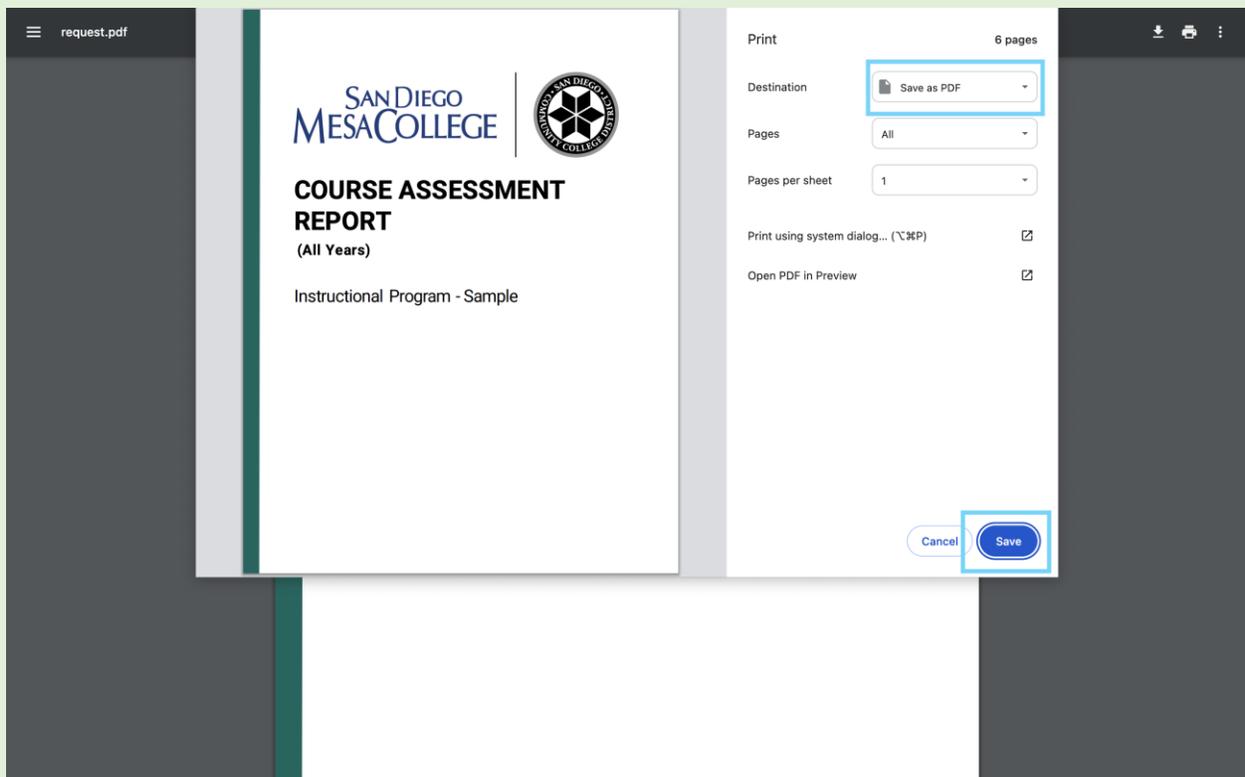
1. Click on the **“Print”** button.



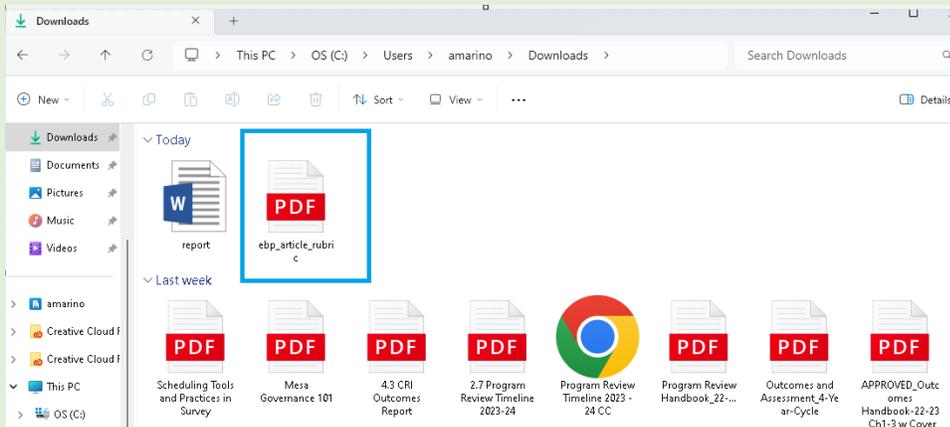
2. This will create PDF for printing. **“Click Open PDF”** to bring up the Print Menu.



3. On the print menu, select Save as PDF as the destination, then click Save.



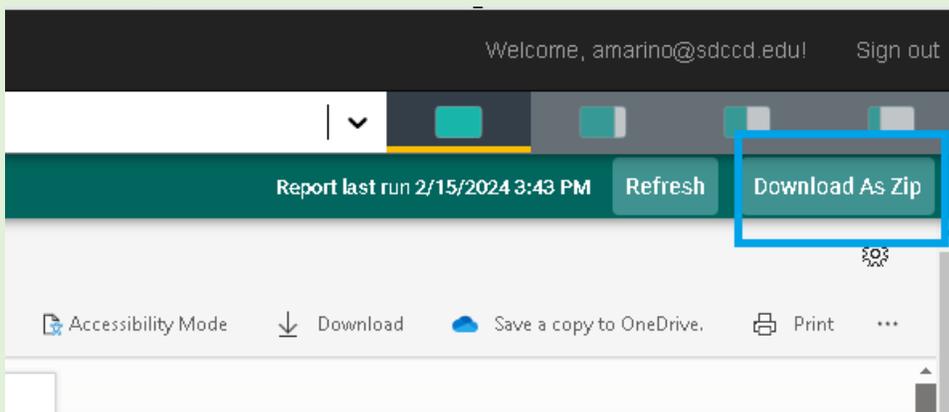
4. The automatic download of a PDF to start. If you can't find it, or don't see the automatic download, check your Computer's Downloads folder.



Download as Zip File

Steps:

1. To download as a ZIP file, click on the “**Download as a ZIP file**” button in the top right of the Nuventive Reports window.

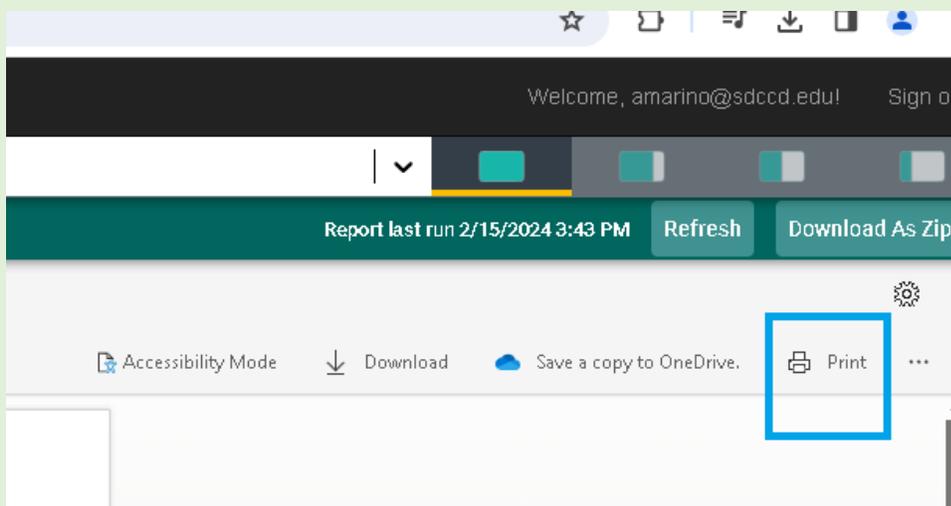


2. This will start an automatic download of a compressed folder. Any documents attached to your report will be included in the download. If you can't find it, or don't see the automatic download, check your Downloads folder.

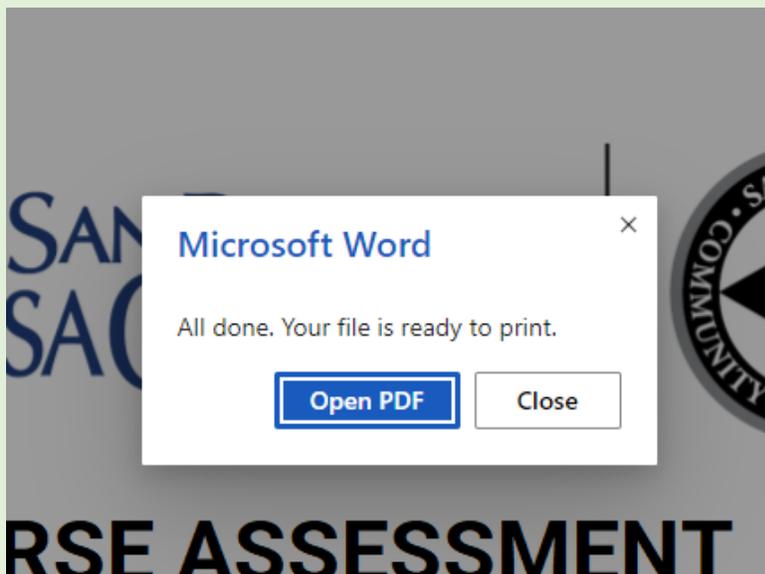
Print Report

Steps:

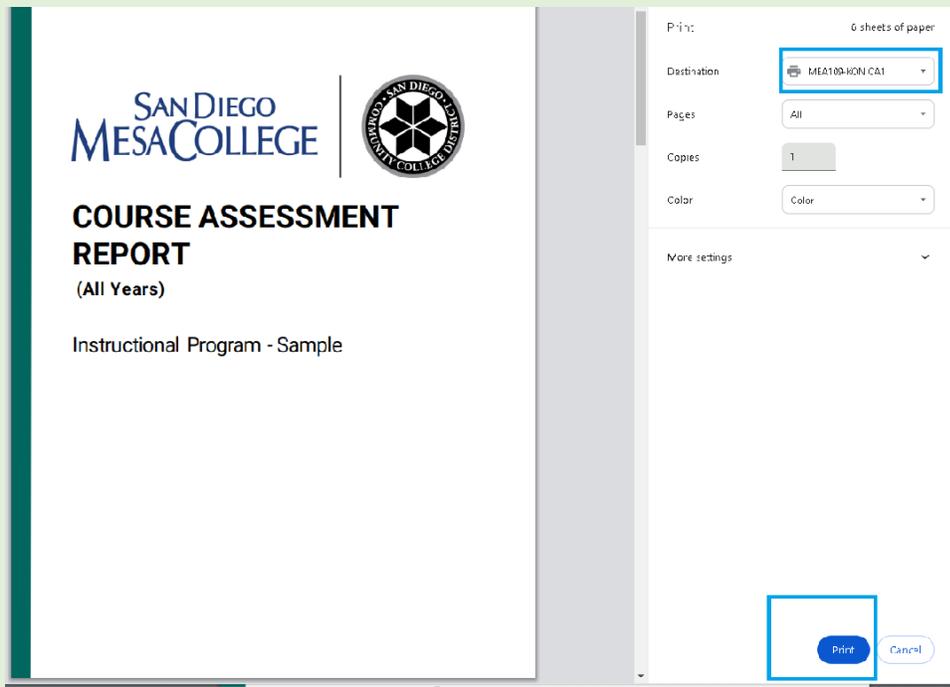
1. To print or Save as a PDF, click the button labeled “**Print**” in the top right corner.



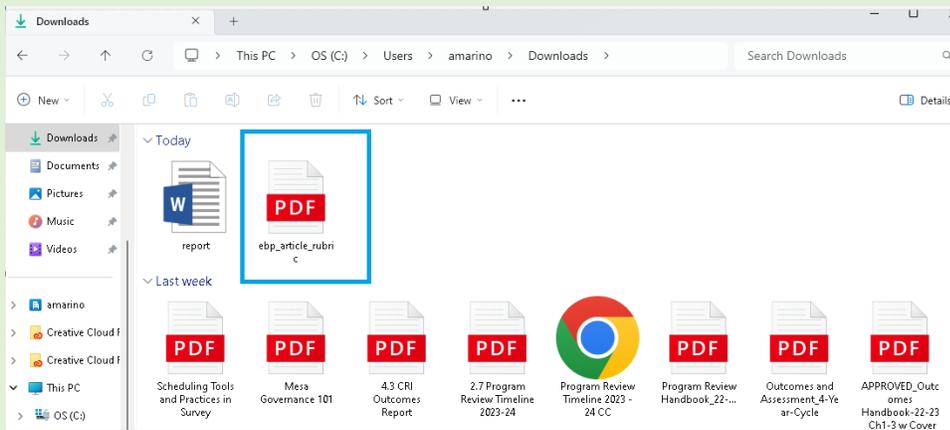
2. This will create PDF for printing. **“Click Open PDF”** to bring up the Print Menu.



3. Then select the appropriate printer.



4. The automatic download of a PDF to start. If you can't find it, or don't see the automatic download, check your Computer's Downloads folder.

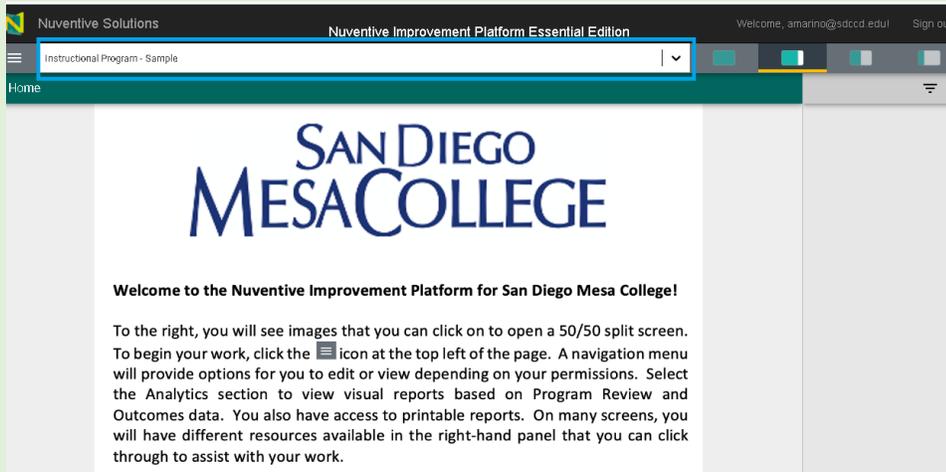




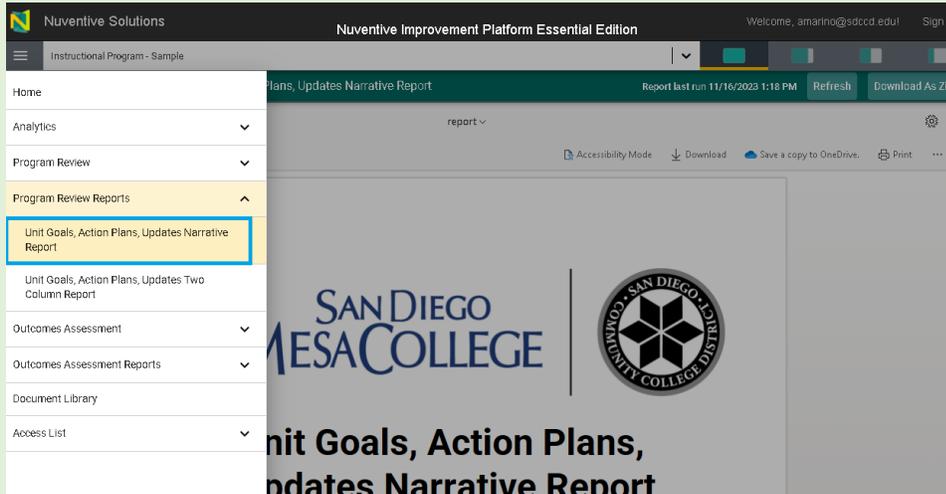
Unit Goals, Action Plans, Updates Narrative Report

Steps:

1. Log in to your Nuventive account.
2. Navigate to the unit for which you'd like the CLO Assessment Narrative Report.



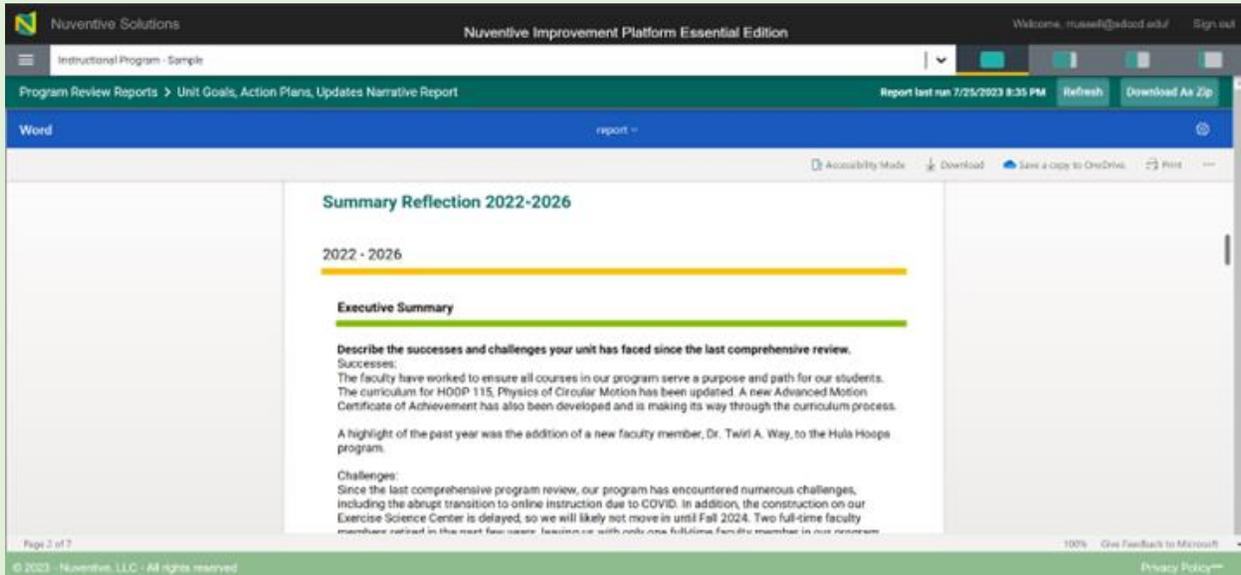
3. Once you're in the unit you want, click on the hamburger menu to expand the main menu. Once you're in the unit you want, expand the Program Review Reports section of the main menu and select 'Unit Goals, Action Plans, and Updates Narrative Report' from the menu.



- The Narrative report for the program you have selected will load. The data for this report is sourced from data entered in the Program Review section of Nuventive.



- Scroll through the document to read Program Review information entered in the Program Review section of Nuventive, including your executive summary, Data reflection, Practice Reflection, Goals, and Action Plans. Subsequent program reviews in this cycle will be added to this document.

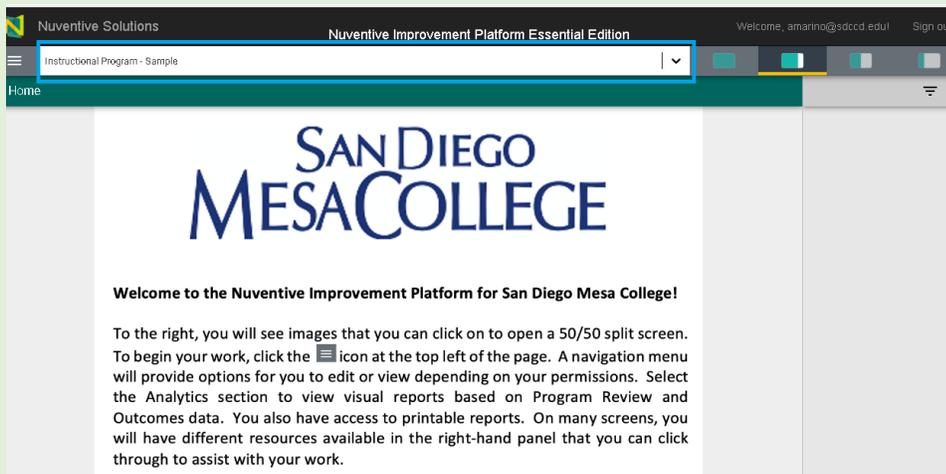




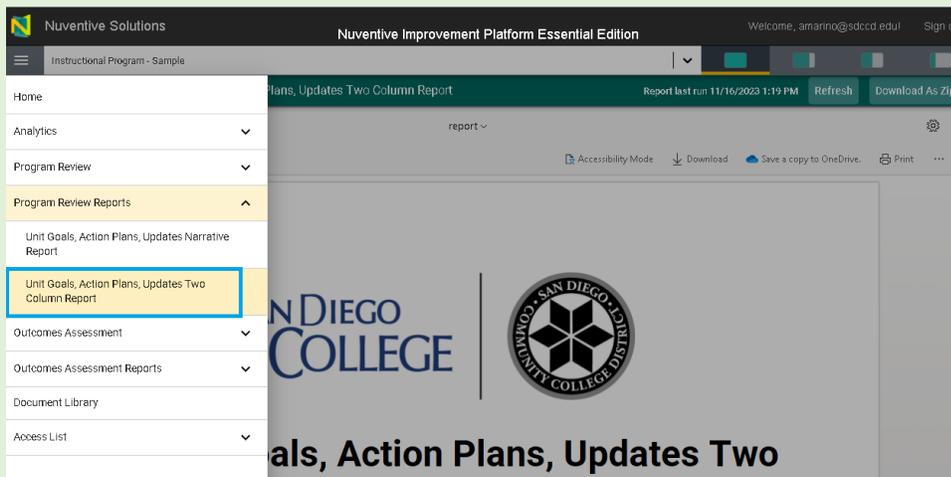
Unit Goals, Action Plans, Updates 2 Column Report

Steps:

1. Log in to your Nuventive account.
2. Navigate to the unit for which you'd like the Program Review Unit Goals, Action Plans, Updates 2 Column report.



3. Once you're in the unit you want, expand the Program Review Reports section of the main menu and select 'Unit Goals, Action Plans, and Updates Two Column Report' from the menu.



4. The Two Column report for the program you have selected will load. The data for this report is sourced from the Program Review section of Nuventive.
5. Scroll down through the document to view the Program Review information entered in the Program Review section of Nuventive, including your executive summary, Data reflection, Practice Reflection. As you scroll to the Goals and Action Plans section, this information is listed in two columns that highlights the action plans and the action plan updates for each goal. Subsequent program reviews in this cycle will be added to this document.

GOAL 1: Expand course offerings	
Unit Goal: Expand the hula hoops course offerings to include industry standard technologies. Goal Status: Active Beginning Year: 2022 - 2023 Projected Completion Year: 2025 - 2026 Mapping Mesa College Strategic Plan: Roadmap to Mesa2030: (X - Highlight the X to Align) <ul style="list-style-type: none"> • Completion - Objective 1: X • Pathways and Partnerships - Objective 3: X • Pathways and Partnerships - Objective 4: X • Scholarship - Objective 4: X 	
Action Plans	Action Plan Update
Action Plan Status: Active Action Plan Cycle: 2022 - 2023, 2023 - 2024	Submission Date: 07/14/2023 Action Plan Update: This is the update to my action plan. Update Year: 2023 - 2024 Action Plan Progress: On Track
Action Plan Status: Active Action Plan Cycle: 2024 - 2025, 2025 - 2026	Submission Date: 07/14/2023 Action Plan Update: This is my update on the action plan Update Year: 2023 - 2024 Action Plan Progress: On Track
Action Plan Status: Active Action Plan Cycle: 2023 - 2024	Submission Date: 07/14/2023 Action Plan Update: This is my update. Update Year: 2023 - 2024 Action Plan Progress: Barriers Encountered



NUVENTIVE USER ACCESS & ROLES

Types of roles in Nuventive

“Read Only” “Full Access Everything” “PR Lead Writer” “PR Feedback” and “DOC”

Role Description

Read Only - is just read only to absolutely everything

Full Access Everything – this role allows anyone who has it the ability to edit everything

PR (Program Review) Lead Writer – this person has read only access to everything EXCEPT the Program Review forms. They have Read Only access to the new reviewer feedback form.

DOC (Department Outcomes Coordinator) – this person has read only access to everything EXCEPT learning outcomes. *

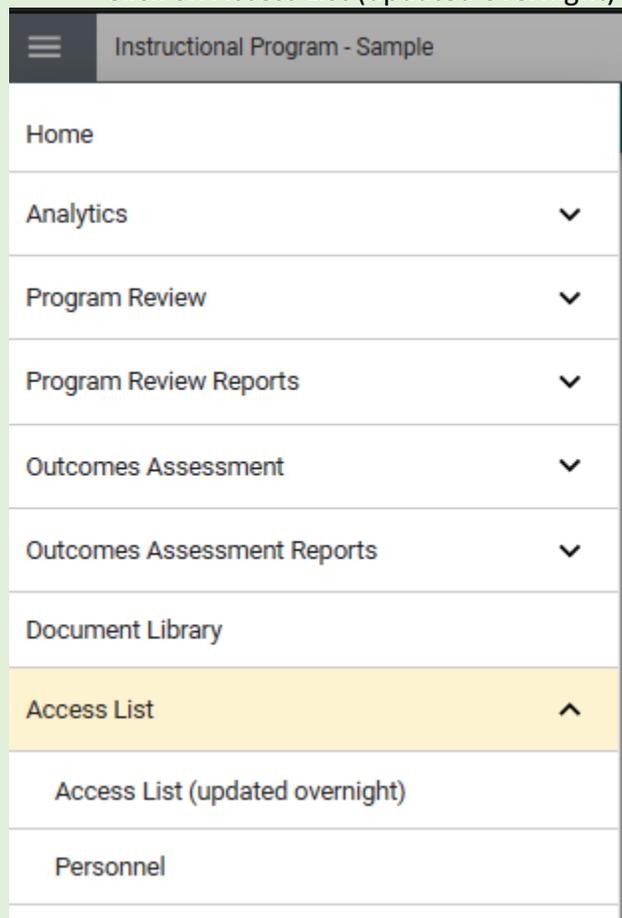
PR Feedback - Read Only everything except the reviewer feedback form
Resource Needs Only – this person can edit the resources needs form and view only everything else.

NOTE: Someone who is a DOC for a program also needs full access to the course grouping with the naming convention Courses –4 letter course designator (e.g., Courses –BUSE).

Reviewing Roles

To see who has access to the program/unit

- Go to open the 
- Expand the Access List by clicking on the arrow down 
- Click on Access List (updated overnight)



Review the access and let the Office of Institutional Effectiveness know of any changes needed. The Access List updates overnight. Please check the last update date to see if any changes you submitted are captured in the visualization. When a user is granted a specific role, access is instantaneous but the visual display under the Access List takes 24 hours to update.

Template All	Summary Unit All	Unit All	Name and Email All	Role All
Unit		Role	Name and Email	



TECHNICAL ISSUES INSTRUCTIONS

If you are experiencing technical difficulties in Nuventive, please follow the following steps:

1. Take a screenshot of what you see and save the image.
2. Make a note of what browser you are using.
 - a. If you are using Internet Explorer, switch to another browser.
3. Write up a detailed description of what you were trying to do or what you were doing when you encountered the issue.
4. Send that information (bullet 1-3) over to Liza Rabinovich (erabinovich@sdccd.edu)



SAN DIEGO
MESA COLLEGE

