# San Diego MESACOLLEGE





## **Digital Handbook**





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

## 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.



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 <a href="mailto:mesaresearch@sdccd.edu">mesaresearch@sdccd.edu</a> or <a href="mailto:erabinovich@sdccd.edu">erabinovich@sdccd.edu</a> (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.

Program - Psychology (BA)

#### 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:

<u>zeudersinip menusi</u>	
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	

 $\mathbf{\tilde{v}}$ 

Access List

Instructional Menus:

≡	Instructional Program - Accounting (ACC	T)
Home		
Analyt	ics	~
Progra	ım Review	~
Progra	m Review Reports	~
Outco	mes Assessment	~
Outco	mes Assessment Reports	~
Docun	nent Library	
Acces	s List	~

## Academic & Learning Support Menus:

≡	Academic and Learning Support - Library	Services
Home		
Analyt	ics	~
Progra	am Review	~
Outco	mes Assessment	~
Progra	am Review Reports	~
Outco	mes Assessment Reports	~
Docun	nent Library	
Acces	s List	~

Courses Menus:

≡	Courses - WORK		
Course and CLO Review			
Analyt	ics		
Course	e Outcome Review Form		
Course Assessment			
Report	ts 🔨	,	
Document Library			
Manage Assignments			

**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

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

Nuventive Solutions	Nuventive improvement Platform Essential Edition	1.	Weicome, an amosta special edul	Sign out
Home		(* <b>1</b>		Ŧ
	<section-header><section-header><section-header><section-header><text><text></text></text></section-header></section-header></section-header></section-header>			

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.

## **NUVENTIVE LOG IN**

Log In Instructions

To log into Nuventive, click on <u>https://solutions.nuventive.com</u>. 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

Nuventive Solutions



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



4. Select whether you would like to stay signed in

SANDERGO SONDENIYY COLLEGE
sking@sdccd.edu
Stay signed in?
Do this to reduce the number of times you are asked to sign in.
Don't show this again
No <u>Yes</u>

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.



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## **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 <u>mesaresearch@sdccd.edu</u> or <u>erabinovich@sdccd.edu</u> (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:

≡	Leadership - Dean, Humanities Office	
Home		
Analyt	ics	
Progra	am Review	~
Progra	am Review Reports	~
Docun	nent Library	
Acces	s List	~

3. <u>Student Services Menus:</u>

≡	Student Services - Puente	
Home		
Analyt	ics	~
Progra	m Review	~
Progra	m Review Reports	~
Outco	mes Assessment	~
Studer Report	nt Services Outcomes Assessment ts	~
Docun	nent Library	
Acces	s List	~

## 4. Instructional Menus:

	Instructional Program - Accounting (ACC	T)
Home		
Analyt	ics	~
Progra	am Review	~
Progra	am Review Reports	~
Outco	mes Assessment	~
Outco	mes Assessment Reports	~
Docun	nent Library	
Acces	s List	~

5. <u>Academic & Learning Support Menus:</u>

≡	Academic and Learning Support - Library	Services
Home		
Analyt	ics	~
Progra	m Review	~
Outco	mes Assessment	~
Progra	m Review Reports	~
Outco	mes Assessment Reports	~
Docun	nent Library	
Acces	s List	~

## 6. <u>Courses Menu:</u>

≡	Courses - WORK			
Course	Course and CLO Review			
Analyt	ics	~		
Course Outcome Review Form				
Course Assessment				
Report	ts	~		
Document Library				
Manag	ge Assignments			

**NOTE:** To expand the navigation menus, click on the title you want to expand or click on the down arrow/caret  $\checkmark$  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	I
Program Review	~
Program Review Reports	~
Outcomes Assessment	~
Outcomes Assessment Reports	~
Document Library	
Access List	~

#### The Center Unit Drop-down Menu

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



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  $\checkmark$  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.

Nuventive Solutions Instructional Program - Sample Home	- Nuventive improvement Platform Essential Edition	Vek
	San Die San Die State St	
	0	

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



## Nuventive.

## Summary and Reflection

1. Select 'Summary and Reflection' using the arrow/caret  $\checkmark$  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 <sup>•</sup> will appear in the center of the screen. Select the <sup>•</sup> to begin data entry using the directions below.

Program Review > Summary and Reflection			
Program Review Cycle	Program Review Cycle	<b> </b> ~	Ð
	No responses have been entered. Please click the add button <table-cell-rows> to create a response</table-cell-rows>		

3. If data is already entered, select the appropriate program review cycle using the arrow/caret

 $\checkmark$  to open the drop-down menu on the right.

	Nuventive Solutions Nuventive Imp	rovement Platform Essential Edition	II Sign out
	Instructional Program - Sample	🗸 🔲 🔳 🔳	
Pr	ogram Review > Summary and Reflection		
Pr	ogram Review Cycle	Program Review Cycle View All	_ <b>``</b>
	2022 - 2026 Last Modified: 11/16/2023, A.	Marino	:
	Executive Summary Complete Yes		
	Data Reflection Complete Yes		
	Practice Reflection Complete Yes		
	Are there any edits or updates to the Executive Summary above?		
	Are there any edits or updates to the Data Reflection above?		

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

8	Nuventive Solutions	Nuventive Improvement Platform Essential Ec	lition
≡	Instructional Program - Sample		<b>~</b>
Pro	ram Review > Summary and Reflection > Summary and Reflection: Program Rev	iew	() Close Save
			, <sup>I</sup> ✓ COLLAPSE ALL
	Executive Summary	Last Modified: 07/14/2023, D. Miyoshi	
	Data Reflection	Last Modified: 07/15/2023, D. Miyoshi	
E	Practice Reflection	Last Modified: 07/14/2023, D. Miyoshi	
	Mid-Cycle Updates	Last Modified: 07/14/2023, D. Miyoshi	
			•

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

	Nuventive Solutions	Nuventive Improvement Platform Essential Edit	. Welcome, a	marino@sdco	d.edu!	Sign out
	Instructional Program - Sample		~			
Pr	rogram Review > Summary and I	Reflection				
Pr	ogram Review Cycle	Program Review Cycle View All				~
	<b>2022 - 2026</b> Last Mod	dified: 11/16/2023, A. Marino				:
	Executive Summary Complete Yes Data Reflection Complete Yes Practice Reflection Complete Yes Are there any edits or updates to the E Are there any edits or updates to the D Nuventive Solutions Instructional Program - Sample	Executive Summary above? Nata Reflection above? Nuventive Improvement Platform Essential Editi	Welcome, an on	narino@sdcc	d.edu!	Sign out
Pro	ogram keview > Summary and F	Process Building Cools				
Pro	ogram Review Cycle	View All				~
	2022 - 2026 Last Mod	lified: 11/16/2023, A. Marino		🧷 Edi	t	
	Executive Summary Complete Yes			🖶 Vie	w/Print lit Log	
	Data Reflection Complete Yes			🗍 Del	ete	_
	Practice Reflection Complete Yes					
	Are there any edits or updates to the Ex	xecutive Summary above?				
	Are there any edits or updates to the Da	ata Reflection above?				

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.

Nuventive Solutions	Nuventive Improvement i	Platform Essential Edition		Welcome, amarina@sdccd.edul Sign ou
Enstructional Program - Sampla			×	
Program Review > Summary and Reflection > Summary and Reflection: Program Review	Close Save			Ŧ
	R COLLAPSE ALL	(	0.0	6 D
<ul> <li>Executive Summary</li> <li>Last Modified: 07/14/2023, D.</li> <li>Miyoshi</li> </ul>		MESACOLLEGE	MESACOLLEGE	MESACOLLEGE
*denotes a required field				
Describe the successes and challenges your unit has faced since the last comprehensive review.		Program Review Handbook	Roedmep Mese2030	Dete Deshboards
Bucenties: Physics of clouds the bins have buckgrown in buc program may buckgrown and parts that have schedures ' Physics of clouds that have buckgrown have And Warder Mathorit Schedured Anderwendernist in the this way that the schedure of the schedure schedure and the schedure of the schedure schedures A haphaging of the space was the de addition of a new faculty seetable. (Cr. Turri A. Way, to the Hule Hoops of Challenges) Challenges: The schedure of the schedure schedure schedure schedure schedures and the schedures and the schedure schedure schedure schedure schedure schedures, including relations the fact and the fact schedures in the schedure schedures, including relations the fact schedures and the schedure schedures in the schedures and the schedures and the schedures and the schedure schedures in the schedure schedures and the schedures and the schedures have the fact schedures and the schedure schedure in the schedure schedures and the schedures and the schedures the schedure schedure schedures and the schedures and t	le cumculum for HOOP 118, been developed and is marking rogram. g the abrupt transition to we will likely not more in unti uity member in our program.	SAN DIEGO MESA COLLEGE Blassery of Terms	SAN DIEGO MESACOLLEGE Program Review Template	Course and CLO Listing
If applicable, describe any major curricular or service changes your unit has engaged in and the impact of those chan comprehensive review.	iges since the last			
The Hule Hoops program continues to adapt our courses and modalities to meet the needs of our students continues to carefully weigh the options in determining which courses are appropriate (or inappropriate) to education formal.	. Our program also fifer in a distance			
The curriculum for HOOP 115, Physics of Circular Motion has been updated. A new Advanced Motion Certification devices devices and and is an alternative structure to the curriculum for an access.	icate of Achievement has			
If applicable, describe the impact of any new resources (human, fiscal, etc) on the unit and/or action plan implement	ation.			
Last semester, our new tenure track faculty, Dr. Twirl A. Way, joined our program. She has wan national and in hooping reflection her tremendous hooping expertise. We are confident that her expertise will help meet a	international championships aur propram poals of			

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.

N	Nuventive Solutions	Nuventive Improvement Platform Essential Edition		
≡	Listicuto val Erogram - Fashion (EASH)			~
Pre	gram Review 5 Summary and Reflection 5 Summary and Reflection: Frogram Review		Clo se	Save
		7	<sup>⊭</sup> COLLAPSEA	ı
C	Executive Summary	Last Modified: 10/12/2023, 0. Miyoshi		
Ľ	Data Reflection	Lari Modified: 10/12/2023, 0. Mijoshi		
C	Practice Reflection	Lart Modified: 10/12/2023, D. Myochi		
C	Mid-Cycle Updates			

#### **Executive Summary**

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

Instructional Program - Sampla Program Review > Summary and Reflection	n > Summary and Raflection: Program Review Clear	Save
	7 <sup>12</sup> collapse	ALL
<ul> <li>Executive Summary</li> </ul>	Last Modified: 07/14/2023, D. Mlyoshi	
penctes a required field. Describe the successes and shallenges your unit he Successes:	as faced since the bet comprahereity review.	-
The recurry neve worked to ensure all courses i has also been developed and is making its way A highlight of the past year was the add tion of	n our progens serve a purpose end pain for cur students. The curiculum for HOOP 112, Physics of Cliculer Motion has been updated. A new Adverced Motion Oertificate of Achteventer 1 Anough Heacunitation assesse. a new faculty member, Dr. Twi H. Wag, to the Hule Hoops program.	
Challenges: cance the tast comprehensive program review, a ce ayed, so we will likely not move in unit Fall 2 the applicable, describe any major curricular or servi-	un program na encourtered in unerous so allenges, including the almost tar solltain to an interiormetion due to COMBL in addition, the construction or our Exercise Science Science Science (Science Science) and the solution of the solution	
The Hula Hoops program continues to adapt o offer in a distance education format.	ur ocurses and modelifies to meet the needs of our students. Our program a so continues to carefully weigh the options in determining which courses are appropriate (or inappropriate) to	
The curriculum for HOOP 115, Physics of Circu	ar Motion has been updated. A new Advanced Motion Certificate of Achievement has also been developed and is making its way through the curriculum process.	
H applicable, describe the impact of any new resour Last semester, our new tenure-track faculty; Dr. hep meet our program goals of developing new	ces (tunns, fiscal, etc) on the unit addre addre planingementation. Twi 1 A. Way, jo ned our program. She has won national and international champiconships in hooping, selfecting her treamendous hooping expertise. We are confident that her exsertise will course of termings for meet industry standards and enhance out each efforts to promote program privath.	
Since we are not yet in our new building, we have all goes as planned, we will be able to discuss the	re not been ab e to access the FFRE we ordered last year. We are acking forward to our new hoops and maintenance technology that we will hope Uly be able to obtain in the near future. If Its ir more detail in next years program review update.	
If you assess course learning outcomes, please co Reviewed & Accurate	ntim that the department has reviewed the Guarse Learning OL bornes Listed in Guaricullet for each excise and verify accuracy. If you do not access CLDs, skip this question.	
Nelated Documents for Charts and Graphs		
E ozument Name	Decument Description	

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

	Summary and Renection. Program Review	(i) Close		
It applicable, describe any major curricular or service ch	langes 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.				
f 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. Twi confident that her expertise will help meet our progr	rl A. Way, joined our program. She has won national and international championships in hooping, reflecting her trem am goals of developing new course offerings to meet industry standards and enhance outreach efforts to promote	endous hooping expertise. We are 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.				
	, ,			
f you assess OUTCOMES, please confirm that the outco	mes have been reviewed for accuracy. If you do not assess Outcomes, skip this question.			
f you assess OUTCOMES, please confirm that the outco Reviewed & Accurate	mes have been reviewed for accuracy. If you do not assess Outcomes, skip this question.			
if you assess OUTCOMES, please confirm that the outco Reviewed & Accurate Related Documents for Charts and Graphs	mes have been reviewed for accuracy. If you do not assess Dutcomes, skip this question.			
If you assess OUTCOMES, please confirm that the outco Reviewed & Accurate Related Decuments for Charts and Graphs Document Name	nnes have been reviewed for accuracy. If you do not assess Duttomes, skip this question.	G		
f you assess OUTCOMES, please confirm that the outco Reviewed & Accurate Related Documents for Charts and Graphs Document Name There are no documents attached	mes have been reviewed for accuracy. If you do not assess Dutcomes, skip this question.	¢		
If you assess DUTCOMES, please confirm that the outco Reviewed & Accurate Related Documents for Charts and Braphs Document Name There are no documents attached Executive Summary Complete	mes have been reviewed for accuracy. If you do not assess Dutcomes, skip this question.	0		

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 uni	t and/or action plan implementation.			
Last semester, our new tenure-track faculty. Dr. Twirl A. Way, joined our program confident that her expertise will help meet our program goals of developing new	m. She has won national and international championships in hooping, reflecting her tremendous hooping expertise. We a w course offerings to meet industry standards and enhance outreach efforts to promote program growth.	are		
Since we are not yet in our new building, we have not been able to access the Fi to obtain in the near future. If all goes as planned, we will be able to discuss this	F&E we ordered last year. We are looking forward to our new hoops and maintenance technology that we will hopefully t s in more detail in next year's program review update.	te able		
If you assess OUTCOMES, please confirm that the outcomes have been reviewed for a	accuracy. If you do not assess Outcomes, skip this question.			
Reviewed & Accurate				
Related Documents for Charts and Graphs				
Document Name	Document Description	Ð		
There are no documents attached				
Executive Summary Complete				
Yes				
	<b>_</b>			

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

	luventive Solutions	utions Nuventive Improvement Platform Essential Edition Welcome, amarino@add					
	Instructional Program - Sample		<b>~</b>				
Prog	am Review > Summary and Reflection > Summary and Reflec	tion: Program Review			(j)	Close	Save
H ap	licable, describe any major curricular or service changes your unit has engage	ed in and the impact of those changes since the last comprehensive review.					
The app	Hula Hoops program continues to adapt our courses and modalities to r opriate (or inappropriate) to offer in a distance education format.	meet the needs of our students. Our program also continues to carefully w	eigh the opti	ons in determin	ning which cour	rses are	
The pro	curriculum for HOOP 115, Physics of Circular Motion has been updated. ess.	A new Advanced Motion Certificate of Achievement has also been develop	ed and is ma	aking its way th	nrough the curr	iculum	
lf ap	licable, describe the impact of any new resources (human, fiscal, etc) on the r	unit and/or action plan implementation.					
La: cor	semester, our new tenure-track faculty, Dr. Twirl A. Way, joined our progr ident that her expertise will help meet our program goals of developing n	ram. She has won national and international championships in hooping, re rew course offerings to meet industry standards and enhance outreach eff	flecting her forts to pron	tremendous ho note program g	ioping expertise rowth.	e. We are	
Sin to c	e we are not yet in our new building, we have not been able to access the stain in the near future. If all goes as planned, we will be able to discuss t	FF&E we ordered last year. We are looking forward to our new hoops and his in more detail in next year's program review update.	maintenanc	e technology th	nat we will hope	fully be able	
If yo	assess OUTCOMES, please confirm that the outcomes have been reviewed for	or accuracy. If you do not assess Dutcomes, skip this question.					
Rev	ewed & Accurate	<b>v</b>					
Related Documents for Charts and Graphs							
	ocumentName	Document Description				Ð	

#### Data Reflection

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

<u> </u>	Auventive Solutions Nuventive Improvement Platform Essential Edition	
T	Instructional Program - Sample	1
rogra	am Review > Summary and Reflection > Summary and Reflection: Program Review Close	s
Yes	<b>v</b>	
		_
~	Data Reflection Last Modified: 07/15/2023, D. Miyoshi	
note	is a required field	
Base also appr	as observed in program/names areas of as	
Jesci The anro sam	ribe any equity gaps in the data. Are three differences and/or patterns observed by demographice (e.g. race/ethnicity gender, age, etc.) ① Hull 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 alment 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 e.	
Suco	cess rates in our program are currently at 62% for African American/Black students, 67% for Latinz, 73% for White, and 77% for Asian. Although there are equity gaps that must be addressed, our program's success rates are gradual roving for every group and we hope to maintain this upward movement.	у
Desc	ribe the discussion(s) that took place about the unit's learning outcomes assessment data. 🕐	
All o met	f 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 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.	5
Relat	led Documents for Charts and Braphs	
D	Document Name Document Description	
Т	There are no documents attached	
Data Yes	Reflection Complete	

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 Dashbaards, the Huld Hoops program has experienced enrollment decline since 2019-2020, a trend that the college state and country are also experiencing in higher educations. Between 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% ecross 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.) (i)							
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 dealine 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 a program's success rates are gradually improving for every group and we hope to maintain this upward movement.	addressed, our						
Describe the discussion(s) that took 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 c 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 student	omponents have had its.						
Related Documents for Charts and Graphs							
Document Name Document Description	Đ						
There are no documents attached							
Data Reflection Complete							
Yes							

 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 Callege Office of Institutional Effectiveness Data Dashboards, the Huia Hoops program has experienced enrollment decline since 2019-2020, a trend that the callege, state and country are also experiencing in higher education. Between Fail 2020 and Fail 2021 The overall enrollment in our program declined by approximately 20%. However, since Spring 2022, our program has experienced a graduation increase merrollment of approximately 5% ecross our course of fiennigs.						
	Describe any equity gaps in the data. Are there differences and/or patterns observed by demographics (e.g.race/ethnicity, gender, age, etc.) 🕥						
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	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						
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Created 9/1/2023; Edited 9/27/2023

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.

✓ Practice Reflection Last Medified: 07/14/2023, D. Miycehi	
* cenctes 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 Like Loops program has focused on voncue outreeds afforts within the program, school community and the greater community at large. Examples of outreech Peer Leadership, Shows, Tours, visiting local "eeder schools. We hope to continue and increase this outreech in future services. Our faculty have also worked hard t run er cus challenges over (he past few years).	efforts include: Grientations, Job Fairs, o adept their course modalities to the
In general, our program server to apply energing best practices in her field to empower our students to develop strong hub hosping skills along with more includue is engage in our program through innovative estimates and performances. Period lentry in our underrepresented populations, this more hands-on and individualized envir most periodial for our students and will repetibly it renaise with gene as success.	zed opportunities for our students to conment allows for the mentoring that is
What other factors (infamal or external) might also impact the above data trends and equipygaps? ()	
Changes in the Cal formia community college funding formula, along with other legis attive changes impacting our courses and degrees have presented challenges to a threaten our core commitment to open access and have the potential to weaken efforts related to equity.	zur program. In general, these changes
The online/remote modal ties of the pest three years impacted our stucents who did not have adecuare access to technology and/or the special equipment required reasons, we are working to bring the majority of our class sections back to camp us so our students have access to the physical spece and equipment necessary to a	n many of our courses. For these chieve success in hooping.
Related Documents for Charts and Praphs	
Example Description P	O
There are no documents attached	
Practice Kaflection Completa	
Yes	

2. Additional information can be added in the form of charts, tables, graphs, or data sheets

using the 😐 icon at the bottom right.

<ul> <li>Practice</li> </ul>	Reflection	Last Modified: 07/14/2023, D. Miyoshi							
enctes a required fi	ield.								
Usscribe currant practices your program/service area has engaçed in that you believe impact the above data trends and equity gaps. 🕠									
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3. Select **'Yes'** in the final prompt within 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.

penctes a Describe			
Describe	required field.		
	e current practices your program/service area has	engaçed in that you believe impact the above data trends and equity gaps. (i)	
The Hui Peer Le runrero	le i loops program has focused on various outr adership, Shows, Tours, visiting local feeder so cus challenges over the past few years.	each afforts within the program, school community and the greater community at large. Examples of surreach afforts includes rools. We hope to continue and increase this ourreach in furure servesters. Our faculty have also worked hard to adapt their or	Orientations, Jcb Fairs, Jurse mocalities to the
In gene engage most or	ral, our program seeks to apply emerging best   Ein our program through irmovative activities ai ereficial for our students and will hopefully trar	cractices in the field to empower our students to develop strong hula hooping skills, along with more incluidua ized opportunitie of performances. Particularly in our underrepresented populations, this more hands-on and individualized environment allows silencing geners success.	es for our students to for the mentoring that is
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Related I	Dreuments for Charts and Graphs		
Docu	ment Name	Document Description	Đ
The	e are no documents attached		
Practice	Reflection Complete		
Ye5			

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

Nuventive Solutions	Nuventive Improvement Platform Essential Edition		
Instructional Program - Sampla	~		_
rogram Review 🗲 Summary and Reflection	> Summary and Reflection: Program Review	(i) Close	Save
<ul> <li>Practice Reflection</li> </ul>	Last Modified: 07/14/2023, D. Miyoshi	L	_
enctes a required field			_
Describe current practices your program/service are	a has engaged in that you believe impact the above data trends and equity gaps. 🕕		
The Hule Hoops program has focused on vorieu: Peer Leadership, Shows, Tours, visiting beef 'eee run er cus challenges over II'r past few years. In generel, our program seeke to apply enreging engage in our program. Inought morative activi most seneficial for our students and will hopeful	o autraceh afforts wihnir the program, school com nun ity and the greater community at large. Examples of sutre ler schools. We hope to continue and increase this ourreach in furure serresters. Our faculty have also worked ha best practices in the field to empower our students to develop strong hula hooping skills, along with more incivid les and performances. Partice, lark in our under represented populations, this increments of and include at y y torolar cinta gracer success.	wherefforts include: Orientations, Job Fairs, rd to adapt their source mocalities to the usized opportunities for our students to myromment allows for the mentaring that is	
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Changes in the California community college fun threaten our core commitment to open access a	ding formule, along with other legis a tive changes impacting our courses and degrees have presented shallenges Id have the potential to weaken attorts related to equity	to cur program. In general, these changes	
The online/remote modalities of the past three y: reasons, we are working to bring the majority of	sars impacted our students who did not have adecuate beeks to technology and/or the special equipment requin our class sections back to campuis aciour students have access to the physical space and equipment necessary t	rec in many of our ecurses. For these a achieve success in happing	
Related Documents for Charts and Graphs			
		-	

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

#### 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.

Instructional Program - Sample	
Program Review > Summary and Reflection > Summary and Reflection: Program I	Review Close Save
Executive Summary     Last Modified: 07/14/2	2023, D. Miyoshi
> Data Reflection Last Modified: 07/15/2	2023, D. Miyoshi
> Practice Reflection Last Modified: 07/14/2	2023, D. Miyoshi
Mid-Cycle Updates     Last Modified: 07/14,	4/2023, D. Miyoshi
Identice a required field Are there any edits or updates to the Executive Summary above?	
Are there any edits or updates to the Data Reflection above?	
Are there any edits or updates to the Practice Reflection above?	

## 関 Nuventive.

## 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**'

	Nuventive Solutions		Nuventive Improvement Platform Essential Edition			
≡	Instructional Program - Sample			~		
Hom	ie	- 1				
Ana	lytics	~		Program Review Cycle View All		<b> </b> ~
Prog	gram Review	~				
S	ummary and Reflection		Last Modified: 11/16/2023, A. Marino			:
U	nit Goals, Action Plans, Updates					
R	esource Needs					
M (F	IAP: Unit Goal Alignment to Mesa2030 READ ONLY)					
M G	IAP: Resource Needs Alignment to Unit oals and Mesa2030 (READ ONLY)					
Ρ	rogram Review Resources					
R	eviewer Feedback		ary acover			
Prog	gram Review Reports	~	bove?			

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.

Program Review > Unit Goals, Action Plans, Updates							
Unit Goals and Action Plans						•	:
Goal Status View All	<b>~</b>	Beginning Year View All	<b> </b> ~	Projected Completion Year View All	<b>~</b>	Showing 0 of 0	
If you make changes to this data during the manager review period, please let your reviewer know.							×
No Unit Goal has/have been entered. Please click the add button 😝 to create a/n Unit Goal							

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

Program Review > Unit Goals, Action Plans, Updates							
Unit Goals and Action Plans							
Goal Status     Beginning Year     Projected Completion Year       View All     View All     View All							
If you make changes to this data during the manager review period, please let yo	ir reviewer know.		×				
GOAL 1: Expand course offerings: Active			0. Miyoshi 7/14/23				
Unit Goal Expand the hula hoops course offerings to include industry standard technologies. Beginning Year 2022 - 0023							
Projected Completion Year 2025 - 2026							
GOAL 2: Increase student access to materials and courses	Active		D Miyoshi 7/14/23				
Unit Boal Increase student access to Hula Hoops courses and materials needed for Beginning Year 2022 - 2023 Projected Completion Year	successful campletion.						

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.					
P	Program Review > Unit Goals, Action Plans, Updates							
U	nit Goals and Action Plans						Ð	:
	Goal Status View All	<b>~</b>	Beginning Year View All	<b>~</b>	Projected Completion Year View All	<b>~</b>	Showing 3 of 3	g
	f you make changes to this data during the r	manager reviev	rperiod, please let your reviewer know.					×
	GOAL 1: Expand course offeri	ngs: Active				D. Miyoshi 7/1-	4/23	:
3	Unit Goal Expand the hule hoops course offerings Beginning Year 2022 - 2023 Projected Completion Year 2025 - 2026	s to include inc	ustry standard technologies.					

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.

Nuventive Solutions	Nuventive Improvement	Platform Essential Edition		
instructional Program - Sample		~		
Program Review > Unit Goals, Action Plans, Updates				÷
Unit Goals and Action Plans	🔁 E 🕯			
Goal Status     Beginning Year     P       [View Al]     View Al]     •	trojected Completion Year Showing View All v 3 of 3 assel let your reviewer know.	SAN DIECO MESA COLLEGE Program Review Handbook		
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If GOAL 2: Increase student access to materials and           Unit Goal	cour 0. Miyoshi 7/14/23	C		
Inorane student assess to kills kinne anurses and materials a	and at the exponential an implation			

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

N	Nuventive Solutions	Nuventive Imp	Nuventive Improvement Platform Essential Edition			Welcome, an	narino@sdccd.edul	Sign ou
=	Instructional Program - Sample				<b> </b> ~			
Prog	gram Review 🗲 Unit Goals, Action Plans, U	lpdates						Ŧ
Unit	Goals and Action Plans					<b>•</b> :		
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Ui E) B4 21 P1 21	nit Goal xpand the hula hoops course offerings to include gjinning Year 022 - 2023 rojected Completion Year 025 - 2026	e industry standard technologies.					San Dieg MESACOL	go LEGE
:	GOAL 2: Increase student access to m	aterials and courses: Active			D. Miyoshi 7,	/14/23	loadmap Mesa2030	
Ui In 84 20 Pi 20	nit Goal ucrease student access to Hula Hoops courses a aglinning Year 2022 - 2023 rojected Completion Year 2025 - 2026	ind materials needed for successful	completion.				San Die MESACOL	co LEGE
:	GOAL 3: Enhance outreach efforts: Ac	tive			D. Miyoshi 7,	/14/23	iata Dashboards	
U	nit 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.

	Nuventive Solutions	Nuventive Improvement Platform Essential Edition
I	Student Services - SAMPLE	<b>v</b>
	Program Review > Unit Goals, Action Plans, Updates	Close Savo 🗸
	Q Supplemental Instruction	•
[	UNIT GOAL     O ACTION PLANS     ALIGNMENT TO MESA 2030     UPDATES	
	*durates a regard field Unit Boal Short Name * Supplemental Instruction	
	Unit Goal • 30% of gateway courses will have peer instruction available	
	Coal Status * Active	
	Beginning Yaar + 2023 - 2024 ♥	
	Projected Completion Year 2027 - 2028	

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

#### .

8	Nuventive Solutions	Nuventive In	nprovement Platfo	rm Essential Edition					
≡	Instructional Program - Sample				~				
Prog	Program Review > Unit Goals, Action Plans, Updates Close S								
۹	GOAL 1: Expand course offerings							<b>~</b>	
	UNIT GOAL   ACTION PLANS	ALIGNMENT TO MESA 2030	<ul> <li>UPDATES</li> </ul>						
*den: Uni	ites a required field. I Goal Short Name *								
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Ex	pand the hula hoops course offerings to include	industry standard technologies.							
Go	al Status *								
Ac	tive	~							
Be	jinning Year *								
20	22 - 2023	~							
Pro	jected Completion Year								
20	25 - 2026	~							

#### Action Plan

1. Select Action Plan from the center header.

N	Nuventive Solutions	Nuventive Improvement Platform Essential Edition
E	Student Services - SAMPLE	
Pr	gram Review > Unit Goals, Action Plans, Updates	Close Save ~
Q	Supplemental Instruction	·
	Action Plan Status Action Plan Oycle Vew All Vew All	Showing v 1 of 1
	UNIT GOAL     O ACTION PLANS     ALIGNMENT TO MESA 2030     UPDATES	0
	He will request funding to hire high-achieving students to serve as peer instructors	N. Support 3/9/23
	Arthor Plan Bladus Active Active We will request funding to hire high-achieving students to serve as peer instructors Active fraits Octobe 2023 - 2024, 2025 - 2026	

2. Add a new action plan by selecting the  $\textcircled{\bullet}$  symbol.

View All	~	Action Plan Cycle View All		<b>~</b>	Showing 3 of 3
UNIT GOAL	ACTION PLANS	ALIGNMENT TO MESA 2030	• UPDATES		Đ
🗄 Research industry st	tandards: Survey em	ployers regarding skills necessa	ry for hula hoop employment over the next ten years. Develop survey an	<b>d</b> D. Miyoshi 7/14/23	:
Action Plan Status Active					
Action Plan					
Research industry standards	s: Survey employers rega	arding skills necessary for hula hoop en	mployment over the next ten years. Develop survey and participant list based upon in	put from advisory board.	
Research industry standards Action Plan Cycle 2022 - 2023, 2023 - 2024	s: Survey employers rega	arding skills necessary for hula hoop en	mployment over the next ten years. Develop survey and participant list based upon in	put from advisory board.	
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3. Edit current action plans by clicking the ellipsis and selecting 'Open.'

Action Plan Status View All	<b>~</b>	Action Plan Cycle View All					<b>~</b>	Showing 3 of 3
UNIT GOAL	CTION PLANS	ALIGNMENT TO MESA 2030	<ul> <li>UPDATES</li> </ul>					C
🗄 Research industry sta	ndards: Survey en	nployers regarding skills necessar	ry for hula hoop em	ployment over	the next ten yea	rs. Develop survey	and D. Miyoshi 7/14/	23 🚦
Action Plan Status								
Active								
Active Action Plan Research industry standards: :	Survey employers reg	arding skills necessary for hula hoop en	mployment over the nex	rt ten years. Deve	elop survey and par	ticipant list based upo	n input from advisory boai	rd.
Active Action Plan Research industry standards: : Action Plan Cycle 2022 - 2023, 2023 - 2024	Survey employers reg	arding skills necessary for hula hoop en	nplayment over the nex	d ten years. Deve	elop survey and par	ticipant list based upp	n input from advisory boa	rd.
Active Action Plan Research industry standards: Action Plan Cycle 2022 - 2023, 2023 - 2024 Develop new curriculu	Survey employers reg Im based on inform	arding skills necessary for hula hoop en	nployment over the neo	ct ten years. Deve	elop survey and par	ticipant list based upo	n input from advisory boar D. Miyoshi 7/14/	rd. 23 <b>:</b>
Active Action Plan Research industry standards: I Action Plan Cycle 2022 - 2023, 2023 - 2024 Develop new curriculu Action Plan Status	Survey employers reg um based on inforr	arding skills necessary for hula hoop en mation obtained from the industry	nployment over the nex	ct ten years. Deve ch.	elop survey and par	licipant list based upo	n input from advisory boar D. Miyoshi 7/14/	rd. 23 :
Active Seeench Industry standards: Action Plan Eveench Industry standards: Action Plan Cycle EU22 - 2023, 2023 - 2024 EU22 - 2023, 2024 - 2024 EU22 - 2024 EU22 - 2024 EU22 - 2023, 2024 - 2024 EU22 - 20	Survey employers reg um based on inforr	arding skills necessary for hule hoop en	nployment over the nex	d ten years. Deve ch.	alop survey and par	ticipant list based upo	n input from advisory boar D. Miyoshi 7/14/	rd. 23
Active Extern Plan Action Plan Dyske 2022 - 2023, 2023 - 2024 <b>Develop new curriculus</b> Action Plan Status Action Plan Status haven Action Plan	Survey employers reg	arding skills necessary for hule hoop en mation obtained from the industry	nployment over the nex	ct ten years. Deve ch.	lop survey and par	ticipant list based upo	n input from advisory boai D. Miyoshi 7/14/	rd. 23 :
Active Section Plan Section Plan Crycle Section Plan Crycle 2022 - 2023, 2023 - 2024 Section Plan Status Action Plan Status Section Plan Develop new curriculum based bereibn pres	Survey employers reg um based on inform	arding skills necessary for hule hoop en mation obtained from the industry ned from the industry surveys and rese	surveys and resear	ct ten years. Deve	slop survey and par	ticipant list based upo	n input from advisory boar	rd. 23 :

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

~			Close	
			Hide	Details 🕇
nd participant list b	ased upon input	t from advisory	y board.	
	nd participant list b	nd participant list based upon inpu	nd participant list based upon input from advisor	Hide

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

8	Nuventive Solutions	Nuventive Improvement Platform Essential Edition					
	Instructional Program - Sample		~				
Prog	ram Review > Unit Goals, Action Plans, Updates						
GO	AL 1: Expand course offerings						
Unit Unit Goa	Goal Short Name: GOAL 1: Expand course offerings Goal: Expand the hula hoops course offerings to include industry standard Status: Active	i technologies.				Hide	Details 🕇
*den	ites a required field.						
Ac	ion Plan Status *						
A	tive	~					
Ac Re	ion Plan * search industry standards: Survey employers regarding skills necess	ary for hula hoop employment over the next ten years. Develop survey and par	ticipant list ba	sed upon inpu	it from advisory b	oard.	
Ac 2	ion Plan Cycle () * 222 - 2023 × 2023 - 2024 ×	<b> </b> ~					

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

	Nuventive Solutions Nuventive Improvement Platform Essential Edition	W	/elcome, amarino@sdccd edu	Sign out
E	Instructional Program - Sample	~ <b></b>		-
Ρ	rogram Review > Unit Goals, Action Plans, Updates		Close	Save 🗸
G	OAL 1: Expand course offerings			
u u t	Unit Deal Short Name: GOAL 1: Expand course offerings Unit GoaL: Expand the hula hoops course offerings to include industry standard technologies. Deal Status: Active		Hide	Details 🕇
	denotes a required field.			
1	Action Plan 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 in	put from advisory board.	
	Action Plan Cycle () *			
	2022-2023 × 2023-2024 ×			

#### 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.

Nuventive Solutions			Nuventive Improvement Platform Essential Edition		
Student Services - SAMPLE					<b>~</b>
Program Review > Unit Goals, Action Plan	s, Updates			Close	Save ~
Q Supplemental Instruction					1
UNIT GOAL     ACTION PLANS	ALIGNMENT TO MESA 2030	<ul> <li>UPDATES</li> </ul>			
Mesa College Strategic Plan: Roadmap to	Unit Goals and Action Plans				:
Q Search by Keyword	Supplemental Instruc				
Completion - Objective 1 Develop pathways that provide students with clarity about degree, certificate, and tr	×				
Completion - Objective 2 Develop cross - functional teams that support student success and include integrated	×				
Completion - Objective 3 Design and promote programs and services that intentionally target a reduction in equ	×				
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	x				
create communities that can provide more targeted					
Pathways and Partnerships - Objective 2 Expand partnerships with K-12 institutions to enhance removan offerions and locrase	x				

## <u>Updates</u>

1. Action plans can be updated under the '**Updates**' tab.

8	Nuventive Solutions Nuventive Improvement Platform Essential Edition										
≡	Instructional Prog	jram - Sample					~				
Prog	Program Review > Unit Goals, Action Plans, Updates Close Save >										
Q GOAL 1: Expand course offerings											
	ection Plan Status View All	<b>~</b>	Action Plan Cyr View All	le   ~	Action Plan Progress View All	~	Update Year View All		~		Showing 3 of 3
Ŀ	UNIT GOAL	<ul> <li>ACTIO</li> </ul>	IN PLANS	ALIGNMENT TO MESA 2030	UPDATES						
Research industry standards: Survey employers regarding skills necessary for hula hoop employment over the next ten years. Develo											
	● 2023 - 2024: On Track						D. Miyos	hi 7/14/23		:	
Action Plan Update This is the update to my action plan.											
	Submission Date 07/14/2023										
Develop new curriculum based on information obtained from the industry surveys and research.											
L	• 2023 - 2024:	On Track						D. Miyos	hi 7/14/23		:

Created 9/1/2023; Edited 9/27/2023
# 2. Add a new update by clicking the 🕈

🚺 Nuventive So	olutions		Nuventiv	/e Improvement Platform E	ssential Edition		Welcom	e, amarino@s	dccd.edu!	Sign out
Instructional Pro	gram - Sample					<b>~</b>				
Program Review > 1	Jnit Goals, Ac	tion Plans, Upda	ites							
Q GOAL 1: Exp	and course	e offerings								~
Action Plan Status View All	~	Action Plan Cycle View All	· /~	Action Plan Progress View All	<b>~</b>	Update Year View All		~		Showing 3 of 3
UNIT GOAL	<ul> <li>ACTIO</li> </ul>	ON PLANS	ALIGNMENT TO MESA 203	0 • UPDATES						
Research industry	standards:	Survey employ	vers regarding skills nece	ssary for hula hoop employ	yment over the next	ten years. Dev	elo			
•2023 - 2024:	On Track						D. Miy	oshi 7/14/23		
Action Plan Upda This is the upda Submission Date	ite de to my action	ı plan.								
07/14/2023										
Develop new curri	culum base	d on informati	on obtained from the indu	ustry surveys and research.						Ð
• 2023 - 2024:	On Track						D. Miy	oshi 7/14/23		

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

	View All	~	Action Plan Cy View All	cle	<b>~</b>	Action Plan Progress View All	<b>~</b>	Update Year View All		~	Showing 3 of 3
	UNIT GOAL	<ul> <li>ACTION</li> </ul>	N PLANS	ALIGNMENT TO MES	A 2030	UPDATES					
Re	search industry st	andards: S	Survey empl	oyers regarding skills	necessa	ry for hula hoop employme	ent over the nex	t ten years. Develo	-		Ð
L	• 2023 - 2024: On	Track							D. Miyoshi 7/14/2	23	÷
	Action Plan Update This is the update t	o my action p	olan.								-
	Submission Date 07/14/2023										
De	velop new curricu	lum based	l on informa	tion obtained from th	e industry	surveys and research.					Ð
L	• 2023 - 2024: On	Track							D. Miyoshi 7/14/2	23	
	Action Plan Update	in the action i	nlan								
	Submission Date 07/14/2023		pron								
Sul	omit request for a	full-time f	faculty mem	ber.							Ð

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

4. Input text for the 'Action Plan Update' and select the appropriate response from the dropdown 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 techr Goal Status: Active Action Plan: Research industry standards: Survey employers regarding skills necess Action Plan Cycle: 2022 - 2023, 2023 - 2024	nologies. ary for hula hoop employment (	over the next ten yea
ACTION PLAN UPDATE		
* denotes a required field.		
Submission Date *		
07/14/2023		
Action Plan Update *		
Inis 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.

N	Nuventive Solutions	Nuver	entive Improvement Platform Essenti	ial Edition					Sign ou
≡	Instructional Program - Sample				~				
Prog	ram Review > Unit Goals, Action Plans, Updates							Close	Save 🗸
G0/	AL 1: Expand course offerings								
Unit Unit Goal Activ	Goal Short Name: GOAL 1: Expand course offerings Goal: Expand the hula hoops course offerings to include indust Status: Active on Plan: Research industry standards: Survey employers regard on Plan Cycle: 2022-2023, 2023-2024	ny standard technologies ing skills necessary for h	is. hula hoop employment over the next ten years. De	avelop survey and participant list b	ased	upon input from	n advisory board.	Hide	Details 🕇
A	CTION PLAN UPDATE								
*den: Sul	otes a required field. omission Date *								
07	//14/2023								
Ac	tion Plan Update *								
Th	is is the update to my action plan.								
Up	late Year *								
20	123 - 2024	~							

# Nuventive.

# **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**.

Nuventive Solutions		Nuvent	ive Improvemen	it Platform Essential Edi	tion		
Instructional Program - Sample					~		
Home		-					÷
Analytics	~	1				<b>Ð</b> :	
Program Review	^	equest	<b> </b> ~	One-Time or Ongoing? View All	<b> </b> ~	Showing 3 of 3	SANDIEGO
Summary and Reflection						_	MESA COLLEGE
Unit Goals, Action Plans, Updates					D. Miyoshi 7	/14/23	
Resource Needs		n the current industry st	andards models and	d technology			rogram Review Handbook
MAP: Unit Goal Alignment to Mesa2030		, , , , , , , , , , , , , , , , , , , ,					
MAP: Resource Needs Alignment to Unit Goa and Mesa2030	ls						SAN DIEGO MESACOLLEGE
Program Review Resources							
Reviewer Feedback							toadmap Mesa2030
Program Review Reports	~	-			A. McComb 9,	/14/23	
Outcomes Assessment	~						SAN DIEGO
Outcomes Assessment Reports	~						MESACOLLEGE
Document Library							na n

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.

N	Nuventive Solutions	ive Solutions Nuventive Improvement Platform Essential Edition											
=	Instructional Program - Sample						<b>~</b>						
Prog	ram Review > Resource Needs												
Reso	urce Needs									Ð	:		
B	esource Need Submission Year View All	<b>~</b>	Type of Request View All		<b>~</b>	One-Time or Ongoing? View All			<b>~</b>	Showin 3 of 3	ng 3		
Re Uj Ro 20 Ty	Update Hula Hooping equipment     E Rabinovich 2/7/24     E Resource Need Description     Update Hula Hoop equipments to that it conforms to the current industry standards, models and technology.     Resource Need Budmission Year     2022-2023     Type of Request												
Ed Or O	quipment/Supplies ne-Time or Ongoing? ne-Time												

No Current Resource Needs Entered

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

Program Review > Resource Needs				Close	Save
New Resource Need Description					
The Resource Description is limited to 400 description to 4000 characters.	0 characters. Please be advised that if you co	py and pasta from Word and it exceeds 4000 c	haracters, you may be able to save it, but it will encounter errors if you need to copy this cand. Please limit you	r resource req	juest ;
RESOURCE NEED     DESCRIPTION	ALIGNMENT TO UNIT GOAL & MESA 2030	<ul> <li>PRIORITIZATION AND SCORES</li> </ul>			
* denotes a required field.					
Type of Request *	1				
	•				
Title of Request *					
Resource Need Description () *					
Resource Need Submission Year ()					
	·				
Using accurate and relevant data, explain t	the NEED for the request beyond what currently	exists in the unit. (i)			
Explain how your request contributes to im	provement in EQUITY for Disproportionately In	npected groups () *			
Explain how your request addresses EXCE	LLENCE. ()				
Explain how your request fosters INNOVA	TION ()				

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

N	Nuventive Solutions	Nuve	entive Improvement Platform Esse	ential Edition		Sign out
	Instructional Program - Sample			~		
Pro	ogram Review > Resource Needs				Close	
٩	Update Hula Hooping equ	lipment				
TI	ne Resource Description is limited to 400 ease limit your resource request descript RESOURCE NEED DESCRIPTION	0 characters. Please be advised that if you cop ion to 4000 characters. ALIGNMENT TO UNIT GOAL & MESA 2030	wy and paste from Word and it exceeds 4000 c PRIORITIZATION AND SCORES	haracters, you may be able to save it, but it	will encounter errors if you need to copy this o	;ard. 🗙
*de T         	notes a required field. ype of Request * Equipment/Supplies itile of Request * Jpdate Hula Hooping equipment	\ <b>~</b>				^

#### 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.

Program Review > Resource Needs **•** : Resource Needs Resource Need Submission Year Type of Request One-Time or Ongoing? Showing 3 of 3 ~ **|**~ | **~** View All View All View All 🗄 Update Hula Hooping equipment 🧪 Open Resource Need Description Update huid Hoop equipment so that it conforms to the current industry standards, models and technoli Resource Need Bubmission Year 2022 - 2023 🕒 Copy 🗄 Audit Log Type of Request Equipment/Supplies One-Time or Ongoing? One-Time Delete

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

E	instructional Program - Sample				<b>~</b>	
	Program Review 🗲 Resource Needs	3		Clase	Save ~	
1	२ Update Hula Hooping eq	ulpment				
Ī	The Resource Description is limited to 400 description to 4000 characters.	00 characters. Please be advised that if you cop	y and pasts from Word and it exceeds 4000 cl	aracters, you may be able to save it, but it will encounter errors if you need to copy this card. Please livit your resource requi	ist X	
	<ul> <li>RESOURCE NEED DESCRIPTION</li> </ul>	ALIGNMENT TO UNIT GOAL & MESA 2030	<ul> <li>PRIORITIZATION AND SCORES</li> </ul>			
ſ	denotes a required field. Type of Request + Equipment/Supples	\ <b>`</b>				
l	Title of Request * Update Hula Hooping equipment					
1	Resource Need Description () * Update Hula Hoop equipment so that	It conforms to the current inclusity standard	s, models and technology.			
l	Resource Need Submission Year 🕢 2022 - 2023	<b>~</b>				
L	Using accurate and relevant data, explain	the NEED for the request beyond what currently	exists in the unit. (1)			
L	Updated equipment is needed so that own equipment each semester if they	our students have access to the current feor wish to utilize the most current technology.	mology and materials in order to provide th All of our equipment is over 10 years old an	em with the best opportunities and training that meet the industry's needs. Currently, students have to purchase theil I thus, is not comparable to the current industry models.	r	
I	See our date here: https://www.sdme	sa.edu/about-mesa/institutional-effectivene	ss/institutional-research/data-warehouse			
L	Byplah bowyour request scottibulas to imposestment in EQUITY for Disproportionality impacted gree, ps 🕕 •					
I	Access of the most current materials	will improve equity in that all of our students	will have access to the most current mater	als and technology for hula hooping.	_	
I	Explain how your request addresses EXC Updating our equipment will help our :	ELLENCE.	ecess, not only in our courses and program	is, but also in obtaining the skills and experience necessary for future careers in hula hopping.		
	Explain how your request fosters INNCV/	ATION (1)			_	
e-		<u> </u>		1		

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	<b>~</b>
Title of Request *	
Update Hula Hooping equipment	
Resource Need Descriptio	
Update Hula Hoop equipment so that it conform	ns to the current industry standards, models and technology.
Resource Need Submission Year ()	
2022 - 2023	<b>~</b>
Updated equipment is needed so that our stude best opportunities and training that meet the in they wish to utilize the most current technology models.	ants have access to the current technology and materials in order to provide them with the dustry's needs. Currently, students have to purchase their own equipment each semester if . All of our equipment is over 10 years old and thus, is not comparable to the current industry
See our data here: https://www.sdmesa.edu/ab	oout-mesa/institutional-effectiveness/institutional-research/data-warehouse/
Explain how your request contributes to improvemen	nt in EQUITY for Disproportionately Impacted group
Access of the most current materials will improve technology for hula hooping.	ve equity in that all of our students will have access to the most current materials and
Explain how your request addresses EXCELLENC .	0
Updating our equipment will help our students a	achieve greater opportunities for success, not only in our courses and programs, but also in

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

Instructional Program - Sample  Program Review > Resource Needs  Close	Nuventive Solutions	Nuventive Improvement Platform	Essential Edition	
Program Review > Resource Needs       Image: Close       Save ~         Q. Update Hula Hooping equipment       • <t< th=""><th>Instructional Program - Sample</th><th>2</th><th>  ~ 📃 🗖</th><th></th></t<>	Instructional Program - Sample	2	~ 📃 🗖	
Q       Update Hula Hooping equipment         • RESOURCE NEED DESCRIPTION       ALIGNMENT TO UNIT GOAL & • PRIORITIZATION AND SCORES         * denotes a required field.       Type of Request *         Equipment/Supplies       •         Title of Request *       Update Hula Hooping equipment         Resource Need Description ③ *       Update Hula Hoop equipment so that it conforms to the current industry standards, models and technology.         Resource Need Submission Year ④	Program Review > Resource N	eeds	0	Close Save 🗸
RESOURCE NEED DESCRIPTION ALIGNMENT TO UNIT GOAL & HEAD 2030 CORES	Q Update Hula Hooping	equipment		· ·
	RESOURCE NEED     DESCRIPTION	ALIGNMENT TO UNIT GOAL & MESA 2030	<ul> <li>PRIORITIZATION AND SCORES</li> </ul>	
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 ()	* denotes a required field.		1	<b>^</b>
Equipment/Supplies <ul> <li>Title of Request *</li> <li>Update Hula Hooping equipment</li> <li>Resource Need Description () *</li> <li>Update Hula Hoop equipment so that it conforms to the current industry standards, models and technology.</li> </ul> Resource Need Submission Year ()	Type of Request *			
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 ()	Equipment/Supplies	~		
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 ()	Title of Request *			
Resource Need Description () *         Update Hula Hoop equipment so that it conforms to the current industry standards, models and technology.         Resource Need Submission Year ()	Update Hula Hooping equipment			
Update Hula Hoop equipment so that it conforms to the current industry standards, models and technology.  Resource Need Submission Year ()	Resource Need Description (j) *			
Resource Need Submission Year 🕧	Update Hula Hoop equipment so	that it conforms to the current industry standard	ds, models and technology.	
Resource need submission real U	Becourse Need Cubricolog Veer	<u></u>		
	Resource Need Submission Teal (	, 		

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.



#### <u>Alignments</u>

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.

	Nuventive Solutions	Nuven	tive Improvement Platform Ess	ential Edition		
I	Instructional Program - Sample			~		
I	Program Review > Resource Needs				Close	
Г	Q Update Hula Hooping equipment	ent				~
	RESOURCE NEED     DESCRIPTION	ALIGNMENT TO UNIT GOAL & MESA 2030	<ul> <li>PRIORITIZATION AND SCORES</li> </ul>			
	Unit Goals and Action Plans	Resource Needs X = X - Highlight the X to Align				:
	Q Search by Keyword	Update Hula Hooping				
	GOAL 1: Expand course offerings Expand the hula hoops course offerings to include industry standard technologies	×				
	GOAL 2: Increase student access to materials and courses Increase student access to Hula Hoops courses and materials needed for successful com	x				
	GOAL 3: Enhance outreach efforts Enhance outreach efforts to promote program growth and address equity gaps	×				

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.

Nuventive Solutions		Nuventive	Improvement Platfor	m Essential Edition			
Instructional Program - Sample					~		
Program Review > Resource Needs						Close	Save 🗸
Q Update Hula Hooping equipme	ent						~
RESOURCE NEED     DESCRIPTION	LIGNMENTS	PRIC	DRITIZATION AND SCORES				
Unit Goals and Action Plans	✓ Resource X = X - Highligh	Needs					:
Q Search by Keyword	Update Hula He	ooping					
GOAL 1: Expand course offerings Expand the hula hoops course offerings to include industry standard technologies	×						
GOAL 2: Increase student access to materials and courses Increase student access to Hula Hoops courses and materials needed for successful com	X			•			
GOAL 3: Enhance outreach efforts Enhance outreach efforts to promote program growth and address equity gaps	×						

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.

	Nuventive Solutions	Nuventive Improvement Platform Essentia	I Edition
	Instructional Program - Sample		
Prog	gram Review > Resource Needs		Close Save V
Q	Update Hula Hooping equipm	ent	· •
	RESOURCE NEED     DESCRIPTION	IGNMENTS PRIORITIZATION AND SCORES	
U	nit Goals and Action Plans	Resource Needs X = X - Highlight the X to Align	:
Q	Search by Keyword	Update Hula Hooping	
GC Exp inc	DAL 1: Expand course offerings band the hula hoops course offerings to lude industry standard technologies	X	
GC ma Inc cou	DAL 2: Increase student access to aterials and courses rease student access to Hula Hoops urses and materials needed for successful n	x	
GC Enl pro	DAL 3: Enhance outreach efforts hance outreach efforts to promote gram growth and address equity gaps	x	
U GC Exq inc GC Ma Inc col col Col Enl pro	hit Goals and Action Plans Search by Keyword DAL 1: Expand course offerings DAL 2: Increase student access to aterials and courses rease student access to Hula Hoops urses and materials needed for successful m DAL 3: Enhance outreach efforts nance outreach efforts to promote gram growth and address equity gaps	C Resource Needs X + X - Highlight the X to Align Update Hula Hooping X X X X X X X X X	

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

Nuventive Solutions	Nu	ventive Improvement Platform Esse	ential Edition		
Instructional Program - Sample			~		
ogram Review > Resource Needs				0	
Update Hula Hooping equipme	ent				<b>、</b>
RESOURCE NEED     DESCRIPTION	ALIGNMENT TO UNIT GOAL & MESA 2030	<ul> <li>PRIORITIZATION AND SCORES</li> </ul>			
Unit Goals and Action Plans	Resource Needs X = X - Highlight the X to Align				:
2 Search by Keyword	Update Hula Hooping				
SOAL 1: Expand course offerings expand the hula hoops course offerings to include industry standard technologies	×				
SOAL 2: Increase student access to materials and courses ncrease student access to Hula Hoops ourses and materials needed for successful on	×				
SOAL 3: Enhance outreach efforts	×				

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

Vuventive Solutions	Nuv	entive Improvement Platform Esse	ential Edition
Instructional Program - Sample			
Program Review > Resource Needs			
Q Update Hula Hooping equipm	ent		
RESOURCE NEED     DESCRIPTION	ALIGNMENT TO UNIT GOAL & MESA 2030	<ul> <li>PRIORITIZATION AND SCORES</li> </ul>	
Mesa College Strategic Plan: Roadmap to	Resource Needs X = X - Highlight the X to Align		
Q 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		

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	<ul> <li>PRIORITIZATION AND SCORES</li> </ul>
Mesa College Strategic Plan: Roadmap to	Resource Needs X = X - Highlight the X to Align	
Q 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 	×	
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.

l	Vuventive Solutions	Nuven	tive Improvement Platform Esse	ential Edition			
	Instructional Program - Sample			~			-
	Program Review > Resource Needs				<b>(</b> )	Close	
	Q Update Hula Hooping equipm	ent					<b>\</b>
	RESOURCE NEED     DESCRIPTION	ALIGNMENT TO UNIT GOAL & MESA 2030	<ul> <li>PRIORITIZATION AND SCORES</li> </ul>				
	Mesa College Strategic Plan: Roadmap to	Resource Needs     X = X - Highlight the X to Align					:
	Q Search by Keyword	Update Hula Hooping					î.
	Completion - Objective 1 Develop pathways that provide students with clarity about degree, certificate, and tr	×					_
2	Completion - Objective 2 Develop cross - functional teams that support student success and include	x					- 1
	Completion - Objective 3 Design and promote programs and services that intentionally target a reduction in equ	x					
	Completion - Objective 4 Summer: students' access to resources to	x					

#### 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.

	Vuventive Solutions		Nuventive Improvement Platform Esse	ential Edition	Welcome, arr	arino@sdccd.edul Sign out
	Instructional Program - Sample			•		
F	Program Review > Resource Needs			Close	Save 🗸	÷
(	२ Update Hula Hooping equipmer	nt			~	
	Request Year Was View All View All	a this funded? ew All		<b>~</b>	Showing 1 of 1	
•	RESOURCE NEED     DESCRIPTION     ALI	GNMENTS	PRIORITIZATION AND     SCORES			Ingram Review Handbook
ι	Jpdate Hula Hooping equipment	<b>L</b>			Ð	
	= 2022 - 2023: No Submission Date 10/12/2022			N. Support 11/3/22	:	SAN DIEGO
						oadmap Mesa2030

### 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.

 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.

	Nuventive Solutions					
_				Nuventive Impro	vement Platform Essential Edition	
	Instructional Program - Sample					<b>▼</b>
Hon	ne	ment to Unit Goals	and Mesa2030 (READ ONLY)			
Ana	lytics 🗸	st. Then click Save. The	en use the down arrow at the top k	eft of the map to change the dis	olay to your Unit Goals. Align Resource Needs to Unit Goals, then click Save.	×
Pro	gram Review	Resource Needs				
s	ummary and Reflection	X = X - Highlight the X to All	ign			
u	nit Goals, Action Plans, Updates	te Hula Hooping	example	t		
R	lesaurce Needs	×	x	x		
N ()	(AP: Unit Goal Alignment to Mesa2030 READ ONLY)	×	x	×		
, N a	1AP: Resource Needs Alignment to Unit Goals nd Mesa2030 (READ ONLY)					
Р	rogram Review Resources	×	x	x		
R	eviewer Feedback					
Pro	gram Review Reports					
Out	comes Assessment					
Out	comes Assessment Reports					
Dao	ument Library					

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 Acti X = X - Highlight the X to Align	on Plans	
Q 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	х	x	x
Completion - Objective 2 Develop cross - functional teams that support student success and include integrated	X	×	x
<b>Completion - Objective 3</b> 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.

N	Nuventive Solutions Nuventive Improvement Platform Essential Edition						
	Instructional Program - Sample					<b>~</b>	
Pro	gram Review > MAP: Resource Need	ls Alignment to Unit Goals ai	nd Mesa2030 (READ ONLY)				
For	For all resource needs, you will align to Mesa 2000 first. Then click Bave. Then use the down arrow at the top left of the map to change the display to your Unit Gals. Align Resource Needs to Unit Gals, then click Bave.						
Un	It Goals and Action Plans	Resource Needs	n			:	
, Q	Search by Keyword	Update Hula Hooping	example	t			
GO/ Expl inclu	AL 1: Expand course offerings and the hula hoops course offerings to ide industry standard technologies	x	x	x			
GO/ mat	AL 2: Increase student access to cerials and courses ease student access to Hula Hoops	x	x	x			
cour	ses and materials needed for successful						
GO/ Enh: proç	AL 3: Enhance outreach efforts ance outreach efforts to promote gram growth and address equity gaps	×	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	1	
Q 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

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## 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.

1	Nuventive Solutions				Nuventive Improv	rement Platform Essential Edition	
≡	Instructional Program - Sample						<b>  ~</b>
Hame			o Mesa2030 (READ C	DNLY)			Save
Analyt	lics	~					×
Progra	am Review	^	Unit Goals and Act	ion Plans			
Sun	nmary and Reflection		X = X - Highlight the X to Alig	n			
Uni	t Goals, Action Plans, Updates		. 1: Expand cours	GOAL 2: Increase stu	GOAL 3: Enhance out		Î
Res	ource Needs		x	x	x		
MA (RE	P: Unit Goal Alignment to Mesa2030 AD ONLY)		×	x	×		
MA and	P: Resource Needs Alignment to Unit Go I Mesa2030 (READ ONLY)	als	x	x	x		
Pro	gram Review Resources						
Rev	iewer Feedback		×	×	x		
Progra	am Review Reports	~	x	x	×		
Outep	mes Assessment	~					
Outeo	mes Assessment Reports	~	×	×	×		
Docum	nent Library		_				

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									
					×				
Mesa College Strategic Plan: Roadmap to									
Q 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		- 1				
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					-				

### Program Review Resources

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

Nuventive Solutions	Ν	luventive Improvement F	latform Essential Edition	Welcome, amarino@sdccd.edul Sign out
Instructional Program - Sample			~	
Program MAP: Resource New Mesal	eds Alignment to Unit Goals an 2030 (READ ONLY)	i <b>d</b> 🛈 Save		÷
Unit Goals and Action Plans	Resource Needs X = X - Highlight the X to Align	:		
Q Search by Keyword	Update Hula Hooping	example	SAN DIEGO MESACOLLEGE	SANDIEGO
GOAL 1: Expand course offerings Expand the hula hoops course offerings to include industry standard technologies	x	x	*	MESACOLLEGE
GOAL 2: Increase student access to materials and courses	×	×	Resource Needs 2023 - 2024	Roadmap Mesa2030
Increase student access to Hula Hoops courses and materials needed for successful com				
GOAL 3: Enhance outreach efforts Enhance outreach efforts to promote program growth and address equity gaps	x	x	MESAC	DILEGE
			0	9
			Resource Needs 2	2023 - 2024

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

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# **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.

	Nuventive Solutions	Nuventive Improvement Platform Essential Edition				
≡	Instructional Program - Sample					
Но	me					Ŧ
An	alytics 🗸	Program Review Cycle	<b> </b> ~	Ð		
Pro	ogram Review					20 LEGE
	Summary and Reflection					
	Unit Goals, Action Plans, Updates	es have been entered. Please click the add button 🕂 to create a response				
	Resource Needs				Comprehensive Nari	rative Progr
,	MAP: Unit Goal Alignment to Mesa2030					
	MAP: Resource Needs Alignment to Unit Goals and Mesa2030					20 LEGE
	Program Review Resources				*	
	Reviewer Feedback				Comprehensive 2 Co	olumn Progr
Pro	ogram Review Reports					
Ou	tcomes Assessment 🗸 🗸					
0u	tcomes Assessment Reports					
Do	cument Library					
Ao	cess List 🗸					

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

N	Nuventive Solutions	Nuventive Improvement Platform Essential Edition	Web	come, amari	no@sdccd.edu	Sign out
	Instructional Program - Sample		-			
Prog	ram Review > Reviewer Feedback		_			÷
Prog	ram Review Cycle	Program Review Cycle	<b> </b> ~	Ð		
					MESACO	IEGO JLLEGE
	No	responses have been entered. Please click the add button 😝 to create a response			8	)
_				Co	omprehensive N	arrative Progra
N	Nuventive Solutions	Nuventive Improvement Platform Essential Edition	elcome, amar		cd.edu!	Sign out
≡	Instructional Program - Samp	ple V				
Pro	gram Review > Reviewer I	Fædback				Close
Pro	gram Review Cycle					
		<b>↓</b>				
2	025 - 2026					
2	024 - 2025					· ·
2	023 - 2024					
2	022 - 2023					

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

		Nuventive Solutions	Nuventive Improvement Platform Essential Edition					ul Sign out
		Instructional Program - Asian American Pac	ific Islander Studies (AAPI)	~				
Ρ	Progr	am Review > Reviewer Feedback >	Program Review Cycle: 2023 - 2024 - Add New Response		Close	Save		Ŧ
	denc	ites a required field.				_		
Ρ	rogr	am Review Cycle: 2023 - 2024		7	Ľ coll∕	APSE ALL	MESAC	Diego Ollege
		Y Program Review Feedback					6	9
	R	eviewer Name and Title					Comprehensive	Narrative Progra.
	Sun	nmary Reflection Feedback					MESAC	DIEGO
1	P	lease provide feedback on this cycle's Summ	ary Reflection report				0	9
	Uni	t Goals and Action Plans Feedback					Comprehensive 2	2 Column Progra.
	P	lease provide feedback for the Unit Goals, th	e Action Plans, and any Updates to Action Plans.					
	Res	ource Request Feedback						
	P	lease provide feedback for Resource Reques	its made during this cycle					
	Ove	rall Comments						
		energial annual commente for th	e entre recorer realeur for this cuele					

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.

Nuventive Solutions Nuventiv	ve Improvement Platform Es	sential Edition	@sdccd.edu! Sign out
Instructional Program - Sample			
Program Review > Summary and Reflection			
Program Review Cycle	Program Review Cycle View All		<b>~</b>
2022 - 2026 Last Modified: 11/16/2	2023, A. Marino		:
Executive Summary Complete          Ves         Data Reflection Complete         Ves         Practice Reflection Complete         Ves         Are there any edits or updates to the Executive Summ         Are there any edits or updates to the Data Reflection a         Nuventive Solutions         Nuventive         Instructional Program - Sample	nary above? above? re Improvement Platform Es	ssential Edition	©sdccd.edu! Sign out
Program Review > Summary and Reflection			
Program Review Cycle	Program Review Cycle		~
2022 - 2026 Last Modified: 11/16/	2023, A. Marino	1	Edit
Executive Summary Complete			p view/Print
Yes			Audit Log
Data Reflection Complete Yes		Ō	Delete
Practice Reflection Complete Yes		_	
Are there any edits or updates to the Executive Sun	imary above?		
Are there any edits or updates to the Data Reflection	n above?		



# **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.

	Nuventive Solutions Nuventive Improvement Platform Essential Edition Welcome, amarino@sdccd.edul Sign out
≡	Instructional Program - Sample
Hom	e 📃 🚽
	SAN DIEGO MESACOLLEGE
	Welcome to the Nuventive Improvement Platform for San Diego Mesa College!
	To the right, you will see images that you can click on to open a 50/50 split screen. To begin your work, click the licon at the top left of the page. A navigation menu will provide options for you to edit or view depending on your permissions. Select the Analytics section to view visual reports based on Program Review and Outcomes data. You also have access to printable reports.
	Program Review Lead Writers should always email the person reviewing the data to alert them to updates. Program Reviewers should always email the Lead writer once feedback is complete.
	On many screens, you will have different resources available in the right-hand panel that you can
	click through to assist with your work. To edit data, look for the vertical ellipsis 🧯 , click and
	choose "edit". To add new data, use the green circle with the plus sign 🔮. DO NOT DELETE GOALS, RESOURCE NEEDS, OR OUTCOMES. If a goal, or an outcome is no longer active, make an edit and change the Status in the form. Do not edit or delete resource needs once they've been submitted.
-	

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.

Nuventive Solutions	Nuventive Impro	vement Platform Essential Edition		d.edu! Sign out
Instructional Program - Sample				
Home				Ŧ
Analytics	^ J [			
Program Review Analytics				
Summary and Reflection Analytics		JLLEGE		
PLO Assessment				
Courses and CLO Listings	vement	Platform for San Diego Mesa College!		
CLO to PLO Analytics	an click the pag	on to open a 50/50 split screen. To begin you e. A navigation menu will provide options fo	ur or	
Course Assessment and Mapping	rmission comes d	ns. Select the Analytics section to view visual lata. You also have access to printable report	al s.	
Program Review	vays ema	il the person reviewing the data to alert the ail the Lead writer once feedback is complete	m e.	
Program Review Reports	✓ esource:	s available in the right-hand panel that you ca	in .	
Outcomes Assessment	vedit da V green c	ita, look for the vertical ellipsis ', click an ircle with the plus sign bal, or an outcome is no longer active, make a	TE In	
Outcomes Assessment Reports	✓ o not ec	lit or delete resource needs once they've bee	n	

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.

Nuventive. Improve Analytics Program Summary	le con le lesnec (Rollo Tine 3/7/2024/964-0144
Instructional Program Sample	
Program Review Completion Soals and Plan	ns Completion
Frogram Review Status Executive Summary Complete? Data Reflection Complete? Practice Reflection Complete? Unit Coale	Action Plan:
Complete V V V	~
Goals, Action Plans, and Alignments Resource Near	ts Quick View
Goa Adigned to Resource Hype I tile Plans Meso(\$ Allgned	Funded/
Sult. 1: Expand course offering:	Hua NC
COX. 2: Inorea se studente coesa te meter als and courses 2 🗸 🖌 Sector Data	ent
Program Summary     Action P an Details	

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

N	Nuventive Sol	lutions	Nuventive In	nproveme	ent Platfo	orm Esse	ntial Edition		o@sdccd.edu!	
≡	Instructional Prog	ıram - Sample					~			
	Nuventive	e. Improve	Analytics		Prograi Data is refreshed	n Summ	iary		Repair, R 2/7	elieshed (Pacili: Time (2024 9:04:30 Aw
Year 2022	-2023 V			Instruc	ctional	Progra	am - Samj	ole		
			Program Review	Completion				Goals	and Plans Com	pletion
	Program Review Statu:	s Executive Sum	mary Complete? D	ata Reflection	Complete?	Practice Ref	lection Complete?	Unit	Goals Actio	n Plans
	Complete			~			~	· ·	/	~
		Goa	ls, Action Plans, an	d Alignments	;			Resou	urce Needs Quic	k View
Goal					Action Plans	Aligned to Mesa2030	Resource Need(s) Aligned	Type	Title	Funded?
GCAL	1: Expand course offerings	2			3	~	~	Supplies	Hooping	NO
GOAL	2: Increase student access	to materials and course:			2	<ul> <li>Image: A second s</li></ul>	~		equipment	
GOAL	3: Enhance outreach effor	ts			2	~	~			

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.

Nuventive Solution:	s Nuventive Impre	ovement Platfo	rm Esser	ntial Edition		@sdccd.edu!	
Instructional Program - Sa	ample			~			
Nuventive. Im	prove Analytics	Progran Data is refreshed	n Summ overnight	ary		Repar, R. 2/7)	eheshed (Pacili: Time) 2020 9:00:10 Aw
Year 2022-2023 ~~	In	structional	Progra	ım - Samp	le		
	Program Review Com	pletion			Goals a	nd Plans Com	oletion
Program Review Status Ex	ecutive Summary Complete? Data R	leflection Complete?	Practice Refl	ection Complete?	Unit G	oals Action	n Plans
Complete	~	~		~	~		
	Goals, Action Plans, and Ali	gnments		-	Resour	ce Needs Quic	k View
Goal		Action Plans	Aligned to Mesa2030	Resource Need(s) Aligned	Type Equipment/	Title Lindate Hula	Funded?
GOAL 1: Expand course offerings		3	~	~	Supplies	Hooping	
GOAL 2: Increase student access to materia	ils and courses	2	~	~		equipment	
GOAL 3: Enhance outreach efforts		2	~	~			

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.

Nuventive. Improve Analytic	CS Progra Data is refreshe	m Summary	Report Reheated Pacific Time) 2/7/2020 9:00-30 Aw
Year 2022-2023 V	Instructional	l Program - Sa	imple
Program Revie	w Completion		Goals and Plans Completion
Program Review Status Executive Summary Complete?	Data Reflection Complete?	Practice Reflection Comple	te? Unit Goals Action Plans
Complete 🗸	~	~	<b>v v</b>
Goals, Action Plans,	and Alignments		Resource Needs Quick View
Goal	Action Plans	Aligned to Resource Mesa2030 Need(s) Align	ed Title Funded?
GCAL 1: Expand course offerings	3	V V	Supplies Hooping
GOAL 2: Increase student access to materials and courses	2	✓ ✓	equipment
GOAL 3: Enfance outreach efforts	2	~ ~	

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.

Nuventive.	mprove Analytic	S Pro	ograr is refreshed	n Summ overnight	tary		Report 2	. Relvested (Pacific Time) v7/2020 9:00:10 Avr
Year 2022 - 2023 V		Instructio	onal	Progra	am - Samj	ole		
	Program Revie	w Completion				Goal	s and Plans Cor	mpletion
Program Review Status	Executive Summary Complete?	Data Reflection Com	plete?	Practice Ref	flection Complete?	Unit	:Goals Acti	ion Plans
Complete	✓	~			~		~	~
	Goals, Action Plans,	and Alignments				Reso	urce Needs Qu	ick View
Goal			Action Plans	Aligned to Mesa2030	Resource Need(s) Aligned	Туре	Title	Funded?
GOAL 1: Expand course offerings			3	~	×	Equipment Supplies	/ Update Hula Hooping	No
GOAL 2: Increase student access to ma	aterials and courses		2	~	~		equipment	
GOAL 3: Enhance outreach efforts			2	~	~			

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.

Nuventive.	mprove Analytic	S Prograt Data is refreshed	m Sumn I overnight	nary		Report 2/	Reliested (Pacific Time 7/2020 9:00:30 AM
Year 2022-2023 ∨		Instructional	Progr	am - Sam	ple		
	Program Revie	w Completion			Goals	and Plans Com	pletion
Program Review Status	Executive Summary Complete?	Data Reflection Complete?	Practice Re	flection Complete?	Unit G	ioals Actio	n Plans
Complete	~	~		×	~	*	~
	Goals, Action Plans,	and Alignments			Resou	rce Needs Qui	ck View
Goal		Action	Aligned to	Resource	Туре	Title	Funded?
•		Plans	Mesa2050	Need(s) Alighed	Equipm ent/	Update Hula	No
GOAL 1: Expand course offerings		3		~	Supplies	Hooping	
GOAL 2: Increase subtent access to m	atenals and courses	2		4		equipment	

**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.

ا 🚺	Nuventive Solutions Nuventive Improvement Platform Essential Edition	edu! Sign out
	Instructional Program - Sample	
Home	e	÷
	SAN DIEGO MESACOLLEGE	
	Welcome to the Nuventive Improvement Platform for San Diego Mesa College!	
	To the right, you will see images that you can click on to open a 50/50 split screen. To begin your work, click the sicon at the top left of the page. A navigation menu will provide options for you to edit or view depending on your permissions. Select the Analytics section to view visual reports based on Program Review and Outcomes data. You also have access to printable reports. Program Review Lead Writers should always email the person reviewing the data to alert them to updates. Program Reviewers should always email the Lead writer once feedback is complete.	
	On many screens, you will have different resources available in the right-hand panel that you can	
	click through to assist with your work. To edit data, look for the vertical ellipsis 🕴 , click and	
	choose "edit". To add new data, use the green circle with the plus sign . DO NOT DELETE GOALS, RESOURCE NEEDS, OR OUTCOMES. If a goal, or an outcome is no longer active, make an edit and change the Status in the form. Do not edit or delete resource needs once they've been submitted.	

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.

Nuventive Solutions	Nuventive	Improvement Platform Essential Edition	
Instructional Program - Sample			
Home			÷
Analytics	~		
Program Review	~		
Program Review Reports	~	JULLEGE	
Outcomes Assessment	~		
Outcomes Assessment Reports	~	rement Platform for San Diego Mesa College! an click on to open a 50/50 split screen. To begin your	
Document Library		the page. A navigation menu will provide options for rmissions. Select the Analytics section to view visual	
Access List	~	comes data. You also have access to printable reports.	
		vays email the Lead writer once feedback is complete. esources available in the right-hand panel that you can e dit data, look for the vertical ellipsis <sup>i</sup> , dick and green circle with the plus sign <b>O</b> . <b>DO NOT DELETE</b> 5. If a goal, or an outcome is no longer active, make an o not edit or delete resource needs once they've been	

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.

Goals, Action Plans,	. and Alignments			Resou	rce Needs Qui	ck View
Soal	Action Plans	Aligned to Mesa2030	Resource Need(s) Aligned	Type Equipment/	Title Undata Hula	Funded?
GAL 1: Expand course offerings	3	~	~	Supplies	Hooping	140
GAL 2: Increase student access to materials and courses	2	~	~		equipment	
CAL 3: Enhance outreach efforts	2	*	~			
				_		
		_				

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.

Nuven	tive Solutions Nuventive	Improve	ment Platfo	orm Essential Edition	elcome, ama			
	ional Program - Sample			~				
Nuve	entive. Improve Analytic	S	Action Data is refreshed	Plan Details			Report Relie 2/7/202	shed (Pacific Time) 24 9:04:30 Aw
	lu stur stis a sl. Dus su		C		Action Plan St	ta tu s	Year	
	Instructional Progr	ram - :	Sample		Active	~	All	~
Status of Action PI	ans	Actio	on Plan Progress	Breakdown				
Active	7		14%		86%			
Completed 0				e Rarriers Encountered e	Com pleted Con Tra	ec k		
Goal	Action Plan	Update Year	Action Plan Progress	Action Plan Update				
GOAL 1: Expand course offerings	Develop new curriculum based on information obtained from the industry surveys and research.	2023 - 2024	On Track	This is my update on the a	ction 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.	2023 - 2024	I On Track	This is the update to my ad	tion plan.			
	Submit request for a full-time faculty member.	2023 - 2024	Barriers Encountered	This is my update.				

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.

۱ 🚺	Nuventi	ve Solutions Nuventive	Improvei	ment Platfor	m Essential Edition	lcome, amarino@sdc	cd.edu! Sign out
	Instructio	nal Program - Sample			~		
N	Nuve	ntive. Improve Analytic	S	Action P Data is refreshed o	'lan Details vernight		Report Rehested (Pacific Time) _
		Instructional Prog	ram - S	Sample		Action Plan Status Active V	Year All V
Status of	Action Plar	15	Actio	n Plan Progress Br	eakdown		
Active Archived	: I 0	7		14%		86%	
Com pleted	1 0				Barriers Encountered Co	om pleted Con Track	
Goal		Action Plan	Update Year	Action Plan Progress	Action Plan Update		
GOAL 1: course c	Expand	Develop new curriculum based on information obtained from the industry surveys and research.	2023 - 2024	On Track	This is my update on the act	ion plan	
		Research industry standards: Survey employers regarding skills necessary for hula hoop employment over the next ten years. Develop survey and participart. list based upon input from advisory board.	2023 - 2024	On Track	This is the update to my act	ion plan.	
		Submit request for a full-time faculty member.	2023 - 2024	Barriers Encountered	This is my update.		

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.

l	Nuveni	ive Solutions Nuventive	Improvei	ment Platfo	orm Essential Edit	Welcome, ama			
	Instructi	onal Program - Sample				~			
Γ	Nuve	entive. Improve Analytic	S	Action Data is refreshed	Plan Details dovernight			Repair, Rehe 2/7/202	rshed (Pacili: Time) Ra 9:0a:30 Aw
						Action Plan S	ita tu s	Year	
		Instructional Progr	ram - S	Sample		Active	$\sim$	All	$\sim$
	Status of Action PI: Active	ans 7	Actio	n Plan Progress	Breakdown	86%			
	Completed 0				Rarriers Encountere	ad 🔍 Com pletad 🔍 On Tr.	ack		
	Goal	Action Plan	Update Year	Action Plan Progress	Action Plan Update				
	GOAL 1: Expand course offerings	Develop new curriculum based on information obtained from the industry surveys and research.	2023 - 2024	On Track	This is my update on t	he action plan			
1		Research industry standards: Survey employers regarding skills necessary for hula hoop employment over the next ten years. Develop survey and participart list based upon input from advisory board.	2023 - 2024	On Track	This is the update to n	ny action plan.			Ľ
		Submit request for a full-time faculty member.	2023 - 2024	Barriers Encountered	This is my update.				

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.

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



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.

<u> N</u> u	ventive Solutions	luventive Improve	ement Platf	orm Essential Edi	Welcome, amarino@sdc	cd.edu! Sign out
	tructional Program - Sample				~ <mark> </mark>	
N	<b>uventive</b> . Improve A	nalytics	Action Data is refreshe	Plan Details		Repain Refreshed (Pacifi: Time) 🔺 2/7/2024 9:04:10 AM
	Instruction	al Program -	Sample		Action Plan Status Active V	Year All V
Status of Act	ion Plans	Acti	on Plan Progress	Breakdown		
Active Active 0		7	14%		87%	
Completed 0				Rarriers Encounte	red Completed On Track	
Goal	Action Plan	Update Year	Action Plan Progress	Action Plan Update		
GOAL 1: Exp course offer	and Develop new curriculum based on ings obtained from the industry survey:	information 2023 - 2024 s and research.	4 On Track	This is my update on	the action plan	
	Research industry standards: Surve regarding skills necessary for hula employment over the next ten yea survey and participant list based u advisory board.	y employers 2023 - 202 hoop rs. Develop pon input from	4 On Track	This is the update to	my action plan.	1
	Submit request for a full-time fact	ulty member. 2023 - 202	4 Barriers Encountered	This is my update.		

**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.

Nuventive Solutions	Nuventive Improvement Platform Essential Edition
Instructional Program - Sample	
Home	
Analytics	
Program Review Analytics	
Summary and Reflection Analytics	ESACOLLEGE
PLO Assessment	
Courses and CLO Listings	he Nuventive Improvement Platform for San Diego Mesa College!
CLO to PLO Analytics	see images that you can click on to open a 50/50 split screen. To begin your on at the top left of the page. A navigation menu will provide options for epending on your permissions. Select the Analytics section to view visual

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.

	Instructional Program - Sample								Request Year All		
Туре	Title	Description	Request Year	Funded? To	tal Score Overall Rank	Equity Score	Excellence Score	Innovation Score	Need Score	Sustainability Score	ī
Budget Augmentati on	example	example	2023 - 2024								
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	21	8 1	1 20	0
Teah Politik	*	x	2023 - 2024								

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

		Instructional F	Program	n - Sa	ample					All
Туре	Title	Description	Request Year	Funded?	Total Score Over Rank	all Equity Score	Excellence Score	Innovation Score	Need Score	Sustainability Score
Budget Augmentati on	example	example	2023 - 2024							
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 1	0 23	13	28	11	20
Test Value	t	ŧ	2023 - 2024							

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.

Туре	Title	Description	Request Year	Funded?	Total Score	Overall Rank	Equity Score	Excellence Score	Innovation Score	Need Score	Sustainability Score
Budget Augmentati on	example	example	2023 - 2024								
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 dropdown 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.

Instructional Program - Sample	
Home	itcomes Assessment
Analytics 🗸	
Program Review 🗸	Timeline View All
Program Review Reports	
Outcomes Assessment	n, make an edit and change the Status in the form.
Program Learning Outcomes Assessment	
Course Learning Outcomes Assessment (READ ONLY)	concepts of engineering, science, and creativity to generate the intellectual curiosity to provide for a successful career, and life-long learning.
MAP: PLO Aligned to Institutional Learning Outcomes	
MAP: Course Learning Outcomes Aligned to	
Program Learning Outcomes	
Outcomes Assessment Reports 🗸 🗸	
Document Library	ity by recognizing the social, ethical, environmental, and political implications involved in the engineering of hula hoops.

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 historial PLO data. This is true with any outcomes areas.

N	Nuventive Solutions		Nuventive Improvement Platform Essential Edition						
	Instructional Program - Sample								
0	utcomes Assessment > Program Learning Outc	omes	Assessment						
Pr	ogram Outcomes				C				
	Outcome Status View All		Timeline View All	<b> </b> ~	Show 3 of				
C	Do not delete outcomes. If an outcome is no keger active, make an edit and change the Status in the form.								
	III: Ortical Thinking         E Rabinovich 7/14/23           Progent Learning Dubtome         E           Struktet with the fundamental encount of anomenics on several the intellectual encounts to expect the intellectual encounts of the lower and line on the fundamental encounts of the intellectual encounts								
	Outcome Status Archived								
	Timeline 2021 - 2022, 2023 - 2024, 2025 - 2026								
	If Professional and Ethical Behavior         E. Rabinovech 7/14/23								

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

N	Nuventive Solutions Nuventive Improvement Platform Essential Edition			
E	Instructional Program - Bample			
01	tecmes Assessment > Program Learning Outcomes Assessment			
Pn	igram Dutcomes		Đ	) :
	Dutoma Bitus Titalia Vesi All v Vesi Al	<b>~</b>	Showing 3 of 3	,
D	onet-delate-outcomes. If an outcome is no longer active, make an edit and change the Status in the form.			×
	I Critical Thinking	L.R.	sbinovich 7/14/23	÷
	Tregent surface (blackmon The Carbon will be concepted on in the function entries (concepts of engineering, science, and creativity to grown to the intellectual cursuity to grown to fire a successful concer, and file-long learning. Outcome Balan Anthomed The Man 2017 1-2022 2023 - 2024 - 2025 - 2026			
	Professional and Ethical Behavior	E. R	abinovich 7/14/23	:
	Trages Learning failures Trages Learning failures Trages Learning failures Trages Learning of huile hosps. Tradem lister as a postcher members of isolety by recognizing the isolet, ethicet, and political inglications involved in the engineering of huile hosps. Active Tradem			

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

N	Nuventive Solutions	Nuventive Improvement Platform Essential Edition	n		Weli	ome, amarino:	@sdccd.edul	Sign out
≡	Instructional Program - Sample			<u> </u>				
Outo	omes Assessment > Program Learning Outcomes Assessme	ant > Critical Thinking > Audit Log						Close
Critic	al Thinking							
Filter =	y Keyword	Activity View All						
ſ	late Modified 👻	Modified By		Activity				
5	/14/2023 1:05 pm	Eliza Rabinovich		Modified				
7	/14/2023 12:57 pm	Eliza Rabinovich		Modified				
2	/23/2023 9:39 am	Nuventive Support		Modified				
2	/16/2023 7:32 am	Nuventive Support		Modified				
2	/13/2023 12:19 pm	Nuventive Support		Added				

### 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.

N	Nuventive Solutions	Nuventive Improvement Platform Essential Edition	Welcome, amarino@so	dccd.edu! Sign c
	Instructional Program - Sample	~		
Out	comes Assessment > Program Learning Outcomes	Assessment		
Prog	Iram Outcomes			<b>•</b> :
1	Dutcome Status Time View All View	ine w All	<b>~</b>	Showing 3 of 3
Do	not delete outcomes. If an outcome is no longer active, make a	an edit and change the Status in the form.		×
	Critical Thinking		E. Rabinovi	ich 7/14/23
Р S 0 Д Т 2	rogram Laarning Outcome Itudents will become proficient in the fundamental concept utcome Status Uncome Status rchived innifime 021 - 2022, 2023 - 2024, 2025 - 2026	s of engineering, science, and creativity to generate the intellectual curiosity to provide for a successful care	er, and life-long learning.	
	Professional and Ethical Behavior		E. Rabinovi	ioh 7/14/23
P S 0 <i>A</i> T 2	rogram Learning Outcome tudents will serve as productive members of society by reo- utcome Status crive imeline 023 - 2024	agrizing the social, ethical, environmental, and political implications involved in the engineering of hula hoop	15.	

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

Notice that when you click the Arrow/Caret  $\checkmark$  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.

Created 9/1/2023; Edited 9/27/2023
1	Nuventive Solutions Nuventive Improvement Platform Essential Edition Welcome, amaning	@sdccd.edu1 S	Sign ou					
=	Instructional Program - Sample							
Outo	comes Assessment > Program Learning Outcomes Assessment	Close Sa	ave ~					
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     AND MEASUREMENTS     FINDINGS							
* denotes a required field. Program Learning Quitcome Bhort Name ① * Critical Thinking Program Learning Quitcome *								
Ou Ar Tin 2	toome Status () • chived   ✓ reline () • 021 - 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							
≡	Instructional Program - Sample				~			
Out	comes Assessment > Program L	earning Outcomes Assessment					Close	Save 🗸
۹	Critical Thinking							~
Do	not delete outcomes. If an outcome is n	o longer active, make an edit and change the	Status in the form.					×
	PROGRAM LEARNING OUTCOME	ASSESSMENT DESIGN     AND MEASUREMENTS	• FINDINGS					
*der	notes a required field.							
C	critical Thinking	*						
Pi	rogram Learning Outcome * Students will become proficient in the fu	undamental concepts of engineering, scier	ce, and creativity to ge	nerate the intellectual curiosity to pr	ovide for a successful ca	reer, and life-long learning	J.	
0	utcome Status (j) *							
A	rchived	~						
п 	meline () * 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  $\textcircled{\bullet}$  on the top right. This will open a new card.

Nuventive Solutions		Nuventive Improvement Platform Essential E	dition			
Instructional Program - Sample			¥ 📃 .			
tcomes Assessment > Program	Learning Out	omes Assessment				- (
ogram Outcomes					Ð	:
Outcome Status View All	<b>~</b>	Timeline View All		<b>~</b>	showir 3 of 3	ng 3
Critical Thinking				E. Rabinovici	h 7/14/23	:
Students will become proficient in the Outcome Status Archived	e fundamental c	incepts of engineering, science, and creativity to generate the intellectual curio	osity to provide for a successful career, an	id life-long learning.		
Tîmelîne 2021 - 2022, 2023 - 2024, 2025 - 2024	6					_
Professional and Ethical Be	havior			E. Rabinovici	h 7/14/23	:
Program Learning Outcome Students will serve as productive mer Outcome Status	mbers of society	by recognizing the social, ethical, environmental, and political implications invo	olved in the engineering of hula hoops.			
Active Timeline						

# 2. Type in the required fields.

8	Nuventive Solutions	Nuventive Improvement Platform Essential Edition									
≡	Instructional Program - Sample				<b>~</b> [						
Outo	Outcomes Assessment > Program Learning Outcomes Assessment 🛈 Close										
New	New Program Learning Outcome										
	PROGRAM LEARNING     OUTCOME	<ul> <li>ASSESSMENT DESIGN AND MEASUREMENTS</li> </ul>	• FINDINGS								
*deno Pro	denotes a required field Program Learning Outcome Short Name 🕕 •										
Pro Out	gram Learning Outcome *										
-	-	<b>~</b>									
Tin	eline 🕕 *	<b>v</b>									

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

	Nuventive Solutions	Nuve	ntive Improvement	t Platform Essential Edition					
	Instructional Program - Sample			<b>~</b>					
0	utcomes Assessment > Program	Learning Outcomes Assessment				Close Sav			
c	Critical Thinking						~		
	Measurement Status					Showing 3 of 3	1g 3		
ſ	PROGRAM LEARNING OUTCOME	ASSESSMENT DESIGN     AND MEASUREMENTS	• FINDINGS				Ð		
	🗄 Design, implement, and veri	ify hula hoop systems of varying comp	plexity by using app	ropriate techniques and tools and by selecting a	ppropria E. Rabinovich 7	7/14/23	Ĩ		
	Assessment Design Design, implement, and verify hula ho approaches.	op systems of varying complexity by using a	appropriate techniques	and tools and by selecting appropriate design patterns,	architectures, languages, and	testing			
	Measurement Status Active								
	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 hopp.								
	Assessment Defivery 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.								

4. Once you have completed entering the Measurement information, SAVE your work by clicking on the Arrow/Caret  $\checkmark$  next to the SAVE button at the top of the screen. Notice that when you click the Arrow/Caret  $\checkmark$  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 Improvemen	t Platform Essential Edition							
Instructional Program - Sample		<b>~</b>							
Outcomes Assessment > Program Learning Outcomes A	ssessment			Close Save	~				
Q Critical Thinking					~				
Measurement Status View All				Showing 3 of 3	I				
PROGRAM LEARNING     OUTCOME     ASSESSME     AND MEASUR	NT DESIGN REMENTS • FINDINGS			(	Ð				
🗄 Design, implement, and verify hula hoop systems	of varying complexity by using app	ropriate techniques and tools and by selecting a	ppropria E. Rabinovici	7/14/23	1î				
Assessment Design Design, implement, and verify hula hoop systems of varying co approaches. Measurement Status	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.								
Active									
Target/Benchmark The target benchmark was for students to achieve, at minimum activities, successful performance on laboratory and lecture ex-	n, an average of 70% success rate for the ams, and successful completion of desig	above assessment parameters: completion of all labora ning a hula hoop.	tory workbook and performa	nce in laboratory					
Assessment Delivery All assessment were created and administered in the lecture a	nd laboratory settings by Dr. Erica Benchr	nan who is the sole instructor for all of the Hula Hoop 10	1 section.						

**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.

N	Vuventive Solutions Nuver		ovement Platform Essential Edition						
=	Instructional Program - Sample			~ <u> </u>					
Outo	comes Assessment > Program Learr	Outcomes Assessment							
Prog	Iram Outcomes					Ð	:		
	View All	Timeline View All			<b> ~</b>	Show 3 of	ring f 3		
Do	not delete outcomes. If an outcome is no lon	tive, make an edit and change the Status in the f	form.				×		
:	Critical Thinking				E. Rabinov	ich 7/14/23	:		
P S 0 A T 2	Program Learning Dutome 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 Timefine 2021 - 022, 2023 - 2024, 2025 - 2026								
:	Professional and Ethical Behavio				E. Rabinov	ich 7/14/23	÷		
P S 0 A T 2	rogram Learning Outcome tudents will serve as productive members utcome Status citive imeline 023 - 2024	Sety by recognizing the social, ethical, environ	nmental, and political implications involved in the engineering	of hula hoops.					

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

N	Nuventive Solutions Nuventive Improvement Platform Essential Edition Welcome, a								
=	Instructional Program - Sample			~					
Outo	comes Assessment > Program	n Learning Outcomes Assessment				Close	Save 🗸		
Q	Critical Thinking						~		
	Measurement Status View All						Showing 3 of 3		
	PROGRAM LEARNING OUTCOME	ASSESSMENT DESIGN     AND MEASUREMENTS	FINDINGS				Đ		
-	Design, implement, and ve	rify hula hoop systems of varying complex	ity by using app	ropriate techniques and tools and by selecting a	ppropria E Rabi	novich 7/14/23			
a	esign, implement, and verify hula h pproaches.	oop systems of varying complexity by using appr	opriate techniques	and tools and by selecting appropriate design patterns,	architectures, languag	es, and testing			
A	leasurement Status .ctive								
T T a	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 aboratory workbook and performance in laboratory activities, successful performance on laboratory and lecture exams, and successful completion of designing a hula hoop.								
Å	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.								

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.

	Vuventive Solutions	Nuven	Nuventive Improvement Platform Essential Edition						
	Instructional Program - Sample			<b>~</b>					
¢	Outcomes Assessment > Program I	Learning Outcomes Assessment							
0	२ Critical Thinking							~	
	Measurement Status View All							Showing 3 of 3	
,	PROGRAM LEARNING OUTCOME	ASSESSMENT DESIGN     AND MEASUREMENTS	• FINDINGS					O	
	Design, implement, and verify hula hoop systems of varying complexity by using appropriate techniques and tools and by selecting appropria.     E. Rabinovich 7/14/23 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.								
	Measurement Status Active Target/Benchmark The target benchmark was for studen	ts to achieve, at minimum, an average of 705	% success rate for the	above assessment parameters; completion of all labor;	atory workbook	and performance	in laborat	ory	
	The dright become was to stude in 50 becomes at minimum an ere dright of the sourcess rate for the autorest-becomes and per unimateen becomes to perform the constraint of the sourcess of the constraint of the sourcess in the form and the sourcess in the constraint of the source sources in the constraint of the source sources in the constraint of the source source sources in the source source source sources in the constraint of the source source sources in the source source source source sources in the source source source source sources in the source source source sources in the source source source sources in the source source source sources in the source source source source source source source source sources in the source source source source source sources in the source source source sources in the source source source source source source source sources in the source source source source source source source sources in the source sou								

4. Once you have completed entering the Assessment Design and Measurement information,

SAVE your work by clicking on the Arrow/Caret  $\checkmark$  next to the SAVE button at the top of the

screen. Notice that when you click the Arrow/Caret  $\checkmark$  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.

N	Nuventive Solutions	Nuventi	ve Improvement	Platform Essential Edition					
	Instructional Program - Sample				<b>~</b> 📃				
Out	comes Assessment > Program Learning Ou	tcomes Assessment				Clo			
Q	Critical Thinking						<b>~</b>		
	Measurement Status						Showing 3 of 3		
	PROGRAM LEARNING     OUTCOME     AS	SESSMENT DESIGN MEASUREMENTS	• FINDINGS				0		
	🗄 Design, implement, and verify hula hoop	systems of varying comple	xity by using appr	opriate techniques and tools and by sel	ecting appropria	E. Rabinovich 7/14/23	:		
) [ 8	Assessment Design 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.								
1	Measurement Status Active								
1	Farget/Benchmark The target benchmark was for students to achieve, activities, successful performance on laboratory an	at minimum, an average of 70% d lecture exams, and successful	success rate for the a completion of design	above assessment parameters; completion of hing a hula hoop.	all laboratory workbo	ook and performance in lab	oratory		
1	Assessment Delivery All assessment were created and administered in th	e lecture and laboratory settings	s by Dr. Erica Benchm	an who is the sole instructor for all of the Hula	Hoop 101 section.				

**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.

Nuventive Solutions	Nuventive Improvement Platfo	rm Essential Edition	amarino@sdccd.edu	
Instructional Program - Sample				
Outcomes Assessment > Program	Learning Outcomes Assessment			<b>(</b> )
Program Outcomes			(	Ð :
Outcome Status View All	Timeline View All		<b>~</b>	Showing 3 of 3
: Critical Thinking			E. Rabinovich 7/14/	23
Program Learning Outcome Students will become proficient in the provide for a successful career, and li	fundamental concepts of engineering, sc fe-long learning.	ience, and creativity to generate t	he intellectual curiosi	ty to
Outcome Status Archived				
Tîmelîne 2021 - 2022, 2023 - 2024, 2025 - 2026	5			
Professional and Ethical Bell	havior		E. Rabinovich 7/14/	23
Program Learning Outcome Students will serve as productive mer the engineering of hula hoops.	nbers of society by recognizing the social,	ethical, environmental, and politic	cal implications involv	ved in

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

Nuventive Solutions	Nuventive Improvement Pla	atform Essential Edit	. Welcome, amarino@sc ion	lccd.edu!						
Instructional Program - Sample			~ <mark> </mark>							
Outcomes Assessment > Program Learning Outcomes Assessment Close Save										
Q Critical Thinking										
Measurement Status View All	Reporting Period View All	Conclusion View All		~	Showing 4 of 4					
<ul> <li>PROGRAM LEARNING OUTCOME</li> </ul>	ASSESSMENT DESIGN A MEASUREMENTS				<b>A</b> É					
• 2023 - 2024: Target Not Me	nula noop systems of varying et	complexity by using	A. McComb 8/14/23		:					
Summary of Findings target not met no AP Submission Date 08/14/2023										
-2022 2022. Torget Met			E Bobioovieb 7/14/00							

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

Vuventive Solutions	Nuventive Improvement Platforr	welcome, amari N Essential Edition	no@sdccd.edu!	Sign out
Instructional Program - Sample		<b>~</b>		
Dutcomes Assessment > Program	Learning Outcomes Assessment		Close	
२ Critical Thinking				<b>~</b>
View All	Reporting Period View All	Conclusion View All	<b>~</b>	Showing 4 of 4
PROGRAM LEARNING OUTCOME	ASSESSMENT DESIGN AND MEASUREMENTS	• FINDINGS		
Design, implement, and verify h	ula hoop systems of varying corr	plexity by using appropri		Ð
• 2023 - 2024: Target Not Me	• 2023 - 2024: Target Not Met A. McComb 8/14/23			
Summary of Findings target not met no AP				
Submîssîon Date 08/14/2023				

# 4. Type in the required fields.

Instructional Program - Sample		
utcomes Assessment > Program Learning Outcomes Assessment	Clo	se Save 🗸
ritical Thinking		
Program Learning Outcome Short Name: Critical Thinking		Hide Details 🕇
Program Learning Outcome: Students will become proficient in the fundamental concepts of engines generate the intellectual curiosity to provide for a successful career, and life-long learning.	ering, science, and creativity to	
Fimeline: 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 parterns, architectures, languages, and testing approaches. Target/Benchmark: The target benchmark was for students to achieve, at minimum, an average of 70 completion of all laboratory workbook and performance in laboratory activities, successful performanc completion of designing a hula hoop.	)% success rate for the above assessmen e on laboratory and lecture exams, and su	nt parameters: iccessful
Assessment Delivery: All assessment were created and administered in the lecture and laboratory se all of the Hula Hoop 101 section.	attings by Dr. Erica Benchman who is the s	ole instructor for
FINDINGS denotes a required field.		<u>^</u>
Submission Date *		
02/13/2024		
Reporting Period *		
Summary of Findings () *		
Conclusion () *		
Related Documents		
Document Name Document Description		Ð

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

FINDINGS			
* penotes a required held.			Î
Submission Date *			
02/13/2024			
Reporting Period *			
Summary of Findings 🕞 *			l
Conclusion () *	<b>~</b>		
Related Documents			1
Document Name	Document Description	•	
There are no documents attached			<b>_</b>

6. Once you have completed entering the Findings information, SAVE your work by clicking on

the Arrow/Caret  $\checkmark$  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.

Instructional utcomes Assess itical Thinkin	Program - Sample						
utcomes Assess r <mark>itical Thinki</mark> i	ment > Program			I	~ <b></b>		
ritical Thinkii		Learning Outcomes A	ssessment			Close	
	ıg						
rogram Learning Ou anerate the intellect imeline: 2021 - 202 seessment Designs ppropriate design par arget/Benchmark: ompletion of all sign seessment Deliver II of the Hula Hoop 1 INDINGS	tcome Short Name: toome: Students w ual curiosity to provid 2, 2023 - 2024, 2025 Design, implement, tterns, architectures. The target benchma ratory workbook and ng a hula hoop. " All assessment w 01 section.	Critical Thinking ill become proficient in the f e for a successful career, ar - 2026 and varify hula hoop systen languages, and testing app k was for students to achie performance in laboratory a ere created and administere	undamental concep nd life-long learning. ns of varying comple roaches. ve, at minimum, an a ve, at minimum, an a ctivities, successful ad in the lecture and	ts of engineering, sci axity by using appropr average of 70% succo I performance on labe laboratory settings by	ence, and creativity to iate techniques and too ass rate for the above a vatory and lecture exan / Dr. Erica Benchman wi	Hide Is and by selec ssessment par rs, and succes ro is the sole in	Details 7
enotes a required fi	ld.						
02/13/2024							
Reporting Period *	s (j) *		<b>~</b>				
Conclusion (j) *			~	-			—
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. <u>How to View Course Learning Outcomes</u>

1. Once you are ready to enter course learning outcomes data, navigate to the center unit dropdown. 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.

N	Nuventive Solutions	Nuventive Improvement Platform Essential Edition	Weld		
≡	Courses - SAMPLE	<b>~</b>			
Cou	rse Assessment				

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

namburger menu		•		
Nuventive Solutions	Nuventive Improvement Platform Essential Edition			
Courses - SAMPLE				
Course and CLO Review				
Analytics 🗸	<u> </u>		Ð	:
Course Assessment	Timeline View All	•	show 2 of	ing 3
Reports V			-	
Document Library	ve, make an edit and change the Status in the form.			×
Manage Assignments		E. Rab	inovich 7/14/23	:
	rt and/or explain Hule Hoops appropriately.			
	023 - 2024: Summer 2024			
		E Rab	inovich 7/14/23	:
	reasoning and graphical analysis to establish and analyze relationships between Hule Hoops.			

hamburger menu , and select "Course Assessment".

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

Nuventive Solutions Nuventive Impr	provement Platform Essential Edition Welcome, amarino@sdccd.edu! Sign ou					
Courses - SAMPLE	I 🗾 🔲 🔳 💷					
Course Assessment						
Select a Course: MESA 101. Hula Hoop Engineering	▼					
CL3 Status Timeline View All View All	Showing Store					
Do not delete outcomes. If an outcome is no longer active, make an edit and change the Status in the	ne form. X					
₩ CLO #1	E. Rabinovich 7/14/23					
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						

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

8	Nuventive Solutions								
=	Courses - SAMPLE		~						
Cours	se Assessment								
Selec	t a Course: MESA 101. Hula Hoop Engineerin	g <b>v</b>			Ð	:			
ci C	LO Status View All V	Timeline View All		<b>~</b>	showi 3 of	ing 3			
Don	ot delete outcomes. If an outcome is no longer a	tive, make an edit and change the Status in the form.				×			
	CL0 #1			E. Rabinov	ich 7/14/23	:			
Co Sti CL Ac	Course Learning Outcome Students will be able to demonstrate ability to report and/or explain Hula Hoops appropriately. CLO Status Active								
20	Timefire 2023 - 2024: Fall 2023, 2023 - 2024: Spring 2024, 2023 - 2024: Summer 2024								

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.** 

Nuventive Solutions Nuventive Improvement Platform Essenti	ial Edition Welcome, amarino@sdccd.edu! Sign out						
Courses - SAMPLE							
Course Assessment							
Select a Course: MESA 101. Hula Hoop Engineering	<b>G</b> : 1						
CLO Status Timeline View All View All	Showing So of 3						
Do not delete outcomes. If an outcome is no longer active, make an edit and change the Status in the form.	×						
CL0 #1	E. Rabinovich 7/14/23						
Course Learning Outcome Students will be able to demonstrate ability to report and/or explain Hula Hoops appropriately. C10 Status Active Timetine 2023-2024: Fall 2023, 2023 - 2024: Spring 2024, 2023 - 2024: Summer 2024							

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.

	0		11 0					
関 Nuve	ntive Solutions		Nuventive Improvement Platform Essential Edition	n	Weld	ome, amarino@s	sdccd.edu!	Sigr
E Cours	es - SAMPLE			<b>~</b>				
Course Ass	essment							
Select a Cou	rse: MESA 101. Hula Hoop Er	ngineering	<b>~</b>				Ð	:
CLO Stat View A	19 Î	~	Timeline View All			~	Showin 3 of 3	g }
Do not dele	e outcomes. If an outcome is no	longer active	make an edit and change the Status in the form.					×
II CLO	#1					E Rabinov	/ich 7/14/23	:
Course Le Students CLO State Active Timeline 2023 - 20	arning Outcome will be able to demonstrate abi s 24: Fall 2023, 2023 - 2024: Spri	lity to report ng 2024, 202	and/or explain Hula Hoops appropriately. 23 - 2024: Summer 2024					
II CLO	#2					E Rabinov	vich 7/14/23	1

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

#### 2. Complete all required fields(\*).

N	Nuventive Solutions	Nuve	ntive Improvement Platform Es	sential Edition		
≡	Courses - SAMPLE			~		
Cour	se Assessment				Close	
New	Course Learning Outcome					
Doi	iot delete outcomes. If an outcome is n	o longer active, make an edit and change the	Status in the form.			×
	<ul> <li>COURSE LEARNING OUTCOME</li> </ul>	<ul> <li>TARGET/BENCHMARK FOR CLO</li> </ul>	ASSESSMENT RESULTS			
*den: CL	ntes a required field. D Short Name (j) *					
Coi	irse Learning Outcome 👔 *					
сы —	0 Status (j) *	<b>~</b>				
Tin	neline (j) *	<b>~</b>				
H						

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**.

N	Nuventive Solutions	Nuve	ntive Improvement Platform Esser	itial Edition		
≡	Courses - SAMPLE			•		
Cou	rse Assessment				Close	Save 🗸
New	Course Learning Outcome					
Do	not delete outcomes. If an outcome is n	o longer active, make an edit and change the	Status in the form.			×
	COURSE LEARNING     OUTCOME	<ul> <li>TARGET/BENCHMARK FOR CLO</li> </ul>	ASSESSMENT RESULTS			
*der Cl	otes a required field.					
¢	urse Learning Outcome 🕞 *					
с	O Status 🕞 *					
Ti	neline 🗊 *					
-		~				

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

8	Nuventive Solutions	Nuventive Improvement Platform Essential Edition		
≡	Courses - SAMPLE	~		
Cou	rse Assessment			
Sele	ot a Course: MESA 101. Hula Hoop Engineering	<b> </b> ~		<b>•</b> :
	CLO Status View All	Timeline (View All	<b>~</b>	Showing 3 of 3
Do	not delete outcomes. If an outcome is no longer active	make an edit and change the Status in the form.		×

#### 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.

	Nuventive Solutions		Nuv	entive Improve	ment Platform Essentia	l Edition		ume, amarinug		
≡	Courses - SAMPLE						<b>~</b>			
Cou	irse Assessment									(i)
Sele	ct a Course: MESA 101. Hula Hoop E	ingineering		~					(	Ð :
	CLO Status View All	<b>~</b>	Timeline View All					•	≤ 3	nowing of 3
	CLO #1							E. Rat	novich 7/14/2	23 :
s	course Learning Outcome Students will be able to demonstrate ab	ility to report a	nd/or explain Hula Hoops	appropriately.						
C A	CLO Status Active									
T 2	īmelīne 1023 - 2024: Fall 2023, 2023 - 2024: Spr	ing 2024, 2023	- 2024: Summer 2024							
1	CLO #2							E. Rab	ninovich 7/14/2	23 🚦
c s	course Learning Outcome Students will display the ability to use pr	roportional rea:	soning and graphical ana	lysis to establish a	nd analyze relationships betw	een Hula Hoops.				
C A	CLO Status Active									
т	Imeline									

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

N	Nuventive Solutions	Nuventive Improvement Platform Essential Edition Welcome		
≡	Courses - SAMPLE	•		
Cou	rse Assessment			
۹	MESA 101 - CLO #1			~
			1	howing Dof0
Us	direct methods of assessment (stu	dent work produced in the course) as much as possible. Should be relevant, valid, and reliable assessments of course learning outcomes.		×
	<ul> <li>COURSE LEARNING OUTCOME</li> </ul>	Arget/Benchmark for     CLO     Assessment results		Ð

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

Course Learning Outcome: Students will be able to demonstrate ability to report and/or explain Hula Hoops appropriately. CLO Studer: Active Timatine: 2022 - 2026 Fail 2023, 2023 - 2024. Spring 2024, 2023 - 2024.	Hide Details 🛉
* denotes a required field. Status * //  Describe the Target/Benchmark for percent of students who will meet this competency. () *	
Related Documents Document Name Document Description	O
There are no documents attached	

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

N	Nuventive Solutions	Nuventive Improvement Platform Essential Edition		We	lcome, am	arino@sdccd.e	du!	Sign out	l
=	Courses - SAMPLE		~						
Cou	rse Assessment					Clos	æ	Save 🗸	
ME	SA 101 - CLO #1						_		
Cou CLO Tim	rse Learning Outcome: Students will be able to demonstrate ability to repo Status: Active effre: 2023 - 2024: Fall 2023, 2023 - 2024: Spring 2024, 2023 - 2024: Summ	rt and/or explain Hula Hoops appropriately. er 2024					lide D	etails ⊤	
*den Sta	otes a required field. alus *								
De	scribe the Taroet/Benchmark for percent of students who will meet this or	vmpetency. ① *							
Re	slated Documents								
	Document Name	Document Description					6	Ð	
	There are no documents attached								

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.

N	Nuventive Solutions	Nuventiv	e Improvement Platform Ess	ential Edition				
≡	Courses - SAMPLE			<b>~</b>				
Cour	rse Assessment							Save 🗸
۹ ا	MESA 101 - CLO #2							~
s	View All							Showing 1 of 1
Use	direct methods of assessment (st	dent work produced in the course) as much as possib	le. Should be relevant, valid, and reliab	le assessments of course learning outco	nes.			×
	COURSE LEARNING OUTCOME	TARGET/BENCHMARK FOR     CLO	ASSESSMENT RESULTS					Đ
:	70% of students should se	core a 3.5 or greater on the common rubric.				E. Rabinovich 2	7/14/23	:
Di 71 St	escribe the Target/Benchmark for p 0% of students should score a 3.8 tatus ctive	ercent of students who will meet this competency. or greater on the common rubric.						
SI A	tatus ctive							

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

Nuventive Solutions Nuventive Improvement Platform Essential E	dition	Welcome, am
Instructional Program - Sample	<b>~</b>	
Outcomes Assessment > Course Learning Outcomes Assessment (READ ONLY)		Close Save 🗸
ዲ MESA 101 - CLO #1		~
Status View All		Showing 1 of 1
Use direct methods of assessment (student work produced in the course) as much as possible. Should be relevant, valid, and reliable outcomes.	assessments of cour	rse learning 🗙
COURSE LEARNING     OUTCOME     CLO     ASSESSMENT RESULTS		
70% of students should score a 3.5 or greater on the common rubric.	E. Rabinovich 7/1	14/23
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. Status Active		

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.

N	Nuventive Solutions	Nuventive Improvement Platform Essen	tial Edition		arino@sdccd.edu! S
≡	Instructional Program - Sample		~		
Outo	omes Assessment > Course L	earning Outcomes Assessment (READ ONLY)	Close	Save 🗸	
٩١	VIESA 101 - CLO #1			~	
S	View All			Showing 1 of 1	
Use outo	direct methods of assessment (stud comes.	ent work produced in the course) as much as possible. Should be relevant, valid, and i	reliable assessments of course learn	ing X	
	<ul> <li>COURSE LEARNING OUTCOME</li> </ul>	TARGET/BENCHMARK FOR     CLO     ASSESSMENT RESULTS	S		
De	70% of students should sco	re a 3.5 or greater on the common rubric.	E. Rabinovich 7/14/23	0	pen
70 St	₩ of students should score a 3.5 c atus tive	r greater on the common rubric.			

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

Vuventive Solutions	Nuventive Improvement Platform Essential Edition	Welcome,	erabinovich@sdccd.edu! Sign
Courses - SAMPLE		· ·	
Course Assessment		Close Save 🗸	Ŧ
MESA 101 - CLO #1			
Course Learning Outcome: Students will be able to demo CLO Status: Active Implies: 2023.2024. Eall 2023.2023.2024. Spring 202	onstrate ability to report and/or explain Hula Hoops appropriately. 24. 2023 - 2024: Summar 2024	Hide Details 🕇	SAN DIEGO
denotes a required field.			MESACOLLEG
Status *			
Active	<b>~</b>		Outcomes Assessment 4Yr Cy
Active	r () *		SAN DIEGO MESA COLLEG
Archived			OUTCOMES
Related Documents			ASSESSMENT
Document Name	Document Description	O	HANDBOOK
There are no documents attached			Outcomes Assessment Handl
			SANDIEGO
			MESACOLLEG
			111-1-0-
			Schedule of Outcomes Assess
			Current
			SAN DIFGO
			SAN DIEGO
2024 - Nuventive, LLC - All rights reserved		Welcome, e	Privacy Policy*
2024 - Nuventive, LLC - All rights reserved Nuventive Solutions Courses - SAMPLE Durse Assessment IESA 101 - CLO #1	Nuventive Improvement Platform Essential Edition	Vielcome, e Velcome, e Close Save V	SANDIEGO MEGACINE Privacy Policy rabinovich@sdccd.edul & Sign o
2024 - Nuventive, LLC - All rights reserved Nuventive Solutions Courses - SAMPLE Courses - SAMPLE TESA 101 - CLO #1 Course Lasming Outcome: Students will be able to demon LD State: Active meter: 2023 - 2024 Fail 2023, 2023 - 2024 Spring 2024	Nuventive Improvement Platform Essential Edition	Welcome, e Velcome Close Save V	SANDIEGO MESACOLIEC Privacy Policy Privacy Policy Privacy Policy Privacy Policy San Diego MESACOLIECE
2024 - Nuventive, LLC - All rights reserved  Nuventive Solutions Courses - SAMPLE Ourse Assessment  RESA 101 - CLO #1  ourse Learning Outcome: Students will be able to demon LD Status: Active Immete: 2023 - 2024 Fail 2023, 2023 - 2024, Spring 2024 Increase are provided field.	Nuventive Improvement Platform Essential Edition nstrate ability to report and/or explain Hule Hoops appropriately. 1, 2023 - 2024. Summer 2024	Welcome, e V Close Save V	ANDIEGO MESACOLLEGE
2024 - Nuventive, LLC - All rights reserved           Nuventive Solutions           Course - SAMPLE           Ourse - SAMPLE           Data Assessment           MESA 101 - CLO #1           Ota State: Active medic::::::::::::::::::::::::::::::::::::	Nuventive Improvement Platform Essential Edition nstrate ability to report and/or explain Hule Hoops appropriately. 1, 2023 - 2024. Summer 2024	Welcome, e Velcose Ciose Save V Hide Details T	Randing San Diego San Diego Mesa College Disconse Assessment 4Yr Cyc
2024 - Nuventive, LLC - All rights reserved           Nuventive Solutions           Course - SAMPLE           Datase - SaMPLE           Datase - SaMPLE           Datase - SaMerLE           Datase - Call of the SamerLE           Datase - Call of the SamerLE           Datase - SamerLE	Nuventive Improvement Platform Essential Edition nstrate ability to report and/or explain Hula Hoops appropriately. 4, 2023 - 2024. Summer 2024	Welcome, e	ANDIEGO MESACOLLECE SANDIEGO MESACOLLECE Outcomes Assessment 4Yr Cycl
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2024 - Nuvertive, LLC - All rights reserved Courses - SAMPLE Courses - SAMPLE Cou	Nuventive Improvement Platform Essential Edition	Walcome, e	SANDIEGO MECACOLLECE Rabinovich disdicad edul isign o SANDIEGO MESACOLLECE Outcomes Assessment 4Vr Cyc SANDIEGO MESA COLLECE OUTCOMESA SANDIEGO MESA OUTCOMESA SANDIEGO Schedule of Outcomes Assessment SANDIEGO

# 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".

Nuventive Solutions	Nuventive Improvement Platform Essential Edition		Wel	come, am	arino@sdccd.edul	Sign out
Instructional Program - Sample		- ~				
Outcomes Assessment > Course Learning Outcomes Ass	essment (READ ONLY)					÷
Select a Course: MESA 101. Hula Hoop Engineering*	<b> ~</b>			: ^		
CLO Status Timeline View All View All		~	Showin 3 of 3	ig 3		
CLO #1	E	Rabinovici	h 7/14/23			
Course Learning Outcome Students will be able to demonstrate ability to report and/or ex	plain Hula Hoops appropriately.					
CLO Status Active						
Tîmelîne 2023 - 2024: Fall 2023, 2023 - 2024: Spring 2024, 2023 - 2024:	Summer 2024					
CL0 #2	E	Rabinovici	n 7/14/23			
Course Learning Outcome Students will display the ability to use proportional reasoning a CLO Status	nd graphical analysis to establish and analyze relationships between h	Hula Hoop	s.			

# 2. From there, you want to navigate over to "Assessment Results"

Nuventive Solutions	N	uventive Improvement Platform Esser	tial Edition			
Courses - SAMPLE			<b>v</b>			
Course Assessment						÷
Q MESA 101 - CLO #2				<b>v</b>		
Do not delete outcomes. If an outcom	e is no longer active, make an edit and change t	he Status in the form.		×	SAN DI	00
COURSE LEARNING OUTCOME	TARGET/BENCHMARK     FOR CLO	ASSESSMENT RESULTS			MESACOL	LEGE
* denotes a required field. CLO Short Name () * CLO #2		1			Outcomes Assessme	nt 4Yr Cycle
Course Learning Outcome () * Students will display the ability to u	use proportional reasoning and graphical anal	ysis to establish and analyze relationships betwe	en Hula Hoops.			COLLECE
CLO Status () * Active	\ <b>~</b>				HANDBO	OK
Timeline 🕕 *	I~				Outcomes Assessme	nt Handboo
					San Die MESACOL	ico LEGE
					Schedule of Outcome	s Assessm
						60 IECE

3. Click on the green  $\textcircled{\bullet}$  to add new assessment results.

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

Nuventive Solutions Nuventive Improvement Platform Essential Edition		welcome,	erabinovich@sdccd.edu!	Sign out
Courses - SAMPLE	~			
Course Assessment				÷
MESA 101 - CLO #2				
Course Learning Outcome: Students will display the ability to use proportional reasoning and graphical analysis to establish and analyze relationships between Hula Hoops. CLO Status: Active Timeline: 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. Status: Active	Hide	Details 🕇	San Die MESACOL	igo LEGE
RESULT			Outcomes Assessme	nt 4Yr Cycle
* denotes a required field Submission Date * 01/31/2024			SAN DIEGO MESA	COLLEGE
Reporting Period () •			A S S E S S M HANDBO Outcomes Assessme	OK nt Handbook
Assessment Method Details				
Detail the measure(s)/method(s) you used in your course sections to evaluate this CLO.		×	ConDu	
Assessment Design () *			MESACOL	LEGE
Assessment Type(s) () *			Schedule of Outcome	s Assessm
If 'Other' was selected as Assessment Type, describe below				GO
© 2024 - Nuventive, LLC - All rights reserved			Privacy	Policy***

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 (<u>erabinovich@sdccd.edu</u>) 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

Nuventive Solutions	Nuventive Improvement Platform Essential Edition				
Instructional Program - Sample		<b>· ·</b>			
Outcomes Assessment > Course Learning Outcom	es Assessment (READ ONLY)				Ŧ
Select a Course: MESA 101. Hula Hoop Engineering*	<b>~</b>		:	*	
CLO Status Timeline View All View All		~	Showing 3 of 3		
CL0 #1	£	E Rabinovich :	7/14/23	1	
Course Learning Outcome Students will be able to demonstrate ability to report an CLO Status Active	d/or explain Hula Hoops appropriately.				
Timeline 2023 - 2024: Fall 2023, 2023 - 2024: Spring 2024, 2023	2024: Summer 2024				
CL0 #2	E	E Rabinovich :	7/14/23		
Course Learning Outcome Students will display the ability to use proportional reas CLO Status	oning and graphical analysis to establish and analyze relationships betweer	n Hula Hoops.			

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

	Vuventive Solutions Nuventive Improvement Platform Essential Edition						
≡	Instructional Program - Sample						
Ou	tcomes Assessment > Course Le	arning Outcomes Asse	ssment (READ	ONLY)			Clase
۹	MESA 101 - CLO #3						
	Status View All	~	Reporting Period View All		<b>~</b>	Conclusion View All	si   ~1
	COURSE LEARNING OUTCOME	TARGET/BENCH     CLO	IMARK FOR	ASSESSMENT RESULTS			
30	on a 5 point scale						
L	• 2022 - 2023: Spring 2023: Ta	rget/Benchmark Met					A. McCamb 9/26/23
	Submission Date 09/26/2023 Number of Students Assessed 60 Number of Students who met compet 45	tency					

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

<b>X</b>	Nuventive Solutions			Ν	uvenlive Improvemer	1 Platform Essential Edition		•
Cut	comes Assessment > Course Lea	aming Outcomes Ass	essment (READ (	CNLY)				Close Save ~
۹	MESA 101 - CLO #3							*
	Status View Al	~	Reporting Period View A1		~	Conclusion Vesv All	~	stowing 1 of 1
	<ul> <li>COURSELEARNING DUTCOME</li> </ul>	<ul> <li>TARGET/RENC CLO</li> </ul>	HMARK FOR	ASSESSMENT RESULTS				
3 0	n a 5 point scale							
L	2022 - 2023: Spring 2023: Ta	rget/Benchmark Met					A. McComb 9/26/23	
	Submission Date							
	Number of Oluderts Assessed 60							
	Number of Students who met competents 45	lency						

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.

Nuventive Solutions Nuventive Improvement P	atform Essential Edition			
Instructional Program - Sample	~			
Outcomes Assessment > Course Learning Outcomes Assessment (READ ONLY)				Ŧ
MESA 101 - CLO #1				
Course Learning Outcome: Students will be able to demonstrate ability to report and/or explain Hula Hoops and CLO Status: Active Timefine: 2023 - 2024. Fall 2023, 2029 - 2024. Spring 2024, 2029 - 2024. Summer 2024 Describe the Target/Benchmark for percent of students who will meet this competency: 70% of students st Status: Active <b>RESULT</b> + denotes a required field Submission Date + 09/07/2023	propriately. would score a 3.5 or greater on the common rubric	Hide Details	Ť	
Reporting Period ① * 2022 - 2023: Feil 2022 ✓			l	
Assessment Method Details				
Detail the measure(s)/method(s) you used in your course sections to evaluate this CLO.		×		



Student Services Outcomes Assessment Overview

#### **Overview of Student Services Outcomes Assessment Workspace**

1. Click on the down arrow/caret  $\checkmark$  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.

N	Nuventive Solutions		Nuventive Improvement Platform Essential Edition				
	Student Services - Assessment & Testing					~	
Out	comps Assessment > Student Services C	utcomes As	cooment				
Stu	dent Services Outcomes				Ð	:	
	Outcome Status View Al	<b> </b> ~	Timal na Viteur All	<b>~</b>	showing 3 of 3		
SU GF	.dant Sawize Outouri e(s) or Studant Sawize Progra EEN PLUS S GN to add a now outcomic. I DO NOT DI	III O ULXIIIIB(E) ELETE ANY OU	to be assessed (If multiple welcomes are to be end used in the scareau and plane has them; "click II and PETICAL BUPPES bredit an outcome to speake the time in COME. "FAN CUT-COME IS NO LONGED VALUE, BUT THE OUTCOME AND MARK THE OUTCOME MATURE AS AREA VED."	e or status. Clic	klæ	×	
	II SSO #1			N. Suppor	t 4/7/28	:	
	Student Service Ductome Student will be able to identify the most appropriate assessment/placement instrument commensure to the rievel of comparency from the resources provided. Timelies Buildon the Status Active						

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 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 "Student Services Outcome" and describe the Student Services Outcome. Consider how students will be supported by your program/department. Click

on the Arrow/Caret  $\checkmark$  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.

-			
N	Nuventive Solutions Nuventive Improvement Platform Essential Edition		
≡	Studient Services - Assessment & Testing		~
Outo	Acomes Assessment > Student Services Cutcomer Assessment	Cluse	Sine v
New	w Student Service Outcome		
CO	TO NOT DELETE ANY OUTCOME. IF AN OUTCOME IS NO LONGER VALID, EDIT THE DUTCOME AND MARK THE OUTCOME STATUS AS ARCHIVED.		×
	STUDENT SERVICE     OUTCOME     OUTCOME     OUTCOME     OUTCOME		
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Ι.	·		
St.	Eudent Eenvice 0. Jasonne +		
I -			
Ou	Outeerre Otats s 🔿 •		
-			
	imsins () •		

**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**  $\checkmark$  next to the **SAVE** button at the top right of the screen. Notice that when you click the **Arrow/Caret**  $\checkmark$  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.

M	vertive Solutions Nuventive Improvement Platform Essential Edition						
=	tuden: Services - Assessmant & Letting	•					
Cutt	es Assessment. > Studient Services Outcomes Assessment						
Stud	Services Outcomes	) :	Т				
	are Status         Timeline         Base         Base	ing 3	-				
Shi GRI	Series Difformation Review Series Department Series Pageter Difformation values assessed () "malifier extremes as table value atthe assessment, place a lettimes, Click the VERTICAL PLINET an entreme to update the transmost ratio. Click the LUS SIGN to add a new enters. 30 NOT DELETE ART OUTCOME IS NO LONGER VALUE EDIT THE OUTCOME SHOULD ASSESSMENT AS ARCHVED.	×					
-	N Support 4777:	:					
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	d						

• 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
  - o Result
  - o Measurement

- Activity: Click on the drop-down menu to choose from
  - $\circ \quad \text{View all} \quad$
  - o Added
  - o Deleted
  - $\circ$  Modified

dit Log					×
Filter by Keyword		Tab View All	✓ View All	<b>~</b>	
Date Modified	Modified By	Tab	Item	Activity	
4/7/2023 3:20 am	Nuventive Support	Student Service Outcome	SSO #2	Addec	1
4/7/2023 3:20 am	Nuventive Support	Student Service Outcome	SSO #3	Addec	1
4/7/2023 3:19 am	Nuventive Support	Student Service Outcome	SSO #1	Addec	<u>i</u>

#### 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.

N	Nuventive Solutions	Nuventive Improvement Platform Essential Edition							
=	Student Services - Assessment & Testing			~					
Outo	omes Assessment > Student Services Outcomes A	sessment							
Stude	nt Services Outcomes		Ð	:					
0	drome Status Fiew All	Timeline View All	♥ 3 of	ng 3					
Stud	Student Source Outcome(s) or Student Source Program Outcome(s) to be assessed (if multiple outcomes are to be evaluated in the assessment, please in them). Click the VSPTICAL EUPRES to edit an outcome to update the timeline or status. Click the Section 2010 Control 10 and a new outcome. Do NOT DELETE ANY OUTCOME IF AN OUTCOME IS NO LONGER VALUE, EDIT THE OUTCOME AND MARK THE OUTCOME STATUS AS ARCHIVED.								
	SS0 #1		N. Support 4/7/2						
St St DL Ad	ident Senvice Outcome udent will be able to identify the most appropriate assess neffice toome Status tive	intrplacement instrument commensurate to their level of competency from the resources provided.							
	SS0 #2		N. Support 4/7/23	÷					
St St DL Ad	ident Service Outcome udents will be able to identify the appropriate English and nefine toome Status tree	ath courses in which to begin their college studies.							

\*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.

N	Nuventive Solutions	Nuventive Improvement Platform Essential Edition	
	Student Services - Assessment & Testing		~
Outo	omes Assessment > Student Services Outcomes	Assessment	
Stud	ent Services Outcomes		<b>(</b>
0	View All	Timeline View All	Showing 3 of 3
Stud GRE	dent Service Outcome(s) or Student Service Program Outcon EN PLUS SIGN to add a new outcome. DO NOT DELETE AN	(c) to be assessed () multiple outcomes are to be evaluated in the assessment please list them). Click the VBRTLAK, ELIPRES to exit an extrome to update the timeli OUTCOME. IF AN OUTCOME IS NO LONGER VALUD, SDIT THE OUTCOME AND MARK THE OUTCOME STATUS AS ARCHIVED.	e or status. Click the X
:	\$\$0#1		N. Support 4/7/2
SI SI TI Qi Ar	tudent Senvice Butcome Ludent will be able to identify the most appropriate asset Imaline Lucene Status ctive	went/placement instrument commensurate to their level of competency from the resources provided.	
:	\$\$\$0 #2		N. Support 4/7/23
SI SI	tudent Service Outcome tudents will be able to identify the appropriate English an Imatine	Math courses in which to begin their college studies.	
0 Ar	ultome Status ctive	-	

# How to Add a Benchmark for a Current Student Services Outcome

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

N	luventive Solutions Nuventive Improvement Platform Essential Edition								
	Student Services - Assessment & Testing		~						
Outo	nes Assessment > Student Services Outcomes Assessment								
Stud	t Services Outcomes	Ð	:						
	ome Edituri Timeline WATI VervAl V	Showing 3 of 3	3						
Stu GR	Student Service Outcome() or Student Service Program Outcome(s) to be assessed () fm it/pile outcomes are to be evaluated in the assessment, place list them.) Oick the VEITICAL ELIPSES to selt an outcome to update the timuline or status. Oick the SHEEN PLUS SIGN to add a new outcome. DO NOT DELETE ANY OUTCOME IS NO LONGER VALUE, DDI T THE OUTCOME AND MARK THE OUTCOME STATUS AS ARCHIVED.								
1	\$\$0 #1 // Support	4/7/23	+						
S S T O A	wit Benches Resonant and will be able to dentify the most appropriate assessment/placement instrument commensurate to their level of compatency from the resources provided. All more Seture are Seture								
	000 #0	4/7/22							
S S T O A	ent Service Dutione ent Service Dutione ents will be able to identify the appropriate English and Math courses in which to begin their college studies. Arise and Setuins re	n///23	1						

# 2. Type in the field required fields.

1	Nuventive Solutions	Nuventive Improvement Platform Essential Edition			
	Student Services - SAMPLE			•	
Out	comes Assessment > Student Services Outcomes Assessment		Close		
New	r Student Service Outcome				
DO	NOT DELETE ANY OUTCOME. IF AN OUTCOME IS NO LONGER VALID, EDIT THE OUTCOME AND MARK THE OUTCO	COME STATUS AS ARCHIVED.		>	c
	STUDENT SERVICE     OUTCOME     BENCHMARK     RESULTS				
* der St	otes a required field. udent Service Outcome Short Name () *				
St	udent Service Outcome *				
0.	atcome Status () *				
т -	maline () •   •				

3. Once you have completed entering the Benchmakr information, SAVE your work by clicking on

the Arrow/Caret  $\checkmark$  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 (<u>erabinovich@sdccd.edu</u>) 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.

N	Nuventive Solutions	Nuventive Improvement Platform Essential Edition	İ
=	Student Services - SAMPLE		~
Out	comes Assessment > Student Services Outcomes A	ssessment	Close Save ~
۹	Student Registration		<b>\</b>
L	Reporting Period View All	Conclusion View AII /	Showing 5 of 5
Su Re	mmarize the result(s) of the assessments/measurements. For member to remove student names or any student identifiers.	pample 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 in	hay be relevant. $\times$
	STUDENT SERVICE     OUTCOME     BENCHMAR	• RESULTS	
Me	aningful, actionable benchmark		O
	• 2022 - 2023: Spring 2023: Target/Benchmark I	Aet C. Lee 11/30/23	:
	Findings Data 500 students participated		
	• 2021 - 2022: Target/Benchmark Met	D. Nematolikhi 4/13/23	:
	Findings Data Sample Findings		
	• 2022 - 2023: Spring 2023: Target/Benchmark I	A MaComb 9/22/23	:
	Findings Data TEST		
-	• 2022 - 2023: Spring 2023: Target/Benchmark I	Aet C Lee 3/23/23	:

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.

Stucent Services - SAMPLE			~		
Outcomes Assessment > Student Services Outcomes Assessment					
Q Student Registration			~		
Nebering Period	Conduston View XI	Show 3 O	wing of 5		
Summarize the requit(o) of the assessments/measurements. For exa Remember to remove shident names or any student identifiers	rple: Number of studiants perticipated, did you meat the benchmark, one. You may attach a copy of the accessmant reaults, rubre of this findings, or any other information that m	ay bo relevant.	×		
STUDENT SERVICE     OUTCOME     BENCHMARK	• RESHITS				
Meaningful, actionable benchmark		_	0		
• 2022 - 2023: Spring 2023: Target/Benchmark Me	C. Lee 11/50/23				
Findings Data 500 stucents participated					
• 2021 - 2022: Target/Benchmark Met	G Nemetollahi 4/13/23		-		
Findings Data Sample Findings					
• 2022 - 2023: Spring 2023: Target/Benchmark Me	: A. McComb 9/22/29				
Findings Data TEST					
<ul> <li>2022 - 2023: Spring 2023: Target/Benchmark Me</li> </ul>	C Lee 3/23/23		1		
Findinge Data Denchmark was 600 students; at least 700 students apple	d				
• 2023 - 2024: Fall 2023: Target/Benchmark Met	N Support3/23/23		:		

How to Add a result for a Current Student Services Outcome

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

Cutcomes Assessment > Student Services Outcomes Assessment						
Q Student Registration	Q Student Registration					
Reporting Period View All	<b>~</b>	Conclusion View All	sh 5	owing of 5		
Summarize the result(s) of the assessme Remember to remove student names or an	nts/measurements. For exam y student identifiers.	nple: Number of students participated, did you meet the benchmark, etc. You may attach a copy of the assessment results, rubic of the findings, or any other information that m	ay be relevan	t. X		
<ul> <li>STUDENT SERVICE OUTCOME</li> </ul>	BENCHMARK	• RESULTS				
Meaningful, actionable benchm	ark			0		
• 2022 - 2023: Spring 2023: 1	arget/Benchmark Met	C. Lee 11/30/23		-		
Findings Data 50D students participated						
• 2021 - 2022: Target/Benchr	nark Met	Q: Nernatollahi 4/13/23		- 1		
Findings Data Sample Findings						
• 2022 - 2023: Spring 2023: 1	arget/Benchmark Met	A. McComb 9/22/23		-		
Findings Data TEST						
• 2022 - 2023: Spring 2023: 1	arget/Benchmark Met	C. Lee 3/23/23				
Findings Data Benchmark was 600 students; at	least 700 students applie	d				

# 2. Type in the field required fields.

Student Services - SAMPLE		<b>~</b>
Outcomes Assessment > Student Services Outcomes Assessment	Close	
Student Registration		
Bludert Service Gutome Bhot Name: Bludert Registration Bludert Service Gutome: Outcome description is here. Timofine: 100: - 2002 Fail 2020 Target/Benchmark: Meaningful, actionable benchmark.	Hide D	etails Ŧ
RESULT		
* denotes a required field.		<b>^</b>
Result Date *		
02/14/2024		
Reporting Pariod *		
· · · ·		
Assessment Design () *		
Assessment Type(s) ① ★		
~		
H 'Other' was selected as an Assessment Type, describe below		
Findings Data () *		_
Conclusion () *		-
ž		

3. You may upload supportive document by clicking on the green circle with plus sign  $\textcircled{\bullet}$  in the Result card

Student Registration			
Student Service Outcome Short Name: Student Registration Student Service Outcome description in here. Timefine: 2023-2024 Fail 2023 Target/Benchmark: Meaningful, actionable benchmark.		H	ide Details 干
RESULT			
Related Documents			
Document Name	Document Description		Ð
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  $\checkmark$  next to the SAVE button at the top of the screen. Notice that when you click

the Arrow/Caret  $\checkmark$  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.

Student Services - SAMPLE		+
Outcomes Assessment > Student Services Outcomes Assessment		Save 🗸
Student Registration		
Bitudent Barv/ce Outsome Short Name: Student Registration Student Starv/ce Outsome: Outcome description is here. Thanders: 2023-2024 API 2023 Taged/Benchmark: Meaning/ul, actoriable benchmark.	Hide	Details Ŧ
RESULT		
Related Documenta		
Document Name Document Oxed (plion	C	•
There are no documents attached		
Optional Charts & Graphs Press ALT + 0 for accessibility help		
		- 11

**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

Nuventive Solutions		Nuventive Improvement Platform Essential Editio
Instructional Program - Sample		
Home		
Analytics	~	SAN DIEGO
Program Review	~	
Program Review Reports	~	MESACOLLEGE
Outcomes Assessment	^	
Program Learning Outcomes Assessment	-	Welcome to the Nuventive Improvement Platform for San Diego Mesa College!
Course Learning Outcomes Assessment (READ ONLY)		work, click the clicon at the top left of the page. A navigation menu will provide options for you to edit or view depending on your permissions. Select the Analytics section to view visual reports these no program Review and Outprome data. You also have acress to noticable reports
MAP: PLO Aligned to Institutional Learning Outcomes		Program Review Lead Writers should always email the person reviewing the data to alert them to updates. Program Reviewers should always email the Lead writer once feedback is complete.
MAP: Course Learning Outcomes Aligned to Program Learning Outcomes		On many screens, you will have different resources available in the right-hand panel that you can click through to assist with your work. To edit data, look for the vertical ellipsis <sup>‡</sup> , click and
Outcomes Assessment Reports	~	choose "edit". To add new data, use the green circle with the plus sign $\textcircled{I}$ . DO NOT DELETE GOALS, RESOURCE NEEDS, OR OUTCOMES. If a goal, or an outcome is no longer active, make an edit and change the Status in the form. Do not edit or delote resource need sonce they've been
Document Library		submitted.
Access List	~	

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."

Nuventive Solutions		Nuventive Improve	ment Platform Essential Edition	
Instructional Program - Sample				
Outcomes Assessment > MAP: PLO Ali	igned to Institutional Learnir	ng Outcomes		
Institution Learning Outcomes and Asses	Program Outcome X = X - Click the X to Align	25		
Q Search by Keyword	Critical Thinking	Professional and Eth	Self Awareness	
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	x	
Global Consciousness Recognize the interconnectedness of global, national, and local concerns from multipl	x	x	X	

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.

Nuventive Solutions Nuventive Improvement Platform Ess							
Instructional Program - Sample							
Outcomes Assessment > MAP: PLO Aligned to Institutional Learning Outcomes							
Institution Learning Outcomes and Asses	Program Outcome X = X - Click the X to Align	S					
Q Search by Keyword	Critical Thinking	Professional and Eth	Self Awareness				
Communication Respond appropriately to incoming information in a variety of ways, including: writte	x	x	X				
Critical Thinking Effectively interpret, analyze, synthesize, explain, and infer concepts and ideas Con	x	x	X				
Information Literacy Gather, analyze, evaluate, and disseminate appropriate information using multiple mod	x	x	x				
Professional and Ethical Behavior Practice responsible, professional, and civil conduct in the classroom, workplace, co	х	x	х				
Global Consciousness Recognize the interconnectedness of global, national, and local concerns from multipl	х	x	x				
				-			

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.

Nuventive Solutions			Nuventive Impro	vement Platform Essential Edition	
Instructional Program - Sample					<b>~</b>
Outcomes Assessment > MAP: PLO Alig	ned to Institutional Learnin	g Outcomes			
					×
Institution Learning Outcomes and Asses	<ul> <li>Program Outcome x = X - Click the X to Align</li> </ul>	IS .			B :
Q Search by Keyword	Critical Thinking	Professional and Eth	Self Awareness		
Communication Respond appropriately to incoming	×	×	×		
information in a variety of ways, including: writte					
Critical Thinking Effectively interpret, analyze, synthesize,	x	x	×		
explain, and infer concepts and ideas Con					
Information Literacy Gather, analyze, evaluate, and disseminate appropriate information using multiple	x	x	×		
mod					
Professional and Ethical Behavior Practice responsible, professional, and civil conduct in the classroom, workplace, co	×	×	×		
Global Consciousness Recognize the interconnectedness of global, national, and local concerns from multipl	x	x	x		

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.



Nuventive Solutions	Nuventive Solutions Nuventive Improvement Diatform Eccential Edition					
Instructional Program - Sample		<b>v</b>				
Home		J				
	<section-header><section-header><section-header><section-header><text><text><text></text></text></text></section-header></section-header></section-header></section-header>					

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

Vuventive Solutions		Nuventive Improvement Platform Essential Editio	n
Instructional Program - Sample			
Home			
Analytics	~	SAN DIECO	
Program Review	~		
Program Review Reports	~	MESACOLLEGE	
Outcomes Assessment	^		
Program Learning Outcomes Assessment		Welcome to the Nuventive Improvement Platform for San Diego Mesa College!	
Course Learning Outcomes Assessment (READ ONLY)		To the right, you will see images that you can click on to open a 50/30 spit storeen. To begin your work, click the lic on a the top left of the page. A navigation menu will provide options for you to edit or view depending on your permissions. Select the Analytics section to view visual reports based on Program Review and Outcomes data. You also have access to printable reports.	
MAP: PLO Aligned to Institutional Learning Outcomes		Program Review Lead Writers should always email the person reviewing the data to alert them to updates. Program Reviewers should always email the Lead writer once feedback is complete.	
MAP: Course Learning Outcomes Aligned to Program Learning Outcomes	2	On many screens, you will have different resources available in the right-hand panel that you can click through to assist with your work. To edit data, look for the vertical ellipsis $\frac{1}{2}$ , click and	
Outcomes Assessment Reports	~	choose "edit". To add new data, use the green circle with the plus sign . DO NOT DELETE GOALS, RESOURCE NEEDS, OR OUTCOMES. If a goal, or an outcome is no longer active, make an edit and change the Status in the form. Do not edit or delete resource needs once they've been	
Document Library		submitted.	
Access List	~		

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 Solutions Nuventive Improvemen					
E Instructional Program - Sample						
Outcomes Assessment > MAP: Course	Learning Outcomes Aligned	to Program Learning Outcom	ies			
		-				
Program Outcomes	Course Assessmel X = X - Highlight X to Align	nt				
Q Search by Keyword	CLO #1	CL0 #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 Le	earning Outcomes Aligned	to Program Learning Outcom	les	
Program Outcomes	Course Assessme	nt		
Q Search by Keyword	CLO #1	CL0 #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	х	x	x	
L				J

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						
Instructional Program - Sample						<b>~</b>
Cutcomes Assessment > MAP: Course Learning Outcomes Aligned to Program Learning Outcomes						Save
						×
Program Outcomes	Course Assessmen x = x - Highlight X to Align	t		MES	A 101 Hula Hoop Engineering	:
Q Search by Keyword	CL0 #1	CL0 #2	CL0 #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			

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 rightside 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.

Nuventive Solutions			Nuventive Improv	vement Platform Essential Edition		
Instructional Program - Sample						· ·
Outcomes Assessment > MAP: Course	e Learning Outcomes Aligned	to Program Learning Outcon	ies			
						×
Program Outcomes	Course Assessme     X = X - Nightight X to Align	nt		MESA 101 Hula Hoop Engineer	ing 🖌	1
Q Search by Keyword	CL0 #1	CL0 #2	CLO #3			
Critical Thinking Students will become proficient in the fundamental concepts of engineering, science,	×	x	x			
Professional and Ethical Behavior Students will serve as productive members of society by recognizing the social, ethic	×	×	x			
Self Awareness Students will serve as productive members of society by recognizing the social, ethic	x	x	x			

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 A	lign	ed to Institutional Learnir	ng Outcomes Map	
Institution Learning Outcomes and Asses	~	Student Services O X = X - Click the X to Align	utcomes	
Q 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	

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									
Q 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 Pla	tform Essential Edition	me, amarino@
Student Services - SAMPLE		~	
Outcomes Assessment > MAP: SSC	)s Aligned to Institutional Learni	ng Outcomes Map	Save
			×
			$\smile$
Institution Learning Outcomes and Asse	$ S  \checkmark$ Student Services C X = X - Click the X to Align	Jutcomes	<b>₽</b> :
Q 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	Х	x	
Information Literacy Gather, analyze, evaluate, and disseminat appropriate information using multiple mod	e X	x	
Professional and Ethical Behavior Practice responsible, professional, and eiv conduct in the classroom, workplace, co	ril X	x	
Global Consciousness Recognize the interconnectedness of glob national, and local concerns from multipl.	ial, 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.

N	Nuventive Solutions	Nuven	tive Improvement Platform	Essential Edition		Welcome, ar	narino@sdccd.edu!	Sign out
=	Student Services - SAMPLE				~			
Outo	comes Assessment > MAP: SSOs Ali	gned to Institutional Learni	ng Outcomes Map		6	Save		Ŧ
Inst	itution Learning Outcomes and Asses	Student Services ( X = X - Click the X to Align	Dutcomes				d/Edit Note	
٩.	Search by Keyword	Student Registration	Scholarship Applicat				SAND	IEGO
Com Resp infor writte	munication ond appropriately to incoming mation in a variety of ways, including: e	x	x				MESACC	LLEGE
Critic Effect expla	<b>cal Thinking</b> tively interpret, analyze, synthesize, in, and infer concepts and ideas Con	x	x				Institutional Learnin	ig Outcomes
Info Gath appn mod.	rmation Literacy er, analyze, evaluate, and disseminate opriate information using multiple 	x	x				MESACOL	co LEGE
Prof Pract	essional and Ethical Behavior tice responsible, professional, and civil uct in the classroom, workplace, co	x	×				*	1
Glob Reco natio	al Consciousness gnize the interconnectedness of global, nal, and local concerns from multipl	x	x				SSOs for Mapping	
							SAN D MESACC	iego )LLEGE

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.

N	Nuventive Solutions	Nuvent	ive Improvement Platform	essential Edition			
	Student Services - SAMPLE				~		
Outc		igned to Institutional Learnir	ng Outcomes Map			<b>(</b> )	
Insti	tution Learning Outcomes and Asses	Student Services O X = X - Click the X to Align	lutcomes			Ð	:
Qs	earch by Keyword	Student Registration	Scholarship Applicat				
Com Respo inform writte	nunication nd appropriately to incoming nation in a variety of ways, including: 	x	x				
Critic Effect	al Thinking ively interpret, analyze, synthesize,	x	x				
expla	ILO Assessment Mapping Note				Close	Save	
Gath appr	Press ALT + 0 for accessibility help						
Prof Pract cond	10\1/23 mapped SSO notes and ide	eas					
Glob Reco natio							
l							

8. After clicking Save, you will see a temporary dropdown message that the

#### "Mapping note saved successfully."





# 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.

Nuventive Solutions	tial Edition Sign out
Instructional Program - Sample	· ·
Home	<del>_</del>
Welcome to the Nuventive Improvement Platform for San Diego Messa         To the right, you will see images that you can click on to open a 50/50 split screet work, click the lice on at the top left of the page. A navigation menu will pry you to edit or view depending on your permissions. Select the Analytics secti reports based on Program Review and Outcomes data. You also have access to program Review Lead Writers should always email the person reviewing the d to updates. Program Reviewers should always email the Lead writer once feed         On many screens, you will have different resources available in the right-hand p click through to assist with your work. To edit data, look for the vertical ellips choose "edit". To add new data, use the green circle with the plus sign CoALS, RESOURCE NEEDS, OR OUTCOMES. If a goal, or an outcome is no longe edit and change the Status in the form. Do not edit or delete resource needs or submitted.	Signature for the second secon

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

Nuventive Solutions	Welcome, amarino@sdccd.edul	Sign out
Instructional Program - Sample		
Home		Ŧ
Analytics		
Program Review Analytics		
Summary and Reflection Analytics	OLLEGE	
PLO Assessment		
Courses and CLO Listings	ovement Platform for San Diego Mesa College!	
CLO to PLO Analytics	can click on to open a 50/50 split screen. To begin your the page. A navigation menu will provide options for	
Course Assessment and Mapping	ermissions. Select the Analytics section to view visual tcomes data. You also have access to printable reports.	
Program Review	rays email the person reviewing the data to alert them ways email the Lead writer once feedback is complete.	
Program Review Reports	resources available in the right-hand panel that you can	
Outcomes Assessment	<ul> <li>e data, look for the vertical ellipsis * , click and</li> <li>green circle with the plus sign * . DO NOT DELETE</li> <li>If a seal with the plus sign * . DO NOT DELETE</li> </ul>	
Outcomes Assessment Reports	Do not edit or delete resource needs once they've been	
Document Library		
Access List	×	

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.

関 Nuv	entive Solutions		Nuventive	Improvem	ent Platform Esse	ential Edition		
= Inst	ructional Program - Sample							~
	Nuventive. Improve Analytics		Progra Data is refrest	am Asse	essment Su	immary	Report Refreshed (RcRc Time) 2/14/2024 11:02:00 PM	
	Instructional Program -	Samp	le			Cutcome Status	Timeline All V	
	PLO	Assessment Designs	Aligned to ILO	Findings	Findings with Action Plans	PLOs with	Findings	
	Professional and Ethical Behavior	1	~	1	0			
	Critical Thinking	3	~	4	2			
3	249 Mag (1963)	U	Ŷ	J	U	66.	7%	

Nuvent	ive Solutions		Nuventive	Improvem	ent Platform Esse	ntial Editior	ı		
Instruction	mai Program- Sample <b>Nuventive</b> . Improve Analytics	3	Progra Data is refrest	am Asse	essment Su	mmary		Report Refre 2/14/20	shed (Pacific Time) 24 11:02:00 PM
	Instructional Program	- Samp	le			Outcome All	Status 🗸	Timeline All	~
	PLO	Assessment Designs	t Aligned to ILO	Findings	Findings with Action Plans		PLOs wit	h Findings	_
	Professional and Ethical Behavior	1	~	1	0				
	Critical Thinking Self Awareness	3 0	~	4	2				
							66	7%	

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.

Irotructiona Pr	vogram Samala								<b>~</b>
Í	Nuventive. Improve Analytics		Progra Data is refreshe	m Asse	essment Su	mmary		Report Refreshed (Re 05C114505(61)5	cilt Time) D PM
	Instructional Program -	Samp	ole			Cutcome SI All	tatus 🗸	Tim el ine Al	$\checkmark$
	RLD Profess and and Exhall Benvior Critical Timeira Se Movemenss	Assessment Designs 1 3 0	t Aligned to ILO	Tind rgs 1 C	Findings with A:Sion Mans 0 2 0	Findir	PLOS with 1 66.7 ngs with Tang Action 1 33.3	indings 7 % et Not Metwith Plans	
Program Assess	n lant Sur innary								

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.

rozvetiwa Pregen: Bands		Progra Data is refrest	am Asse	essment Su	mmary		Febrard Reflectived (P 2/14/2024 11:32	l 🗸 Rarifr Time) 200 PM
Instructional Program -	Samp	le			Outcome S All	Status V	Timeline	$\sim$
PLD Prefs is enal and Ethicil Benuker Officil Tahning Bell Awreness	Assessment Designs 1 3 0	Aligned to ILO	Tindings 1 4 C	Finding: with A.(Lori Plan 0 2 0	Findi	PLOS with 66. ings with Tare Action	Findings 7% get Not Met wit Plans 3%	h

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

Nuventive Solutions			NL
Instructional Program - Sample			
Home		Improve Analytics	Р
Analytics	^		Da
Program Review Analytics			PLO
Summary and Reflection Analytics		al Program - Sample	All
PLO Assessment			
Courses and CLO Listings		Percentage of Students Meeting Target/Be	nchmark
CLO to PLO Analytics			<b>41.8%</b>
Course Assessment and Mapping		ehavior	31.3%
Program Review	~		18.0%
Program Review Reports	~		
Outcomes Assessment	~		
Outcomes Assessment Reports	~		
Document Library			
Access List	~		

**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.

Instructional Pr	rogram - Sample
PLO	Percentage of Students Meeting Target/Benchmark
Total for Program	41.8%
⊕ Critical Thinking	88.9%
🕒 Professional and Ethical Behavior	31.3%
🖅 Self Awareness	18.0%
Program Assessment - Rollup Missing CLO Mapping and A	ssessment

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.

🔰 Nuventive Solutions	Nuventiv	e Improvement Pla	atform Ess	ential Ed	lition			
Instructional Program - Sample								
🗙 Nuventive. Improve Analytics	Prog	am Assessm	nent - F	Rollup	þ		Report Refresh 2/14/2024	ed (Pacific Tirme) 11.02.00 PM
	PLO		Course		CLO Statu	s	Reporting Per	riad
Instructional Program - Sample	All	$\sim$	All	$\sim$	All	$\sim$	All	$\sim$
							↑ . Å	Ø -
PLO Percentage of Students Meeting Target	/Benchmark							- 1
Total for Program	41.8%							
Critical Thinking	88.9%							
Professional and Ethical Behavior	31.3%							
Self Awareness	18.0%							

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.

uventive Solutions	Nuventive	Improvement P	latform Essential E	dition	
nstructional Program - Sample					
🟹 Nuventive. Improve Analyti	CS Progra Data is refresh	m Assessr	ment - Rollu	р	Report Refreshed (Racific Time 2/14/2024 11:02:00 PM
	PLO		Course	CLO Status	Reporting Period
Instructional Program - Sample	All	~	All $\checkmark$	All 🗸	All 🗸
					^ A Ø ·
PLO Percentage of Students Meet	ting Target/Benchmark				
Total for Program	41.8%				
Critical Thinking	88.9%				
Professional and Ethical Behavior	31.3%				
Self Awareness	18.0%				

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.

Nuventive Solutions		Nuventive	mprovement Pl	atform Es	sential Ec	lition			
Instructional Program - Sample									
Nuventive. Imp	<b>Nuventive</b> . Improve Analytics			Program Assessment - Rollup Data is refreshed overnight					eshed (Pacific Tim 224 11:02:00 PM
		PLO		Course		CLO Sta	tus	Reporting	Period
Instructional Pro	ogram - Sample	All	$\sim$	All	$\sim$	All	$\sim$	All	$\sim$
во	Percentage of Students Meeting Target	(Benchmark							** W
Total for Program	i or contra go on occasion anno con gi ungos	41.8%							
Critical Thinking		88.9%							
Professional and Ethical Behavior		31.3%							
<ul> <li>Self Awareness</li> </ul>		18.0%							

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	Percentage of Students Meeting Target/Benchmark
Total for Program	41.8%
🕀 Critical Thinking	88.9%
🕀 Professional and Ethical Behavior	31.3%
🕀 Self Awareness	18.0%
-	

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 Behavio	r	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	CLO Sta
	CLOs Not Mapped to Any PLO		CLOs Never	Assessed	
Course	CLO	Course	ao		
NUV 101	Example course	MESA 101	CLO #1		
		MESA 101	CLO #2		

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			Course		CLO Statu	JS
	instructional Program - Sample			All	$\sim$	All	
	CLOS Not Mapped to Any PLO	_	CLOs Never	Assesser			
Course		Course	ao		1		
NUV 101	Example course	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.

Nuventive Solutions		
Instructional Program - Sample		
Home		Э.
Analytics	^	
Program Review Analytics		rı
Summary and Reflection Analytics		
PLO Assessment		L
Courses and CLO Listings		Ν
CLO to PLO Analytics		npli
Course Assessment and Mapping		
Program Review	~	I.
Program Review Reports	~	L
Outcomes Assessment	~	L
Outcomes Assessment Reports	~	
Document Library		
Access List	~	

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.

<b>Nuventive</b> . Improve Analytics	CLO Listing Data is refreshed overnight	
Discipline / Program	Course Number	CLO S ta tus
All	All 🗸	Active 🗸

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

🚺 Nu	ventive Solutions				Nuventive In	nprovement Pla	tform Essential E	dition					
In	Istructional Program - Sampl	Nuventive. Improve Analytics CLO Listing Data is referated overright											
	Discipline / Pr	o gram			Course Numb	er	CLO Status		3	7			
	All			~	All	~	Active	~	Courses	CLOs			
	Course Numbe	er Course Name	CLO Name	CLO							1		
	MESA 101	Hula Hoop	CLO #1	Students w	I be able to demonstrate ability to report and/or explain Hula Hoops appropriately.								
		Engineering	CLO #2	Students w relationship	will display the ability to use proportional reasoning and graphical analysis to establish and analyze ships between Hula Hoops.								
			CLO #3	Students w state of Hu	Students will display the ability to apply conceptual and mathematical tools to correctly predict the future state of Hula Hoops								
	NUV 101	Nuventive	Example course	test									
		Example Course	Outcome 1 - Short Name	This is my o	outcome								
	TEST 101	Test Course I	Communication	Communic enviromen	Communicate, using examples, the importance of interconnections among living organisms and their environments.								
			Rhetorical Awareness	Students w adhere to e	ill be able to ide established acade	ntify and evaluate mic conventions	e the elements of arg of structure and con	juments and p itent.	roduce written wo	rks which			
											1		

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.

<b>Nuventive</b> . Improve Analytics			CLO Listi Data is refreshed on	ng emight				Data Last Updaled 2/15/2024 2:02:00 AM		
Discipline / Pr	ogram			Course Number		CLO Status		0	7	
All							$\checkmark$	ن لال Courses The V	CLOs	
Course Numbe	r Course Name	CLO Name	CLO							
MESA 101	Hula Hoop	CLO #1	Students v	Students will be able to demonstrate ability to report and/or explain Hula Hoops appropriately.						
	Engineering	CLO #2	Students v relationshi	Students will display the ability to use proportional reasoning and graphical analysis to establish and analyze relationships between Hula Hoops.						
		CLO #3	Students v state of Hi	ts will display the ability to apply conceptual and mathematical tools to correctly predict the future of Hula Hoops.						
NUV 101	Nuventive	Example course	test							
	Example Course	Outcome 1 - Short Name	This is my	outcome						
TEST 101	Test Course I	Communication	Communic enviromen	cate, using example nts.	s, the importan	ns among li vin	ig organisms and th	neir		
		Rhetorical Awareness	Students v adhere to	vill be able to ident established acaden	fy and evaluate nic conventions	e the elements of arg of structure and cor	guments and p itent.	roduce written wo	ks which	

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



N	Nuventive Solutions		
	Instructional Program - Sample		
Home	:		
Analy			
Program Review		~	
Program Review Reports		~	
Outcomes Assessment		~	
Outed	omes Assessment Reports	~	
Document Library			
Acces	s List	~	

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.

tuctional Program - Sample It Library Instructional Program - Sample	v -
rt Library Instructional Program - Sample	
Instructional Program - Sample	
Archived Data	
Folder for Training	
🗅 General	
Schedule of Assessment	
	1
	Archived Data Folder for Training General Schedule of Assessment

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.

N	Nuventive Solutions	Nu
	Instructional Program - Sample	
Doc	ument Library	
Hor	me > Instructional Program - Sample > General	
	Hula Hoop Engineering Outcomes Assessment Schedule.xlsx	
	oral-communication-rubric.pdf	

#### 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.

N	Nuventive Solutions Nuventive Improvement Platform Essential Edition					
=	Instructional Program - Sample	<b>↓</b>				
Do	ument Library					
н	me > Instructional Program - Sample > General			Œ	Ð	
	🗌 💼 Hula Hoop Engineering Outcomes Assessment Schedule.xtisx			_		
	🗆 应 oral-communication-rubric.pdf 🚦					

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

Nuventive Solutions	Nuventive Improvement Platform Essential Edition		Welc	ome, amarino@:	sdccd.edul	Sign out
Instructional Program - Sample		~				
Document Library						
Home > Instructional Program - Sample > General				۵	۵	:
🗌 👜 Hula Hoop Engineering Outcomes Assessment	Schedulezdisz					
oral-communication-rubric.pdf						
	Add Folder to General .  Kura*  * decises a segmet/ted  CARCE X					

#### **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.

Document Library		
Home > Instructional Program - Sample > General		
🔲 📠 Hula Hoop Engineering Outcomes Assessment Schedule.xlsx	:	
oral-communication-rubric.pdf		

#### 2. Select Edit.

Home > Instructional Program - Sample > General					
🔲 📠 Hula Hoop Engineering Outcomes Assessment Schedule.xlsx	۹	Open			
🔲 🎰 oral-communication-rubric.pdf	₼	Download			
		Copy URL			
	ľ	Edit			
	Ō	Delete			

3. Edit the folder or file name.

Display Name		
Hula Hoop Engineering Outcomes Assessment Schedule.xlsx		
Description		
t Modified: 07/26/2023		

#### 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.

N		Nuventive Improvement Platform Essential Edition		
=	Instructional Program - Gample	•     •		
Do	ument Library			1
в	ne > Instructional Program - Sample > General		₽	:
	🗌 💼 Hula Hoop Engineering Outcomes Assessment Schedule.xlsx			1
	🗌 📅 oral-communication-rubric.pdf 🗄			

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.

Add Document(s) to ( Choose Files No file chosen Urls	<u>}eneral</u>	
Name	Url	Description
* denotes a required field.		
		CANCEL X SAVE

#### Upload a Document

1. Click on the Choose Files button.

Add Document(s) to Sc	hedule of Assessment			
Choose Files No file chosen				
ons Name	Url	Description		
* denotes a required field.				
		CAN	CEL 🗙 SAVE	3

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

$\leftrightarrow \rightarrow \checkmark \uparrow$	🕹 > Downloads		~	C Search Dov	vnloads	م
Organize 👻 New fol	der				≣ •	
> 👝 Alyssa - sdccd.e	Name	Date modified	Туре	Size		
📒 Desktop 🖈	🚾 ebp_article_rubric	2/15/2024 2:59 PM	Microsoft Edge P	301 KB		
🛓 Downloads 🖈	Last week Check and Practices in Survey	2/9/2024 4:29 PM	Microsoft Edge P	2,866 KB		
📔 Documents 🖈 🛛	👼 Mesa Governance 101	2/9/2024 3:50 PM	Microsoft Edge P	89 KB		
🕜 Music 🔹 🖈	🚾 4.3 CRI Outcomes Report	2/9/2024 2:56 PM 2/9/2024 1:31 PM	Microsoft Edge P Microsoft Edge P	584 KB 81 KB		
🛂 Videos 📌	Program Review Timeline 2023 - 24 CC	2/9/2024 1:27 PM	Chrome HTML Do	159 KB		
File	name:	2/9/2024 1:25 PM	Microsoft Edge P	400 KB		~ ancel

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

E Instructional Program - Sample	0	•
Document Library		
Home > Instructional Program - Sample > Folder for Training		
🗌 🔂 ebp_article_rubric.pdf 🗄		
	Add Document(s) to Folder for Training	
	Choose Files_ebp_article_rubric.pdf	
	Name * ebp_article_rubric.pdf	
	Description	
	* derotes a required field	

4. The document will appear in your Nuventive folder.

Nuventive Solutions
Instructional Program - Sample
Document Library
Home > Instructional Program - Sample > Folder for Training
ebp_article_rubric.pdf

#### 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.

Add Document(s) to Folder for Training								
Choose Files No file chosen	Choose Files No file chosen							
Urls								
Name	In	Description						
* denotes a required field.								

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

N	Nuventive Solutions
≡	Instructional Program - Sample
Do	cument Library
Ho	ome > Instructional Program - Sample > Folder for Training
	ebp_article_rubric.pdf

#### 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.

N	Nuventive Solutions
≡	Instructional Program - Sample
Docu	iment Library
Hon	ne > Instructional Program - Sample > Folder for Training
	ebp_article_rubric.pdf

#### 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.

Nuv	rentive Soluti	ons				1	Nuventive	Improveme	nt F	t Platform Essential Edition Welcome, ama	rino@sdtcd.ei	dul Sign ou
E 000	irses - WEBD									· ·		
Nu 🟹	ventive	mprove Analytics		CLO Listing Data is advantation arright				Dea nas stadaved 3x5c20x2x12x00.8x	Î	• 	Û	<b>x</b> =
Discipline / Pro	span			Course Namber All		0.0 Sensi Action ∨	9 Courses	27 CLO1	l	Schedule of Outcome: Assessment      Accorditivy Mote     Constitued     Severa rapp	rto On «Drive.	@ Print
Coarse Hambe	r Course Narms	CED Norma	110									
WEBD 152	Beginning Web Devalormant	CLO#1	Students will	I be able to produce value	HTML or XI	HTML code using a text edits	ir.					
	HyperText	0.042	Students with	I be able to choose the ap	propriate P	ITML element for content (La	cate, oper, odd	N9].				
	Markup Language (HTML) and Cascading Style Sheets (CSS)					an one construction are pr	90X 0 0X 10	out program	I	SAN DIEGO		
WEBD 164	Javasoript	CLO#1 :	Studients will	I be able to write well for	ulated.lav	ascript code to a webpage.				JANDILUU		
	Fundamentals for Yeb	CLO#2	Pudents will	I be able to create a jQue	r script to P	handle an evention a webpag	е.					
	Development.	CLO#3	Students will	I be able to write comme	ts in the co	de that dearly annotates a s	pipt or a section	nin the code.				
VIEBD 165	Depinning Web	0.0#1	Students will	I be able to add graphic i	sapes to a	website.						
	Designi Dreatiweaver	010#2	Students will	I be able to use an Htra1 t	ie to comm	unicate content to search en	gines.					
		CLO#3	Students will	I be able to choose copy	or the and	headings that communicate	page's purpose					
VVEBD 166	PHP.An Introduction	0.0#1	Students will	I be able to create a data	ase to be u	ood with HTML pages.						
		00.00	SUDERIC WI	I be able to upload their	eosta to a	web server that supports an	PRIVIDIAL DIVISI	NEW.				
		0.0#3	dearly label	Ing them following indust	to end wer y standard:	o the function of the databas N	e nexos on a we	bgage by		This document is designed to help you develop a schedule of assessment for your unit (program, courses, or servi- goal of completine all assessments for all learning outcomes (CLOs, PLOs, SSOs) in the 4-year cycle. Once filled ou	e area) with the t. this document	
WEBD 167	Using Web	0.0#1	Studients will	I be able to create a data	are table.					should be uploaded into the Nuventive Improvement Platform. Note: The top grey section is just an example. You a	o not need to us	
	Databases	0.045	Students will	I analyze the purpose of a	database t	able and create fields that co	nvey the purpor	ie.		this specific document. Any similar document should work for the purposes of creating a schedule of asse	isment.	
										Verial 1:00207001         Year 2:2010004         Year 3:2020004         Year 3:2020000         Year 3:20200000         Year 3:20200000         Year 3:20200000         Year 3:20200000         Year 3:202000000         Year 3:2020000000         Year 3:2020000000000         Year 3:2020000000000000000000000000000000000	4: 2025/2026 59 5U 550#1,2,5	

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.* 



6. Then go to Document Library

Courses - PHLB	
Course and CLO Review	Deal Lartic School Straig CLO Listing Bata is refreshed overright
Analytics 🗸	Course Number CO Status 2 4
Course Outcome Review Form	↑ ↓ ↓ † ∩ <sup>s</sup> = <u></u>
Course Assessment	on completion of this course, students will be able to perform 20 safe and successful verspunctures. on completion of this course 95% of students should be able to pass the class with 70% or better.
Reports 🗸	on completion of this course students should be prepared and able to enter the work force as an entry el philebotomy technician.
Document Library	on completion of this dourse yory of students should be able to past the class with solvy of petter.
Manage Assignments	

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

Image ##. Schedule of Assessment

N	Nuventiv	e Solutions				_	_		
≡	Courses - 1	WEBD							
Doc	ument Libra	ary							
Hai	me > <b>Cours</b>	es - WEBD							
		Archived Data	:						
		General							
		Schedule of Ass	sessment						
Nuventi ■ Courses Document Lib	ive Solutions weap rary		- Nuventive Improvement Platform	Essential Edition	<b>~</b>	Welcon	te, amatino@s	drcd edul :	Sign out
Home > Court	ses - WEBD > Schedule of Asa	essment		const at this feastion			C#	₽	:

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				
* denotes a required field.						
		CANCEL 🗙 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.	 
	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

Ellipsis

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

	Hamburger Menu	≡
Open the		

Click on Document Library on the left side of the screen

N	Nuventive Solutions				
	Instructional Program - Anthropology (ANT	H)			
Home	:				
Analy	tics	~			
Progra	am Review	~			
Program Review Reports					
Outcomes Assessment					
Outcomes Assessment Reports					
Document Library					
Acces	s List	~			

On this view, you will see the following:

E Instructional Program - Anthropology (ANTH)	· •		
Document Library			
Home > Instructional Program - Anthropology (ANTH)		C#	:
Archived Data			
General :			
Schedule of Assessment			

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

Nuventive Solutions					
Instructional Program - Anthropology (ANTH)					
Document Library					
Home > Instructional Program - Anthropology (ANTH)					
Archived Data					
General					
Schedule of Assessment					
Description I from					
Home > Instructional Program - Anthropology (ANTH) > Archived Data	Ð	Ð	:		
□ 🖶 2021-22.stsx 🕴					

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

N	Nuventive Solutions		
≡	Instructional Program - Anthropology (ANTH)		
Do	cument Library		
H	ome > Instructional Program - Anthropology (ANTH)		
	Archived Data		
	🗌 🗀 General		
	Schedule of Assessment		
Document	tional Program - Anthropology (ANTH)		
Home > In	Tructional Program - Anthropology (ANTH) > General Anthropology 2023 Program Review.docx	Ð	:

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

N	Nuv	entiv	re Solutions				
	Inst						
Docu	ment	t Libra	ary				
Hom	ne > I	nstru	ctional Program - Anthropology (ANTH)				
			Archived Data				
_			General				
			Schedule of Assessment				
Instructional P     Document Library	rogram - Anthrop	ology (ANTH)					
Home > Instructio	nal Program ·	Anthropology	(ANTH) > Schedule of Assessment No documents or folders are currently present at this location		•	Ð	:

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)

Document Library			
Home > Instructional Program - Physical Sciences (PHYN) > Data Views > 2023 Program Review	Ð	Ð	:
Chart 1.png			
Chart 2.png			
Chart 3.png			
Chart 4.png			
Chart 5.png			
Chart 6.png			
Chart 7.png			



## **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 improvement						
Ins	tructional Program - Sample						
utcome	s Assessment Reports > CLO Assessment Report (narrative)	Repor	t last run 7/21/2	223 2:21 PM	Refresh	Download /	As Zip
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	MESA 101: Hula Hoop Engineering						
	CL0 #1						
	Status Active Describe the Target/Benchmark for percent of st						
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	70% of students should score a 3.5 or greater on Assessment Results	udents who will meet the common rubric.	his competency				
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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.

Course Assessment Repor	rt
Target/Benchmark for CLO	Result
ebp_article_rubric.pdf	
Rhetorical Awareness	
Course Learning Outcome Students will be able to identify and eval structure and content. CLO Status Active	uate the elements of arguments and produce written works which adhere to established academic conventions of

🚺 Nuventive.

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.



 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.

Nuventive Solutions	Nuventive Improvement Platform Essential	Edition Welcome, amarino@sdccd edul Sign o
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### 🚺 Nuventive.

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.

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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.

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	Official Thinking           Program Learning Outcome Students will become profile in the fundamental concepts of engineering, science, and creativity to generate the indicatual analogic provide fin a successful career, and lifetiong learning.           Outcome Status Art/Divid           Triamiline 1021 - 2022, 2023 - 2024, 2025 - 2026           Mapping Institution Learning, Outcomes, and Assessments, (X - Click the X to Align) Institution Learning, Outcomes, and Assessments, (X - Click the X to Align) Institution Learning, Outcomes, and Assessments, (X - Click the X to Align) Institution Learning, Outcomes, and Assessments, (X - Highlight X to Align) Institutional Learning, Clinking : X <ul> <li>Clickal Thinking : X</li> <li>Clickal Thinking : Align appropriate (sld do not use); (X - Highlight X to Align)</li> <li>Communication - Regord appropriately to incoming information in a variety of ways, including: written, oral notical Thinking - Communication and econstruct arguments. X</li> <li>Clickal Thinking - Communicate and econstruct arguments. X</li> <li>Clickal Thinking - Communicate and econstruct arguments. X</li> <li>Clickal Thinking - Uteriounitate quantitative or qualitable competency. X</li> </ul>	e				I

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.


🗙 Nuventive.

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.



 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.

N	Nuventive Solutions		Nuventive Improvement	Platform Essential Edition			
≡	Instructional Program - Sample				<b>~</b> [		
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4. 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.



5. 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.



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

Outcomes Assessment F	Reports > PLO Assessment Report (2 column) Report last run 2/20/2024 12:08 PM Refresh Download As Zij	•
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	Assessment Design and Measurements         Findings           Related Document: brail-communication-rubric pdf         What, if any, implications did last yea's action plan have on the findings above?. It appears the curricular changes were beneficial Future Actions	
	Self Awareness	
	Program Learning Outcome: Students will serve as productive members of society by recognizing the social, ethical, environmental, and political implications involved in the engineering of hula hoops. Outcome Status: Active Timeline: 2022 - 2023, 2023 - 2024, 2024 - 2025 Mapping Institution.Learning Outcomes and Assessments: (X - Click the X to Align) test Hone, (n) W	
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## 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.



Created 9/1/2023; Edited 9/27/2023 2. On the "Zoom to" window, select the appropriate Zoom level. Then, click ok. This will zoom in – or out– on the document.

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Download Report as Word Document

Steps:

1. Click on the download button.



Edited 9/27/2023

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.

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## **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.

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## Option 2:

Steps:

1. Click on the "**Print**" button.

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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.

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## 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.

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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.

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🗙 Nuventive.

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.



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 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.



Nuventive.

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.

	Nuventive Solutions Nuventive Improvement Platform Essential Edition		Welcome, an	narino@sdccd.edu!	Sign out
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Hom	le				÷
	San Diego Metome to the Nuventive Improvement Platform for San Diego Mesa Co To the right, you will see images that you can click on to open a 50/50 split To begin your work, click the icon at the top left of the page. A navigatio will provide options for you to edit or view depending on your permissions. the Analytics section to view visual reports based on Program Revie Outcomes data. You also have access to printable reports. On many scree will have different resources available in the right-hand panel that you co through to assist with your work.	llege! screen. n menu Select w and ns, you an click			

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.

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- 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.

unit Goai: Expand the nuia hoops course offerings Soal Status: Active Jeginning Year: 2022 - 2023 Yojected Completion Year: 2025 - 2026	to include industry standard technologies.	
Seginning Year: 2022 - 2023 Projected Completion Year: 2025 - 2026		
Projected Completion Year: 2025 - 2026		
Mesa College Strategic Plan: Roadmap to Mesa20:	30: (X - Highlight the X to Align)	
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<ul> <li>Pathways and Partnerships - Objective 3: X</li> </ul>		
<ul> <li>Pathways and Partnerships - Objective 4: X</li> </ul>		
<ul> <li>Scholarship - Objective 4: X</li> </ul>		
Action Plans	Action Plan Update	
Action Plan Status: Active	Submission Date: 07/14/2023	
Action Plan Cycle: 2022 - 2023, 2023 - 2024	Action Plan Update: This is the update to my action plan.	
	Action Plan Progress: On Track	
	Autor Francisco Con Haok	
	Submission Date: 07/14/2023	
Action Plan Status: Active	Submission Date. 07/14/2023	
Action Plan Status: Active Action Plan Cycle: 2024 - 2025, 2025 - 2026	Action Plan Update: This is my update on the action plan	
Action Plan Status: Active Action Plan Cycle: 2024 - 2025, 2025 - 2026	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: 2024 - 2025, 2025 - 2026	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: 2024 - 2025, 2025 - 2026 Action Plan Status: Active	Action Plan Update: This is my update on the action plan Update Year: 2023 - 2024 Action Plan Progress: On Track Submission Date: 07/14/2023	
Action Plan Status: Active Action Plan Cycle: 2024 - 2025, 2025 - 2026 Action Plan Status: Active Action Plan Cycle: 2023 - 2024	Action Plan Update: This is my update on the action plan Update Year: 2023 - 2024 Action Plan Progress: On Track Submission Date: 07/14/2023 Action Plan Update: This is my update.	

Nuventive.

## 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. \*

Created 9/1/2023; Edited 9/27/2023 **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 Hamburger Menu Go to open the Expand the Access List by clicking on the arrow down Click on Access List (updated overnight) . Instructional Program - Sample Home Analytics  $\sim$ Program Review  $\sim$ Program Review Reports  $\sim$ Outcomes Assessment  $\sim$ Outcomes Assessment Reports  $\sim$ Document Library Access List ~ Access List (updated overnight) Personnel

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.

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

Role
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Nuventive.

## **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 MESACOLLEGE

