Chapter 2: Building Your Assessment Plan

Prepare your Nuventive workspace for assessment reporting by entering program details, uploading documents, and defining measurable outcomes. This chapter guides you through mapping outcomes to institutional goals, creating and managing assessment methods, and documenting findings. These steps ensure your assessment process is well-organized, actionable, and aligned with university priorities.

- Program Information
- Documents
- Defining Program Outcomes
- Mapping Outcomes
- Creating and Managing Assessment Methods
- Documenting Findings

Program Information

The **Program Information** tab stores essential details about your program, including accreditation status, review dates, and program codes. This page explains how to access and update this information.

Video Tutorial

Watch: Program Information
This short video walks you through navigating to the Program Information tab and completing the required fields.
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Steps to Access Program Information

1. **Navigate to the Program Information tab**
   - Use the **left-hand menu** in Nuventive.
   - It should be the **second option**, labeled **Program Information**.
2. **Open or Create Program Information**
   - If you see a **green and white plus button**, click it to create your program information record.
   - If you see an existing record, you can **edit** it by:
     - Clicking the **ellipsis menu** (three dots), or
     - **Double-clicking** in the white space of the record.

Fields to Complete

- **Specialized Accreditor**
  - Indicate whether your program has **specialized accreditation** or **program review** (you will have one or the other, not both).
- **Accreditor Name**
- **Last Accreditation Date**
- **Next Anticipated Accreditation Visit Date**
- **Last Program Review** (if applicable)
- **Next Program Review** (if applicable)

> Program reviews apply to programs **without specialized accreditation**.

- **Classification of Instructional Programs (CIP) Code** and **Degree Code**
  - Use these Knowledge Base resources to find active codes:
    - **ADHE Degree Information and Approved Lists**
    - **Undergraduate Curriculum Committee**
    - **Graduate Council**
- **Notes** (optional)
- **Program Status**
  - Should be set to **Active** unless the program is in phase-out.
- **Phase-Out Details** (if applicable)
  - Notice to Student Date
  - Final Phase-Out Date

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Contact the **Office of Accreditation and Assessment**:
Phone: (870) 972-2989
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Documents

The **Documents** section in Nuventive is where you can upload and organize files related to assessment and accreditation. It also serves as the archive for historical Taskstream data. You can create your own folder structure, similar to how you organize files on your computer.

Video Tutorial

Watch: Documents
This short video walks you through navigating the Documents section and managing files.

Steps to Access and Manage Documents

1. **Navigate to the Documents menu**
   - Use the **left-hand sidebar** in Nuventive.
   - Select **Documents** (second-to-last option).
2. **Understand the Archive Location**
   - The top of the page shows where your documents are being archived.
3. **Create and Organize Folders**
   - Add folders to build a structure that works for your program to keep documents organized.
   - Navigate between folders using the **breadcrumb menu** at the top.
4. **Add Documents**
   - Click **Add Document** (or the green and white plus icon).
   - Upload files from your computer.
   - Provide a **title** and **description** if prompted.
5. **Manage Files**
   - Move items between folders.
   - Use the **ellipsis menu** (three dots) for options like rename or delete.

Best Practices

- Use **clear file names** that indicate the content and date.

- Archive **Taskstream data** here if it’s not already present.
- Store **supporting documentation** for assessment or accreditation purposes.
- Upload **final versions** of reports and evidence to avoid confusion.
- Check **file size and format** requirements (e.g., PDF, Word, Excel).
- Link documents back to your workspace in **Outcomes, Methods, and Findings** when needed.

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Defining Program Outcomes

Program outcomes describe what students should know, do, or value upon completing a program. In Nuventive, outcomes form the foundation of your assessment plan and must be created before you can add methods or findings.

> You cannot add **Methods** or **Findings** until at least one **Outcome** has been created and saved.

Video Tutorial

Watch: Defining Program Outcomes
This short video explains how to create and manage program outcomes in Nuventive.

Key Features

Accessing Outcomes

- Navigate to your program using the **selection menu**.
- From the **left-hand menu**, select **Assessment > Outcomes, Methods, and Findings**.

Creating an Outcome

- If no outcomes exist, you'll see blank fields for **Outcome Short Name** and **Outcome Description**.
- Click the **green and white plus button** to add a new outcome.
- Complete the following fields:
  - **Outcome Short Name**: A brief label (e.g., *Communication*).
  - **Outcome Description**: Full text of the outcome statement.
  - **Status**: Defaults to *Active* unless archiving an old outcome.
  - **Assessment Schedule**: Select the academic years for assessment.
    Institutional requirement: All outcomes must be assessed within a four-year cycle.
  - **Outcome Type**: Typically *Program-Level Outcome*.

Saving and Managing Outcomes

- Click **Save** in the top-right corner to finalize your outcome.
- After saving:
  - Reorder outcomes using the **six-dot handle**.
  - Edit, copy, or delete outcomes using the **vertical ellipses (⋮)** menu.

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Mapping Outcomes

The **Mapping** feature in Nuventive allows you to align program outcomes with university learning outcomes, curriculum courses, and (if applicable) specialized accreditors. You can complete mapping in two ways: through the **Mapping menu** or within **Outcomes, Methods, and Findings** .

Video Tutorial

Watch: Mapping
This short video walks you through both mapping options and how to align outcomes effectively.

Steps to Access Mapping

1. **Navigate to Mapping**
   - In the **left-hand menu**, go to **Assessment** → **Mapping**.
2. **Choose a Mapping Option**
   - Under **Mapping Alignment and Options**, use the dropdown menu.
   - Options may include:
     - **University Learning Outcomes**
     - **Curriculum Mapping**
     - **Specialized Accreditor** (if applicable)

Alternative Mapping Access

- Navigate to **Outcomes, Methods, and Findings**.
- Double-click an **outcome** → go to the **Outcome Alignment** tab.
- View and edit:
  - **University Learning Outcomes**
  - **Curriculum Map**
- This view is more granular, focusing on a single outcome.

University Learning Outcomes Mapping

- Align each **program outcome** to one or more **university learning outcomes** listed on the left.
- Use the **Contributes** option to indicate alignment.
- Click **Save** when finished.

Curriculum Mapping

- Ensure all **program courses** are listed on the left.
- If courses are missing or incorrect:
  - Click the **vertical ellipses** → **Assign Courses**.
  - Search and select courses from Banner.
  - Click **Save** and **Close**.
- Return to the curriculum map and use the **key at the top**:
  - **I** = Introduced
  - **R** = Reinforced
  - **M** = Mastered
  - **A** = Assessed
- Apply the most accurate designation for each **course-outcome combination**.

> **Tip:** Only **A (Assessed)** should appear more than once in a category.

Specialized Accreditor Mapping

- If your program has specialized accreditation, follow the same process as above for mapping outcomes to accreditor standards.

> **Note:** Accurate mapping not only aligns your outcomes with institutional goals—it also powers dashboard visualizations and supports reporting tools in later stages of the assessment cycle.

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Creating and Managing Assessment Methods

Assessment methods describe how you will measure each program outcome. In Nuventive, methods ensure that your outcomes are supported by clear, measurable strategies for collecting evidence of student learning.

> You cannot add **Methods** or **Findings** until at least one **Outcome** has been created and saved.
>
> You cannot add **Findings** until at least one **Method** has been created and saved for the **Outcome**.

Video Tutorial

Watch: Documenting Assessment Methods
This short video explains how to create and manage assessment methods in Nuventive.

Key Features

Accessing Methods

- Navigate to your program using the **selection menu**.
- From the **left-hand menu**, select **Assessment > Outcomes, Methods, and Findings**.
- If no outcomes exist, you must create at least one before adding methods.

Creating a Method

- Open the outcome you want to assess by:
  - Double-clicking the outcome name, or
  - Using the **vertical ellipses (⋮)** menu on the right.
- Select the **Methods** tab.
- Click the **green and white plus button** to add a new method.

- Complete the following fields:
  - **Assessment Method Short Name**: A brief label (e.g., *Direct Measure*).
  - **Assessment Method Description**: Full explanation of the method, including measurable targets (e.g., *80% of students score 4 or higher on the presentation rubric*).
  - **Status**: Defaults to *Active* unless archiving an old method.
  - **Attach a Tool**: Use the **green and white plus button** to upload supporting materials (e.g., assignment instructions, rubrics).

Saving and Managing Methods

- Click **Save** in the top-right corner to finalize your method.
- After saving:
  - Review the breadcrumb trail at the top to confirm the method is linked to the correct outcome.
  - Edit or delete methods using the **vertical ellipses (⋮)** menu.

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Documenting Findings

Findings document the results of your assessment activities and indicate whether your program met its established targets. In Nuventive, findings also include analysis, reflection, and action planning for continuous improvement.

> You cannot add **Findings** until at least one **Method** has been created and saved for the **Outcome**.

Video Tutorial

Watch: Recording Findings
This short video explains how to enter findings and interpret results in Nuventive.

Key Features

Accessing Findings

- Navigate to your program using the **selection menu**.
- From the **left-hand menu**, select **Assessment > Outcomes, Methods, and Findings**.
- Open the outcome you want to report on by:
  - Double-clicking the outcome name, or
  - Using the **vertical ellipses (⋮)** menu on the right.
- Select the **Findings** tab.

Creating a Finding

- Click the **green and white plus button** to add a new finding.
- Complete the following fields:
  - **Overview**: Summarize the results of your assessment.
  - **Target Met?**: Indicate whether the target was met, exceeded, or not met.
  - **Reporting Period**: Select the academic year for which you are reporting.
  - **Multiple Modalities**: Indicate whether results represent multiple program modalities (e.g., hybrid vs. fully online).

- **Student Counts**: Enter the number of students assessed and the number who met the target.
- **Analysis and Reflection**: Provide interpretation of results and implications for improvement.
- **Action Plan**: Outline steps for addressing findings.
- **Evidence (Optional)**: Upload supporting documentation.

Saving and Managing Findings

- Click **Save** in the top-right corner to finalize your finding.
- After saving:
  - Review the breadcrumb trail at the top to confirm the finding is linked to the correct outcome and method.
  - Edit or delete findings using the **vertical ellipses (⋮)** menu.

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