Chapter 4: Reporting and Feedback

Enter assessment results, generate printable reports, and review feedback from rubrics and committees. This chapter supports continuous improvement through structured reflection and documentation of assessment practices.

- Program Assessment Review and Rubric
- Program Review Process
- General Education Outcomes Assessment
- GEC Quadrennial Feedback
- End of Cycle Summary
- Printable Reports

Program Assessment Review and Rubric

The Program Assessment Review is conducted every two years by the Peer Review Committee to evaluate the quality of your program’s assessment work in Nuventive. Using a standardized rubric, reviewers assess the clarity of learning outcomes, the appropriateness of assessment methods, the interpretation and use of results, and the documentation of action plans and resource needs. This process supports continuous improvement and helps programs align with institutional expectations.

> **Tip:** Use rubric feedback to revise outcomes, strengthen methods, and improve documentation in future cycles.

Video Tutorials

Watch: Program Assessment Review Rubric

How to access and interpret the rubric used during the review.

Watch: Program Assessment Review

Overview of the review process and how feedback is delivered.

Accessing the Program Assessment Review Rubric

To view the rubric:

- Use the left-hand menu in Nuventive to navigate to **Program Assessment Review Rubric**
- Select the rubric from the side panel
- You can view the rubric directly in Nuventive or download a copy

The rubric covers all major sections of your assessment documentation, including:

- Program Information
- Outcomes
- Methods
- Findings
- Curriculum Mapping

You can also access the rubric from within the **Assessment Outcomes**, **Methods**, and **Findings** sections using the same side panel.

Feedback and Purpose

Once the review is complete, your program will receive feedback from the Office of Accreditation and Assessment. This includes:

- A completed rubric with scores and comments
- Highlights of strengths and areas for improvement
- Recommendations for future assessment cycles

This feedback helps ensure that:

- Assessment practices are meaningful and well-documented
- Programs receive consistent, actionable guidance
- Institutional standards for assessment are upheld

Need Help?

Contact the Office of Accreditation and Assessment:
Phone: (870) 972-2989
Location: Room 610, Dean B. Ellis Library

Email: klee@astate.edu

➡ Next

Program Review Process

This page walks you through the complete **Program Review workflow** in Nuventive, including self-studies, reviewer feedback, responses, action plans, and printable reports. These steps are required for programs **without specialized accreditation** and support submission to **ADHE**.

?See: **External Academic Reviews** page of the Knowledge Base.

Self-Studies

Watch: Program Review Self-Studies

To begin a self-study:

- Select your program from the drop-down menu.
- Use the left-hand menu: **Program Review → Self-Studies**.
- Click the icon to start a new self-study.
- Choose the year and begin editing each section.
- Save progress and mark completion when finished.

> **Tip:** Use the audit log to track edits and restore previous versions if needed.

External Reviewer Feedback

Watch: Program Review External Reviewer Feedback

External reviewers receive a login link via email. Everyone else uses single sign-on.

To enter feedback:

- Select your program and go to **Program Review → External Reviewer Feedback**.
- Click to begin a new review.
- Complete each section using the ADHD Program Review Template.
- Upload the **signed cover sheet** (required for ADHE).
- Save and close.

>

> **Tip:** Cover sheets can be digitally signed or scanned and uploaded.

Response to Reviewer

Watch: Program Review Response to Reviewer

To respond to reviewer recommendations:

- Go to **Program Review → Responses to External Reviewer Recommendations**.
- Click **Add New Response**.
- Select the self-study year and enter your response.
- Set completion status and date, then save.

> **Tip:** You can reopen and edit responses later using the three-dot menu.

Action Plans

Watch: Program Review Action Plans

To create and track action plans:

- Go to **Program Review → Action Plan**.
- Click **Add Recommendation** and enter the reviewer's suggestion.
- Add your response and select the self-study year.
- Click **Future Planned Actions** to enter your plan, timeline, responsible party, and needed resources.
- Later, add a **Progress Report** to document completion.

> **Tip:** Use clear timelines and designate responsible individuals to ensure accountability.

Printable Reports

Watch: Program Review Printable Reports

To generate a comprehensive report:

- Go to **Program Review → Program Review Printable Reports**.
- Select the self-study year and action plan update year.
- Click **Run Report**.
- Download or print the file for submission to ADHE.

> **Tip:** These reports include your self-study, reviewer feedback, and action plans.

Need Help?

Contact the Office of Accreditation and Assessment:
Phone: (870) 972-2989
Location: Room 610, Dean B. Ellis Library

Email: klee@astate.edu

➡ Next

General Education Outcomes Assessment

General Education Outcomes Assessment in Nuventive follows a structured process designed to support institutional goals and ensure consistency across departments. The General Education Committee sets the outcomes, and faculty assess student learning within designated General Education courses.

> **Tip:** Use the quadrennial summary to reflect on long-term trends and provide meaningful feedback to the General Education Committee.

Video Tutorial

Watch: General Education Outcomes Assessment
How to navigate the workspace and complete assessment for General Education courses.

Navigating the Workspace

To begin:

- Use the **drop-down menu** to select your **General Education Course** and **Department**
- In the **left-hand menu**, choose **Course General Education Outcomes Assessment**

You'll also see related sections in the menu:

- **GEC Quadrennial Feedback**
- **Printable Reports**
- **Documents Library** – functions like other workspaces and stores supplemental documentation

---

Completing the Assessment

Once you've selected your course:

- The **General Education outcomes** should already be present in your workspace
- You do **not** need to create new outcomes—these are set by the General Education Committee
- Open the outcome using double-click or the ellipses menu
- Proceed through the assessment steps in order:
  1. **Methods**
  2. **Findings**
  3. **Quadrennial Summary**

Each step builds on the previous one—methods must be entered before findings, and findings must be entered before completing the quadrennial summary.

Quadrennial Summary

The **Quadrennial Summary** is reviewed by the General Education Committee and should reflect four years of assessment data. Use this section to:

- Provide overall feedback on student learning
- Develop a narrative based on your findings
- Reference the **General Education Quadrennial Reports** in the side panel to select your cycle and run a report

After completing your summary, be sure to **save and close**.

Need Help?

Contact the Office of Accreditation and Assessment:
Phone: (870) 972-2989
Location: Room 610, Dean B. Ellis Library

Email: klee@astate.edu

➡ Next

GEC Quadrennial Feedback

The GEC Quadrennial Feedback workspace is used by the General Education Committee to review your program's General Education assessment over a four-year cycle. Feedback is provided using a standardized rubric and helps guide future improvements in teaching and assessment practices.

> **Tip:** Review the Quadrennial Review Rubric before submitting your summary to ensure your report addresses all key areas.

Video Tutorial

Watch: GEC Quadrennial Feedback
How to access the feedback workspace and understand the review process.

Navigating the Feedback Workspace

To access the feedback workspace:

- Use the **left-hand menu** in Nuventive to select **GEC Quadrennial Feedback**
- This section is used by the **Quadrennial Review Committee** to evaluate your four-year assessment summary
- Feedback is based on the **Quadrennial Review Rubric**

Using the Rubric

The **Quadrennial Review Rubric** outlines the criteria used by reviewers to assess your report. You are encouraged to use the rubric as a guide while developing your assessment process and reporting on methods and findings.

Feedback and Notification

Once the committee has completed its review:

- You will receive feedback based on the rubric
- A determination will be made regarding your quadrennial report
- Notifications will be sent by both the **General Education Committee** and the **Office of Accreditation and Assessment**

Need Help?

Contact the Office of Accreditation and Assessment:
Phone: (870) 972-2989
Location: Room 610, Dean B. Ellis Library

Email: klee@astate.edu

➡ Next

End of Cycle Summary

The **End of Cycle Summary** is a key reporting tool in Nuventive. It provides a comprehensive overview of your program's assessment work at the end of its **evaluation cycle** (every two years). This summary is reviewed by the **Peer Review Committee** and helps communicate program priorities, resource needs, and future plans to chairs, deans, and other administrators.

Video Tutorial

Watch: End of Cycle Summary
This short video explains when and how to complete the End of Cycle Summary.

Steps to Complete the End of Cycle Summary

1. **Navigate to the End of Cycle Summary**
   - In the **left-hand menu**, go to **Assessment → End of Cycle Summary**.
2. **Create or Edit a Summary**
   - If you have not completed one before, click the **green and white plus button** to create a new response.
3. **Complete the Required Sections**
   - **Executive Summary**
   - **Activities and Priorities Impact**
   - **Summary of Action Plans and Needs**
   - **Anticipated Cost of Needs**
   - **Completion Status**
4. **Use Supporting Resources**
   - Refer to your **Program Assessment Review Rubric** and **assessment reports** to provide a comprehensive summary.

Purpose

The End of Cycle Summary should provide a clear picture of:

- Program priorities

- Identified needs
- Plans for moving forward

> **Tip:** This summary should be something you could share with a **chair, dean, or administrator** to communicate program priorities and resource needs.

Need Help?

Contact the **Office of Accreditation and Assessment**:
Phone: (870) 972-2989
Location: Room 610, Dean B. Ellis Library

Email: klee@astate.edu

➡ Next

Printable Reports

The Printable Reports section in Nuventive allows you to generate downloadable Word documents summarizing your assessment data. These reports can be used for internal planning, accreditation documentation, or sharing with chairs, deans, and committees.

> **Tip:** Use the report filters to narrow your results by cycle, outcome status, or method before generating your document.

Video Tutorial

Watch: Printable Reports
How to access, filter, and download assessment reports from Nuventive.

Accessing Printable Reports

To begin:

- Use the **left-hand menu** to navigate to **Assessment → Printable Reports**
- Use the **right-hand side panel** to expand the layout and view available reports

---

Running a Report

To generate a report:

1. **Hover over** a report to view a short description of its contents
2. **Click** the report to open filter options
3. Use the **drop-down menus** to select:
   - Active or archived status
   - Assessment cycle
   - Outcome status
   - Methods
   - Cycle
4. Click **Run Report**

The report will open as a **Word document** within Nuventive. You can then **download and edit** the file as needed.

Need Help?

If you need a custom report or encounter issues, contact the Office of Accreditation and Assessment:
Phone: (870) 972-2989
Location: Room 610, Dean B. Ellis Library

Email: klee@astate.edu

➡ Next