

## **Guidelines for Using Nuventive to Set-Up Program Learning Outcomes** **Revised March 11, 2019**

### Objectives

1. Provide a definition of a program learning outcomes (PLO).
2. Explain how to set up a PLO in Nuventive.
3. Explain how to set up a measure for a PLO in Nuventive.
4. Explain how to set up PLO mapping to institutional learning outcomes and general education outcomes and/or competencies in Nuventive.
5. Explain how to set up the curriculum map in Nuventive.
6. Explain how to input PLO outcome data in Nuventive.
7. Explain how to upload documents into the document repository in the PLO area of Nuventive.
8. How to run a PLO report in Nuventive.

### Definitions

Program Learning Outcome: Program level student learning outcomes reflect those attitudes, knowledge, skills, and/or behaviors a student will have learned upon completion of a program.

### Setting up a PLO

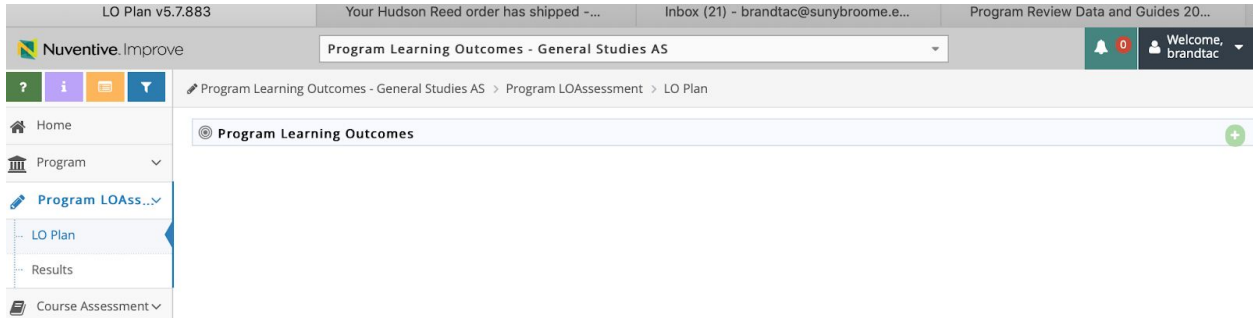
Each program should have completed a SUNY Broome Crosswalk Template. The template should have your PLOs listed and reflect their alignment to SUNY Broome ILOs and/or SUNY General Education Outcomes/Competencies.

*Step One:* Sign onto Nuventive.

*Step Two:* Select the Program Learning Outcome area for your program from the pull-down menu.

Disciplines will not have a program learning outcome area since they are not degree awarding entities. To have a program learning outcome area or a program review area, you need to be a degree awarding program, certificate, or AOS.

*Step Three:* Click “Program LOAssessment” on the left side menu and then click on “LO Plan.” Then, click the green circle with a plus sign in it and a new window will open.



*Step Four:* Enter the PLO data into the fields and then hit “Save” and “Return.”

**PLO Name:** Should be a number with a short name that allows you to identify the PLO quickly without having to look up the description.

**PLO Learning Outcome:**  
The description of what the student will know, do, perform, etc. upon the close of the program.

**PLO Status:** At initial set-up of PLOs, all should be active. As a program changes or reassesses its PLOs, it may opt to archive ones that are no longer relevant.

**Planned Assessment Cycle:**  
Note the academic years in which the program will assess the PLO.

**Start Date:** Input the date the PLO was initially set up.

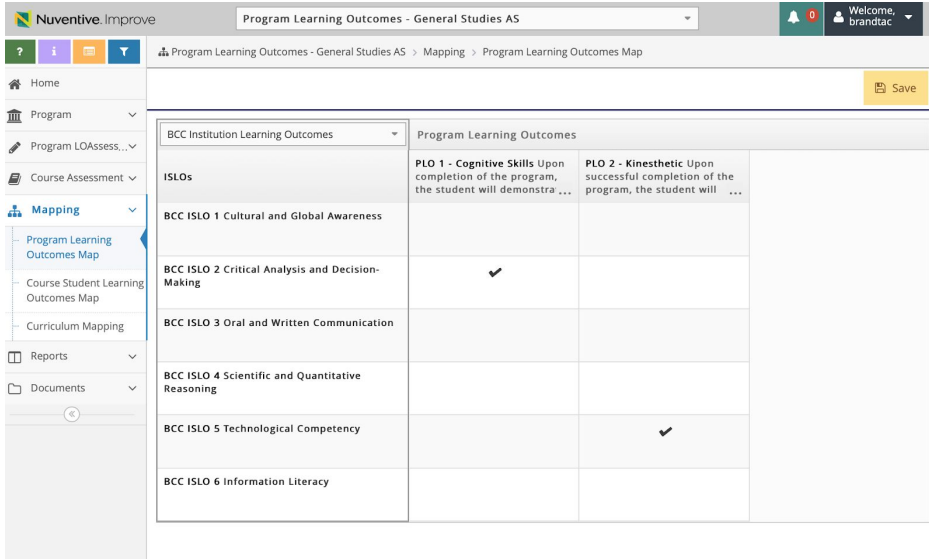
**Archive Date:** Input the date the PLO is being archived if it is being discontinued.

## Mapping the PLO

All programs should have completed the SUNY Broome Crosswalk template. The crosswalk template will have helped the program identify how its program learning outcomes map to the SUNY Broome Institutional Learning Outcomes (ILOs) or SUNY General Education Learning Outcomes or competencies. If you do not have a copy of this template, consult with the SLAC committee.

*Step One:* Click “Mapping” and then “Program Learning Outcomes Map” on the left side bar. Select the outcomes being mapped in the pull-down menu.

*Step Two:* Click on the boxes to map the PLOs to the ILOs. Black check marks will appear.



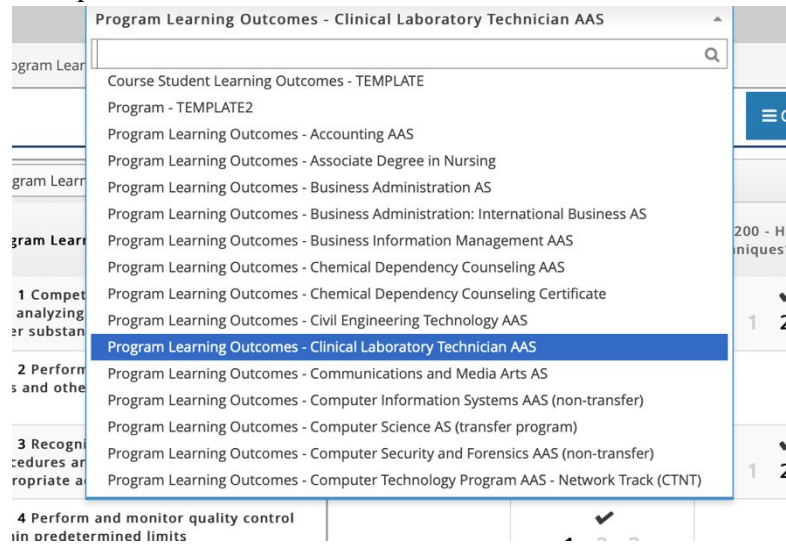
BCC Institution Learning Outcomes	Program Learning Outcomes	
ISLOs	PLO 1 - Cognitive Skills Upon completion of the program, the student will demonstra ...	PLO 2 - Kinesthetic Upon successful completion of the program, the student will ...
BCC ISLO 1 Cultural and Global Awareness		
BCC ISLO 2 Critical Analysis and Decision-Making	✓	
BCC ISLO 3 Oral and Written Communication		
BCC ISLO 4 Scientific and Quantitative Reasoning		
BCC ISLO 5 Technological Competency		✓
BCC ISLO 6 Information Literacy		

*Step Three:* Hit “Save.”

## Setting up the Curriculum Map

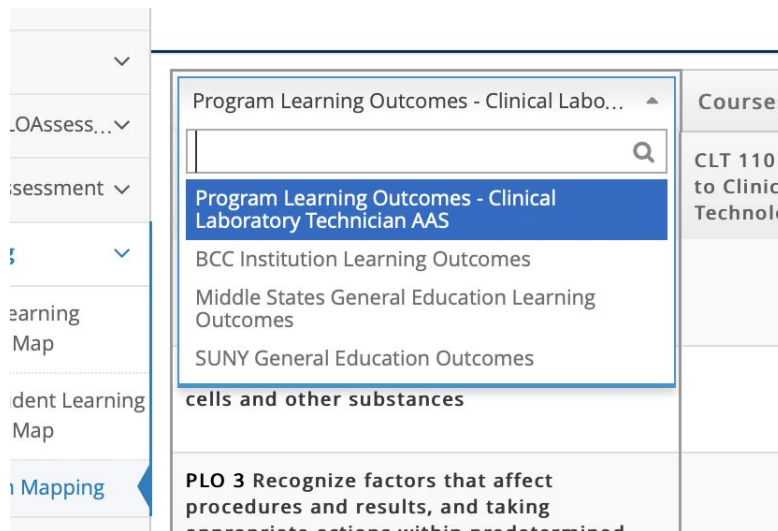
Your program should have a basic curriculum map completed. A curriculum map should identify where program learning outcomes are introduced, reinforced, and mastered.

*Step One:* Select your program learning outcome are from the pull-down menu. The example below shows CLT as the selection.



*Step Two:* Select the “Curriculum Mapping” on the left-hand tab under “Mapping.”

*Step Three:* In the pull-down menu select the program learning outcomes tab for your program.



**Step Four:** Record the correct level for each PLO based on if it introduced, reinforced, or mastered in a class. Generally speaking, PLO assessment will include measures in courses where the assessment assessed at the mastery level.

Program Learning Outcomes - Clinical Laboratory Technician AAS > Mapping > Curriculum Mapping

Course Mapping Order Save

Program Learning Outcome	CLT 110 - Introduction to Clinical Laboratory Technology*	CLT 120 - Clinical Laboratory Techniques and Practices*	CLT 200 - Histological Techniques*	CLT 200L - Histological Techniques Lab*
PLO 1 Competent in collecting, processing, and analyzing biological specimens and other substances		✓ 1 2 3	✓ 1 2 3	✓ 1 2 3
PLO 2 Perform analytical tests of body fluids cells and other substances		✓ 1 2 3		✓ 1 2 3
PLO 3 Recognize factors that affect procedures and results, and taking appropriate actions within predetermined ...			✓ 1 2 3	✓ 1 2 3
PLO 4 Perform and monitor quality control within predetermined limits		✓ 1 2 3		✓ 1 2 3
PLO 5 Perform preventative and corrective maintenance of equipment and instruments or refer to appropriate sources for repairs		✓ 1 2 3		✓ 1 2 3
PLO 6 6. Applying principles of safety		✓ 1 2 3		✓ 1 2 3

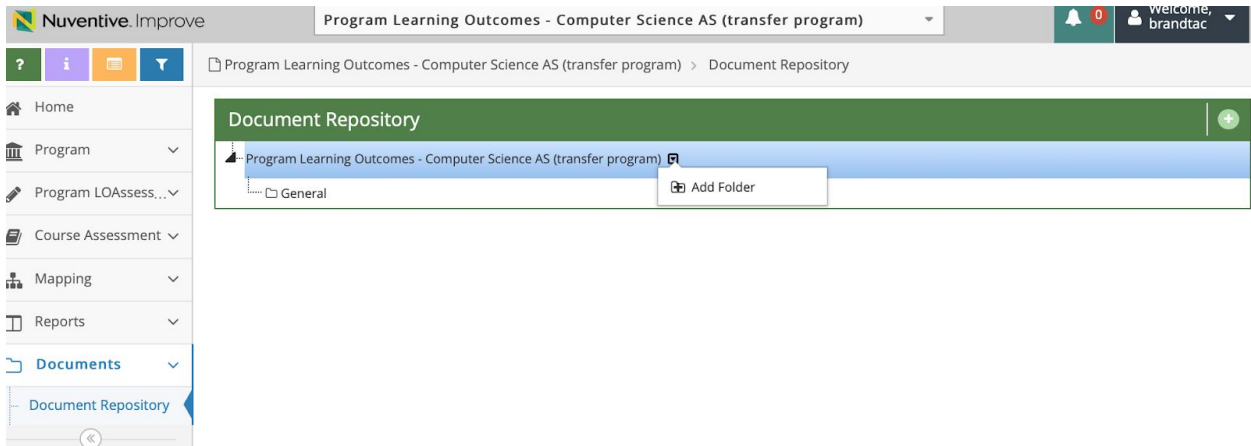
### Uploading Relevant Documents

The PLO area will have a document repository. The document repository is where you will want to set up a filing system to maintain relevant documents that demonstrate the *process* your program engaged in to evaluate and reflect on decisions and actions taken related to performance on program learning outcomes. Please note that MSCHE not only is looking for actual outcome data, they may also request you provide examples of documents that reflect the *process* your program engaged in in order to address student learning. Documents that can reflect a faculty’s process may include faculty meeting minutes or meetings with other stakeholder groups to discuss student learning data and the actions that will or were taken to demonstrate improvements or maintenance of effective practices.

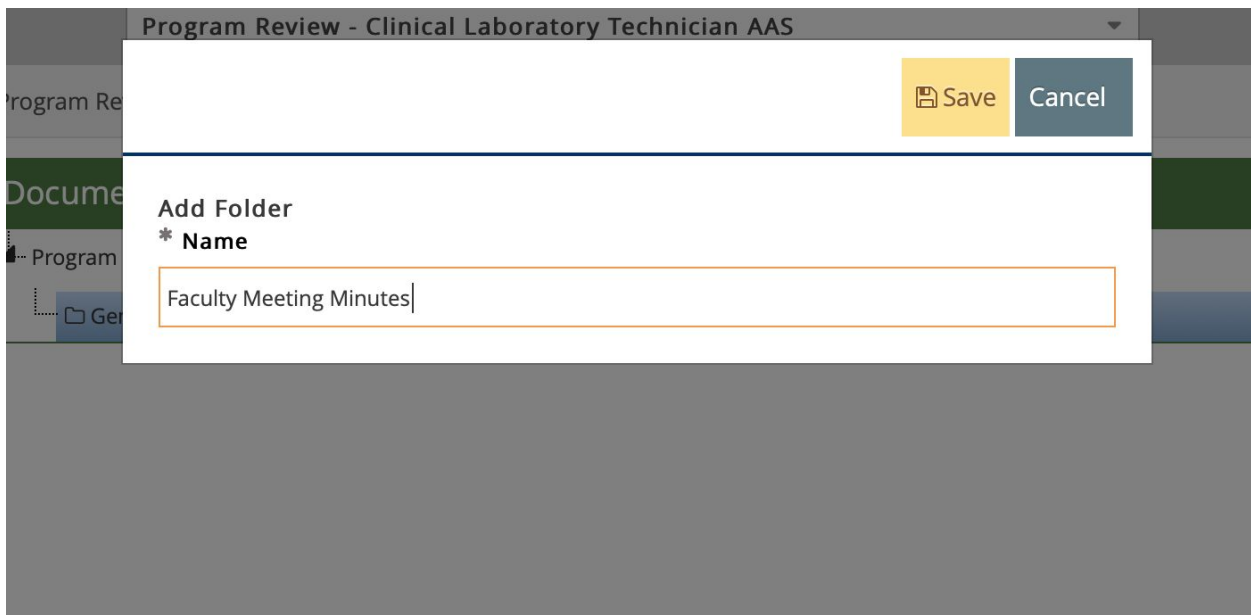
Below is an example of the basic steps to set up the document repository, so you can store these documents.

**Step One:** Go to the PLO area for your program in Nuventive and click on “Documents” on the left side bar and then click on “Document Repository.”

*Step Two:* Click on the arrow next to “General” and click on “Add Folder”.



*Step Three:* Type “Faculty Meeting Minutes” and click “Save.” You now have set up the folder to store faculty meeting minutes related to the faculty discussing program learning outcomes. You do not need to store all faculty meeting minutes, merely those that relate to discussing learning outcomes, etc.



*Step Four:* Click the green plus button to the right.



*Step Five:* Click in the “Click to Browse for Files.” It will pop open a window for you to browse and select files off of your computer.

*Step Six:* Name the document in the “Description” box and click “Save.”

## Running a PLO Report

*Step One:* Click on the program learning outcome area for your program in the top pull-down menu. The example below, shows the PLO area for Clinical Laboratory Technology.

*Step Two:* Click on the “Report” tab on the left-side menu.

*Step Three:* Click “Standard Report.”

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Nuventive Improve Program Learning Outcomes - Clinical Laboratory Technician AAS

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Program LOAssess...  
Course Assessment  
Mapping  
Reports  
Standard Reports  
Ad Hoc Reports  
Documents

**Program LO Planning Summary**

	Program Learning Outcomes	Measures	Results	Actions	Fol
✓	PLO 1	0	0	0	
✓	PLO 2	0	0	0	
✓	PLO 3	0	0	0	
✓	PLO 4	0	0	0	
✓	PLO 5	0	0	0	
✓	PLO 6	0	0	0	
✓	PLO 7	0	0	0	
✓	PLO 8	0	0	0	
✓	PLO 9	0	0	0	
✓	PLO 10	0	0	0	
✓	PLO 11	0	0	0	

*Step Four:* Click on “Program LOAssessment: LO Plans and Results.”

Program Learning Outcomes - Clinical Laboratory Technician AAS

Program Learning Outcomes - Clinical Laboratory Technician AAS > Reports > Standard Reports

**Program Reports**

[Program LOAssessment: Four Column](#) This report shows the Program Learning Outcomes for each selected Program, along with any Measures, Results, and Actions for each Program Learning Outcome. The report is displayed in a four column layout. In addition, any reportable fields from the General Information page display at the top of the report.

[Program LOAssessment: LO Plans and Results](#) This report shows the Program Learning Outcomes for each selected Program, along with any information contained in the LO Plan area related to each Program Learning Outcome. This may include any Mapping for the Program Learning Outcomes you wish to display. The report is displayed in a narrative layout. In addition, any reportable fields from the General Information page display at the top of the report.

[Program LOAssessment: LO Plans and Results](#) This report shows the Program Learning Outcomes for each selected Program, along with any information contained in the LO Plan area related to each Program Learning Outcome and any recorded Results. This may include any Mapping for the Program Learning Outcomes you wish to display. The report is displayed in a narrative layout. In addition, any reportable fields from the General Information page display at the top of the report.



Step Five: Complete all required fields and then click the yellow “Open Report” button.

The screenshot shows a web interface for configuring a report. At the top right, there is a yellow button labeled "Open Report". Below this, the interface is divided into two main sections: "Layout" and "Filter".

**Layout Section:**

- \* Format: PDF (dropdown menu)
- \* Report Title: Program LOAssessment: LO Plans and Results
- Report Subtitle: (empty text box)
- Report Logo: (dropdown menu)

**Filter Section:**

- PLO Status: Active (dropdown menu)
- \* Planned Assessment Cycle: 2016 - 2017, 2017 - 2018, 2018 - 2019 (tags)
- \* Measure Types: Capstone Assignment, Essay, Exam/Quiz - In Course (tags)
- Sort Results: Capstone Assignment, Essay, Exam/Quiz - In Course (list)
- Result Date Between: Exam/Quiz - In Course (dropdown menu)
- Reporting Periods: Exam/Quiz - Standardized (dropdown menu)
- Conclusion: Group Project, Lab - Competency Demonstration, Other (list)