

Guidelines for Using Nuventive to Generate Reports for Program Review Retention Operational Outcomes

Guide Objectives

1. Provide you the campus definitions of retention.
2. Explain how to set up operational outcomes in Nuventive so that you can input operational outcome data each year for non-accredited programs or as dictated by accreditors for programmatically accredited programs.
3. Explain how to map operational outcomes to SUNY Broome's strategic plan.
4. Explain how to upload documents into the Program Review Document Repository for your program.
5. Explain how to run a report on operational variable in Nuventive to address this data in a program's five-year program review narrative.

Retention Definitions

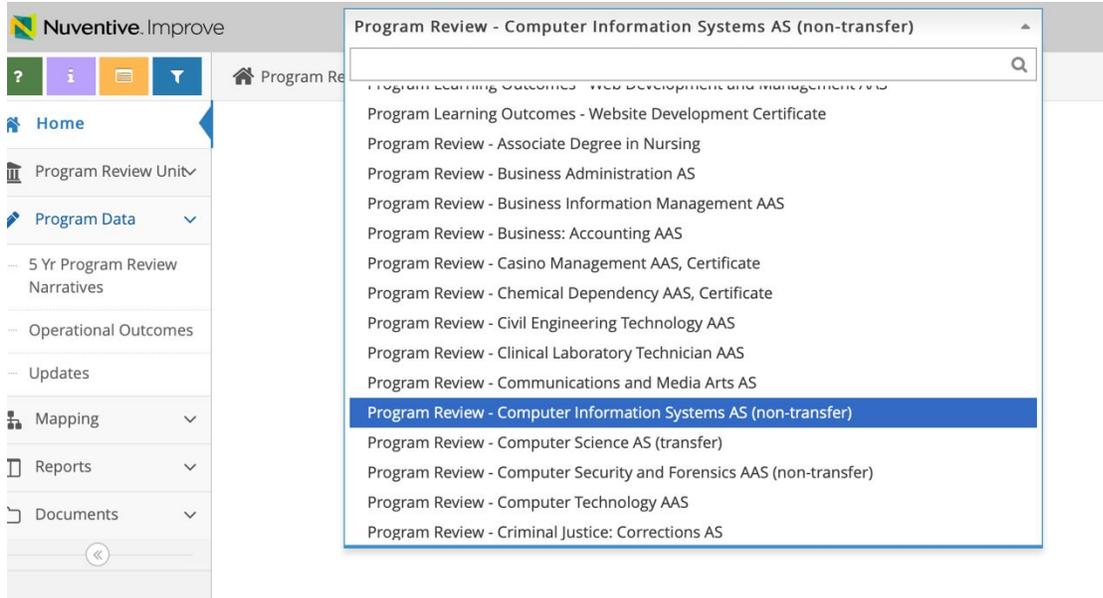
1. *First-Time, Full-Time, Fall-to-Fall Retention*: This retention variable is defined as the number of first-time, full-time students who retain from the fall semester in an academic year to the fall semester in the next academic year.
2. *First-Time, Full-Time, Fall-to-Spring Retention*: This retention variable is defined as the number of first-time, full-time students who retain from one fall semester to the spring semester in the same academic year.

All programs are to use the above definitions of retention. These two retention definitions constitute two of the operational variables that the campus sets for non-accredited programs. If programs are accredited, they should use the retention definition dictated by their programmatic accreditor. If an accreditor does not have a specified definition, then the program should utilize the campus' definitions outlined above.

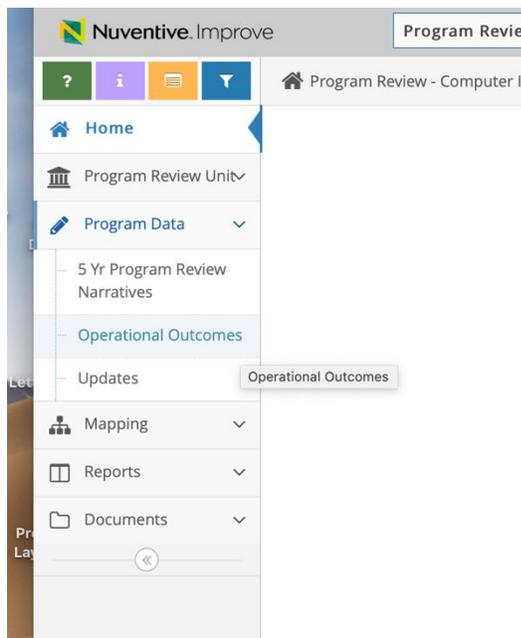
Each program will be provided with access to the Argos reports on retention. The reports will provide three years' worth of retention data for each of the defined retention variables.

Setting Up Retention Operational Outcomes

Step One: Sign onto Nuventive and select the program review section for your program. The photo below shows Computer Information Systems AS (non-transfer) being selected.



Step Two: Click on “Operational Outcomes” on the sidebar.



Step Three: Click on the green plus button to the right, and then you will see data entry fields open up.

The screenshot shows a web browser window with the URL sunybroome.tracdat.com. The page title is 'Program Review - Computer Information Systems AS (non-transfer)'. The breadcrumb trail is 'Program Review - Computer Information Systems AS (non-transfer) > Program Data > Operational Outcomes'. The main heading is 'Program Operational Outcomes'. The form contains the following fields:

- * Operational Outcome Name (text input)
- * Program Operational Outcome (text input)
- Operational Outcome Status (dropdown menu)
- Planned Assessment Years (text input)
- Start Date (text input)
- Archived Date (text input)

Buttons: Save, Return. Legend: * Required field.

Step *Four*: Set the fields up for *First-Time, Full-Time Fall to Fall Retention* by inputting the Information below.

| | |
|------------------------------|--|
| Operational Outcomes Name: | <i>FT-FT-FF Retention</i> |
| Program Operational Outcome: | <i>First-Time, Full-Time, Fall to Fall Retention</i> |
| Operational Outcomes Status: | Active |
| Planned Assessment Years: | Ongoing |
| Start Date: | Input the date you are setting this field up. |
| Archived Date: | Leave this field blank. |

After inputting the data into these fields, hit “Save” and then “Return.”

* Operational Outcome Name

* Program Operational Outcome

Operational Outcome Status

Planned Assessment Years

Start Date

Archived Date

Step Five: After you set up the operational outcomes in step four and hit “Save” and “Return,” you will then enter the “assessment measure.” Click the green plus button next to “Measure” and enter data into the fields. Input the following information:

Assessment Type: BCC Requirement
 Assessment Measure: Assessment program average on FT-FT-FF Retention rate for the year against institutional average for the year.
 Benchmark: Meet or exceed institutional FT-FT-FF Retention rate for each year.
 Notes: Leave this blank.

The screen should look like below when done.

FT-FT-FF Retention First-Time, Full-Time, Fall to Fall Retention

Active

Assessment Type

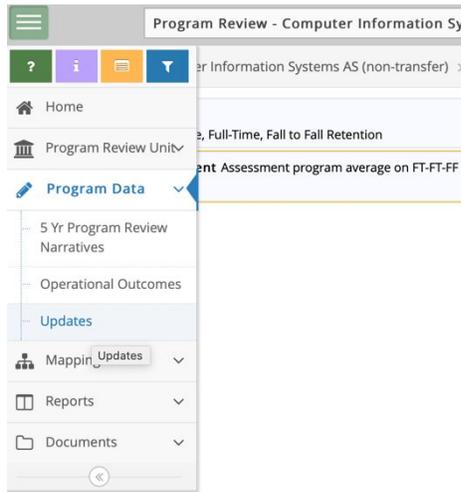
* Assessment Measure

Benchmark

Notes

* Required field

Step Six: To input retention findings for a year, click on the “Updates” tab on the side bar.



Click on the green plus sign to the right for the variable in which you wish to add data. The screen shot shows “BCC Requirement Assessment program average on FT-FT-FF Retention rate for the year against institutional average for the year.” When you click, the field will expand.



You will need to input data into their fields.

Update Date: Input date you are entering outcome data

Update: Discuss the last three years of retention data. You will need to run an operational outcomes report in Nuventive to do this.

Update Period: Input the academic year in which the update period is occurring. The screen shot shows this year (2018-2019) as the update period. Remember that the reports provided are retrospective. In 2018 – 2019, the program is reporting on data that is available for 2015-16, 2016-17, 2017-18.

Conclusion: Describe if the benchmark was met by selecting from the pulldown menu. Benchmark met would mean the program achieved or exceed the institutional average for retention each of the three years for data reported; otherwise, it's partially met.

What program strengths contributed to this data?:
Provide explanation as appropriate.

How will you use this data to improve the program?
Provide explanation as appropriate.

What was implemented as a result of the last cycle's data that influenced data collection this cycle?
Provide explanation as appropriate.

Once you enter data, hit "Save."

Repeat the above steps for entering date for *First-Time, Full-Time Fall to Spring Retention*. The definitions for setting up this variable are as follows:

| | |
|------------------------------|--|
| Operational Outcomes Name: | <i>FT-FT-FS Retention</i> |
| Program Operational Outcome: | <i>First-Time, Full-Time, Fall to Fall Retention</i> |
| Operational Outcomes Status: | Active |
| Planned Assessment Years: | Ongoing |
| Start Date: | Input the date you are setting this field up. |
| Archived Date: | Leave this field blank. |

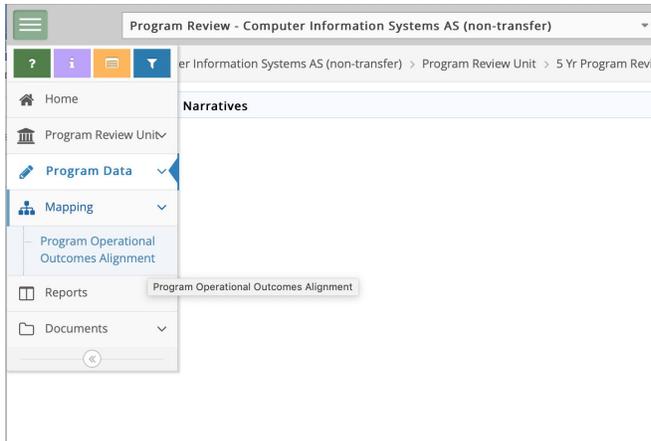
Once these operational variables are set up, you do not need to continually set them up in Nuventive. You will need to enter data each year and discuss if the program met the established benchmark and make notes on any quality improvement process updates for the year.

Mapping Program Operational Outcomes

Operational outcomes need to be mapped to the campus strategic priorities.

Step One: Sign onto your program review area in Nuventive.

Step Two: Select "Mapping" on the side bar and "Program Operational Outcomes Alignment"



Step Three: Click on the following Strategic Objectives for both *First-Time, Full-Time, Fall-to-Fall Retention* and *First-Time, Full-Time, Fall-to-Spring Retention* variables. These are the strategic objectives to which the campus retention variables should be mapped.

- Diversity and Inclusion – Strategic Objective 2 – “Increase the recruitment, retention....students”
- Teaching and Learning – Strategic Objective 1 – “Continually assess and evaluate courses and programs.... Compliance.”
- Teaching and Learning – Strategic Objective 5 – “Improve performance on student success indicators”

When you click in the box to map, it will look like the screenshot below. Once you click, always hit “Save” at the top right.

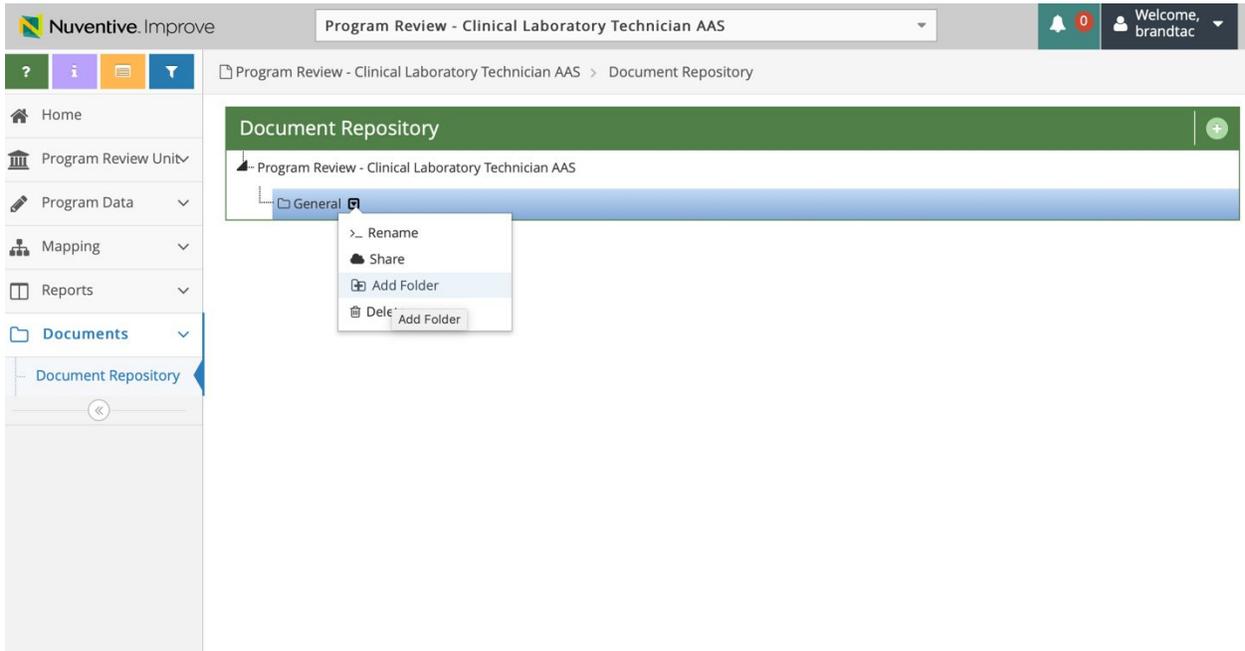
| SUNY Broome Community College 2017 - 2... | | Program Operational Outcomes |
|--|--|---|
| Strategic Objectives | | FT-FT-FF Retention First-Time, Full-Time, Fall to Fall Retention |
| Diversity and Inclusion - Strategic Objective 1 Increase intentionality in leadership that demonstrates commitment to diversity and ... | | |
| Diversity and Inclusion - Strategic Objective 2 Increase the recruitment, retention and graduation of underrepresented students | | ✓ |
| Diversity and Inclusion - Strategic Objective 3 Expand the recruitment and retention of diverse faculty, staff and administration | | |
| Diversity and Inclusion - Strategic Objective 4 Enhance learning experiences inside and outside the classroom that will help studer ... | | |

Please note that once you have established the mapping for the retention operational variables, you will not need to do this again, unless edits need to be made to the mapping. Edits might need to be made when updates to the strategic plan occur.

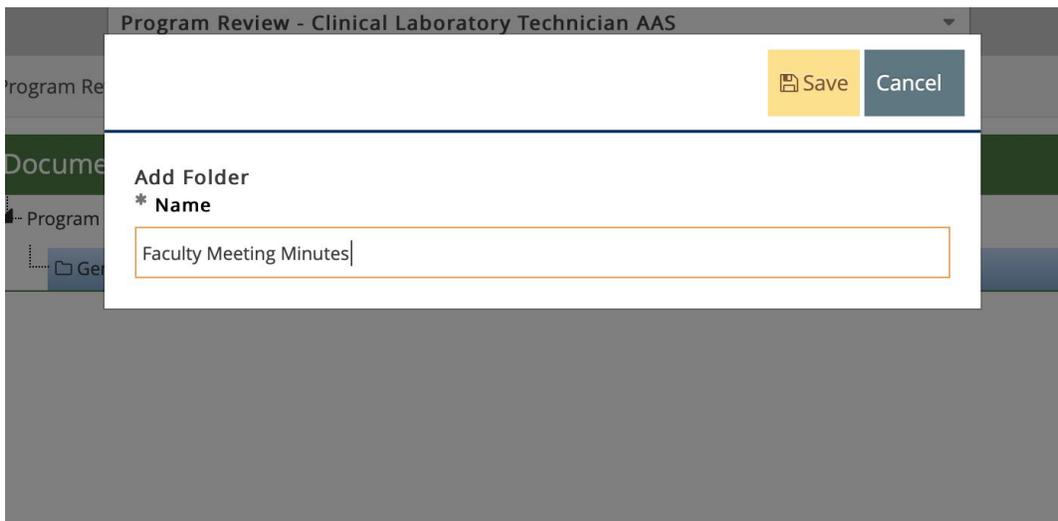
Uploading Faculty Minutes into the Document Repository in the Program Review Area

Step One: Go to the program review 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 operational outcomes. You do not need to store all faculty meeting minutes, merely those that relate to discussing operational outcomes.

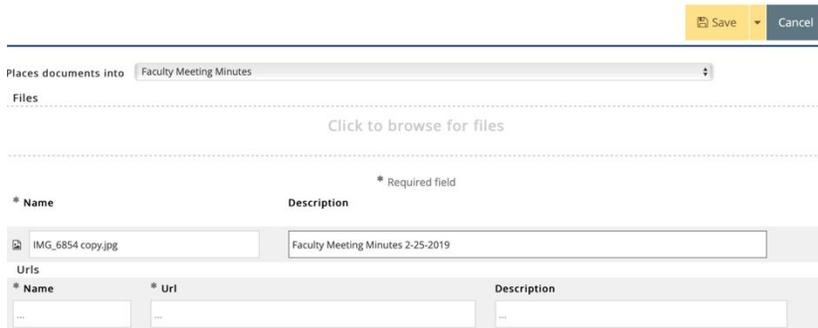


Step Four: Click the green plus button to the right.



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.”

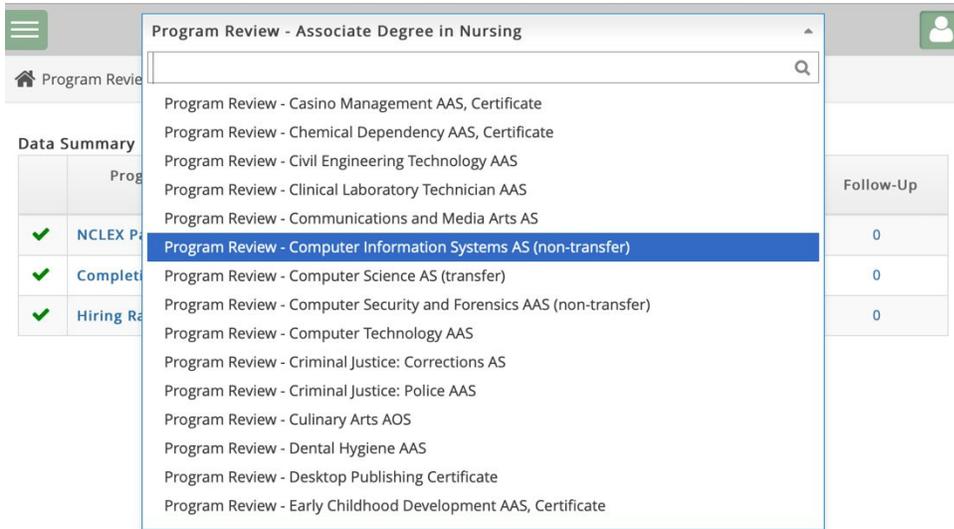


How to Run a Nuventive Report on an Operational Outcome for Program Review

At the time of your program review, you will need to run a report on your operational outcomes to be able to discuss them in your program review narrative and to assess your performance on them over the five-year period covered in your program review. Running reports is not hard!

Step One: Sign onto the program review section for your program in Nuventive.

The below screenshot shows the user in the pull-down menu selecting “Program review – Computer Information Systems AS (non-transfer)”



Step Two: On the left side menu, click on “Reports” and select “Standard Reports.” The screen will look like below. Click the information for the fields.

Format: PDF
 Report Title: Will automatically populate
 Report Logo: Will automatically populate
 Operational Outcome Status: Select Active
 Planned Assessment Years: Select Ongoing
 Assessment Types: Select BCC Requirements

Hit the yellow “Open Report” button at the top right of the screen.

Open Report

Return

Layout

* Format PDF

* Report Title Program Data: Operational Outcom

Report Subtitle

Report Logo

Filter

Operational Outcome Status Active

Planned Assessment Years Ongoing

Assessment Types BCC Requirement

The program would discuss its performance on retention operational outcomes in the “Section Four – Outcomes Results and Continuous Improvement: Program Operation Outcomes Attainment” section of the five-year program review narrative. Once the program has set up the retention operational outcomes in Nuventive, it will be able to run reports to assist itself in discussing operational outcomes in its program review.