

Guidelines for Using Nuventive to Generate Reports for Program Review: How to Use Graduation and Transfer Data

Guide Objectives

1. Provide you the campus definitions of graduation and transfer variables.
2. Explain how to set up operational outcomes related to program graduation and/or transfer rates.
3. Explain how to map operational outcomes related to graduation and/or transfer.
4. Explain how to run a report in Nuventive to obtain operational variable data for addressing a program's five-year program review narrative.

Definitions

Total Students:	Total students is the number of First-Time, Full-Time students who begin a program.
# of 3 year Grads:	Graduation rates are based on the number of first-time, full-time students in a program who graduate within three-years of beginning said program.
% Grad Rate:	This the percentage of total students who graduate within three years of beginning a program.
# Transfers:	The number of graduates who transfer.
% Transfers & 3 Yr Grads:	The number of transfers divided by the number of total students.
% of Bachelor Grads:	The number of transfers who go on to earn a baccalaureate degree.

Using the Data and Setting Up Graduation Rate Operational Outcome in Nuventive

Step One: Identify your program's data on the Argos report provided to you. There will be a graduation rate and a transfer rate for each of the years listed on the report. Please note that graduation rates are based on the number of first-time, full-time students who graduate within a three-year time frame.

Please note that graduation rate is an operational variable for vocational programs. Since vocational programs generally prepare students for employment, it is important to understand patterns of program completion. Completion is an indicator of how many students are exiting the program presumably to enter the workforce.

Transfer rate is an operational variable for transfer programs. This is important since many students do not always remain in a degree program to completion but

may transfer after only a few courses. Please note that transfer data is generated from the National Clearinghouse Database. The actual numbers may not be perfect. They should be used to understand trends and not considered to be an exact accounting of how many students actually transferred. Each year, the accuracy of Clearinghouse data is improving.

Some programs may have situations where they opt to adopt both graduation and transfer for specific reasons. This is ok if the program chooses to do it; however, at a minimum, vocational programs should monitor graduation rates and transfer programs should monitor transfer rates.

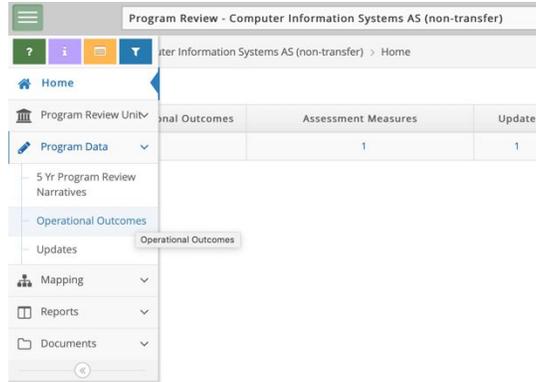
Programs may opt to adopt operational variables that are specific to that program. If this is the case, the program will need to define its own benchmarks. Programmatically accredited programs will most commonly have to do this based on outcomes defined by their accreditor. This being said, a non-accredited program may choose to adopt a variable that is specific to them and which they wish to monitor. Nuventive does not limit the number of operational variables you can input. This being said, the more outcomes adopted will necessarily require the program to monitor them.

If a program is not certain which variable to adopt, it should consult the crosswalk and mapping document to identify which category it falls into—vocational or transfer. The Program Review and SLAC Committee can also provide guidance as to what category the program may fall.

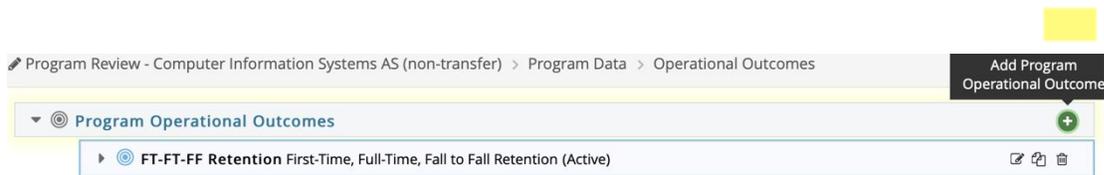
Step Two: Identify the institution’s overall average for both graduation and transfer. This will be listed on the data report at the end of the report under “Institution.”

Step Three: Set up the appropriate operational outcome in Nuventive. The example below reflects setting up the outcome for graduation rate.

Open the sidebar and click on “Operational Outcomes” in the Program Review area for your program.



Click on the green plus button to the right. If you have entered any operational outcomes previously, they will be reflected on the screen as in the screenshot below



Input the following data:

Operational Outcome Name:	Graduation Rate
Program Operational Outcome:	First-Time, Full-Time, Three-Year Graduation Rate
Operational Outcome Status:	Active
Start Date:	Enter today's date
Archived Date:	Not applicable unless you are archiving the operational variable because it will no longer be used.

* Operational Outcome Name

* Program Operational Outcome

Operational Outcome Status

Planned Assessment Years

Start Date

Archived Date

Hit “Save” at the top right and “Return” to the previous screen where you will click on the green plus sign under “Assessment Measures.” This will open a new window in which you will enter the information below.

Assessment Type: BCC Requirement

Note: If the operational outcome is a program designated requirement or a programmatic accreditation operational outcome that is required, the program can select one of those options. For the screenshot below, the program is not accredited, and it is vocational. Thus, it is setting up “Graduation Rate” as defined by the institution.

Assessment Measure: Comparison of program first-time, full-time three-year graduation rate against the institution's first-time, full-time three-year graduation rate.

Benchmark: Achieve or exceed institutional average.

After the fields are populated, hit “Save” and “Return” to move to the previous screen.

* Operational Outcome Name

* Program Operational Outcome

Operational Outcome Status

Planned Assessment Years

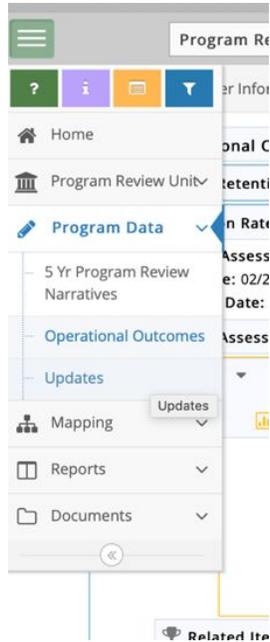
Start Date

Archived Date

Then, click the green plus button next to “Assessment Measure.” Input the field information as follows:

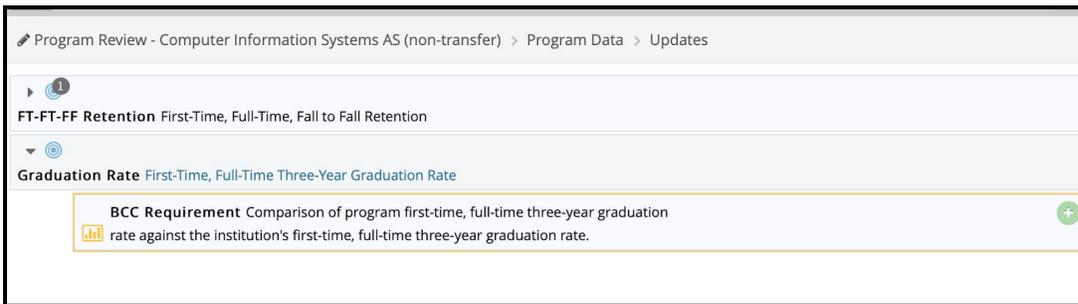
Step Four: Input Data

Click the “Updates” tab in the left sidebar under the “Program Data” heading.



Since you are entering data for graduation rate, click the down arrow next to this variable and then click the green plus button to the right.

Again, if other operational variables have been entered, they will reflect on this screen so make sure you are selecting the correct variable in which to input data.



Input data into the fields:

Update Date: Enter the date in which you are inputting information.

Update: List the year of data you are referring to and the program's performance compared to the institution's performance.

Update Period: 2018 -2019 note 2015 data
2019 – 2020 note 2016 data
2020 – 2021 note 2017 data
Note: Data is in retrospect. Real time data is not available for this variable; hence, in a reporting period, you will need to refer back to the most recent data available as referenced above.

Conclusion: Since the program did not meet the institutional average, the benchmark should be recorded as not met.

What Program Strengths:

The program opted not to make a note in this field since this was the very first year they entered this variable and they did not meet the benchmark, so they opted to focus on reporting on their plan to improve upon the outcome.

If a program almost met, met, or exceeded on this variable, they may wish to note the strengths in the program that resulted in this outcomes.

How will you use:

The program provided an explanation on how they would plan to improve upon this variable over the next couple of years. Programs should note succinctly the plan for how they are going to use the data to take appropriate action. MSCHE expects ongoing quality improvement. Notation about how data will be used on operational variables each year is a critical methods for recording this activity in programs.

What was implemented:

The program did not make mention in this field since they are just launching their intervention. Next year, they may note the intervention they launched in 2018-2019 and the impacts it has had. This is the field where this would be noted. However, the below entry was made in 2018-2019 so the program does not have any data upon which to enter into this field.

Once data is entered, hit “Save” at the top right of the screen.

Graduation Rate First-Time, Full-Time Three-Year Graduation Rate

Planned Assessment Years: Ongoing
Start Date: 02/27/2019

BCC Requirement Comparison of program first-time, full-time three-year graduation rate against the institution's first-time, full-time three-year graduation rate.
Benchmark Achieve or exceed institutional average.
Notes

* Update Date

* Update

* Update Period

* Conclusion

* What program strenghts contributed to this data?

* How will you use this data to improve the program?

* What was implemented as a result of the last cycle's data that influenced data collected this cycle?

Entering data each year for operational outcomes and the notes associated with strengths, improvements, and what has been implemented will help a program keep track of activities that have been enacted over time, as opposed to trying to recall everything each five-year period when program review is required or when a self-study is due. Each year, when the operational variable data is reviewed at faculty meetings and faculty assess the program’s performance and any changes that should be made, these faculty minutes should be uploaded into the document repository. If you need to know how to do this, consult the retention data guide. It has a section on how to set up and upload documents to the document repository.

Using the Data and Setting Up the Transfer Rate Operational Outcome in Nuventive

The same steps should be followed as above for setting up this operational outcome. The data for the fields will slightly differ as below.

Set up the fields as follows:

Operational Outcome Name: Transfer Rate
 Program Operational Outcome: First-Time, Full-Time Transfers
 Operational Outcome Status: Active
 Planned Assessment Years: Ongoing
 Start Date: Enter today’s date

Transfer Rate First-Time, Full-Time Transfers

Active

Assessment Type **BCC Requirement**

* Assessment Measure Comparison of program first-time, full-time transfer rate against the first-time, full-time transfer rate for the institution.

Benchmark Meet or exceed the institution's first-time, full-time transfer rate each year.

Notes

Set up the fields as follows:

Operational Outcome Name: Transfer Rate
 Program Operational Outcome: First-Time, Full-Time Transfers
 Operational Outcome Status: Active
 Planned Assessment Years: Ongoing
 Start Date: Today's date

* Operational Outcome Name

* Program Operational Outcome

Operational Outcome Status **Active**

Planned Assessment Years **Ongoing**

Start Date

Archived Date

Input data as follows:

Assessment Type: BCC Requirement
 Assessment Measure: Comparison of program first-time, full-time transfer rate against the first-time, full-time transfer rate for the institution.
 Benchmark: Meet or exceed the institution's first-time, full-time transfer rate each year.

Transfer Rate First-Time, Full-Time Transfers

Active

Assessment Type

* Assessment Measure

Benchmark

Notes

Input the data as follows:

Update Date: Enter today's date.

Update: Review the graduation and transfer report. For the year you are reporting, list # Transfer number listed out of the Total Students listed. Divide to get the percent. Take the # Transfer number listed for the Institution out of the Total Students listed for the institution and divide to get the percent.

In the example below for Fall 2015, Computer Information Systems had 2 students listed in the # Transfer column. They had 5 listed in the Total Students column ($2/5 = 40\%$). The Institution for Fall 2015 had 432 students listed in the # Transfer column and 1,532 listed in the Total Students column ($432/1,532 = 28.19\%$).

Update Period: List the academic year. In the example below, the academic year is 2018 – 2019. Data is not real time. Data for this variable is retrospective, so below shows you what data year is associated with reporting in what academic year.

<u>Academic Year</u>	<u>Data to Be Reviewed</u>
2018 – 2019	<input type="checkbox"/> Fall 2015
2019 – 2020	<input type="checkbox"/> Fall 2016
2020 – 2021	<input type="checkbox"/> Fall 2017
2021 – 2022	<input type="checkbox"/> Fall 2018

Conclusion: In the example below, the benchmark is met since the program exceeded the institutional average.

What Strengths: The program would need to provide an appropriate comment if there are strengths that can account for the success they reported in the Conclusion.

How Will you Use: The program would need to explain how it will use this data to improve.

If the program is happy with its present rate of success, it might merely comment about how it will sustain its current level of success.

What was implemented:

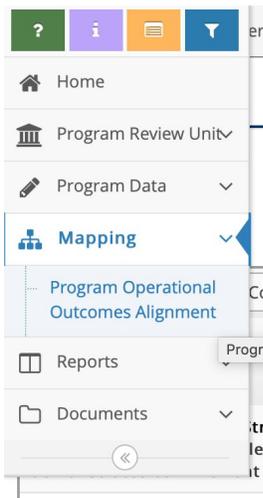
If the program adopted some intervention or activity in the last year that accounts for the data being recorded in this reporting period, it should make note. For instance, if the program exceeded the benchmark this year because it adopted an intervention, such as enhanced advising or other methods, it would note this in this field.

Transfer Rate First-Time, Full-Time Transfers	
Planned Assessment Years: Ongoing	
Start Date: 02/27/2019	
BCC Requirement Comparison of program first-time, full-time transfer rate against the first-time, full-time transfer rate for the institution. Benchmark Meet or exceed the institution's first-time, full-time transfer rate each year. Notes	
* Update Date	<input type="text" value="02/27/2019"/>
* Update	<input type="text" value="2 out of 5 students transferred in 2015. The percent was 40%. The institutional percent was 21.9%."/>
* Update Period	<input type="text" value="2018 - 2019"/>
* Conclusion	<input type="text" value="Benchmark Met"/>
* What program strengths contributed to this data?	<input type="text" value="(program to input)"/>
* How will you use this data to improve the program?	<input type="text" value="(program to input)"/>
* What was implemented as a result of the last cycle's data that influenced data collected this cycle?	<input type="text" value="(program to input)"/>

Mapping Operational Outcomes

Operational outcomes need to be mapped to the strategic plan. Graduation Rate or Transfer Rate both should be mapped to *Student Support and Success – Strategic Objective 7*.

Step One: Click on the left tab in your program’s program review area of Nuventive. Click on “Mapping” and then “Program Operational Outcomes Alignment.”



Step Two: Click the appropriate strategic outcome for the appropriate operational goal. Click “Save” on the top right once you are done. The screen will look like below. Transfer Rate has been mapped to *Student Support and Success – Strategic Objective 7*.

SUNY Broome Community College 2017 - 2...		Program Operational Outcomes	
Strategic Objectives	FT-FT-FF Retention First-Time, Full-Time, Fall to Fall Retention	Transfer Rate First-Time, Full-Time Transfers	
Objective 4 Prepare students for financial independence and responsibility			
Student Support and Success - Strategic Objective 5 Provide and align adequate human, technological and other resources ...			
Student Support and Success - Strategic Objective 6 Enhance and expand student participation in extra and co-curricular ...			
Student Support and Success - Strategic Objective 7 Prepare students to become employable and/or in a position to transfer to a four-year educational institution		✓	
sustain strategic partnerships to foster civi...			
Civic, Community Engagement, and Service Learning - Strategic Objective 2 Provide opportunities and access to civic learning ...			

Running a Report on Operational Variables for Program Review

Follow the directions for running a report as listed in the guidelines associated with setting up retention variables. Read the report types and select the Program Data report that will provide you the most appropriate set up data.

You would need to run these reports so that you can complete the program review narrative associate with your program.

Transfer and/or Graduation data is discussed in Section One of program review. For vocational programs, graduation rates would be relevant to discuss the extent to which the program is meeting local workforce needs.

Operational outcomes are also discussed in section four of program review and the data in the reports will help you address section five.