

ENTERING DATA & FINDINGS INTO IMPROVE - NUVENTIVE

IN THE 2018-2023 ASSESSMENT CYCLE



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LOGGING INTO IMPROVE - NUVENTIVE

(FORMERLY TRACDAT)

WHERE DO I GO?

PART ONE

INSTRUCTIONS TO LOG INTO IMPROVE – NUVENTIVE (FORMERLY TRACDAT)

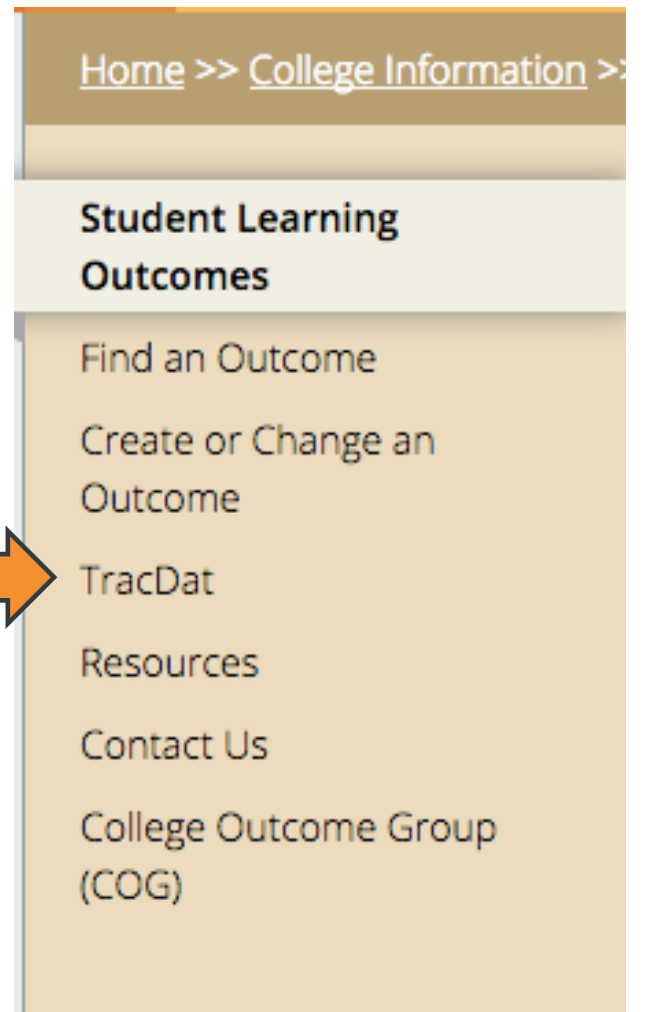
METHOD ONE:

You may click the link on the SLO webpage on VC's website

<https://www.venturacollege.edu/college-information/student-learning-outcomes>

METHOD TWO: Direct web address

<https://tracdat.venturacollege.edu:8443/tracdat/>



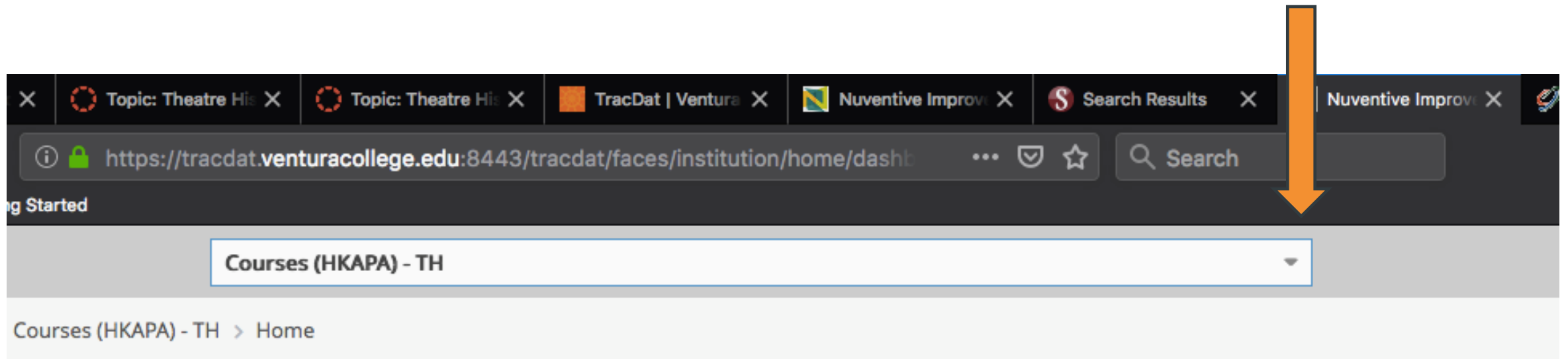


FOR **ACADEMIC DISCIPLINES & SERVICES** ONLY
CREATING A FOLDER FOR NEW & REVISED RUBRICS

PART TWO

STEP ONE: CHOOSE COURSE DISCIPLINE/SERVICE

- Click the "down arrow" to the far right of the dropdown menu to make your selection.
- Look for the division then discipline in the dropdown menu at the top (Listed as "Courses")



STEP TWO: CREATING A FOLDER FOR YOUR RUBRICS

- To the left in the system menu, click “Documents”
- It will take you to the “Document Repository” page

The screenshot displays the Nuventive Improve web application interface. At the top, the logo "Nuventive. Improve" is on the left, and a dropdown menu shows "Courses (HKAPA) - TH". On the right, there is a notification bell with a red circle containing the number "0" and a user profile icon with the text "Welcome, ncole". Below the header, a breadcrumb trail reads "Courses (HKAPA) - TH > Document Repository". A left-hand navigation menu contains several items: "Home", "Program" (with a dropdown arrow), "Course Planning" (with a dropdown arrow), "Reports" (with a dropdown arrow), "Documents" (with a dropdown arrow and highlighted in blue), and "Document Repository" (with a dropdown arrow and highlighted in blue). The main content area is titled "Document Repository" and shows a tree view of folders. The folders listed are: "Courses (HKAPA) - TH", "Ventura College", "ISLO & ISUO Rubrics", "VC Training Guides", "Division - Visual Arts, Social Sciences, Languages (VASSL)", and "Campus Inventory".

STEP THREE: ADD A FOLDER

ACADEMIC PROGRAMS:

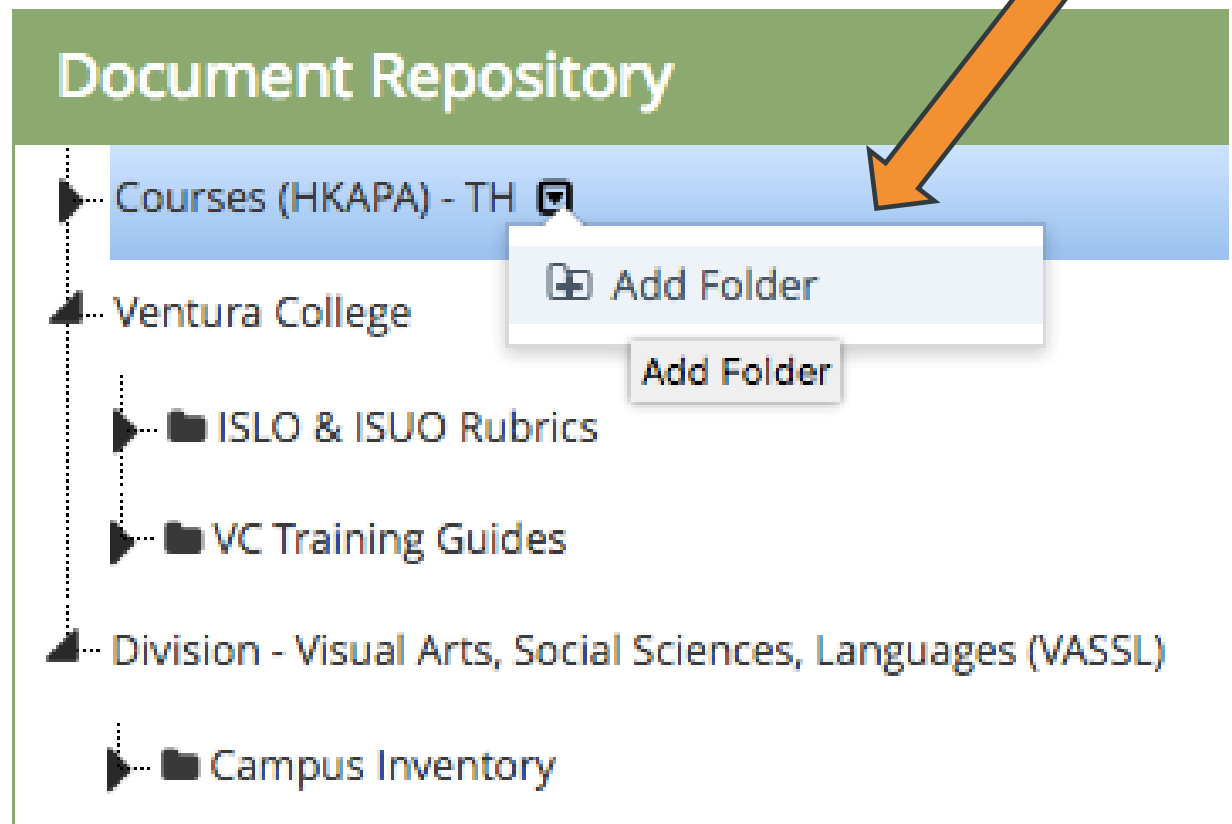
Hover Over the folder titled “Courses” at the top or click it until it turns blue and then click the down arrow to the right

SERVICES:

Hover Over the folder titled “Services” or click it until it turns blue and then click the down arrow to the right

Click the “Add folder” option

📁 Courses (HKAPA) - TH > Document Repository



The screenshot shows a web interface for a document repository. At the top, a breadcrumb trail reads "Courses (HKAPA) - TH > Document Repository". Below this is a green header bar with the text "Document Repository" in white. A list of folders is displayed below the header, each with a right-pointing arrow icon. The folders are: "Courses (HKAPA) - TH" (highlighted in blue), "Ventura College", "ISLO & ISUO Rubrics", "VC Training Guides", "Division - Visual Arts, Social Sciences, Languages (VASSL)", and "Campus Inventory". A context menu is open over the "Courses (HKAPA) - TH" folder, showing a folder icon and the text "Add Folder". A large orange arrow points from the top right towards the "Add Folder" option in the context menu.

STEP FOUR: NAME YOUR FOLDER

Add Folder
* Name

brics
les
Social Sciences, Languages (VASSL)

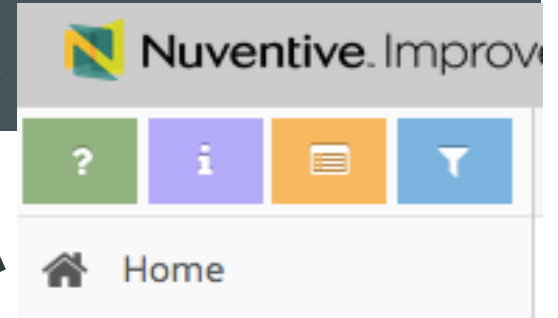
- Name your folder: “2018-2023” with Discipline or Service and the word “Rubrics”
- **EXAMPLE:** Mine is named “2018-2023 Theatre Rubrics”
- **OTHER EXAMPLES:**
 - “2018-2023 EAC Rubrics”
 - “2018-2023 Financial Aid Rubrics”
- Make sure you press the yellow “Save” button in the top right.



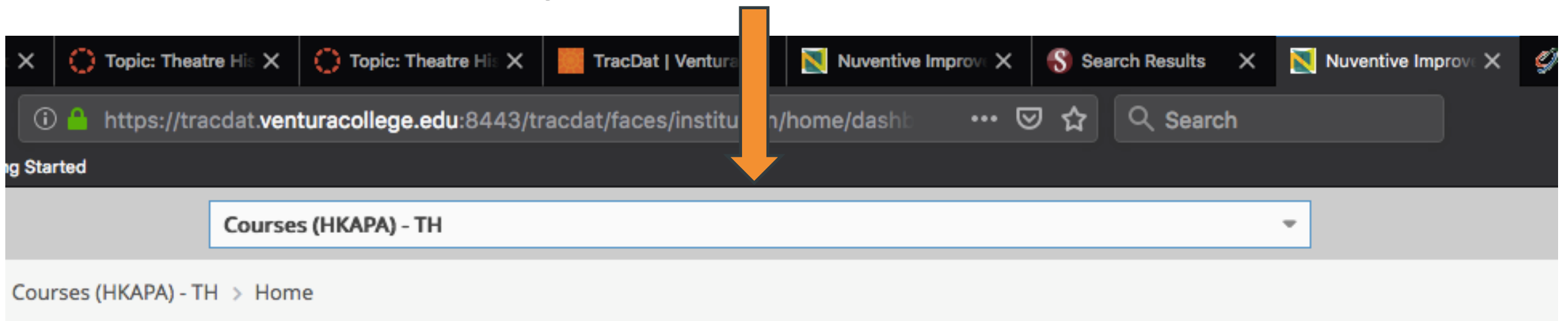
ENTERING PERFORMANCE TARGET FOR COURSES, PROGRAMS, & SERVICES

PART THREE

STEP ONE: CHOOSE COURSE, PROGRAMS, OR SERVICE AREA



- Click the “Home” link in the top left of the screen in the system menu.
- **NOTE:** YOU MUST BE IN THE HOME SCREEN FOR THIS STEP
- Determine which discipline, program, or service area in the drop down menu at the top (course or service unit)
- Click the “down arrow” to the far right of the dropdown menu to make your selection.



STEP TWO FOR COURSES: CHOOSE THE COURSE

🏠 Courses (HKAPA) - TH > Home

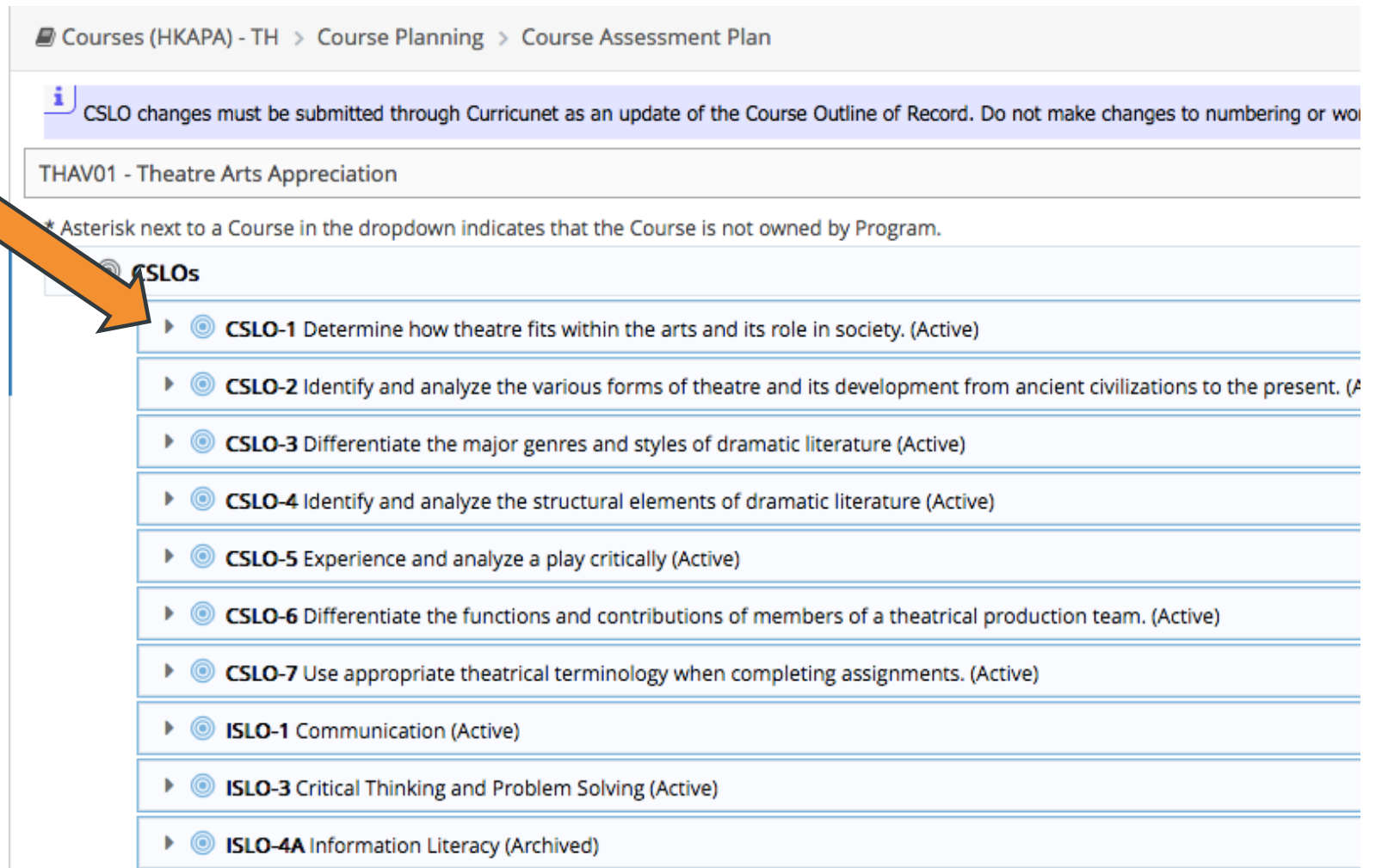
Course Planning Summary - Owned

		Courses	CSLOs	Assessment Tool	Findings	Initiatives	Closing the Loop
▶	✔	THAV01 - Theatre Arts Appreciation	9	9	0	0	0
▶	✔	THAV02A - Acting I	9	9	0	0	0
▶	✔	THAV02B - Acting II	9	9	0	0	0
▶	✔	THAV02C - Acting III - Advance Characterization	9	9	0	0	0
▶	✔	THAV02D - Acting IV - Advanced Acting	8	8	0	0	0
▶	✔	THAV03A - Voice and Articulation I	11	11	0	0	0
▶	✔	THAV05A - Stagecraft I	9	9	0	0	0
▶	✔	THAV05B - Stagecraft II	8	8	0	0	0
▶	✔	THAV06A - Stage Make-Up I	8	8	0	0	0
▶	✔	THAV06B - Stage Make-Up II	8	8	0	0	0
▶	✔	THAV07A - Introduction to Stage Lighting	8	8	0	0	0
▶	✔	THAV08 - Script Analysis	11	11	0	0	0
▶	✔	THAV11A - Technical Theatre in Production I	8	8	0	0	0
▶	✔	THAV11B - Technical Theatre in Production II	8	8	0	0	0
▶	✔	THAV11C - Technical Theatre in Production III	8	8	0	0	0

- After you make your “Courses” & discipline selection, you will be taken to a new page that lists all courses in the discipline.
- Choose the course you wish to enter findings and data.
- **NOTE:** All course titles are direct links to the next step

STEP THREE FOR COURSES: CHOOSE THE CSLO

- After you have selected a course, a new page will load which lists the CSLOs for that entire course.
- Click the arrow beside the CSLO to enter data and findings



Courses (HKAPA) - TH > Course Planning > Course Assessment Plan

i CSLO changes must be submitted through Curricunet as an update of the Course Outline of Record. Do not make changes to numbering or wo

THAV01 - Theatre Arts Appreciation

* Asterisk next to a Course in the dropdown indicates that the Course is not owned by Program.

CSLOs

- ▶ **CSLO-1** Determine how theatre fits within the arts and its role in society. (Active)
- ▶ **CSLO-2** Identify and analyze the various forms of theatre and its development from ancient civilizations to the present. (A
- ▶ **CSLO-3** Differentiate the major genres and styles of dramatic literature (Active)
- ▶ **CSLO-4** Identify and analyze the structural elements of dramatic literature (Active)
- ▶ **CSLO-5** Experience and analyze a play critically (Active)
- ▶ **CSLO-6** Differentiate the functions and contributions of members of a theatrical production team. (Active)
- ▶ **CSLO-7** Use appropriate theatrical terminology when completing assignments. (Active)
- ▶ **ISLO-1** Communication (Active)
- ▶ **ISLO-3** Critical Thinking and Problem Solving (Active)
- ▶ **ISLO-4A** Information Literacy (Archived)

STEP FOUR FOR COURSES: ENTER YOUR PERFORMANCE TARGET (PART ONE)



▼ **CSLO-1** Determine how theatre fits within the arts and its role in society. (Active) ✎ 🔄 🗑️

CSLO Assessment Cycle: 201807 (Fall 2018), 202007 (Fall 2020)
Start Date: 04/30/2015
Archived Date:

▼ **Assessment Tool** ✎ 🔄 🗑️

▼ **Project Theatre History Project - Society Question** (Active) ✎ 🔄 🗑️

Performance Target:
Comments:
Date Added: 06/15/2018
Active: Yes

Related Documents 🔧

Assignment 🔧

Related ISLOs 🔧

Assignment 🔧

- A new menu will appear under the CSLO.
- Click the edit icon (looks like a pencil) in the “Assessment Tool” menu at the top right

STEP FIVE FOR COURSES: ENTER TARGET INFORMATION (PART TWO)



iation

eatre fits within the arts and its role in society.

Active

Assessment Type

* Assessment Tool

Performance Target

Comments



- A new menu will appear allowing you to enter your target information where it states “Performance Target”.
- Click the yellow “Save” button. A green box will appear informing you of success.
- If you are satisfied, click the gray “Return” button.

* Required field




REPEAT

Steps TWO through FIVE
for all CSLOs and ISLOs

STEP TWO FOR PROGRAMS: CHOOSE ANY PSLO

Program (HKAPA) - Theater Arts > Home

Program Planning Summary

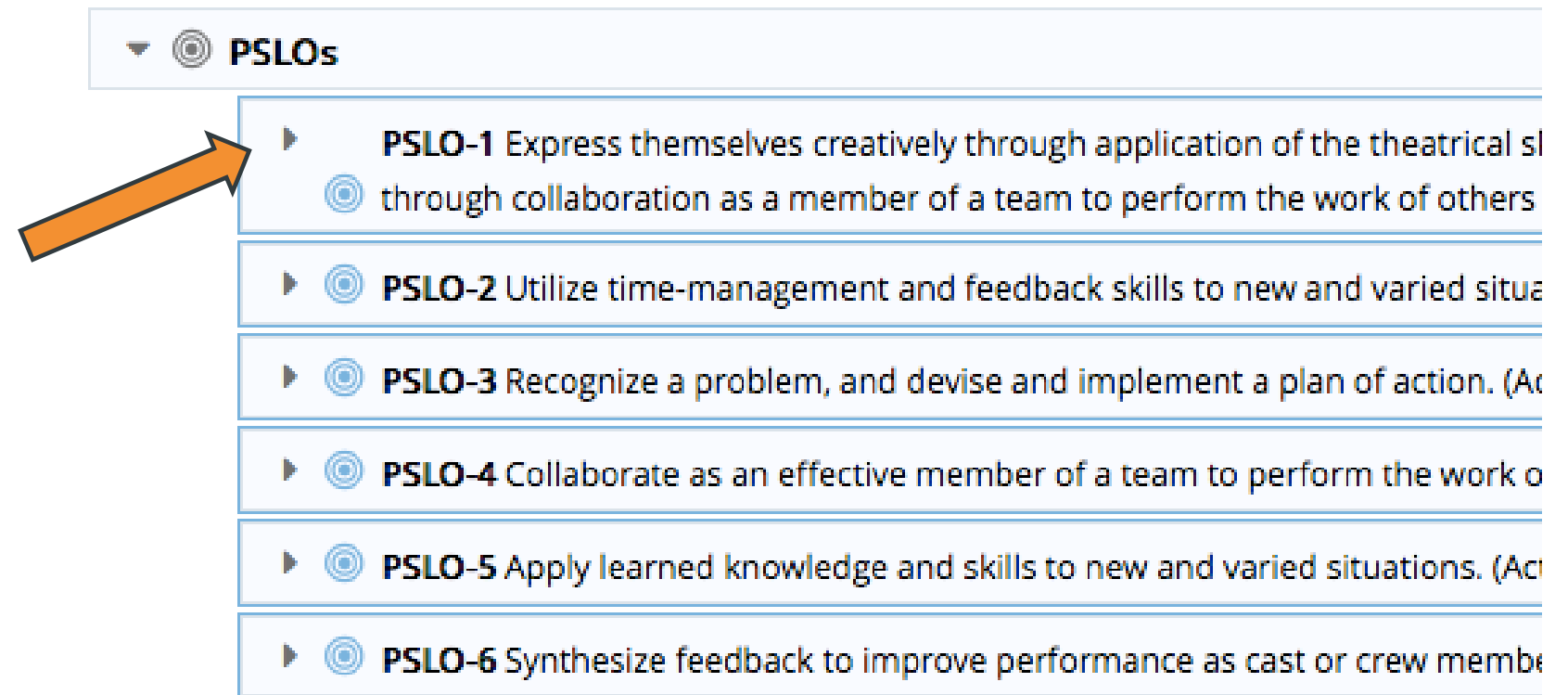


	PSLOs	Assessment Tool	Findings	
✓	PSLO-1	1	0	
✓	PSLO-2	1	0	
✓	PSLO-3	1	0	
✓	PSLO-4	1	0	
✓	PSLO-5	1	0	
✓	PSLO-6	1	0	

- After you make your selection, you will be taken to a new page that lists all PSLOs in the program.
- Choose the PSLO you wish to enter the target.
- NOTE: Each PSLO is a link

STEP THREE FOR PROGRAMS: CHOOSE THE PSLO

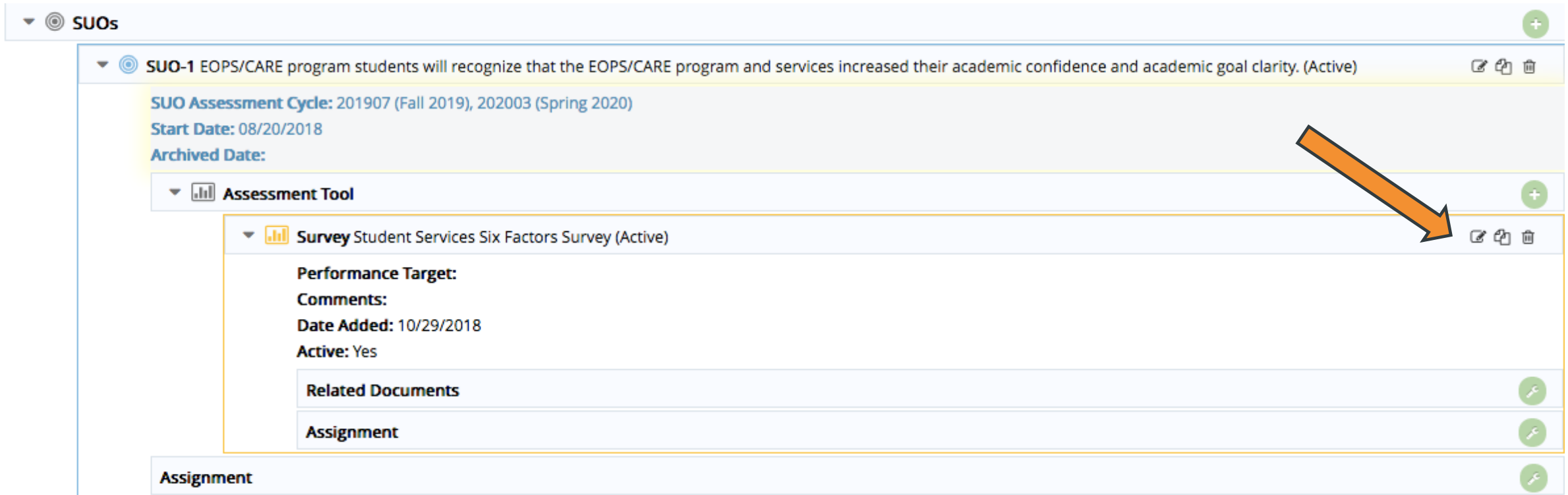
- After you have selected the course, a new page will load which lists the PSLOs for the program.
- Click the arrow beside any PSLO to open the menu



The screenshot shows a user interface for selecting a Program Student Learning Outcome (PSLO). At the top, there is a header with a dropdown arrow and a target icon, labeled "PSLOs". Below this, a list of six PSLOs is displayed, each with a right-pointing arrow and a target icon. An orange arrow points from the left towards the first PSLO, "PSLO-1".

- ▶ **PSLO-1** Express themselves creatively through application of the theatrical skills through collaboration as a member of a team to perform the work of others
- ▶ **PSLO-2** Utilize time-management and feedback skills to new and varied situations
- ▶ **PSLO-3** Recognize a problem, and devise and implement a plan of action. (Action)
- ▶ **PSLO-4** Collaborate as an effective member of a team to perform the work of others
- ▶ **PSLO-5** Apply learned knowledge and skills to new and varied situations. (Action)
- ▶ **PSLO-6** Synthesize feedback to improve performance as cast or crew member

STEP FOUR FOR PROGRAMS: ENTER YOUR PERFORMANCE TARGET (PART ONE)



The screenshot displays a web interface for Student User Objectives (SUOs). At the top, a dropdown menu shows 'SUOs' with a plus icon. Below it, a specific SUO is selected: 'SUO-1 EOPS/CARE program students will recognize that the EOPS/CARE program and services increased their academic confidence and academic goal clarity. (Active)'. This SUO has an 'Assessment Cycle' of '201907 (Fall 2019), 202003 (Spring 2020)', a 'Start Date' of '08/20/2018', and an 'Archived Date' field. Underneath, an 'Assessment Tool' dropdown menu is open, showing a 'Survey Student Services Six Factors Survey (Active)'. This survey item has a 'Performance Target' field, a 'Comments' field, a 'Date Added' of '10/29/2018', and is 'Active: Yes'. Below the survey item are sections for 'Related Documents' and 'Assignment', each with a plus icon. An orange arrow points to the edit icon (pencil) in the top right corner of the survey item's header.

- A new menu will appear under the SUO.
- Click the edit icon (looks like a pencil) in the “Assessment Tool” menu at the top right

STEP FIVE FOR PROGRAMS: ENTER TARGET INFORMATION (PART TWO)

Save Return

iation

eatre fits within the arts and its role in society.

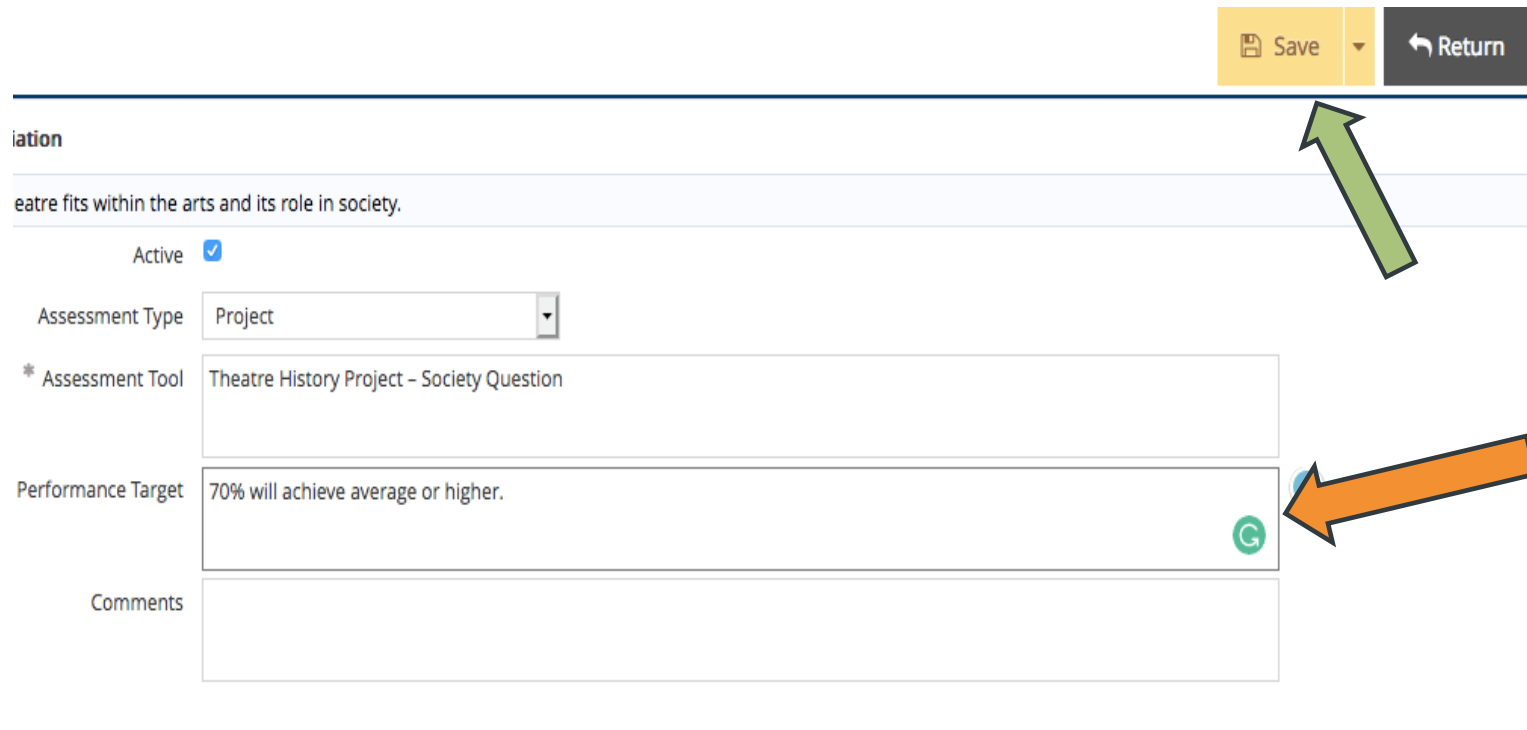
Active

Assessment Type Project

* Assessment Tool Theatre History Project - Society Question

Performance Target 70% will achieve average or higher.

Comments



* Required field

- A new menu will appear allowing you to enter your target information where it states “Performance Target”.
- Click the yellow “Save” button. A green box will appear informing you of success.
- If you are satisfied, click the gray “Return” button.



REPEAT

Steps **TWO** through **FIVE**
for all PSLOs

STEP TWO FOR SERVICES: CHOOSE ANY SUO

Services (Student Services) - EOPS > Home

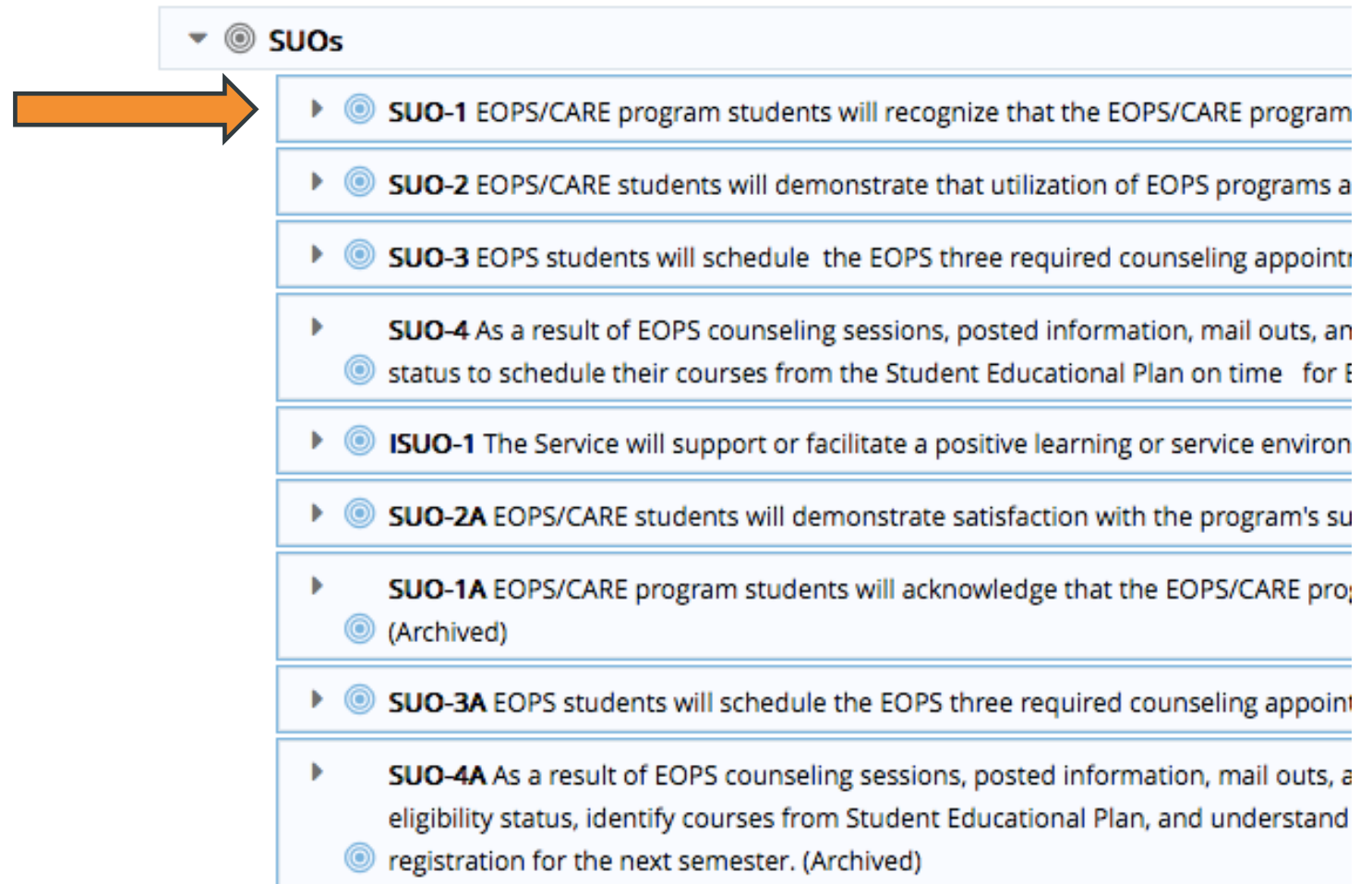
Service Unit Planning Summary

	SUOs	Assessment Tool
✓	SUO-1	1
✓	SUO-2	1
✓	SUO-3	1
✓	SUO-4	1
✓	ISUO-1	1

- After you make your selection, you will be taken to a new page that lists all PSLOs in the program.
- Choose the PSLO you wish to enter the target.
- **NOTE:** Each PSLO is a link

STEP THREE FOR SERVICES: CHOOSE THE SUO

- After you have selected the course, a new page will load which lists the CSLOs for the course.
- Click the arrow beside the SUO to open the menu



The screenshot shows a dropdown menu titled "SUOs" with a downward arrow on the left. Below the title is a list of nine SUOs, each with a right-pointing arrow and a radio button icon. An orange arrow points to the first radio button, which is selected. The SUOs are:

- ▶ **SUO-1** EOPS/CARE program students will recognize that the EOPS/CARE program
- ▶ **SUO-2** EOPS/CARE students will demonstrate that utilization of EOPS programs a
- ▶ **SUO-3** EOPS students will schedule the EOPS three required counseling appoint
- ▶ **SUO-4** As a result of EOPS counseling sessions, posted information, mail outs, an
 status to schedule their courses from the Student Educational Plan on time for E
- ▶ **ISUO-1** The Service will support or facilitate a positive learning or service environ
- ▶ **SUO-2A** EOPS/CARE students will demonstrate satisfaction with the program's su
- ▶ **SUO-1A** EOPS/CARE program students will acknowledge that the EOPS/CARE pro
 (Archived)
- ▶ **SUO-3A** EOPS students will schedule the EOPS three required counseling appoint
- ▶ **SUO-4A** As a result of EOPS counseling sessions, posted information, mail outs, a
eligibility status, identify courses from Student Educational Plan, and understand
 registration for the next semester. (Archived)

STEP FOUR FOR SERVICES: ENTER YOUR PERFORMANCE TARGET (PART ONE)

▼ ◎ SUOs

▼ ◎ SUO-1 EOPS/CARE program students will recognize that the EOPS/CARE program and services increased their academic confidence and academic goal clarity. (Active)

SUO Assessment Cycle: 201907 (Fall 2019), 202003 (Spring 2020)
Start Date: 08/20/2018
Archived Date:

▼ 📊 Assessment Tool

▼ 📊 Survey Student Services Six Factors Survey (Active)

Performance Target:
Comments:
Date Added: 10/29/2018
Active: Yes

Related Documents

Assignment

Assignment

- A new menu will appear under the SUO.
- Click the edit icon (looks like a pencil) in the “Assessment Tool” menu at the top right

STEP FIVE FOR SERVICES: ENTER TARGET INFORMATION (PART TWO)

Save Return

iation

eatre fits within the arts and its role in society.

Active

Assessment Type Project

* Assessment Tool Theatre History Project - Society Question

Performance Target 70% will achieve average or higher.

Comments

- A new menu will appear allowing you to enter your target information where it states “Performance Target”.
- Click the yellow “Save” button. A green box will appear informing you of success.
- If you are satisfied, click the gray “Return” button.



REPEAT

Steps **TWO** through **FIVE**
for all SUOs



ENTERING DATA & FINDINGS

SAME FOR COURSE, PROGRAMS, & SERVICES

PART FOUR



NOTE

the process of entering data and findings
is the

SAME

for COURSE, PROGRAM, & SERVICES

STEP ONE: GATHER YOUR DATA

- Make sure to gather your data from the various sources and individuals who assessed.
- Data should be available in the Google Doc sent by Phillip Briggs to all department chairs and coordinators for this purpose.
- **IF YOU CANNOT FIND THE LINK** - Please email Phillip Briggs and he will resend.
- You will need the following figures for input:
 - Number of students assessed
 - Number of students meeting the performance target
 - Percentage of students meeting the target (Round up or down. Decimals are not accepted in Improve - Nuventive)



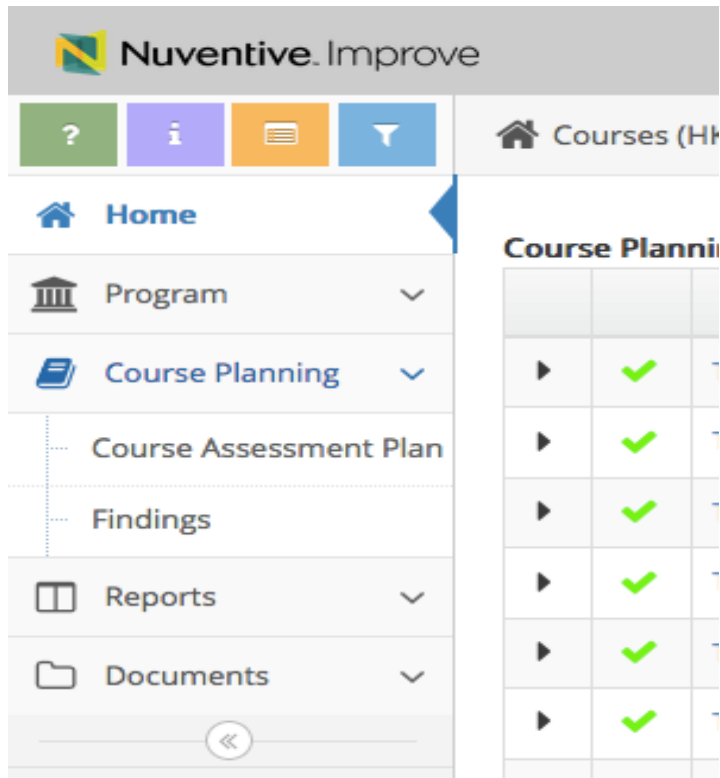
STEP TWO: CONVERSE & COLLABORATE



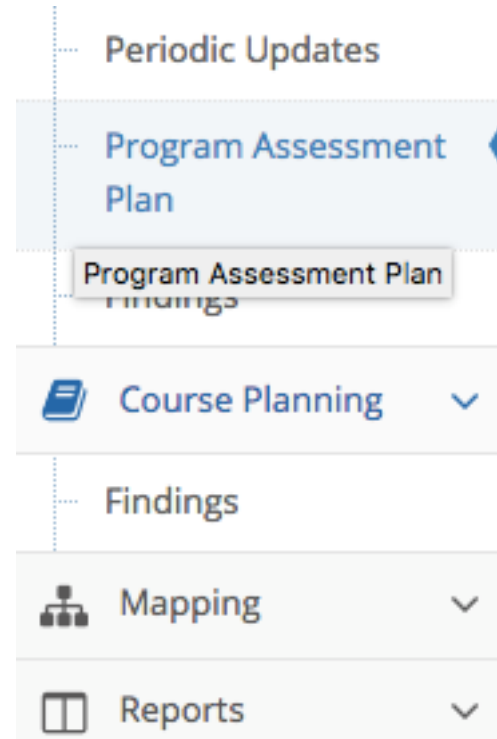
- Present the data to all stakeholders in the course, program, or service to aid in the narration or interpretation of your findings. This can be done in face-to-face meetings or through email.
- Work together to develop initiatives which include plans for improvements the resources necessary for said improvements. **Not all initiatives require funding.** These could include various pedagogical or procedural practices.
- **NOTE:** Please record the date(s), methods, and individuals who participate in the various discussions about findings. **This information will be required during the next Program Review cycle.**

STEP THREE: PRESS "FINDINGS" AFTER YOU HAVE INPUT YOUR PERFORMANCE TARGET

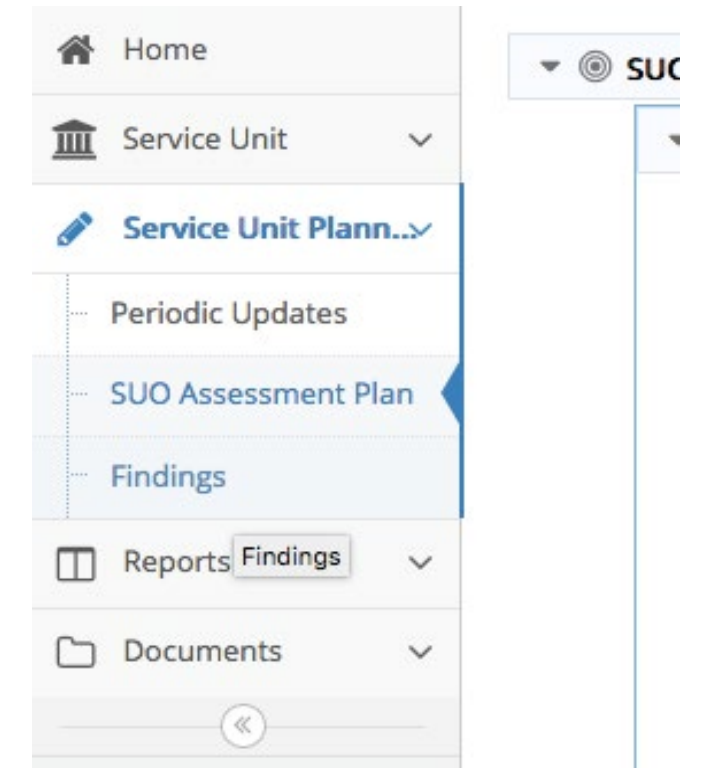
COURSES: Click "Findings" under "Course Planning" tab



PROGRAMS: Click "Findings" under "Course Planning" tab

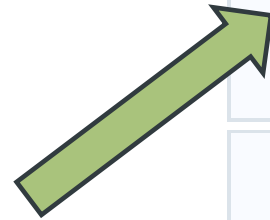


SERVICES: Click "Findings" under Services Assessment Planning" tab



STEP FOUR: CHOOSE YOUR CSLO, PSLO, OR SUO



- After you have selected “Findings”, a new page will load which lists the outcomes.
- Click the arrow beside the appropriate CSLO, PSLO, or SUO to enter findings and initiatives.



- ▶ **PSLO-1** Express themselves creatively through a team to perform the work of others or to create new products or services.
- ▶ **PSLO-2** Utilize time-management and feedback to improve performance.
- ▶ **PSLO-3** Recognize a problem, and devise and implement a solution.
- ▶ **PSLO-4** Collaborate as an effective member of a team.
- ▶ **PSLO-5** Apply learned knowledge and skills to new situations.
- ▶ **PSLO-6** Synthesize feedback to improve performance.

STEP FIVE: CLICK THE GREEN CIRCLE WITH THE “+”

PSLO-1 Express themselves creatively through application of the theatrical skills of acting, directing, design, technical production, stagecraft, costume craft, or make-up through collaboration as a member of a team to perform the work of others or to create an original work.

 **Practicum** (THA V11A - D & THA 13A - D) Role, crew, or design assignment for a main stage production in the department 


PSLO-2 Utilize time-management and feedback skills to new and varied situations to complete a task.

PSLO-3 Recognize a problem, and devise and implement a plan of action.




- Once you click the arrow beside the appropriate CSLO, PSLO, or SUO, a new yellow box will appear with the assessment tool listed.
- Click the green circle with the plus “+” sign.

STEP SIX: ENTER YOUR FINDINGS

 Project Theatre History Project - Society Question

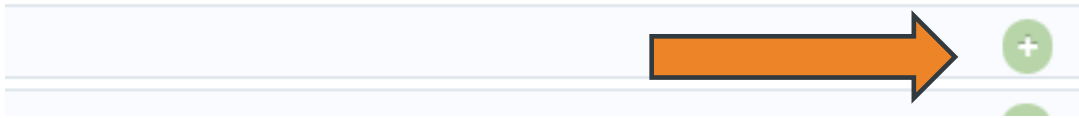
Performance Target 70% will achieve average or higher.

Comments

* Findings Date	<input type="text" value="02/05/2019"/>
* Findings	<input type="text" value="50"/>
* Reporting Period	<input type="text" value="201807 (Fall 2018)"/>
* Target Met	<input type="text" value="Yes"/>
* Suggestions from Faculty	<input type="text" value="Do better"/>
* Modality	<input type="text" value="Face to Face"/> 
* Total # of students assessed	<input type="text" value="25"/>
* Total # of students meeting target	<input type="text" value="20"/>
* Total % of students meeting target	<input type="text" value="30"/>

- A new page will appear and you will enter the following information:
 - Findings
 - Answer whether the target was met
 - Suggestions from faculty or staff for improvements
 - Modality (Face-to0face, Hybrid, or Online)
 - Total Number of Students Assessed
 - Total Number of Students Meeting the Target
 - Total Students Meeting the Target


STEP SEVEN: ENTER YOUR INITIATIVE(S)



- In the light blue “Initiatives” menu at the bottom of your screen on the finding input page, click the green circle with the plus “+” sign
- A new page will appear where you will enter the following information:
 - Initiative
 - Resources Required?
 - Resource Dollar Amount (Type N/A if no funding is needed)
 - Resource Description
- Press the yellow “SAVE” button in the upper right of your screen when finished.
- REPEAT PROCESS IF MORE THAN ONE INITIATIVE


THAV01 - Theatre Arts Appreciation

CSLO-1 Determine how theatre fits within the arts and its role in society.

 Project Theatre History Project - Society Question

Performance Target 70% will achieve average or higher.

Comments

 201807 (Fall 2018) Yes

50

* Initiative Date

* Initiative

* Resources Required



Resource Dollar Amount


Resource Description

STEP EIGHT: RELATE A RUBRIC TO THE FINDING

- **IF YOU CREATED AN INITIATIVE:** Click the dark gray “Return” button in the top right of your screen.
- Once in the “finding input” screen, scroll to the bottom of the screen and click the green circle with the plus sign in the light blue “Relate Document” menu.

* Required field

Initiatives	
Related Documents	



STEP NINE: CHOOSE TO UPLOAD

- A new page will load.
- In the green “Document Repository” box to the right, click the light green circle with the plus sign.

THAV01 - Theatre Arts Appreciation

🎯 **CSLO-1** Determine how theatre fits within the arts and its role in society.

📊 **Project** Theatre History Project – Society Question

Performance Target 70% will achieve average or higher.

Comments

📅 201807 (Fall 2018) Yes

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Document Repository



📁 Courses (HKAPA) - TH

📁 2018-2023 Theatre Rubrics

📁 2018-2023 Theatre Rubrics

▶ 📁 Course Rubrics SP2013 to SP2015

▶ 📁 Courses with Findings 2012-2018 Cycle

STEP TEN: SELECT & UPLOAD THE NEW/REVISED RUBRIC

Places documents into

Files

Click to browse for files

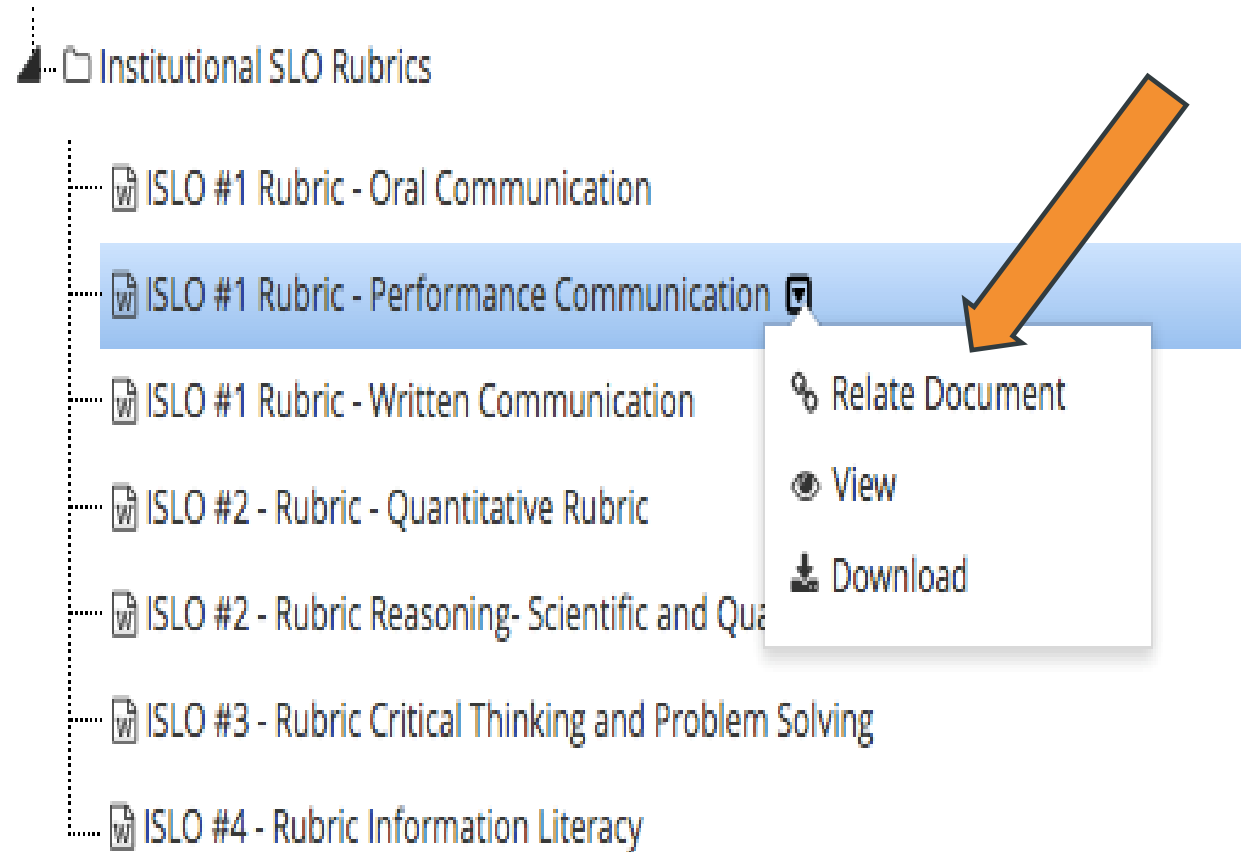
* Name	* Url	Description
<input type="text" value="..."/>	<input type="text" value="..."/>	<input type="text" value="..."/>

* Required field

- A new pop-up window will appear.
- Make sure to choose the new folder you created in “PART ONE: Creating a Folder New and Revised Rubrics” (Slide 5 though 7).
- You can drop and drag your rubric file or browse for it from your device.
- Describe your document for future reference. Ignore the gray box unless you are using a google doc or other repository.
- Press the yellow “Save and Relate” button in the top right of your screen.

SPECIAL NOTE FOR RELATING RUBRICS FOR ISLOs

- There is already a folder with the institutional rubrics. You may choose this from the document repository.
- Use the black drop down arrow to the left of the “Institutional SLO Rubrics” folder to expand the folder.
- Hover over the document for the correct rubric and method of assessment until it turns blue.
- A new dropdown menu will appear. Click “Relate Document”.
- Click the green complete button in the top right corner of your screen .
- If you were successful, you will be taken back to the Finding Input screen.
- NOTE: Make sure you press the yellow “Save Button” in the top right of your screen when you are finished.



STEP ELEVEN: REPEAT

AFTER COMPLETING THIS PRESENTATION, YOU SHOULD BE ABLE TO:

- Enter the performance target for your outcome
- Input your findings and initiative(s)
- Uploaded and relate your rubric

Repeat the processes in **PART THREE** and **PART FOUR** for each SLO & SUO you assessed for the semester.

