Nuventive Improve **Quick Guide**

The following Quick Guide provides faculty members step-by-step process for accessing program/discipline specific alignments to verify the data.

https://outcomes.palomar.edu:8443/tracdat/ use your credentials to log into TracDat/Nuventive Improve system



VIEWING THE PROGRAM OUTCOMES MAPS (aka Curriculum Maps)

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	Nuventive. Improve	9	Program - Biotechnology (AS)	•	🔺 🧿 🔺 Welcome, 👻
Using the drop- down menu, scroll to the section starting with PROGRAM and select the proper area.	Program Program Annual Assessment ~ Annual Assessment ~ Annual Assessment ~ Documents ~ C	 Program - Biotechnology (Annual Planning Summary Program - 1 2 3 4 5 6 	Program - Biotechnology (AS) Program - Basic Computer Alded Drafting (Cert) Program - Biology (AS) Program - Biology (AS) Program - Biotechnology (AS) Program - Biotechnology (AS) Program - Biotechnology (Cert) Program - Biotechnology (Cert) Program - Biotechnology (Cert) Program - Biotechnology (Cert) Program - Building Construction Supervision (AS) Program - Building Construction Stephology (AS) Program - Business (University Parallel) (AS) Program - Business Management (AS) Program - Business Management (AS) Program - Business Management (Cert) Program - Business Management (Cert) Program - Child Care (Dipl) Program - Child Development (Cert) Program - Child Development (Cert)	Q mprovement Plan 0 0 0 0 0 0 0 0 0 0	Follow-Up 0 0 0 0 0 0 0 0 0 0 0 0 0

	Nuventive. Improv	9	Program (SBS-LIBTECH-LT) - LIBR/	ARY AND INFORMATION TECHNOLOGY		*		A 0 4	Welcome. acunningham 👻
After the Program is	7 i 🗆 Y	R Program (SES-LIBTECH-LT) - LIBRARY AND INFORMATION TECHNOLOGY > Home							
6	🙀 Home	i n	e summary below presents program assessment activity for the 2016-2013	7, 2017-2018 AND 2018-2019 academic years. All program outcomes sh	ould be assessed at least once e	very three years. Program out	comes with a zero in any of the	columns below	require action
loaded, use the	🏦 Program 🗸 🗸	befo	re February 1, 2019.						
many to the left to	🖋 Program Planning 🗸	Progra	m Planning Summary Program SLOs	Assessment Methods	Tasks	Results	Actions	P	ollow-Up
menu to the left to	Course Planning	~	Access Services	2	0	1	1		0
	Ca Mapping	1	Acquisitions and Cataloging	2	0	1	4		0
Select MAPPING.	 Program SLOs Mapping to Coole & CEM Or 	1	Reference and Information	2	0	0	0		• 🔉
	to doals a deneos	1	Technology	2	0	0	0		0
Then select	Program Outcomes	1	Mission	2	0	4	1		0
	Curriculum Mapping	1	Preparedness GOAL	1	0	0	0		0
Curriculum	III Data Tools 🗸	1	Community GDAL	1	0	1	0		0
	🔲 Reports 🛛 🗸								
Manning	🗅 Documents 🗸 🗸	Cours	Planning Summary - Assigned						
1110pp116	······		Courses	Course SLOs		Assessment Methods	Re	rsults	Actions

For Programs:

For each course in the program, click on the number 1, 2, or 3 to indicate if a Program SLO is introduced, developed or mastered in that course. If one or more of the Program SLOs are not addressed in a course, leave those cells blank.

Nuventive. Improve	Program (SBS	-LIBTECH-LT) - LIBRARY AN	D INFORMATION TECHNOL	DGY		-		🙏 🚺 🔺 Welcome, acunningham
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🔗 Home							≡ Cou	rse Mapping Order 🛛 🖺 Sav
💼 Program 🗸 🗸		Course & later front of the	Developed D. Montreed					
🌮 Program Planning 🗸 🗸		Courses r - miroaucea, 2-	- Developed, 3 - Mastered					
🗐 Course Planning 🗸 🗸	Program SLO	LT 100 - INTRO LIBRARIES/INFO SERVICES*	LT 110 - OPERATIONAL SKILLS/TECH SRVCS*	LT 115 - OPERATIONAL SKILLS/PUBLIC SRVC*	LT 120 - INFO SOURCES & SRVCS/REFERENCE*	LT 125 - DEVELOPING INFORMATION LITERACY SKILLS*	LT 130 - LIBRARY MEDIA AND TECHNOLOGY*	LT 140 - LIB SRVCS CHLDRN/YOUNG ADULTS*
Mapping 🗸	Access Services Students will be able to function	*	~	~	~			
 Program SLOs Mapping to Goals & GE/ILOs 	and collection maintenance.	1 2 3	1 2 3	1 2 3	123			
 Course SLOs Mapping to Program Outcomes 	Acquisitions and Cataloging Students will be able to accurately use acquisitions techniques as well as current cataloging and classification systems to orc	1 2 3	1 2 3	1 2 3	1 2 3			
- Curriculum Mapping	Reference and Information Students will be able to apply the basic principles of reference, information	1 2 3		123	1 2 3	1 2 3	1 2 3	123
🖬 Data Tools 🗸 🗸	interacy, information services, and collection						. = -	
🗋 Reports 🗸 🗸	Technology Students will be able to identify, evaluate and effectively use library technologies, including emerging and assistive technologies, to inform,	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3
Documents V	Mission Students will understand and be able to describe the mission and roles of a library in its community, and the mission of libraries in general.	1 2 3	1 2 3	1 2 3	1 2 3		1 2 3	1 2 3
	Preparedness GOAL Students will be more prepared to function in an online learning environment.							1 2 3
	Community GOAL Create an online community for our LIT students.							1 2 3

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GENERATION OF STANDARD REPORT – Programs Only

Reports can be generated to share Program Outcomes Maps (aka Curriculum Maps)

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? i 🗖 T		Program - Biology (AS) \Rightarrow Reports \Rightarrow Standard R	eports	
🔗 Home	1	When running the Assessment Plan report, be sure to	turn off the option "Include Related Courses/Curriculum Mapping:	
Program	~	Program Reports		
Annual Assessment	~	Annual Assessment: Four Column	This report shows the Program Objectives for each selected Program, along with any Assessment Methods, Results, a The report is displayed in a four column layout. In addition, any reportable fields from the General Information page	and Improvement Plan for each Program O display at the top of the report.
Among Mapping	~	Annual Assessment: Plans and Results Program Reports	This report shows the Program Objectives for each selected Program, along with any information contained in the Pl recorded Results. This may include any Mapping for the Program Objectives you wish to display. The report is display	an area related to each Program Objective yed in a narrative layout. In addition, any
Reports	~	Assessment Plan	This report shows the Program Objectives for each selected Program, along with any information contained in the Pla	an area related to each Program Objective.
- Standard Reports			may include any Mapping for the Program Objectives you wish to display. The report is displayed in a narrative layou General Information page display at the top of the report.	t. In addition, any reportable fields from th
Ad Hoc Reports		Course Reports		
Documents	~	Mapping		
		Mapping: Curriculum Mapping Excel	This report shows the Program Objectives of the Program and how each selected Course is related to each Program	Objective using Curriculum Mapping.

Then click OPEN REPORT.

Fall 2018 Note: Program Outcomes Maps Reports were generated by Marti Snyder to get you started. These reports are current as of September 25, 2018, when they were created. You can access them in a folder titled Mapping-Curriculum Mapping. <u>https://drive.google.com/open?id=1I0ce5SOobbnnRtZSGtNC-TVBXvbwAkis</u>

menu to the left then select Standard Reports. Clicking on Mapping: Curriculum Mapping will generate a pdf. Clicking on Mapping: Curriculum Mapping Excel will generate an Excel file.

Select the Reports icon from the