

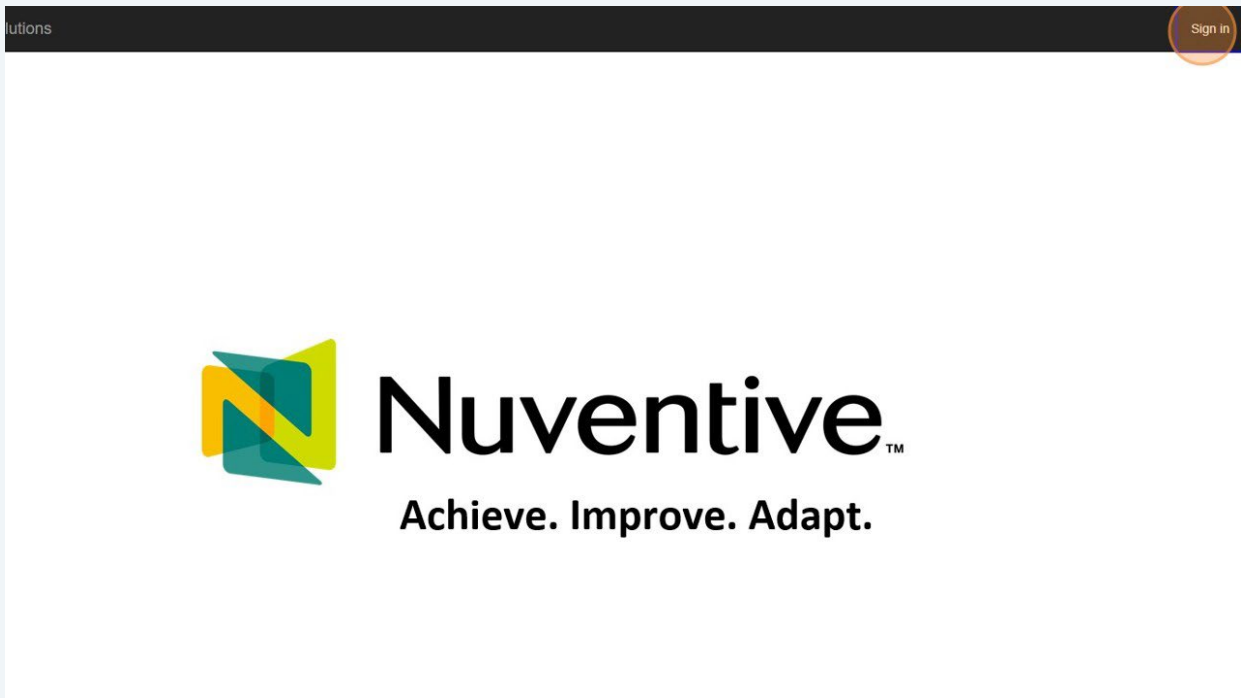
Nuventive Solutions Premier – User Guide

Administrative Divisional/ Unit Plans and Results

1 Navigate to <https://solutions.nuventive.com/>



2 Click "Sign in"



3 Select your unit from the dropdown menu in the middle top of the screen

Nuventive Solutions

Welcome, sjones@commonw

Admin (President's Office) - Institutional Effectiveness

Nuventive. Improve Analytics

Strategic Plan and Updates

Data Last Updated: 7/28/2023 12:07:58 AM

Dataset is refreshed overnight

Admin (President's Office) - Institutional Effectiveness

Goal Year(s): 2022 - 2023

Goal Status: All

Reporting Period: All

Unit Goal	Goal Year(s)	Measure	Reporting Period	Result and Analysis	Conclusion	Action Plan For Next Year (Initiatives)
Examinations and Assessments	2022 - 2023	Tests administered and number of examinees	2022 - 2023	Lease renewed for the Bloomsburg Test Center for a further three years; PearsonVUE SELECT site authorized for the Bloomsburg Test Center- cabling completed, new camera installation scheduled for July; Replaced computers and monitors at the Lock Haven Test Center- reinstalled, tested, and verified software and peripherals for PearsonVUE and PRAXIS; Replacement of Bloomsburg Test Center computers in progress; Configured RegisterBlast online registration/payment processing software to manage both Bloomsburg and Mansfield testing programs (savings on 2nd site license); Added DSST exams to program mix at Bloomsburg staff now certified to administer. Administered 3,743 exams (223 short of .02% increase target). The ratio of exams administered by type (Revenue Generating vs. Unpaid University Assessments) remains consistent: 56% Revenue Generating and 44% Unpaid University Assessments in 2021/2022 compared with 54% Revenue Generating and 46% Unpaid University Assessments in 2022/2023.	Target Not Met	Action Plan Date: 06/23/2023 Action Plan: TPS 2023-24 high-level action plan: Staffing for LH test center while still providing coverage for BL test center; complete build for new pVUE SELECT testing (BL); add new pVUE SELECT testing programs (BL); create new, combined website on Commonwealth. Domain for all 3 test centers; start WorkKeys testing.
Planning and Assessment	2022 - 2023	Average Rubric Scores for Academic Programs	2023 - 2024	Average rubric scores equaled 2.4 for all submissions as of 9/20/24	Target Not Met	Focus on areas of deficiency for future trainings and email communications.
			2024 - 2025	Result and Analysis: Since the deadline was moved until September 15, the 2024-25 results will be reported as part of the 2025-26 outcomes. Work continued to facilitate	Target Met	Continue to provide communication with academic programs and assessment coordinators in order to increase not only basic reporting compliance but also

Plan Pro

Summar

Key Res

4 Click here to open the Navigation menu

The screenshot shows the Nuventive Solutions dashboard. In the top left corner, there is a navigation menu icon (three horizontal lines) next to the Nuventive logo. The dashboard title is "Admin (President's Office) - Institutional Effectiveness". The main content area displays "Strategic Plan and Updates" and a table of institutional effectiveness data. The table has columns for Unit Goal, Goal Year(s), Measure, Reporting Period, Result and Analysis, Conclusion, and Action Plan For Next Year (Initiatives).

Unit Goal	Goal Year(s)	Measure	Reporting Period	Result and Analysis	Conclusion	Action Plan For Next Year (Initiatives)
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5 Click "DIVISION / UNIT PLANS AND RESULTS" from left Navigation menu

The screenshot shows the same Nuventive Solutions dashboard as above, but with the navigation menu open on the left side. The menu items are: HOME, PERSONNEL, DIVISION / UNIT PLANS AND RESULTS (highlighted with an orange circle), MAPPING, ASSESSMENT REVIEW RUBRIC, and DOCUMENTS. The main content area is dimmed, showing the same table of institutional effectiveness data as in the previous screenshot.

6

Click on the green plus icon “+” on the far right of the header row to add a new goal OR click three vertical dots to the far right of the goal name and open the goal you wish to edit/report results (See also Step 13 to edit goal).

The screenshot shows the Nuventive Solutions interface. At the top, there is a header with the user's name and email address. Below the header, there is a navigation bar with the text "DIVISION / UNIT PLANS AND RESULTS". The main content area displays a list of goals. The first goal is "Testing Services" with a date of "C. Myers 6/19/25". The second goal is "Assessment" with a date of "C. Myers 6/19/25". A green plus icon is highlighted on the far right of the header row. The interface also includes a sidebar with logos for Bloomsburg, Lock Haven, and Mansfield, and a "Plan Progress Report" section.

7

Click the **UNIT GOAL TAB**, add/revise the Goal name, Unit Goal, Goal Status, Goal Year(s), Initiatives, or other fields as needed. Enter Goal Name and Unit Goal.

The screenshot shows the Nuventive Solutions interface for creating a new unit goal. The header includes the user's name and email address. The navigation bar shows "DIVISION / UNIT PLANS AND RESULTS" with "CLOSE" and "SAVE" buttons. The main content area is titled "New Unit Goal" and features a tabbed interface with "UNIT GOAL" selected. The form includes fields for "Goal Name *", "Unit Goal *", "Goal Status", "Goal Year(s)", "Initiatives", "Additional Resources Needed", "Start Date", and "End Date". A green plus icon is highlighted on the far right of the header row. The interface also includes a sidebar with logos for Bloomsburg, Lock Haven, and Mansfield, and a "Plan Progress Report" section.

8

Make Goal Status active or change to other type (e.g., make a goal inactive, complete, or on hold, if needed), by selecting Goal Status and using the dropdown to choose the appropriate status

The screenshot shows the 'New Unit Goal' form in a web application. The breadcrumb trail is 'Admin (President's Office) - Institutional Effectiveness'. The page title is 'DIVISION / UNIT PLANS AND RESULTS'. There are 'CLOSE' and 'SAVE' buttons in the top right. The form has four tabs: 'UNIT GOAL' (selected), 'MEASURES', 'RESULTS, ANALYSIS, ACTIONS', and an unlabeled tab. A note says '* denotes a required field.' The form fields are: 'Goal Name *', 'Unit Goal *', 'Goal Status' (dropdown menu open showing 'Active', 'Completed', 'On Hold', 'Inactive'), 'Start Date', and 'End Date'. A sidebar on the right contains logos and links for 'COMMONW Plan Prc' and 'COMMONW Summar'.

9

Add relevant Goal Year(s) for enduring goals that span multiple years

The screenshot shows the 'New Unit Goal' form in a web application. The breadcrumb trail is 'Admin (President's Office) - Institutional Effectiveness'. The page title is 'DIVISION / UNIT PLANS AND RESULTS'. There are 'CLOSE' and 'SAVE' buttons in the top right. The form has four tabs: 'UNIT GOAL' (selected), 'MEASURES', 'RESULTS, ANALYSIS, ACTIONS', and an unlabeled tab. A note says '* denotes a required field.' The form fields are: 'Goal Name *', 'Unit Goal *', 'Goal Status' (dropdown menu), 'Goal Year(s)' (dropdown menu open), 'Initiatives' (with a help icon), 'Additional Resources Needed' (with a help icon), 'Start Date', and 'End Date'. A sidebar on the right contains logos and links for 'COMMONW Plan Prc' and 'COMMONW Summar'.

10

Label/enter Initiatives with the appropriate year (e.g., 2024-25, 2025-26) OR list under "Action Plan For Next Year (Initiatives)*" field (See RESULTS, ANALYSIS, ACTIONS - Step 26)

New Unit Goal

UNIT GOAL • MEASURES • RESULTS, ANALYSIS, ACTIONS

* denotes a required field.

Goal Name *

Unit Goal *

Goal Status | v

Goal Year(s) | v

Initiatives ⓘ

Additional Resources Needed ⓘ

Start Date

End Date



11

Click the "Additional Resources Needed" field and identify any additional resources you will need to achieve this goal

New Unit Goal

UNIT GOAL • MEASURES • RESULTS, ANALYSIS, ACTIONS

* denotes a required field.

Goal Name *

Unit Goal *

Goal Status | v

Goal Year(s) | v

Initiatives ⓘ

Additional Resources Needed ⓘ

Start Date

End Date



12

Add start/end date as applicable and then click "Save", the green button at the top of the screen, when finished and Close

New Unit Goal

UNIT GOAL MEASURES RESULTS, ANALYSIS, ACTIONS

* denotes a required field.

Goal Name *

Unit Goal *

Goal Status

Goal Year(s)

Initiatives

Identify any additional resources you will need in order to achieve this goal. X

Additional Resources Needed

Start Date

End Date

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13

Click the three vertical dots to open/edit/add results to an existing goal. You may also double click on the goal to open it. Make changes and then click "Save" when finished and Close

stitutions Welcome, sjones@commonwealthu.edu Sign out

's Office) - Institutional Effectiveness

GOALS AND RESULTS

Goal Year(s) View All

Showing 7 of 7

C. Myers 7/9/25

Commonwealth University by providing data, analysis, required internal and external reporting, and information for planning, assessment, accreditation, and compliance.

2024 - 2024 - 2025; 2025 - 2026; 2026 - 2027; 2027 - 2028

Testing Services C. Myers 6/19/25

with excellence testing programs and services that meet key stakeholder needs

2025; 2025 - 2026; 2026 - 2027; 2027 - 2028

Assessment C. Myers 6/19/25

Blacksburg Lock Haven Mansfield COMMONWEALTH UNIVERSITY OF PENNSYLVANIA Plan Progress Report

Blacksburg Lock Haven Mansfield COMMONWEALTH UNIVERSITY OF PENNSYLVANIA Summary of Actions

14 Click **MEASURES TAB** to add or revise measures and targets

The screenshot shows the 'Reporting' form in the Nuventive Solutions system. The 'MEASURES' tab is highlighted with an orange circle. The form includes the following fields:

- Goal Name ***: Reporting
- Unit Goal ***: Support Commonwealth University by providing data, analysis, required internal and external reporting, and information for planning, assessment, accreditation, and compliance.
- Goal Status**: Active
- Goal Year(s)**: 2022 - 2023 x, 2023 - 2024 x, 2024 - 2025 x, 2025 - 2026 x, 2026 - 2027 x, 2027 - 2028 x
- Initiatives**:
 - 2022-23
 - Complete required reporting for entities like PASSHE Annual Data Collection Plan (ADCP), IPEDS, NCAA, and MSCHE
 - Complete Banner trainings for the integration to OneSIS and other technology training
 - Identify how staff members can support one another and cross train
 - Review, revise, and expand Tableau dashboards to communicate about the availability of dashboards to campus and hold walk-through for users
 - Ensure compliance with Student Consumer Information and State Authorizations for Reciprocity Agreements (SARA) requirements and migrate their webpages into single set for Commonwealth University by no later than June 30, 2023.
 - Coordinate and submit the Pennsylvania Department of Education's Higher Education Reporting information and data submissions and assurances of compliance.
 - Lay groundwork towards Commonwealth University's full compliance with the MSCHE Verification of Compliance report that will accompany its Self-Study in spring 2024.

15 Click on the green plus icon “+” on the far right of the header row to add a new measure or click on the three vertical dots to the far right of the goal name (below the green plus icon) to edit measures/targets.

The screenshot shows the 'Reporting' form in the Nuventive Solutions system, displaying a list of measures. The 'MEASURES' tab is highlighted with an orange circle. The list shows one measure:

- Measure**: Reporting requirements, updated consumer information; satisfaction with training; process completion. C. Myers 11/6/24

The 'Add Measures' button (green plus icon) is also highlighted with an orange circle.

16

Add/revise the Measure Status, Measure, Target(s), or Notes. Select “Measure Status” and use the dropdown to choose active or change to inactive status, as appropriate

DIVISION / UNIT PLANS AND RESULTS CLOSE SAVE

Reporting

Refine and update the self-developed matrix created to guide compliance with federal regulations seek out and participate in cost free training, such as the Triad, NC-SARA Office of Open Records training, SARA workshops, and PDE-led training, to stay informed about important matters.

2023-24
Meet reporting requirements; Ensure consumer information updated; Update and expand dashboards; Provide training and post user guide for dashboards; Monitor SARA and SARA-related developments and react to any changes to ensure ongoing compliance; Monitor intake and actions on Maxient system; successfully oversee compilation of MSCHS Evidence Inventory and completion of the Verification of Compliance Report

2024-25
Continue to refine, update, and socialize the dashboards through email, the Triad, and training; fully audit the consumer information and NC-SARA web pages ensuring full compliance with regulations; successfully oversee development of MSCHS Evidence Inventory and completion of the Verification of Compliance Report for December-January upload; administer feedback surveys to inform changes; reach out to other programs to inquire about administering or assisting with surveys of alumni in their programs; assess Dashboard Survey Results to meet needs of users

2025-26 and Beyond
See actions under the results, analysis, actions tab for each measure

* denotes a required field.

Measure Status *
 | v

Measure *

Target(s)

Notes

Related Documents

Document Name	Document Description	
There are no documents attached		

+

17

Enter clear “Measures” of unit success and “Targets” that are specific and measurable to identify the criteria for success of this particular goal (e.g., increase participation or completions by 5%). Enter additional information in “Notes” and add “Related Documents”. See Steps 28-33 on relating documents. Click "Save", the green button at the top of the screen, when finished and Close.

Reporting

Refine and update the self-developed matrix created to guide compliance with federal regulations seek out and participate in cost free training, such as the Triad, NC-SARA Office of Open Records training, SARA workshops, and PDE-led training, to stay informed about important matters.

2023-24
Meet reporting requirements; Ensure consumer information updated; Update and expand dashboards; Provide training and post user guide for dashboards; Monitor SARA and SARA-related developments and react to any changes to ensure ongoing compliance; Monitor intake and actions on Maxient system; successfully oversee compilation of MSCHS Evidence Inventory and completion of the Verification of Compliance Report

2024-25
Continue to refine, update, and socialize the dashboards through email, the Triad, and training; fully audit the consumer information and NC-SARA web pages ensuring full compliance with regulations; successfully oversee development of MSCHS Evidence Inventory and completion of the Verification of Compliance Report for December-January upload; administer feedback surveys to inform changes; reach out to other programs to inquire about administering or assisting with surveys of alumni in their programs; assess Dashboard Survey Results to meet needs of users

2025-26 and Beyond
See actions under the results, analysis, actions tab for each measure

* denotes a required field.

Measure Status *
 | v

Measure *

Target(s)

Notes

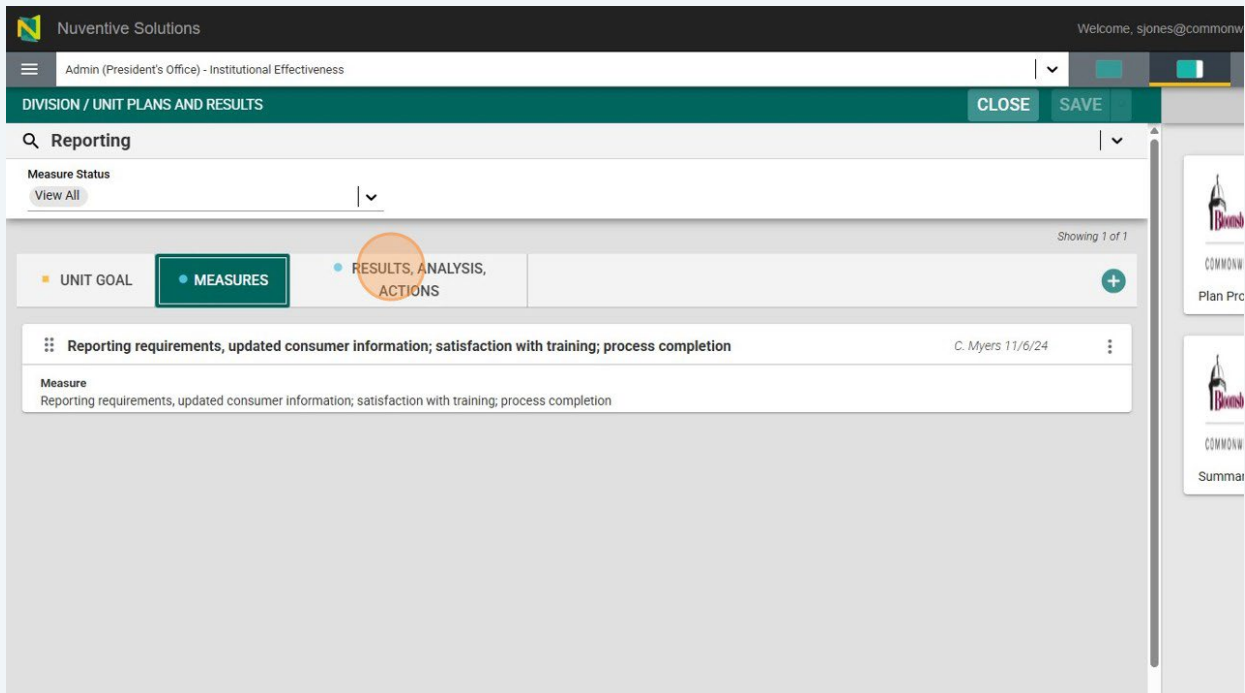
Related Documents

Document Name	Document Description	
There are no documents attached		

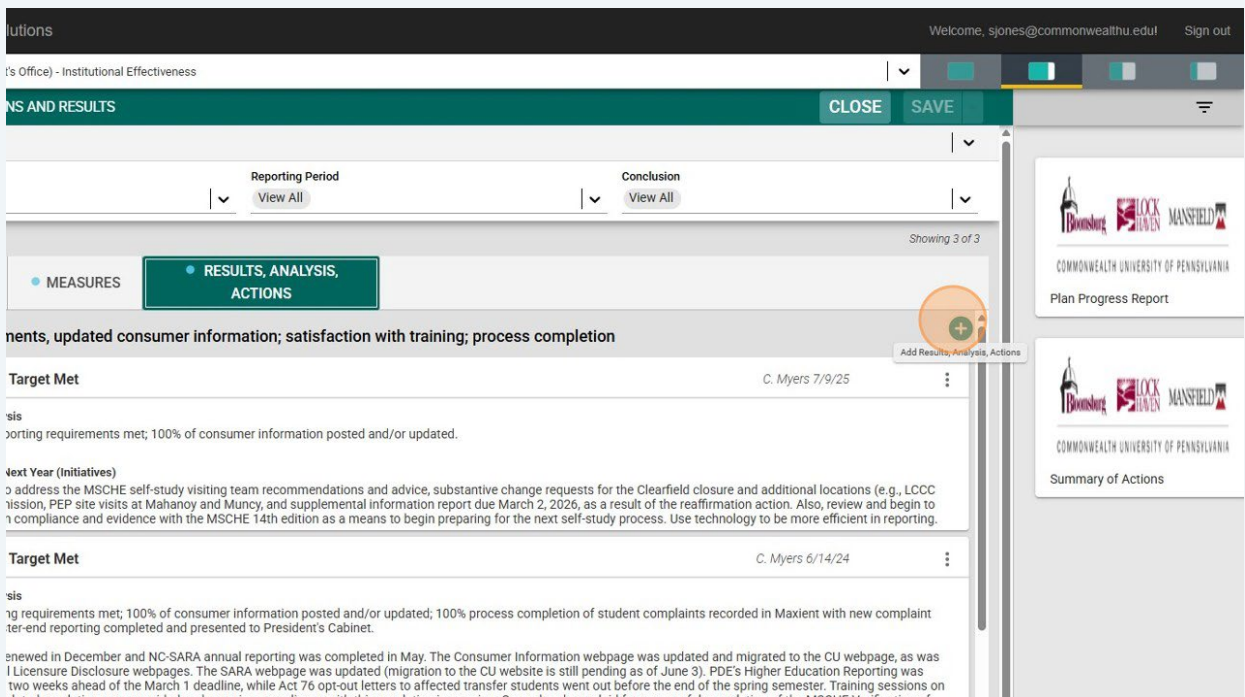
+

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18 Click on **RESULTS, ANALYSIS, ACTIONS TAB**



19 Click on the green plus icon “+” on the far right of the header row to add a new result/analysis/action or click on the three vertical dots to the far right to open/edit result/analysis/action. **NOTE: Add new results for each year** – do not overwrite/edit the previous year’s results.



20 Click "Hide Details" if desired

The screenshot shows a web application interface for 'Institutional Effectiveness'. The top navigation bar includes the user name 'Welcome, sjones@commonwealthu.edu!' and a 'Sign out' link. The main content area is titled 'DIVISION / UNIT PLANS AND RESULTS' and contains a report. A 'Hide Details' button is circled in orange. The report text includes: 'Commonwealth University by providing data, analysis, required internal and external reporting, and information for planning, assessment, accreditation, and compliance. 2023 - 2024, 2024 - 2025, 2025 - 2026, 2026 - 2027, 2027 - 2028'. The right sidebar shows 'Plan Progress Report' and 'Summary of Actions' sections.

21 Use the drop down to change the Reporting Period

The screenshot shows a web application interface for 'Reporting'. The top navigation bar includes the user name 'Welcome, sjones@commonwealthu.edu!'. The main content area is titled 'DIVISION / UNIT PLANS AND RESULTS' and contains a 'Reporting' form. A 'Reporting Period' dropdown menu is circled in orange. The form includes fields for 'Result / Outcome Date *', 'Reporting Period *', 'Report on Prior Year's Actions *', 'Resources Allocated to Implement Prior Year's Actions *', 'Result and Analysis *', 'Conclusion *', 'Action Plan For Next Year (Initiatives) *', and 'Resources Needed/Expected to Implement Next Year's Actions (Initiatives) *'. A 'Show Details' button is visible in the top right corner of the form area. The right sidebar shows 'Plan Progress Report' and 'Summary of Actions' sections.

22

Click the "Report on Actions Implemented During the Reporting Period*" field and enter the actions/initiatives that you actually implemented during the year

* denotes a required field.

Result / Outcome Date *
02/12/2024

Reporting Period *
2023 - 2024

Report on Actions Implemented During the Reporting Period *

Increased availability of testing seats, strategically assigned higher volume programs availability over lower interest programs, contacted the Job Corps and CSIU about GED and HISET availability, filled one AFSCME vacancy and added .5FTE AFSCME at LH, revised the check in process

Resources Allocated to Implement Prior Year's Actions *

.5 FTE and \$2,000 for equipment to expedite check-in

Result and Analysis *

Increased overall volume by 7%, including seven (7) revenue-generating programs and 1 university assessment program had 15 or more additional exams. CLEP Bloomsburg (58 more), HISET (53 more), Measure Learning (45 more), Metro Institute (50 more), PearsonVUE- Bloomsburg (239 more), PearsonVUE - Lock Haven (399 more), PRAXIS/GRE - Lock Haven (27 more), Kaplan Nursing assessments - Bloomsburg (322 more). The results indicated that professional certification and licensure is the most in-demand category of exams offered, and additional feedback suggests that test-takers desire in-person exams over online which may help to increase volume.

Conclusion *
Target Met

Action Plan For Next Year (Initiatives) *

Actions include (1) identify location for the MA Test Center, (2) attend RBCon24 to learn how to more efficiently use RegisterBlast with 3 test centers, and (3) institute Test Center Comment Card process at LH Test Center

Resources Needed/Expected to Implement Next Year's Actions (Initiatives) *

Additional FTE would permit for extended hours to meet the demand of working adults; additional facilities and parking would assist in accommodating growing volume and accessibility.

23

Click the "Resources Allocated to Implement Prior Year's Actions *" field. Describe the budget (\$ allocated) to the goal/initiatives and other personnel, equipment, and facilities allocated beyond existing resources.

* denotes a required field.

Result / Outcome Date *
02/12/2024

Reporting Period *
2023 - 2024

Report on Actions Implemented During the Reporting Period *

Increased availability of testing seats, strategically assigned higher volume programs availability over lower interest programs, contacted the Job Corps and CSIU about GED and HISET availability, filled one AFSCME vacancy and added .5FTE AFSCME at LH, revised the check in process

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24

Click the "Result and Analysis *" field. Report results data consistent with stated measure. Explain what the results mean or what you learned from the data.

Report on Actions Implemented During the Reporting Period *

Increased availability of testing seats, strategically assigned higher volume programs availability over lower interest programs, contacted the Job Corps and CSIU about GED and HISET availability, filled one AFSCME vacancy and added .5FTE AFSCME at LH, revised the check in process

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Conclusion *

Target Met

Action Plan For Next Year (Initiatives) *

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Resources Needed/Expected to Implement Next Year's Actions (Initiatives) *

Additional FTE would permit for extended hours to meet the demand of working adults; additional facilities and parking would assist in accommodating growing volume and accessibility.

Related Documents

25

Enter Conclusion (select Target met/target not met from dropdown)

Reporting

Reporting

** denotes a required field.*

Result / Outcome Date *
07/28/2025

Reporting Period *
| v

Report on Prior Year's Actions ⓘ *

Resources Allocated to Implement Prior Year's Actions ⓘ *

Result and Analysis ⓘ *

Conclusion *
| v

Action Plan For Next Year (Initiatives) ⓘ *

Resources Needed/Expected to Implement Next Year's Actions (Initiatives) ⓘ *

Related Documents

Show Details ↓



26

Click the "Action Plan For Next Year (Initiatives) *" field. Connect results data to the actions that you will take next year – explain how the data informs actions in order to reach next year’s target. Enter actions whether or not target was met.

Reporting

Reporting

Show Details [↓](#)

* denotes a required field.

Result / Outcome Date *
07/28/2025

Reporting Period *
| [▼](#)

Report on Prior Year's Actions ⓘ *

Resources Allocated to Implement Prior Year's Actions ⓘ *

Result and Analysis ⓘ *

Conclusion *
| [▼](#)

Action Plan For Next Year (Initiatives) ⓘ *

Resources Needed/Expected to Implement Next Year's Actions (Initiatives) ⓘ *

Related Documents

COMMON
Plan Prc

COMMON
Summar

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27

Click the "Resources Needed/Expected to Implement Next Year's Actions (Initiatives) *" field and state what resources you need beyond current staffing, technology, facilities, and operating budget

Reporting

Reporting

Show Details [↓](#)

* denotes a required field.

Result / Outcome Date *
07/28/2025

Reporting Period *
| [▼](#)

Report on Prior Year's Actions ⓘ *

Resources Allocated to Implement Prior Year's Actions ⓘ *

Result and Analysis ⓘ *

Conclusion *
| [▼](#)

Action Plan For Next Year (Initiatives) ⓘ *

Resources Needed/Expected to Implement Next Year's Actions (Initiatives) ⓘ *

Related Documents

COMMON
Plan Prc

COMMON
Summar

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28

Click on the green plus icon “+” under Related Documents to link supporting documentation (e.g., survey or assessment instrument, etc.)

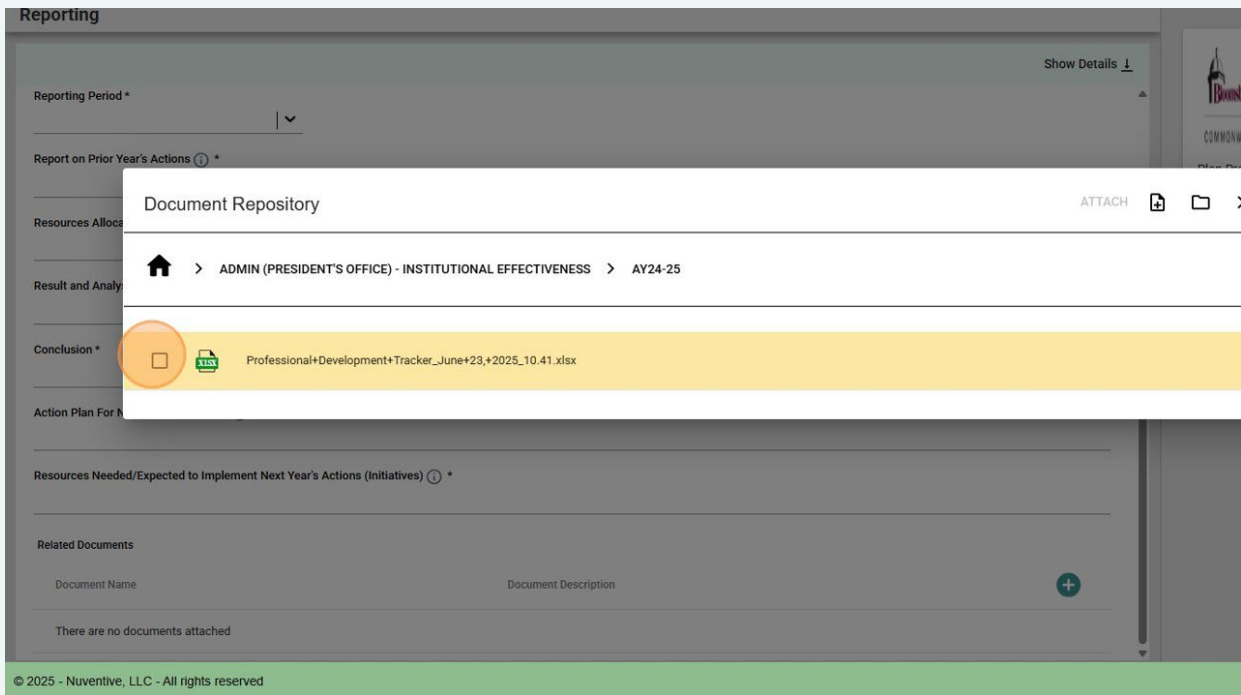
The screenshot shows a web interface with a light green header bar containing a "Show Details" link with a downward arrow. Below the header, there are several sections: "Actions", "Implement Prior Year's Actions", and "Related Documents". The "Related Documents" section has a table with columns for "Document Name" and "Document Description". A green plus icon is highlighted in the bottom right corner of this section. To the right of the main form, there is a sidebar with two cards: "Plan Progress Report" and "Summary of Actions", both featuring the Commonwealth University of Pennsylvania logo.

29

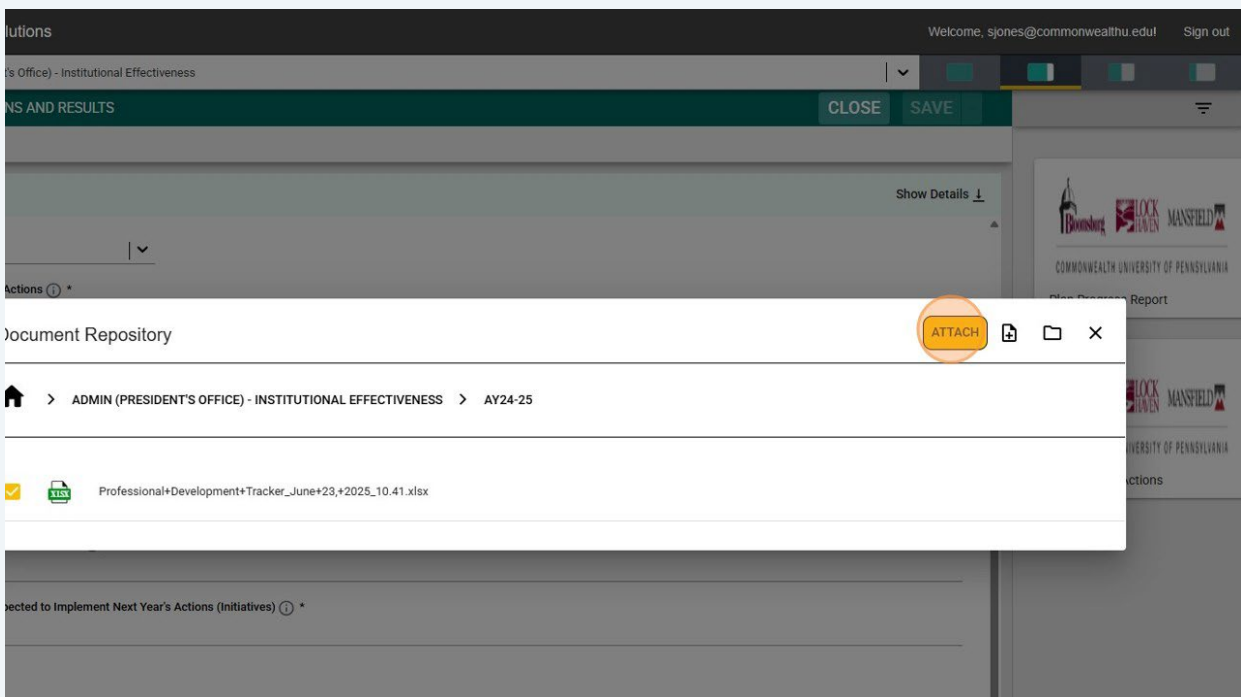
Navigate to the folder containing the document

The screenshot shows a "Reporting" interface with a dark green header bar containing "DIVISION / UNIT PLANS AND RESULTS", "CLOSE", and "SAVE" buttons. A "Document Repository" modal is open, displaying a folder hierarchy: "ADMIN (PRESIDENT'S OFFICE) - INSTITUTIONAL EFFECTIVENESS" > "AY24-25". The "AY24-25" folder is highlighted in yellow. Below the modal, the "Related Documents" section is visible, showing a table with columns for "Document Name" and "Document Description", and a green plus icon in the bottom right corner. The text "There are no documents attached" is displayed below the table.

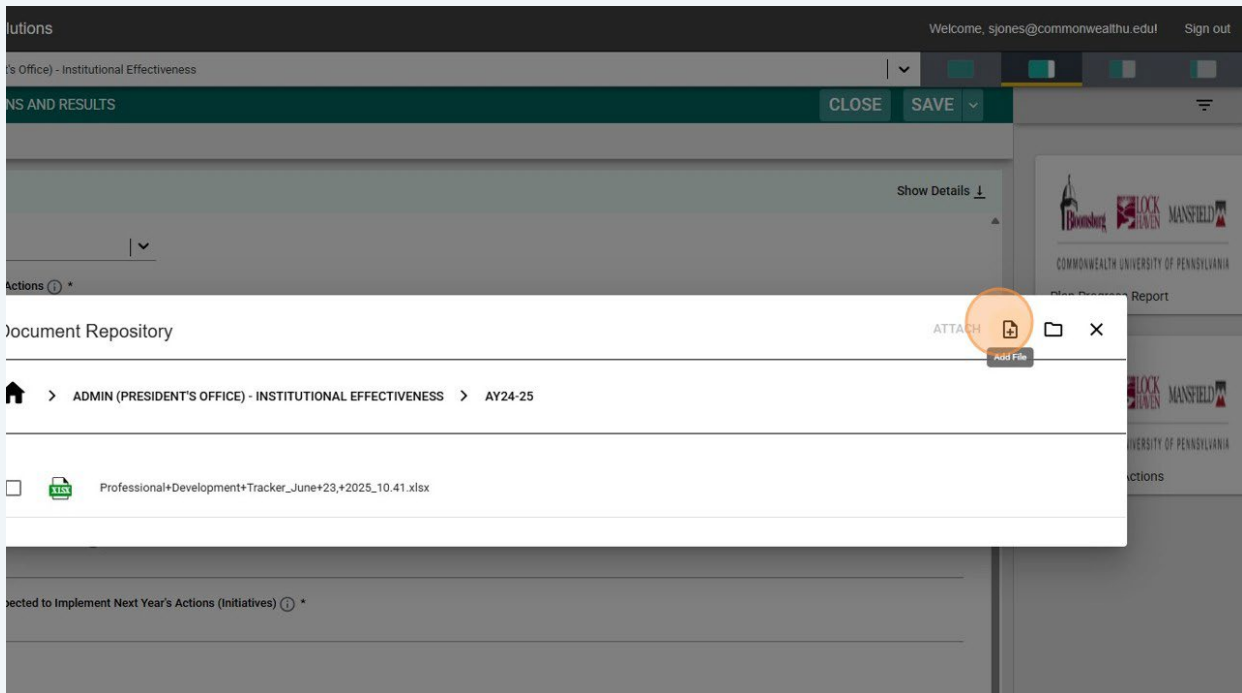
30 Click this checkbox next to the document you wish to relate



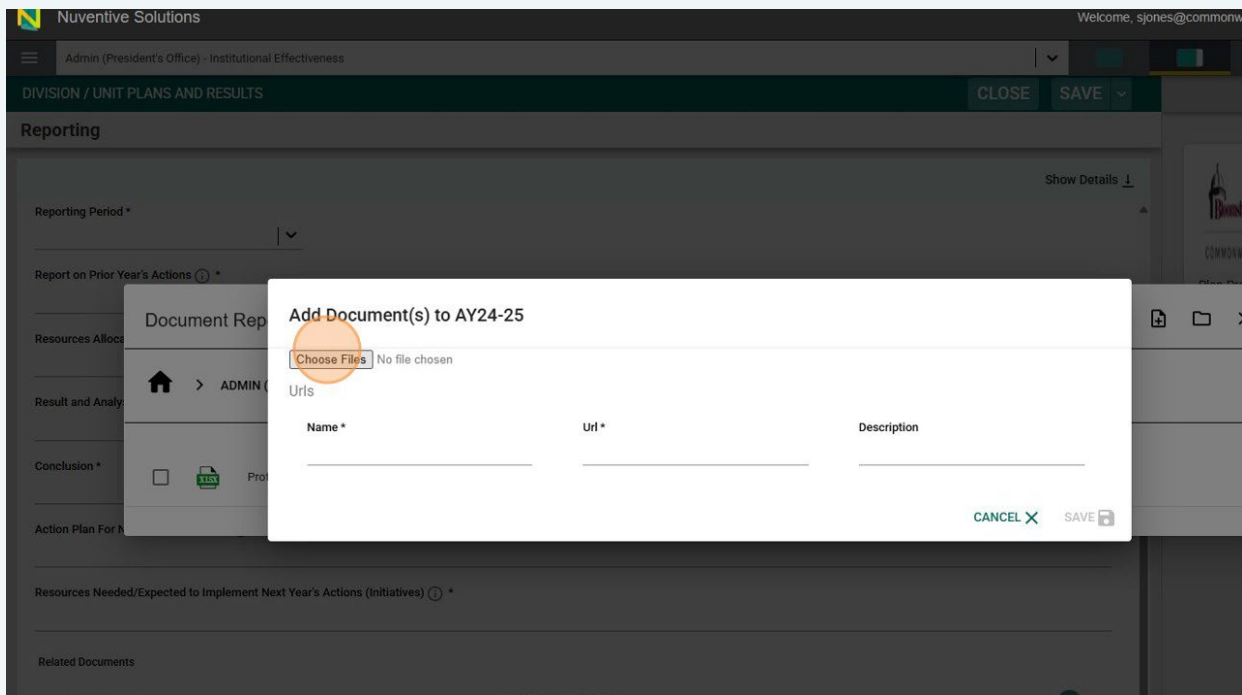
31 Click "Attach"



32 Click this icon to upload a new document from your local computer



33 Click Choose File, add the document, and then click "Save". See Steps 44-49 on the document repository.



34 Click "Plan Progress Report" to run your unit's report in Nuventive

The screenshot shows the Nuventive Institutional Effectiveness dashboard. The main content area displays a list of goals under the heading "GOALS AND RESULTS". The first goal is "Institutional Effectiveness" with a status of "C. Myers 7/9/25". Below it is "Testing Services" with a status of "C. Myers 6/19/25", and "Assessment" with a status of "C. Myers 6/19/25". A sidebar on the right contains a "Plan Progress Report" button, a "No Description" placeholder, and the Commonwealth University of Pennsylvania logo.

35 Select appropriate Goal Status and Goal Year(s)/Reporting Period from the dropdowns

The screenshot shows the Nuventive Institutional Effectiveness dashboard with the "Report Settings" panel open. The panel includes a "RUN REPORT" button, a "Report Options" section, and two dropdown menus: "Goal Status" and "Select Goal Year(s) / Reporting Period". The "Goal Status" dropdown is currently set to "View All" and the "Select Goal Year(s) / Reporting Period" dropdown is also set to "View All".

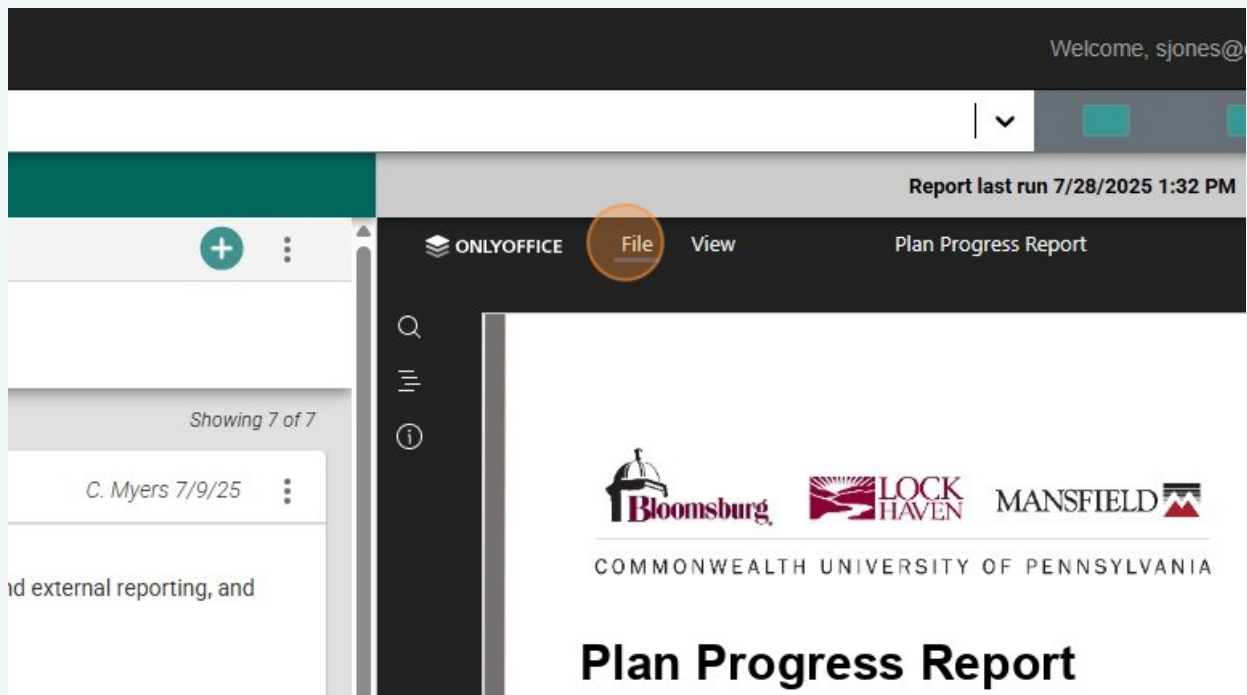
36 Click "Run Report"

The screenshot shows a web application interface. At the top, there is a navigation bar with the text 'Welcome, sjones@commonwealthu.edu!' and a 'Sign out' link. Below this, there is a header for 'RESULTS AND RESULTS'. The main content area is divided into two panels. The left panel displays a list of reports, including 'Ath University by providing data, analysis, required internal and external reporting, and...', 'Testing Services', and 'Assessment'. The right panel is titled 'Report Settings' and 'Report Options', featuring dropdown menus for 'Goal Status' and 'Select Goal Year(s) / Reporting Period'. A prominent orange button labeled 'RUN REPORT' is located in the top right corner of the right panel.

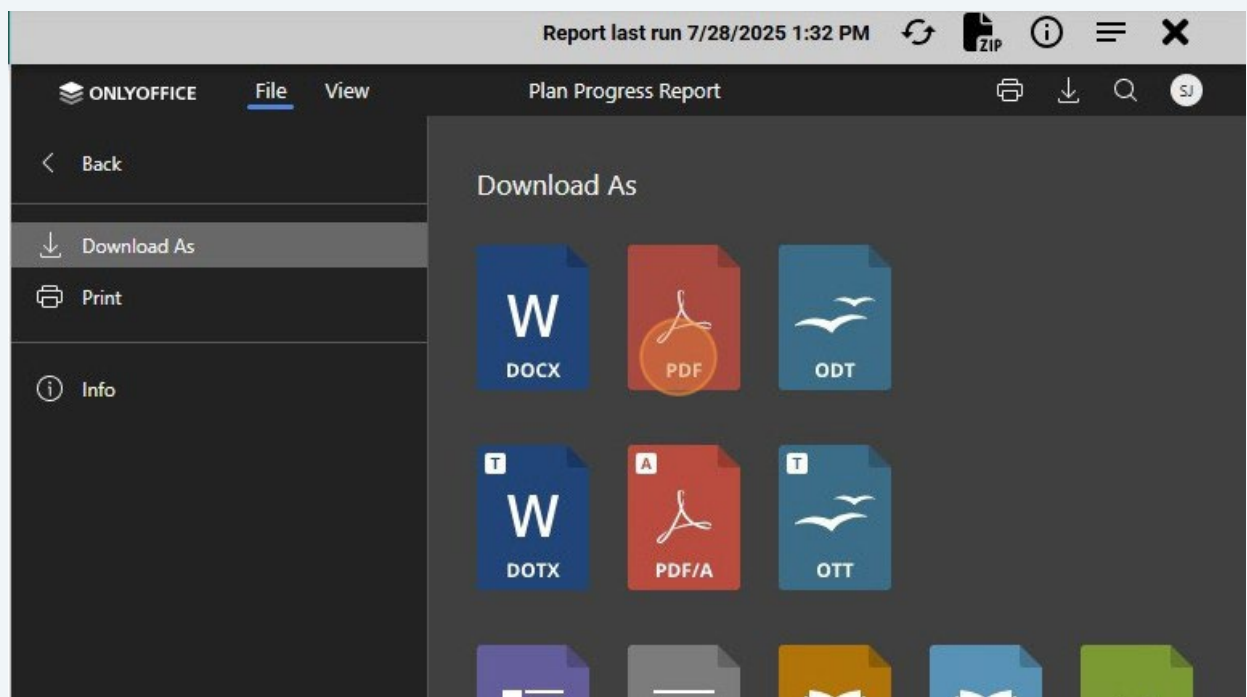
37 Click here to download a word document of the report

The screenshot shows a document viewer interface. At the top, there is a navigation bar with the text 'Welcome, sjones@commonwealthu.edu!' and a 'Sign out' link. Below this, there is a header for 'Plan Progress Report'. The main content area displays the document content, which includes logos for Bloomsburg, Lock Haven, and Mansfield, and the text 'COMMONWEALTH UNIVERSITY OF PENNSYLVANIA'. A prominent orange button labeled 'Download file' is located in the top right corner of the document viewer.

38 Click "File".

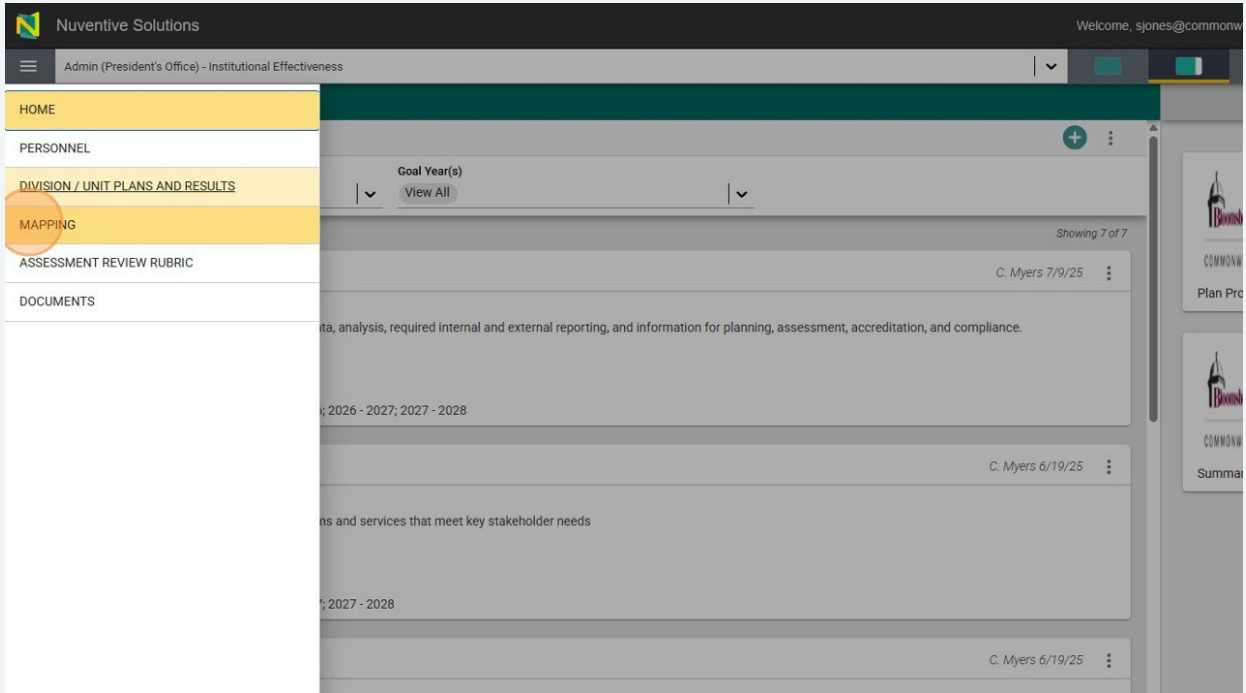


39 Select the icon for the file format in which you want to download your document. Word is the default.



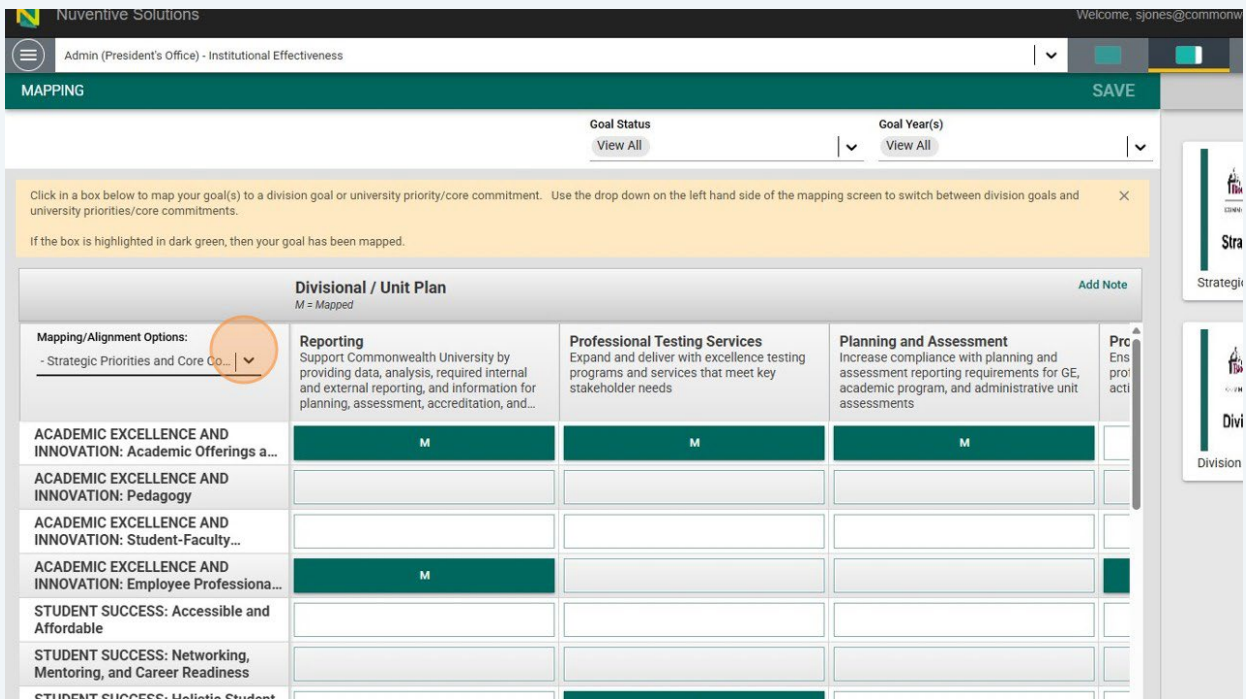
40

Click "MAPPING" to map unit to divisional/institutional goals



41

Click the dropdown to choose goal type for mapping



42

Click in each table cell where the Strategic Priorities and Core Commitments (in column) map to the Unit Goals (in header row)

Goal Status: View All | Goal Year(s): View All

Click in a box below to map your goal(s) to a division goal or university priority/core commitment. Use the drop down on the left hand side of the mapping screen to switch between division goals and university priorities/core commitments.

If the box is highlighted in dark green, then your goal has been mapped.

Mapping/Alignment Options: - Strategic Priorities and Core Co... v	Reporting Support Commonwealth University by providing data, analysis, required internal and external reporting, and information for planning, assessment, accreditation, and...	Professional Testing Services Expand and deliver with excellence testing programs and services that meet key stakeholder needs	Planning and Assessment Increase compliance with planning and assessment reporting requirements for GE, academic program, and administrative unit assessments	Pr... Ens... pro... act...
ACADEMIC EXCELLENCE AND INNOVATION: Academic Offerings a...	M	M	M	
ACADEMIC EXCELLENCE AND INNOVATION: Pedagogy				
ACADEMIC EXCELLENCE AND INNOVATION: Student-Faculty...				
ACADEMIC EXCELLENCE AND INNOVATION: Employee Professiona...	M			
STUDENT SUCCESS: Accessible and Affordable				
STUDENT SUCCESS: Networking, Mentoring, and Career Readiness				
STUDENT SUCCESS: Holistic Student Services		M		
STUDENT SUCCESS: Student-to-		M		

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43

Click "Save" when finished

Welcome, sjones@commonwealthu.edu | Sign out

Goal Status: View All | Goal Year(s): View All

map your goal(s) to a division goal or university priority/core commitment. Use the drop down on the left hand side of the mapping screen to switch between division goals and e commitments.

in dark green, then your goal has been mapped.

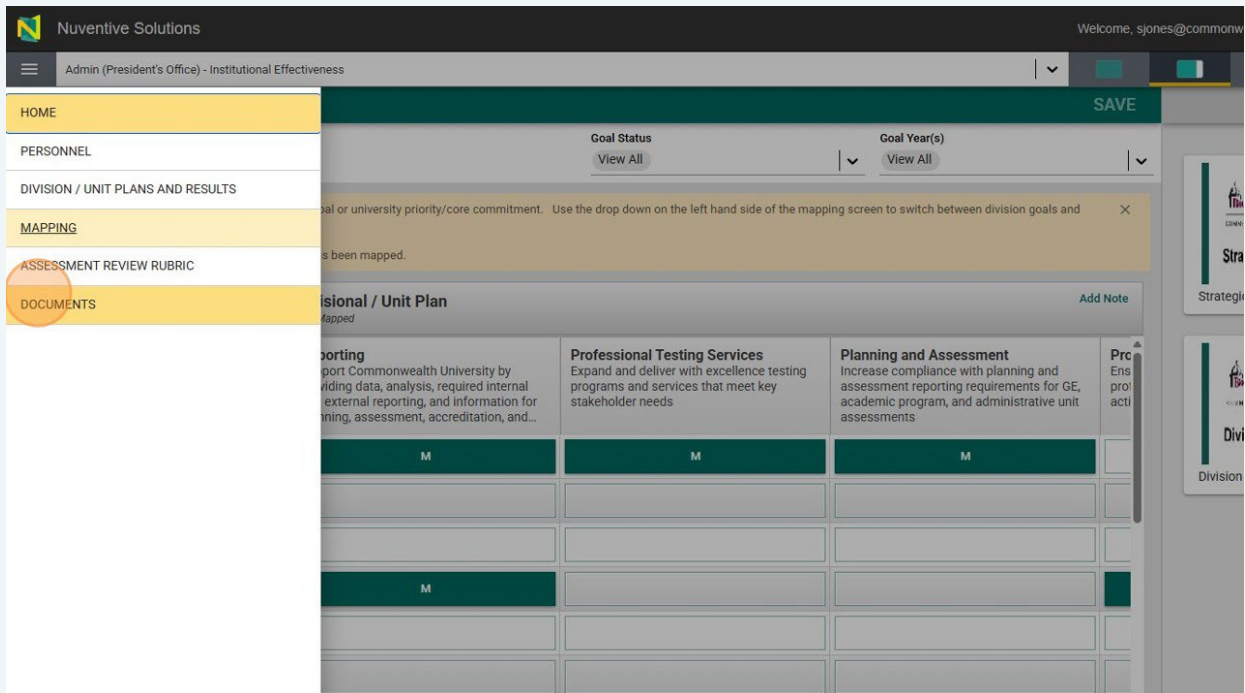
ptions: and Core Co... v	Reporting Support Commonwealth University by providing data, analysis, required internal and external reporting, and information for planning, assessment, accreditation, and...	Professional Testing Services Expand and deliver with excellence testing programs and services that meet key stakeholder needs	Planning and Assessment Increase compliance with planning and assessment reporting requirements for GE, academic program, and administrative unit assessments	Pr... Ens... pro... act...
LENCE AND demic Offerings a...	M	M	M	
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LENCE AND loyee Professiona...	M			
IS: Accessible and				
IS: Networking, reer Readiness				

SAVE

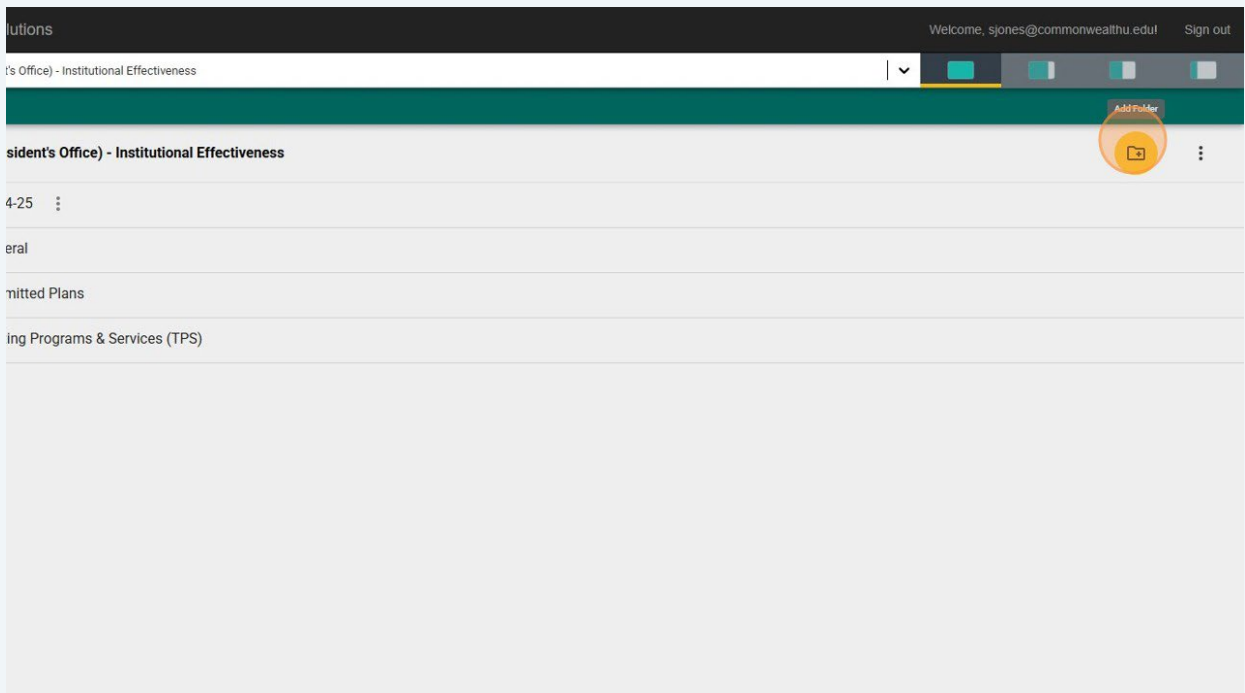
Strategic Priorities Map

Division Goal Map

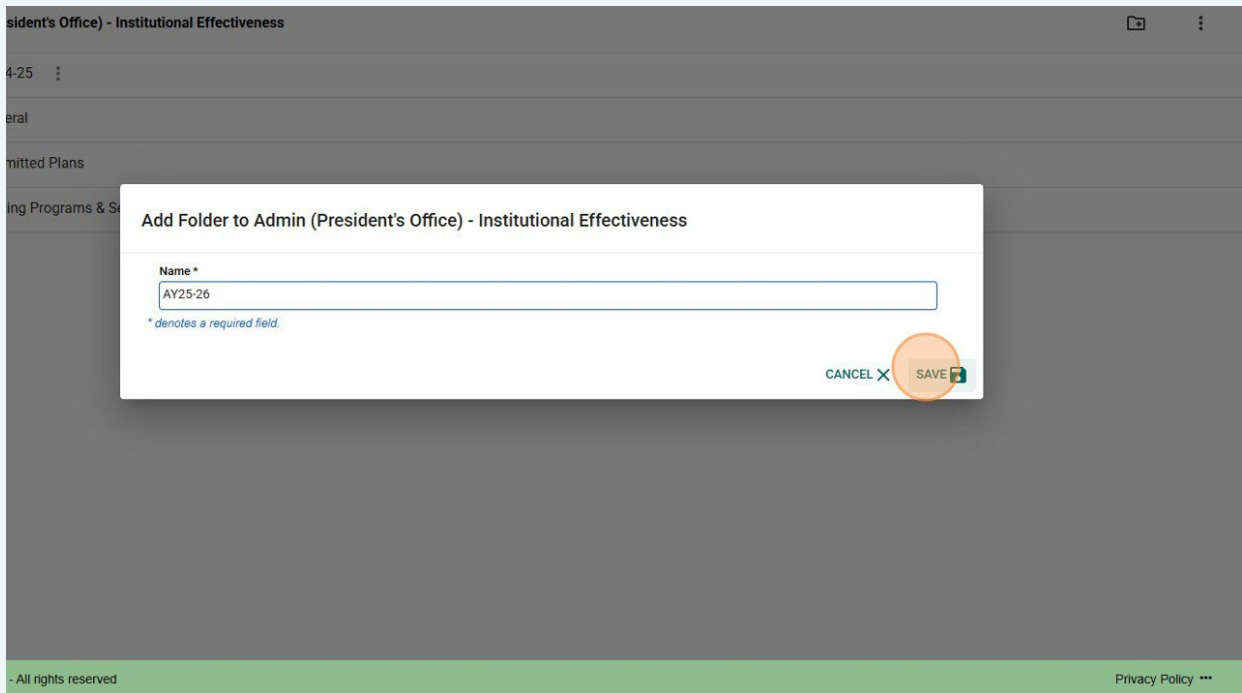
44 Select “**DOCUMENTS**” from the left navigation bar to set up document repository



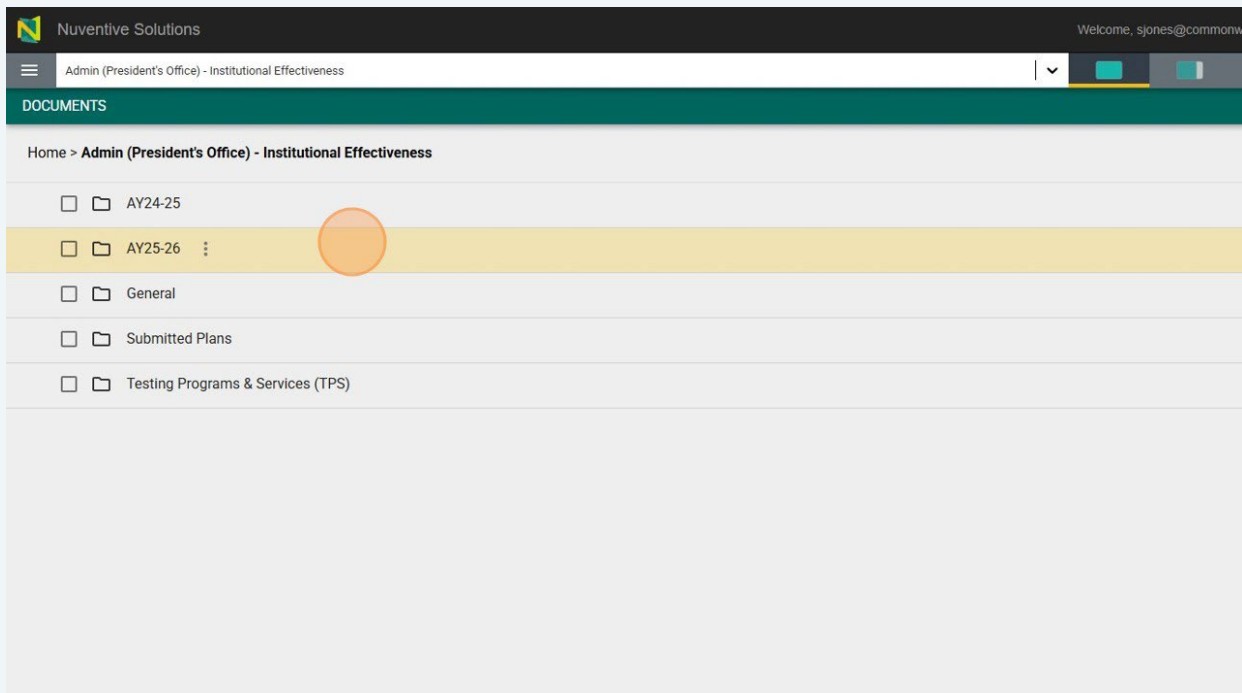
45 Click this icon to add a new folder



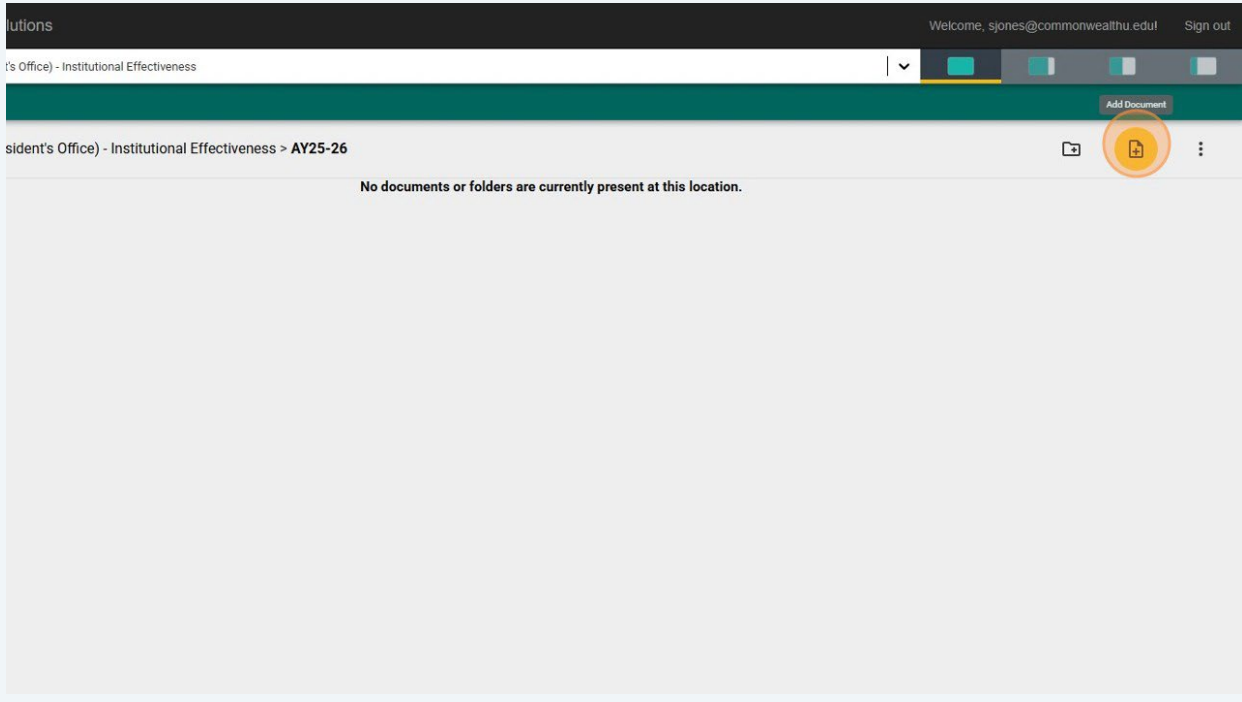
46 Name the folder, for example "AY25-26". Click "Save"



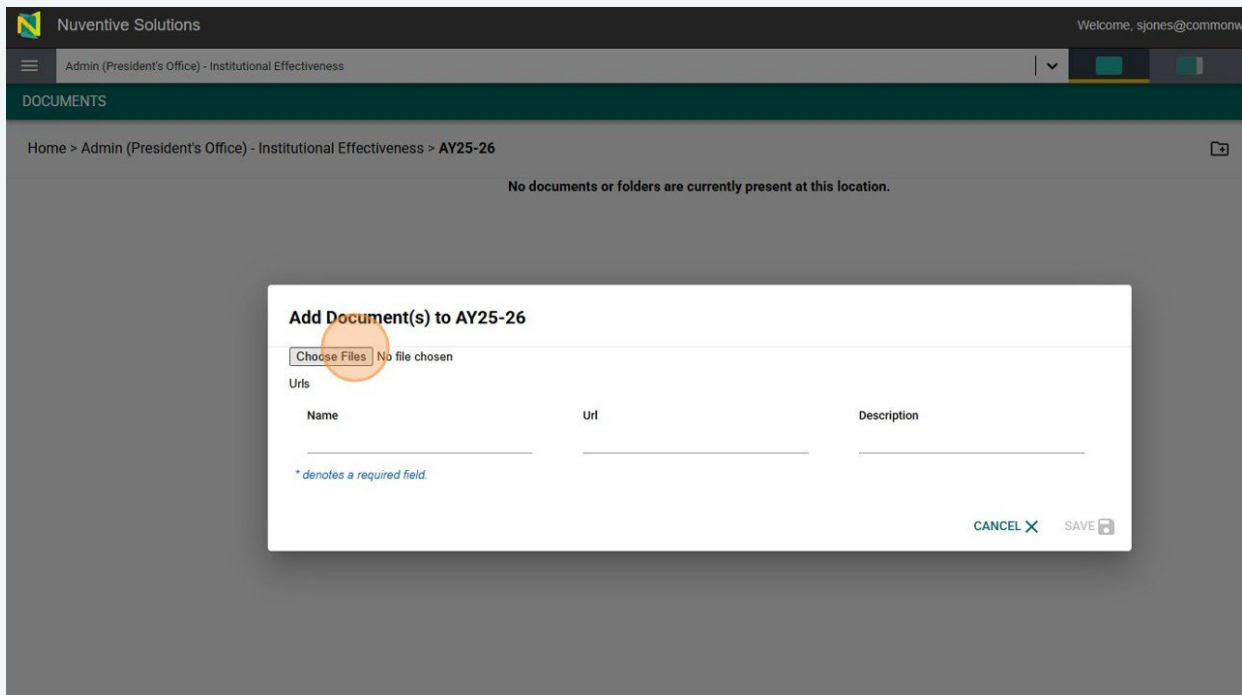
47 Click any folder you would like to add a document to



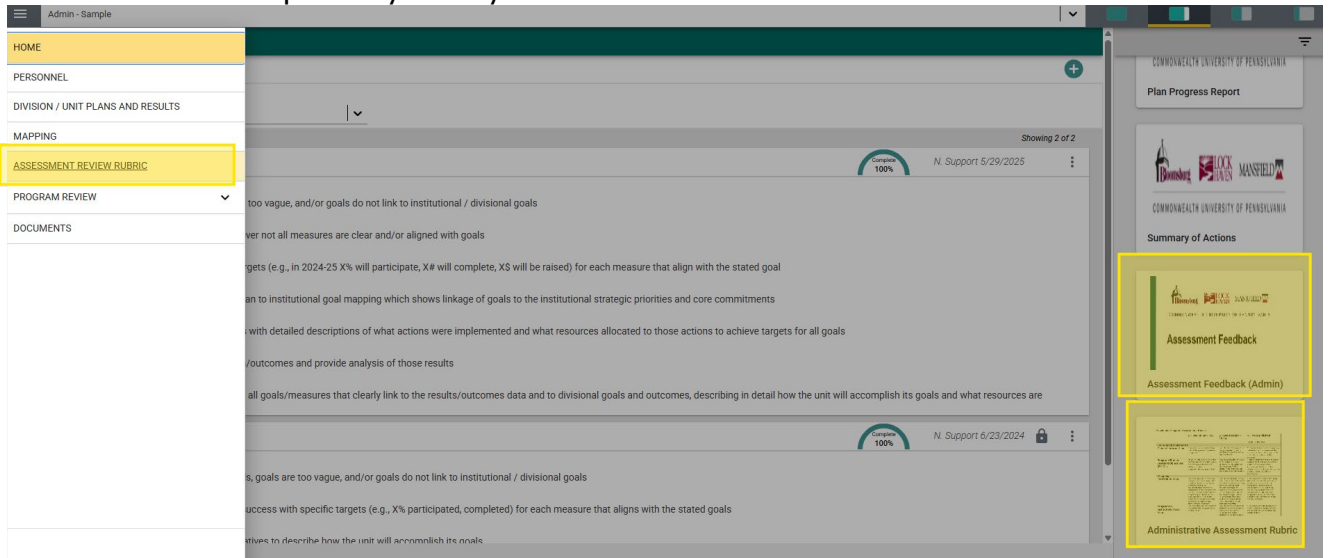
48 Click on the paper plus icon “+” on the far right to Upload New Document



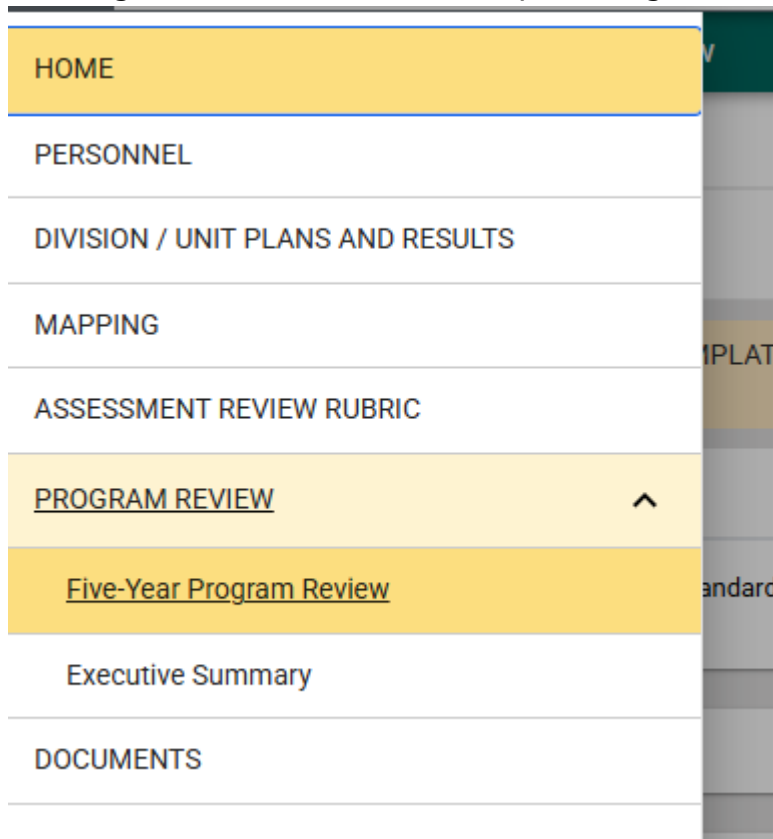
49 Browse, select file (supporting documentation), and click the green Save button



50 Assessment Review Rubric feedback can be viewed by selecting the menu button and then the feedback report or you may view the actual rubric used for assessment.



51 Program Review can be viewed by selecting it from the menu and expanding the tab



Follow the prompts on the expandable tabs to enter your information

PROGRAM REVIEW > Five-Year Program Review CLOSE SAVE

Review Cycle: 2022 - 2027

JUMP TO SECTION EXPAND ALL COLLAPSE ALL

Five-Year Program Assessment Review (PAR) TEMPLATE is in compliance with the [BOG Policy 1986-04-A: Program Review](#) and [Procedure/Standard Number 2024-58: Review of Academic Programs and Programs in Support of the Student Experience](#) ×

General Information 100% N. Support 2/12/2026

Note: Programs are encouraged to use professional standards [e.g., the Council for the Advancement of Standards in Higher Education (CAS) or other quality assurance standards] and can use those standards to guide the content of the review. In lieu of those standards, the following outline can be used.

I - Introduction and Unit Review

II - Analysis
May include the following areas or others as appropriate and discuss the strengths and opportunities for improvement

III - Action Plan

IV - Appendices

52 AI Assistant

New Features for 2025-26 Reporting Artificial Intelligence (AI) Assistance

- Realtime AI rubric feedback and suggested changes
- Look for this icon 

Rubric Feedback ×

Making Progress

This SLO aligns with the 'Making Progress' level. It starts with an action phrase but relies on the non-observable verb 'demonstrate an understanding' and combines multiple constructs (common content, specialized content, and scientific/theoretical foundations) into one outcome.

1 of 2

Rubric Feedback ×

Suggested Revision

To reach the 'Target' level, use a clear, observable action verb aligned with Bloom's taxonomy and focus on a single construct. For example, you could emphasize application of foundational knowledge in program design and delivery rather than general 'understanding.'

Suggested Changes

Physical Education candidates apply common and specialized content knowledge, and relevant scientific and theoretical foundations, to design and deliver effective preK-12 physical education instruction.

2 of 2 ✓ ACCEPT

Bloomsburg | Lock Haven | Mansfield