

Nuventive Solutions Premier – User Guide

Administrative Divisional/ Unit Plans and Results

1

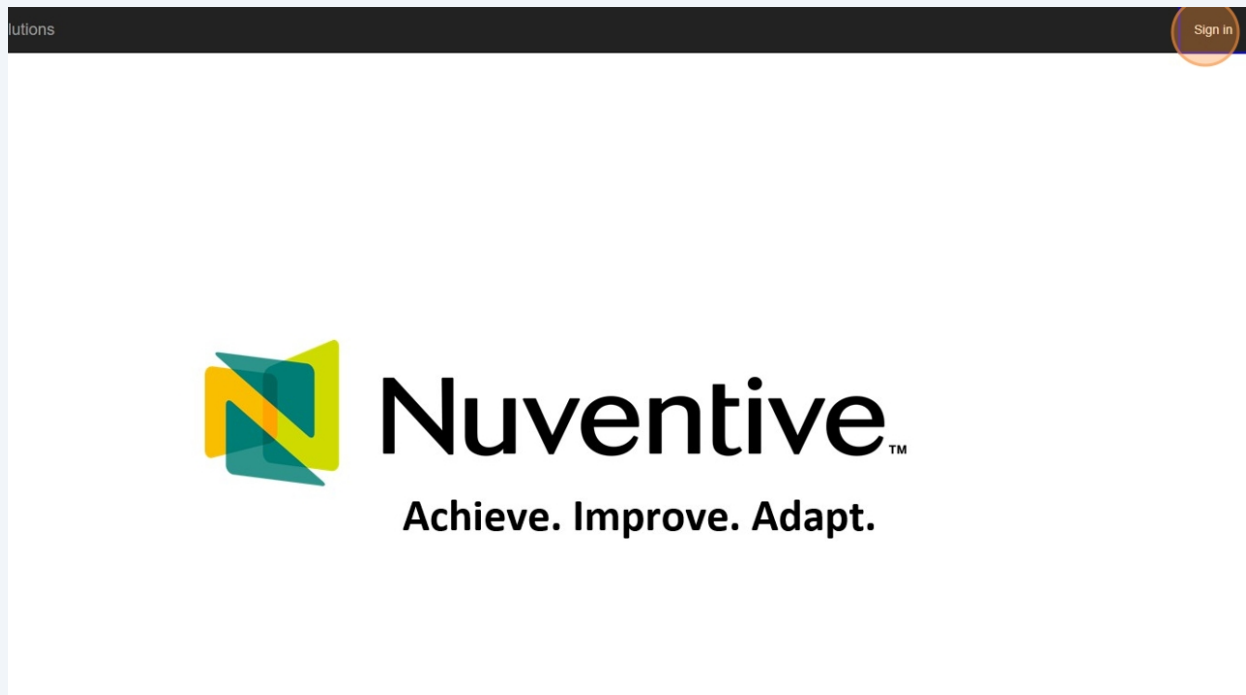
Navigate to <https://solutions.nuventive.com/>



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Achieve. Improve. Adapt.

2 Click "Sign in"

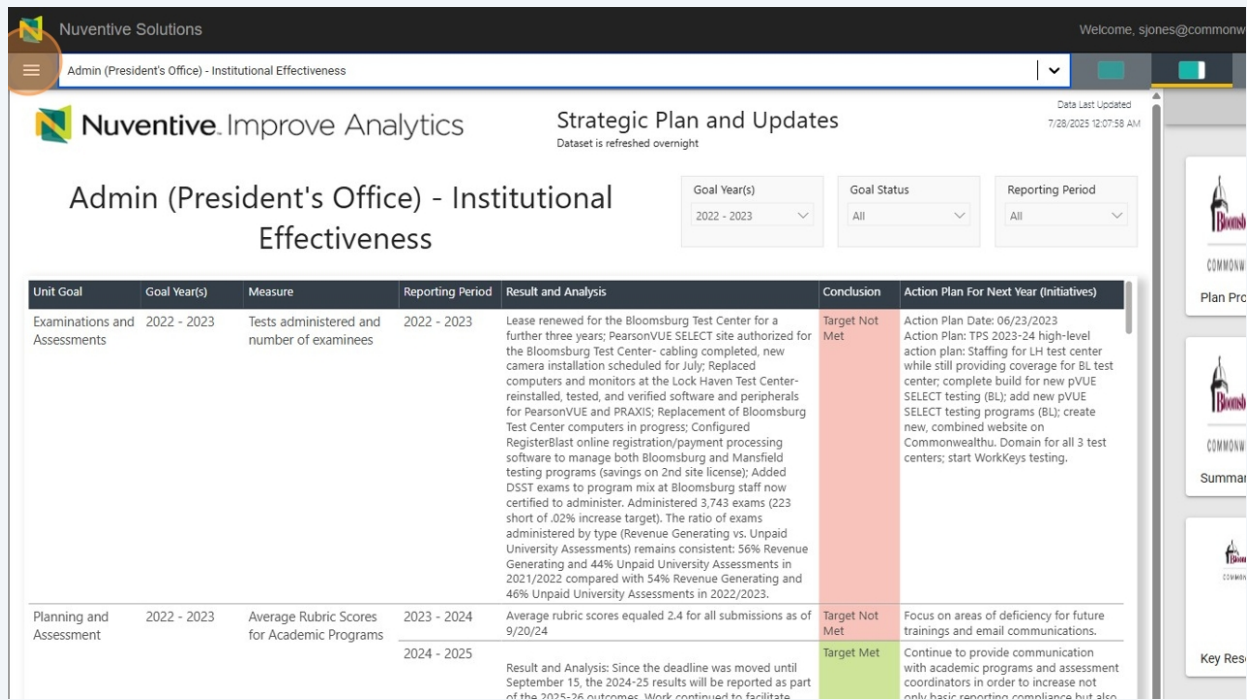


3 Select your unit from the dropdown menu in the middle top of the screen

The image shows the Nuventive Solutions dashboard. At the top, there is a header bar with the Nuventive logo and the text "Nuventive Solutions". Below the header, there is a navigation bar with a dropdown menu. The main content area is titled "Admin (President's Office) - Institutional Effectiveness". It features a table with columns: Unit Goal, Goal Year(s), Measure, Reporting Period, Result and Analysis, Conclusion, and Action Plan For Next Year (Initiatives). The table contains two rows of data. The first row is for "Examinations and Assessments" and the second row is for "Planning and Assessment".

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 Commonwealthu. Domain for all 3 test centers; start WorkKeys testing.
Planning and Assessment	2022 - 2023	Average Rubric Scores for Academic Programs	2023 - 2024 2024 - 2025	Average rubric scores equaled 2.4 for all submissions as of 9/20/24 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 Not Met Target Met	Focus on areas of deficiency for future trainings and email communications. Continue to provide communication with academic programs and assessment coordinators in order to increase not only basic reporting compliance but also

4 Click here to open the Navigation menu



Nuventive Solutions

Welcome, sjones@commonw

Admin (President's Office) - Institutional Effectiveness

Nuventive. Improve Analytics

Strategic Plan and Updates

Dataset is refreshed overnight

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

Goal Year(s): 2022 - 2023

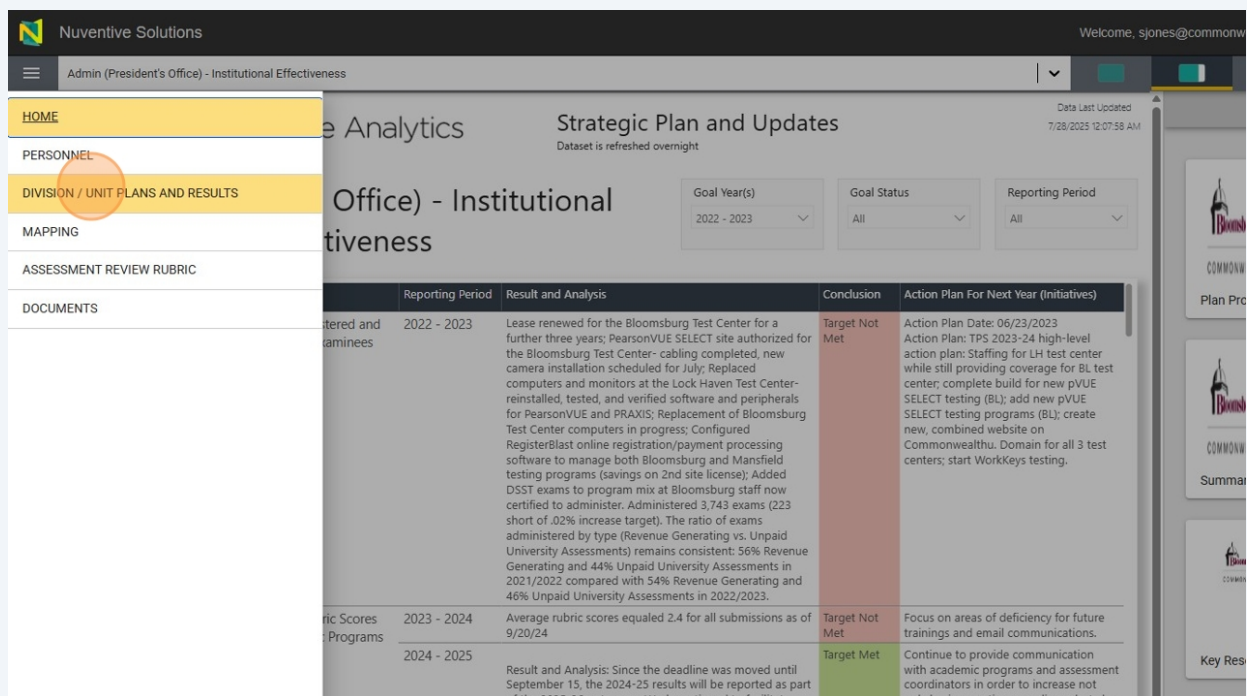
Goal Status: All

Reporting Period: All

Admin (President's Office) - Institutional Effectiveness

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



Nuventive Solutions

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Nuventive. Improve Analytics

Strategic Plan and Updates

Dataset is refreshed overnight

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

Goal Year(s): 2022 - 2023

Goal Status: All

Reporting Period: All

Admin (President's Office) - Institutional Effectiveness

Unit Goal	Goal Year(s)	Measure	Reporting Period	Result and Analysis	Conclusion	Action Plan For Next Year (Initiatives)
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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).

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DIVISION / UNIT PLANS 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

Commonwealth University of Pennsylvania
Plan Progress Report

Commonwealth University of Pennsylvania
Summary of Actions

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.

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DIVISION / UNIT PLANS AND RESULTS CLOSE SAVE

New Unit Goal

UNIT GOAL MEASURES RESULTS, ANALYSIS, ACTIONS

* denotes a required field.

Goal Name *

Unit Goal *

Goal Status

Goal Year(s)

Initiatives ⓘ

Additional Resources Needed ⓘ

Start Date

End Date

Commonwealth University of Pennsylvania
Plan Progress Report

Commonwealth University of Pennsylvania
Summary of Actions

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

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DIVISION / UNIT PLANS AND RESULTS

CLOSE SAVE

New Unit Goal

UNIT GOAL MEASURES RESULTS, ANALYSIS, ACTIONS

* denotes a required field.

Goal Name *

Unit Goal *

Goal Status

Active
Completed
On Hold
Inactive

Start Date

End Date

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9

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

New Unit Goal

UNIT GOAL MEASURES RESULTS, ANALYSIS, ACTIONS

* denotes a required field.

Goal Name *

Unit Goal *

Goal Status

Goal Year(s)

Initiatives ⓘ

Additional Resources Needed ⓘ

Start Date

End Date

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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
<p><small>* denotes a required field.</small></p> <p>Goal Name *</p> <p>Unit Goal *</p> <p>Goal Status v</p> <p>Goal Year(s) v</p> <p>Initiatives ⓘ</p> <p>Additional Resources Needed ⓘ</p> <p>Start Date</p> <p>End Date</p>		

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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
<p><small>* denotes a required field.</small></p> <p>Goal Name *</p> <p>Unit Goal *</p> <p>Goal Status v</p> <p>Goal Year(s) v</p> <p>Initiatives ⓘ</p> <p>Additional Resources Needed ⓘ</p> <p>Start Date</p> <p>End Date</p>		

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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 | v

Goal Year(s) | v

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

Solutions

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Health University - Institutional Effectiveness

GOALS AND RESULTS

Goal Year(s) | v View All | v

Showing 7 of 7

C. Myers 7/9/25

Health 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

Health University by providing excellence testing programs and services that meet key stakeholder needs.

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

Assessment

C. Myers 6/19/25

Commonwealth University of Pennsylvania

Plan Progress Report

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 sections:

- 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)**: A list of year ranges with 'x' marks for selection: 2022 - 2023 x, 2023 - 2024 x, 2024 - 2025 x, 2025 - 2026 x, 2026 - 2027 x, 2027 - 2028 x.
- Initiatives**: A list of initiatives for 2022-23, including:
 - 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, now displaying a list of measures. The 'MEASURES' tab is highlighted with an orange circle. The list shows one measure:

Measure	Created By	Created Date	Actions
Reporting requirements, updated consumer information; satisfaction with training; process completion	C. Myers	11/6/24	⋮

At the bottom of the measure list, there is a green plus icon "+" and a three vertical dots icon "⋮".

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

Review and update the self-developed matrix created to guide compliance with federal regulations seek out and participate in cost-free training, such as the Pennsylvania 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 MSCHE 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 MSCHE 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 *

Measure *

Target(s)

Notes

Related Documents

Document Name	Document Description
There are no documents attached	

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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.

DIVISION / UNIT PLANS AND RESULTS

CLOSE SAVE

Reporting

Review and update the self-developed matrix created to guide compliance with federal regulations seek out and participate in cost-free training, such as the Pennsylvania 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 MSCHE 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 MSCHE 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 *

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

The screenshot shows the Nuventive Solutions web application interface. At the top, the header includes the Nuventive Solutions logo, the user's name 'Welcome, sjones@commonw', and a 'Sign out' button. Below the header, there is a navigation bar with a dropdown menu showing 'Admin (President's Office) - Institutional Effectiveness'. The main content area is titled 'DIVISION / UNIT PLANS AND RESULTS' and features a 'Reporting' section. In the 'Reporting' section, there are three tabs: 'UNIT GOAL', 'MEASURES', and 'RESULTS, ANALYSIS, ACTIONS'. The 'RESULTS, ANALYSIS, ACTIONS' tab is currently selected and highlighted with an orange circle. Below the tabs, there is a list of reporting items, including 'Reporting requirements, updated consumer information; satisfaction with training; process completion' by C. Myers, dated 11/6/24. A green plus icon is visible on the far right of the header row, indicating where to click to add new results.

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.

This screenshot provides a more detailed view of the 'RESULTS, ANALYSIS, ACTIONS' tab. The interface shows a table with columns for 'Reporting Period' and 'Conclusion'. The table contains three rows of data, each representing a reporting period. The first row is for 'Reporting requirements, updated consumer information; satisfaction with training; process completion' by C. Myers, dated 7/9/25. The second row is for 'Target Met' by C. Myers, dated 6/14/24. The third row is for 'Next Year (Initiatives)' by C. Myers, dated 6/14/24. A green plus icon is highlighted with an orange circle on the far right of the header row, indicating where to click to add new results. A tooltip 'Add Results, Analysis, Actions' is visible next to the plus icon. The right sidebar shows a list of reports, including 'Plan Progress Report' and 'Summary of Actions'.

20 Click "Hide Details" if desired

Nuventive Solutions

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Admin (President's Office) - Institutional Effectiveness

DIVISION / UNIT PLANS AND RESULTS

CLOSE SAVE

Hide Details

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

23; 2023 - 2024; 2024 - 2025; 2025 - 2026; 2026 - 2027; 2027 - 2028

Reporting for entities like PASSHE Annual Data Collection Plan (ADCP), IPEDS, NCAA, and MSCHE reports for the integration to OneSIS and other technology training

Users can support one another and cross train

and Tableau dashboards to communicate about the availability of dashboards to campus and hold walk-through for users

1 Student Consumer Information and State Authorizations for Reciprocity Agreements (SARA) requirements and migrate their webpages into single set for Commonwealth University by no

the Pennsylvania Department of Education's Higher Education Reporting Information and data submissions and assurances of compliance.

Is Commonwealth University's full compliance with the MSCHE Verification of Compliance report that will accompany its Self-Study in spring 2024.

Self-developed matrix created to guide compliance with federal regulations seek out and participate in cost-free training, such as the Pennsylvania Office of Open Records webinars, SARA training, to stay informed about important matters.

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 ongoing compliance; Monitor intake and actions on Maxient system; successfully oversee compilation of MSCHE Evidence Inventory and completion of the Verification of Compliance Report

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 MSCHE Evidence Inventory and completion of the Verification of Compliance Report for December-January upload; administer feedback surveys to inform changes; reach out to other at administering or assisting with surveys of alumni in their programs; assess Dashboard Survey Results to meet needs of users

Results, analysis, actions tab for each measure

Requirements, updated consumer information; satisfaction with training; process completion

et 100% reporting requirements and submission deadlines; 100% of required consumer information posted on a unified site for future launch

3-24): Meet 100% of reporting requirements; 100% consumer information updated; training rating of satisfied; 100% process completion of student complaints recorded in Maxient

14-25): Meet 100% of reporting requirements; 100% consumer information updated

7-28): Meet 100% reporting requirements and submission deadlines; 100% of required consumer information posted and continually updated; training rating of satisfied; MSCHE

ation of Compliance Report is met expectations

Summary of Actions

21 Use the drop down to change the Reporting Period

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DIVISION / UNIT PLANS AND RESULTS

CLOSE SAVE

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) ⓘ *

22

Click the "Report on Prior Year's Actions *" field and enter the actions/initiatives that you actually implemented during the year for which you are reporting results

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DIVISION / UNIT PLANS AND RESULTS

CLOSE SAVE

Reporting

Show Details [↓](#)

* denotes a required field.

Result / Outcome Date *

07/28/2025

Reporting Period *

Report on Prior Year's Actions (i) *

Resources Allocated to Implement Prior Year's Actions (i) *

Result and Analysis (i) *

Conclusion *

Action Plan For Next Year (Initiatives) (i) *

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

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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.

DIVISION / UNIT PLANS AND RESULTS

CLOSE SAVE

Reporting

Show Details [↓](#)

* denotes a required field.

Result / Outcome Date *

07/28/2025

Reporting Period *

Report on Prior Year's Actions (i) *

Resources Allocated to Implement Prior Year's Actions (i) *

Result and Analysis (i) *

Conclusion *

Action Plan For Next Year (Initiatives) (i) *

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

Related Documents

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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.

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 [↓](#)

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25

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

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 [↓](#)

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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

* 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

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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

* 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

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Show Details ↓

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Summar

28

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

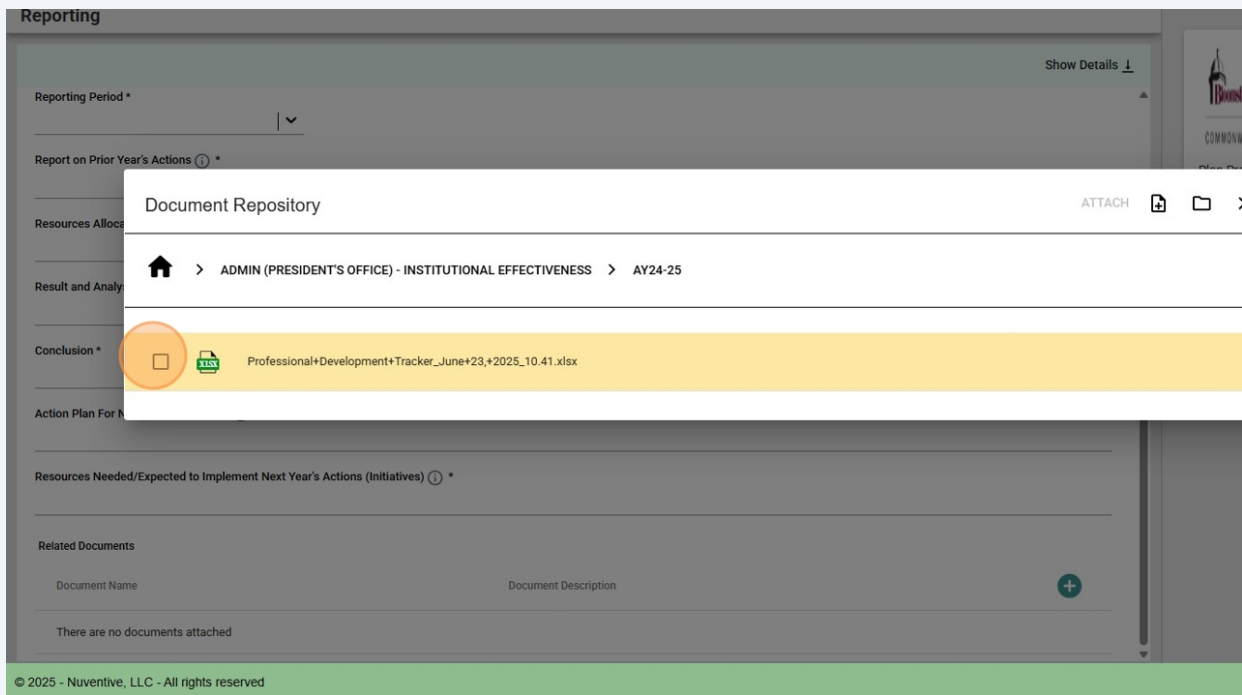
The screenshot shows a web form titled 'Plan Progress Report' for the Commonwealth University of Pennsylvania. The form has several sections: 'Actions', 'Implement Prior Year's Actions', 'Year (Initiatives)', and 'Expected to Implement Next Year's Actions (Initiatives)'. At the bottom right, there is a green plus icon with the text 'Add Document' below it. On the right side, there are two summary cards: 'Plan Progress Report' and 'Summary of Actions', both featuring the university's logo. A green footer bar at the bottom contains the text 'All rights reserved' and a 'Privacy Policy' link.

29

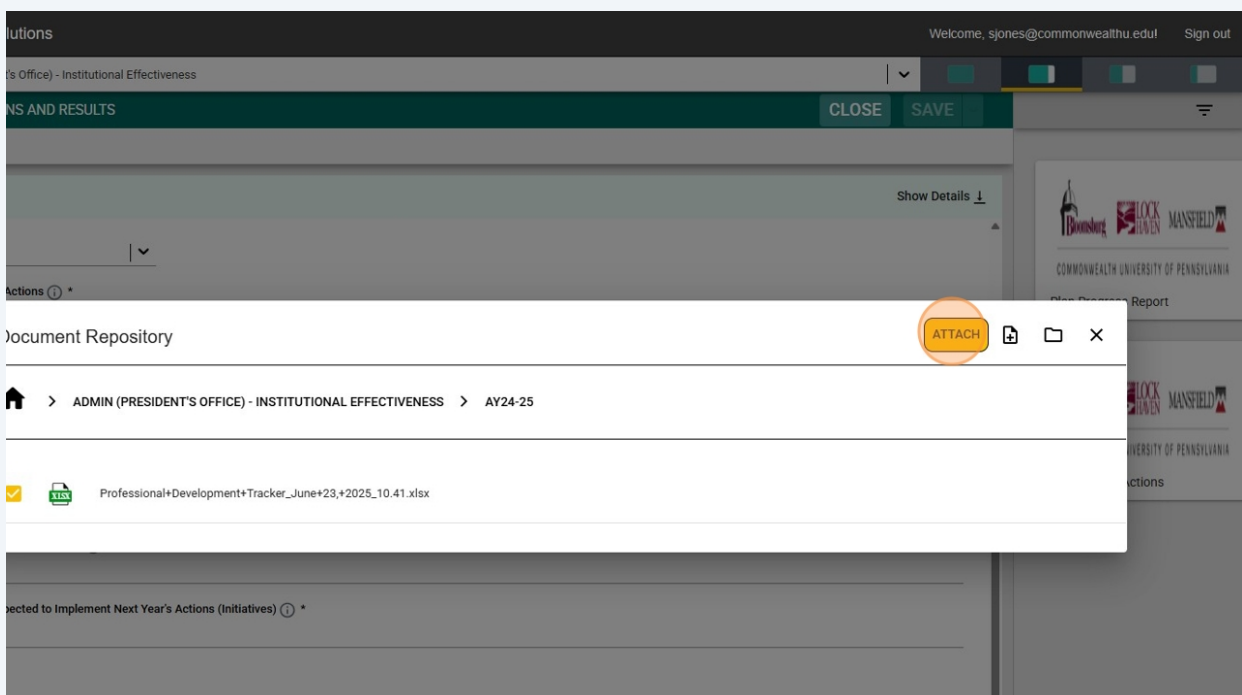
Navigate to the folder containing the document

The screenshot shows a 'Document Repository' modal window. The modal has a header with a home icon and a breadcrumb path: 'ADMIN (PRESIDENT'S OFFICE) - INSTITUTIONAL EFFECTIVENESS'. Below this, there is a list of folders: 'AY24-25', 'General', 'Submitted Plans', and 'Testing Programs & Services (TPS)'. The 'AY24-25' folder is highlighted with a yellow background and an orange circle. The background of the modal shows a 'Reporting' form with fields for 'Reporting Period', 'Report on Prior Year', 'Resources Allocated', 'Result and Analysis', 'Conclusion', 'Action Plan For Next Year', and 'Resources Needed/Expected to Implement Next Year's Actions (Initiatives)'. At the bottom, there is a 'Related Documents' section with a table for 'Document Name' and 'Document Description', and a green plus icon for adding documents.

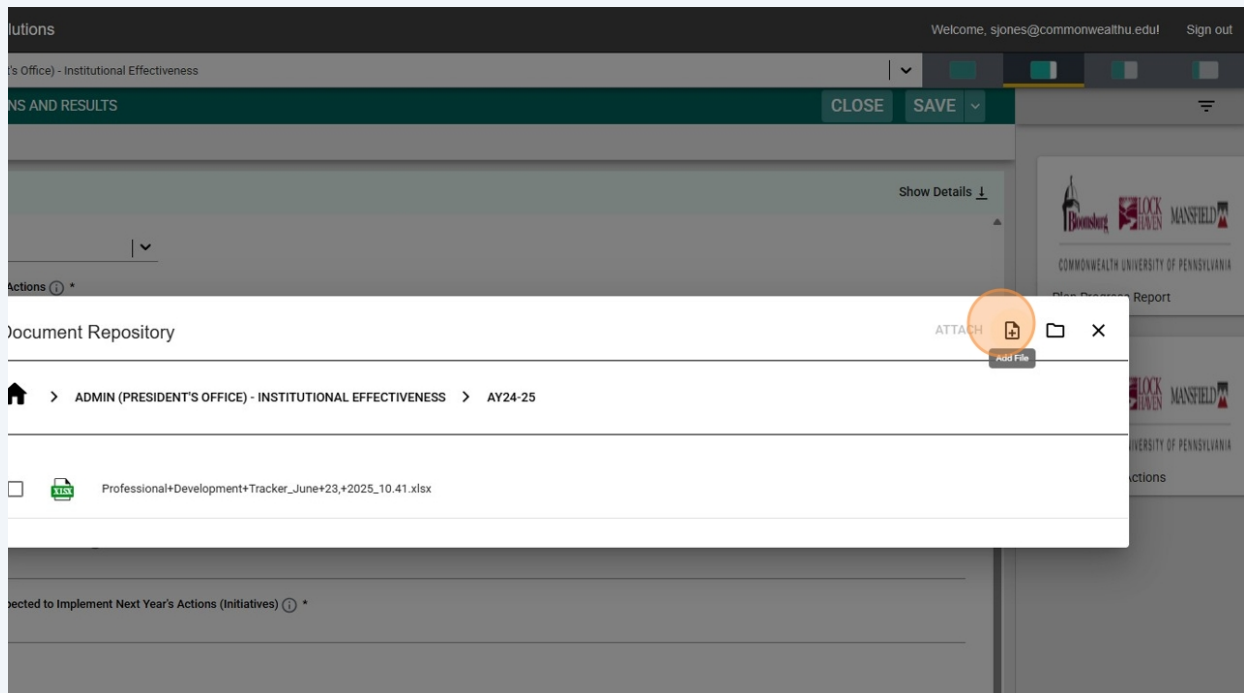
30 Click this checkbox next to the document you wish to relate



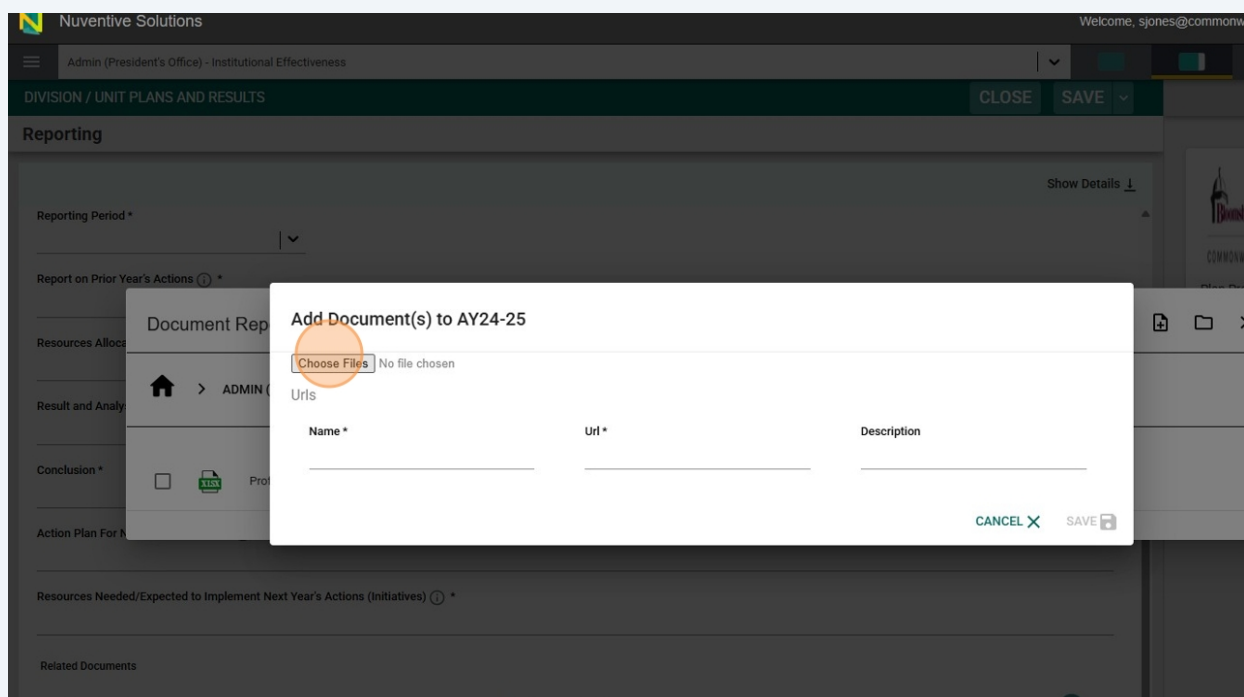
31 Click "Attach"



- 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 goals are categorized by "Goal Year(s)" and include a "View All" button. The goals listed are:

- Goal 1:** C. Myers 7/9/25. Description: "alth University by providing data, analysis, required internal and external reporting, and information for planning, assessment, accreditation, and compliance." Reporting Period: 2024; 2024 - 2025; 2025 - 2026; 2026 - 2027; 2027 - 2028.
- Goal 2:** C. Myers 6/19/25. Description: "Testing Services". Reporting Period: 2025; 2025 - 2026; 2026 - 2027; 2027 - 2028.
- Goal 3:** C. Myers 6/19/25. Description: "Assessment".

The right sidebar shows the "Plan Progress Report" section with a "No Description" placeholder and the Commonwealth University of Pennsylvania logo. A "Summary of Actions" section is also visible.

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" sidebar open. The sidebar contains the following sections:

- Report Settings:** Includes a "RUN REPORT" button.
- Report Options:**
 - Goal Status:** A dropdown menu with "View All" and a selection arrow. An orange circle highlights this dropdown.
 - Select Goal Year(s) / Reporting Period:** A dropdown menu with "View All" and a selection arrow.

The main content area on the left shows the same list of goals as in the previous screenshot, but the "Report Settings" sidebar is now open, allowing users to select the appropriate Goal Status and Goal Year(s)/Reporting Period.

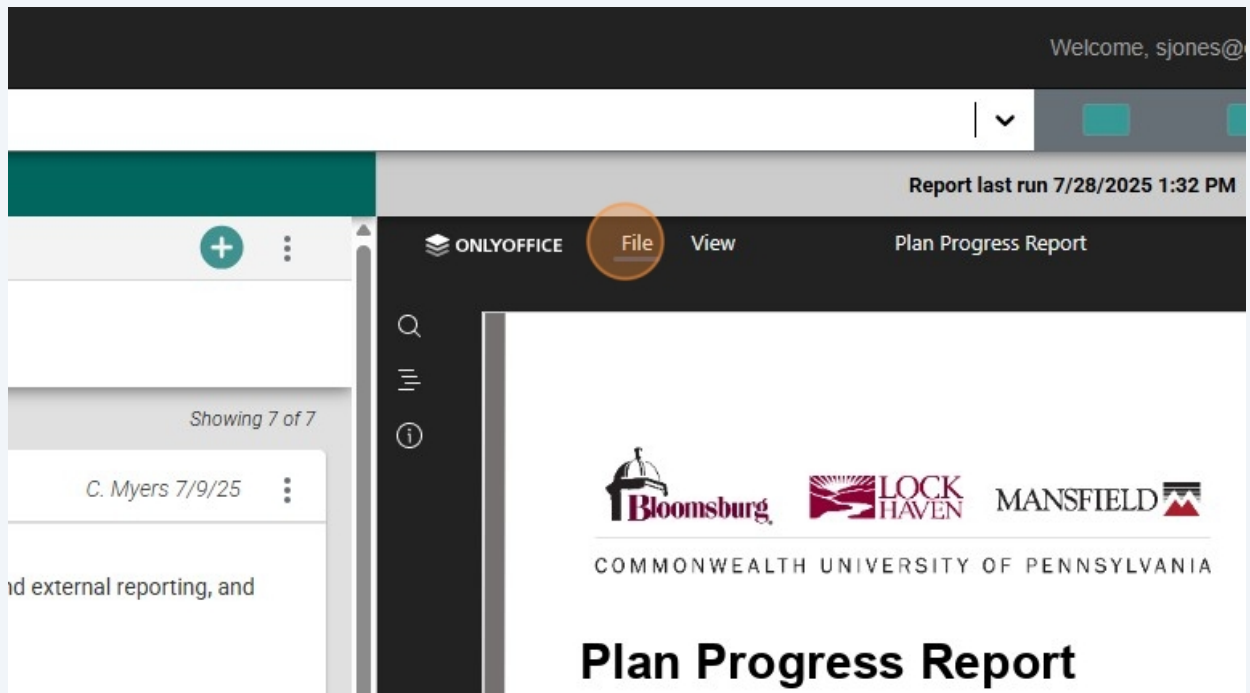
36 Click "Run Report"

The screenshot shows a web application interface for 'Institutional Effectiveness'. The top navigation bar includes a user welcome message and a 'Sign out' link. The main content area is divided into two sections. On the left, there is a list of reports with columns for 'Goal Year(s)', 'View All', and a list of reports. On the right, the 'Report Settings' panel is visible, containing 'Report Options' and 'Goal Status' sections. An orange circle highlights the 'RUN REPORT' button in the top right corner of the settings panel.

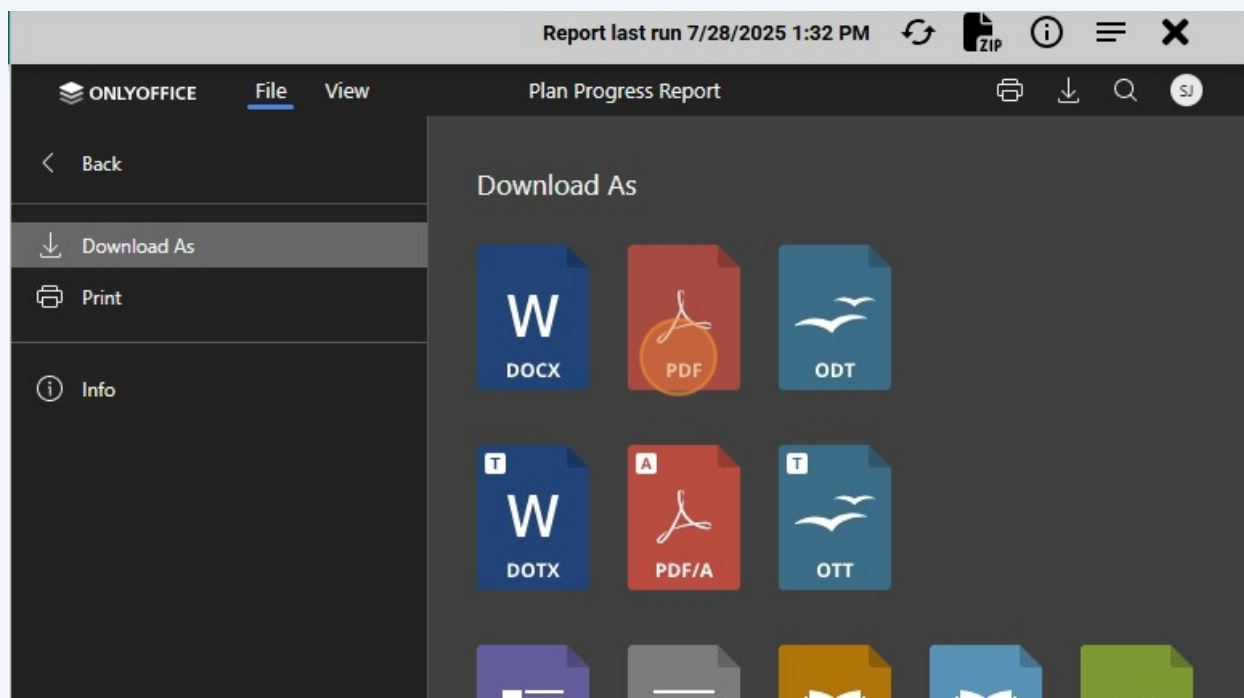
37 Click here to download a word document of the report

The screenshot shows a document viewer interface for 'ONLYOFFICE'. The document is titled 'Plan Progress Report' and features logos for Bloomsburg, Lock Haven, and Mansfield. The text 'COMMONWEALTH UNIVERSITY OF PENNSYLVANIA' is visible above the title. An orange circle highlights the 'Download file' button in the top right corner of the document viewer.

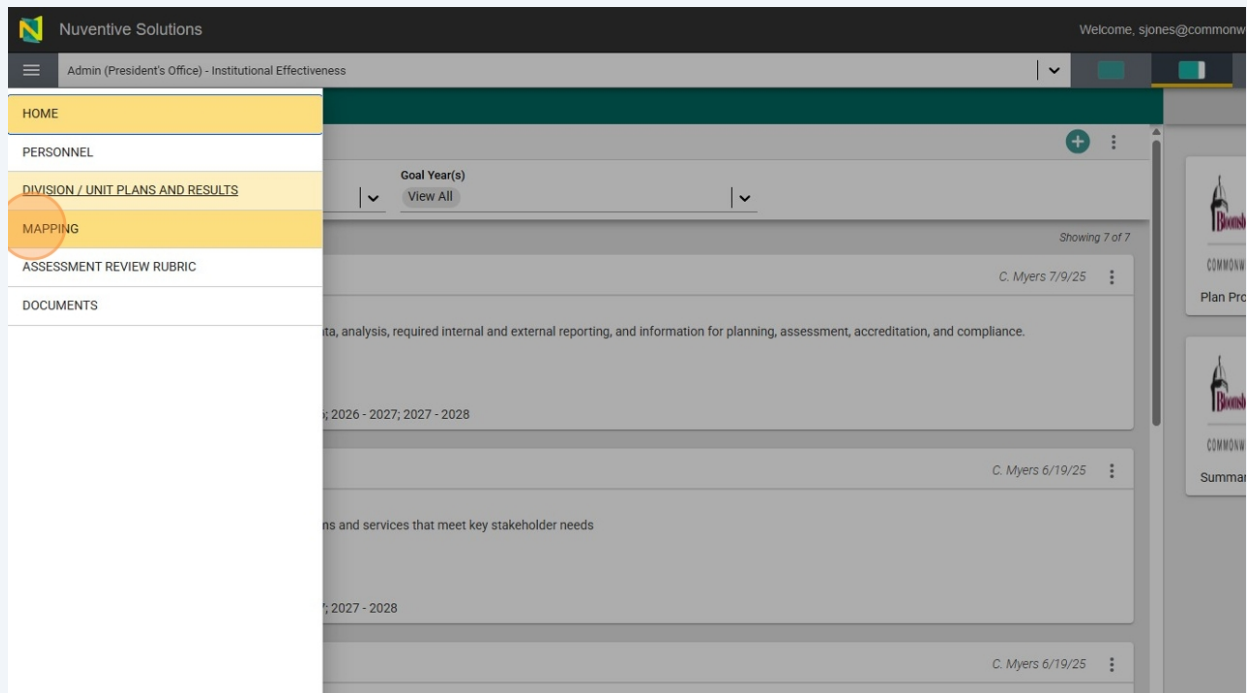
38 Click "File".



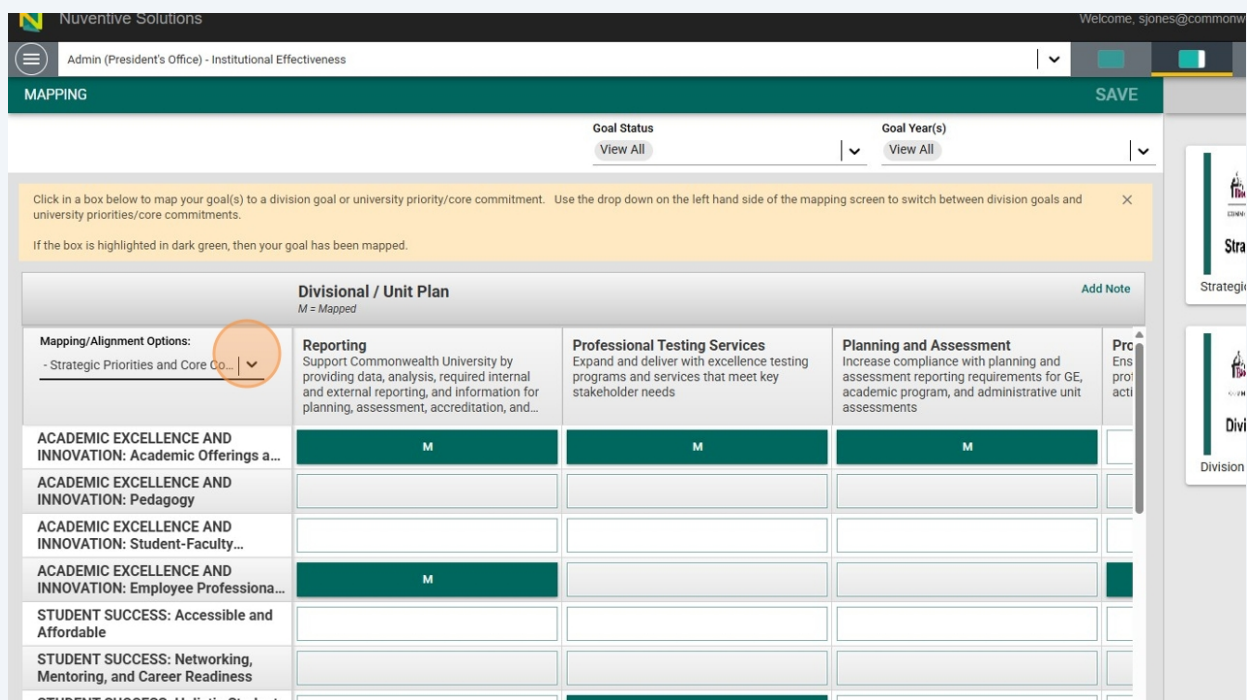
39 Select the icon for the file format in which you want to download your document. Word is the default.



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.

Divisional / Unit Plan <small>M = Mapped</small>				
Mapping/Alignment Options: - Strategic Priorities and Core Co...	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	Pro... Ens... pro... acti...
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](#)

Office - Institutional Effectiveness

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.

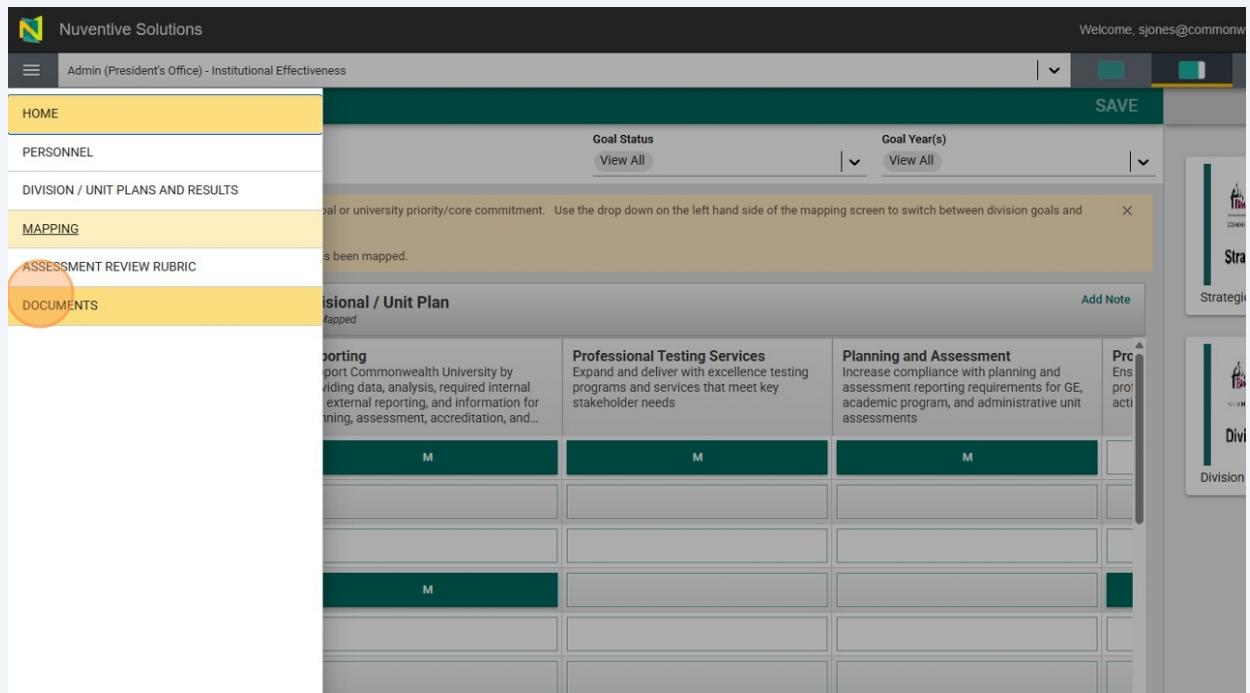
Divisional / Unit Plan <small>M = Mapped</small>				
ptions: and Core Co...	Reporting Support Commonwealth University by providing data, analysis, required internal and external reporting, and information for planning, assessment, accreditation, and...	Professional Testing Services Expand and deliver 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	Pro... Ens... pro... acti...
LENCE AND demic Offerings a...	M	M	M	
LENCE AND agogy				
LENCE AND tent-Faculty...				
LENCE AND loyee Professiona...	M			
IS: Accessible and				
IS: Networking, reer Readiness				

SAVE

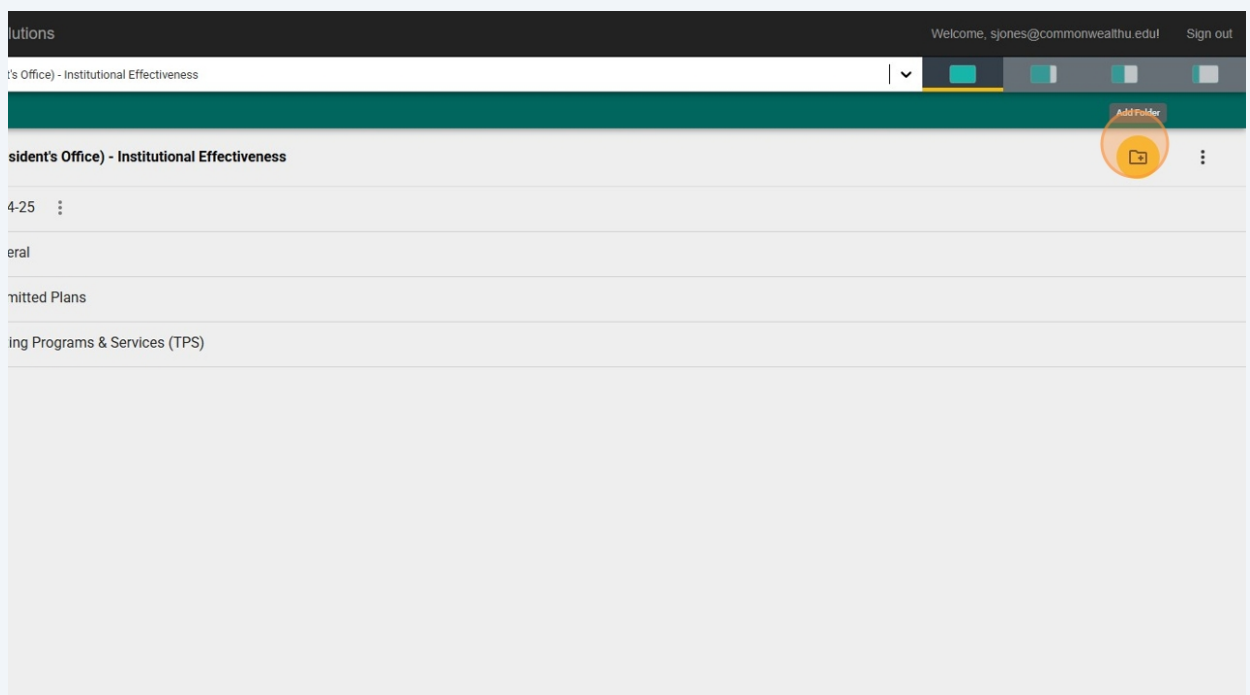
Strategic Priorities Map
 Strategic Priorities Mapping

Division Goal Map
 Division Goal Mapping

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



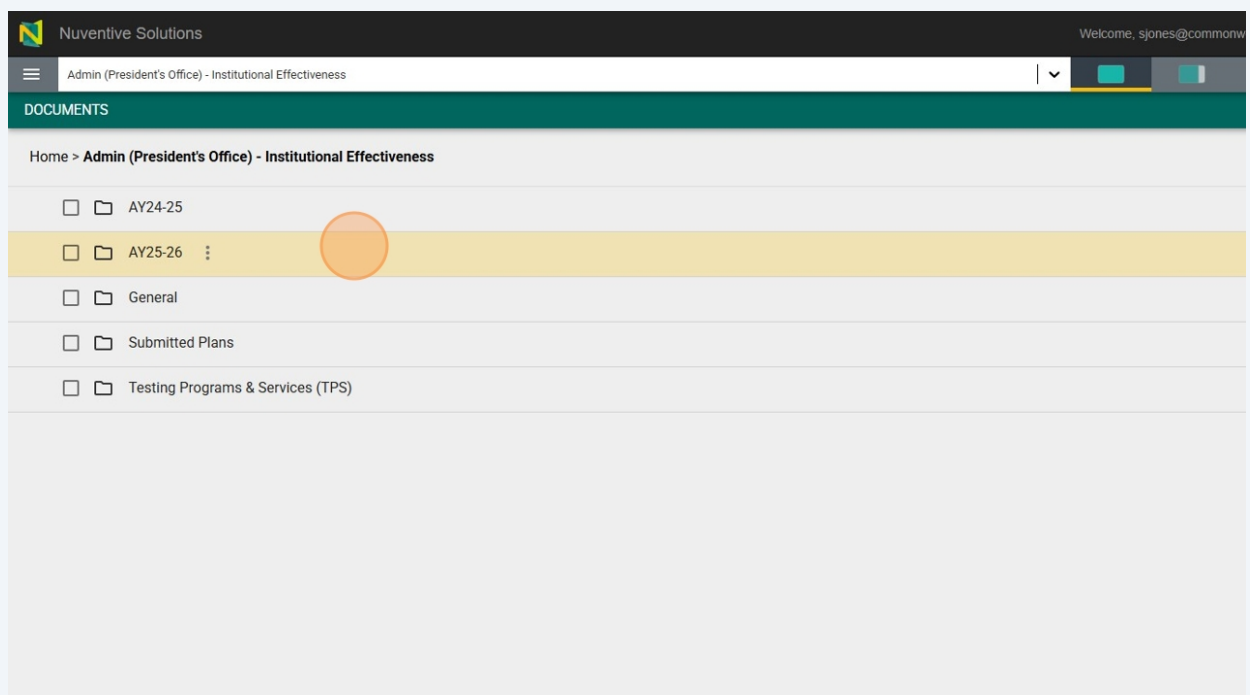
45 Click this icon to add a new folder



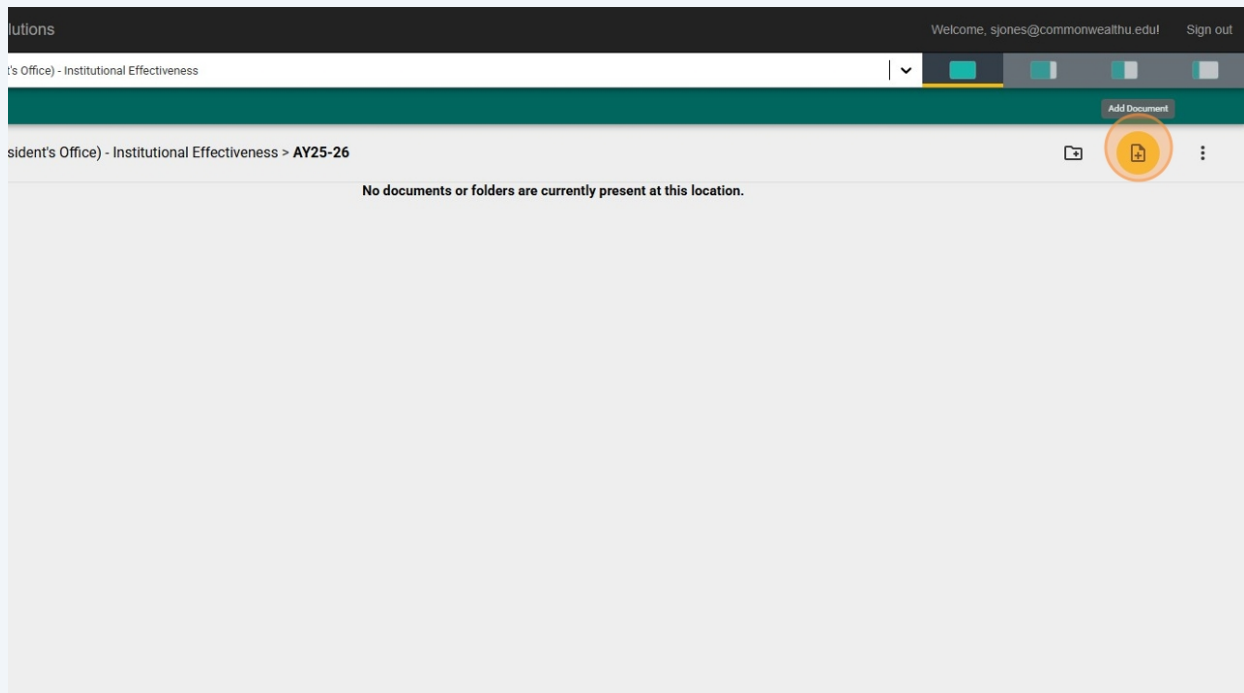
46 Name the folder, for example "AY25-26". Click "Save"

The screenshot shows a modal dialog box titled "Add Folder to Admin (President's Office) - Institutional Effectiveness". Inside the dialog, there is a text input field labeled "Name *" with the text "AY25-26" entered. Below the input field, a small note states "* denotes a required field." At the bottom right of the dialog, there are two buttons: "CANCEL" and "SAVE". The "SAVE" button is highlighted with an orange circle. The background of the application is dimmed, showing a breadcrumb trail "Admin (President's Office) - Institutional Effectiveness" and a list of folders including "AY24-25", "General", "Submitted Plans", and "Testing Programs & Services (TPS)".

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

