OSU-OKC Dean Program Assessment Review Process

A Step-by-Step Guide

This guide is designed to walk school deans through the process of providing feedback on annual program assessment reports submitted by the programs under their school.

Things to look for:

Review the report to ensure that:

1. The outcome is measurable. The HLC template is “Students will be able to [one verb/skill] [program context].”
2. The courses marked (A) Assessment in the program curriculum map align with the courses that contain the assessment methods.
3. The assessment method (assignment) provides students an opportunity to demonstrate the verb/skill identified in the outcome.
4. All parts of the report have been completed.

Step 1 – Getting Started

Log in to Nuventive.

Please note: The access link can always be found on the Institutional Assessment website under the **General Education & Program Assessment** section.

When you log in, you will see the dashboard for your school listed in the white dropdown box at the top center of your page.

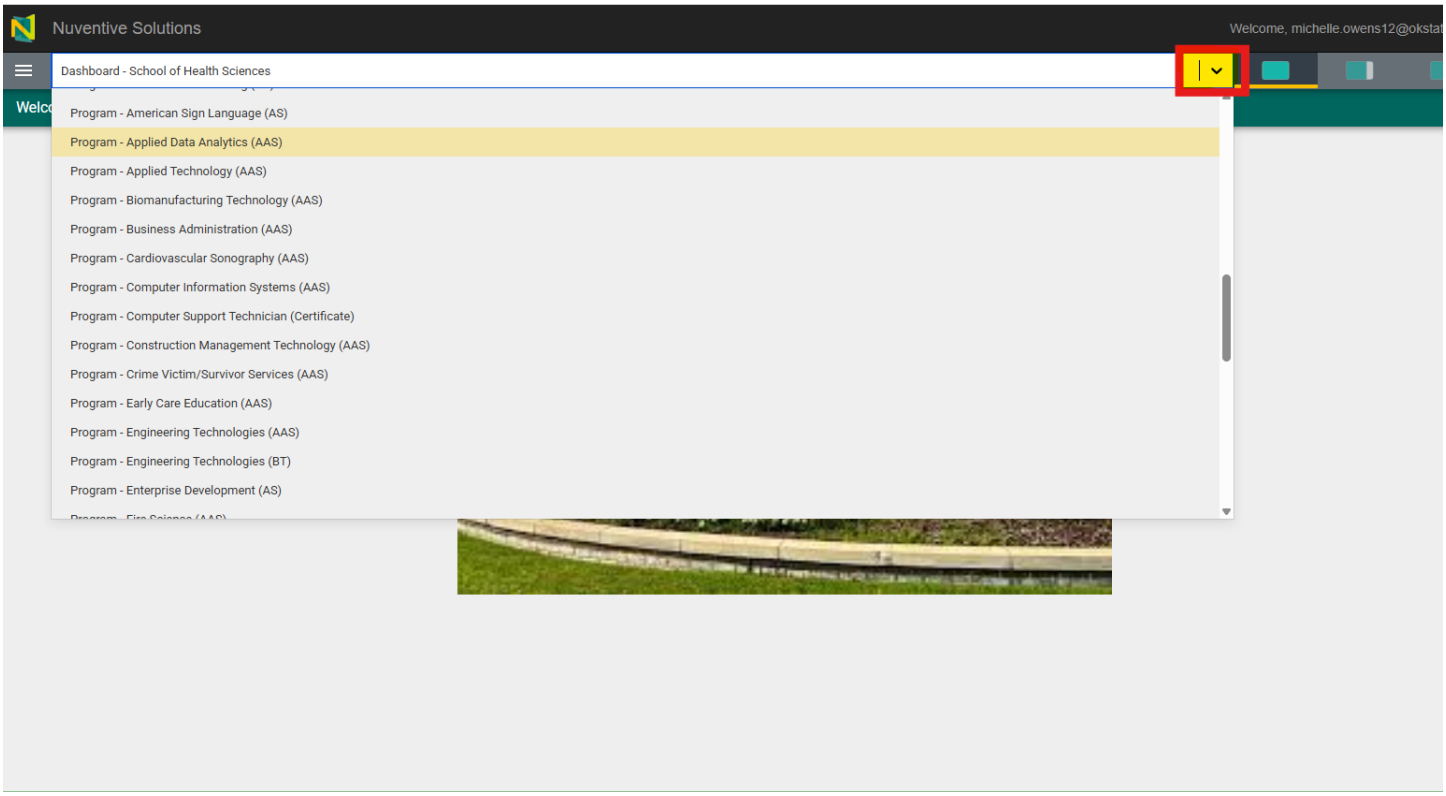


Step 2 – Finding Your Programs

Click the down arrow on the right side of the white dropdown box at the top center of your page.

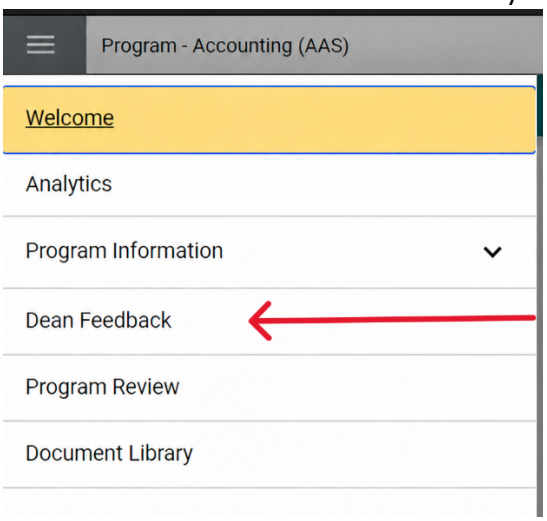
Here you will see a list of all the programs in your school that need to be reviewed.

Select the first program you would like to review.



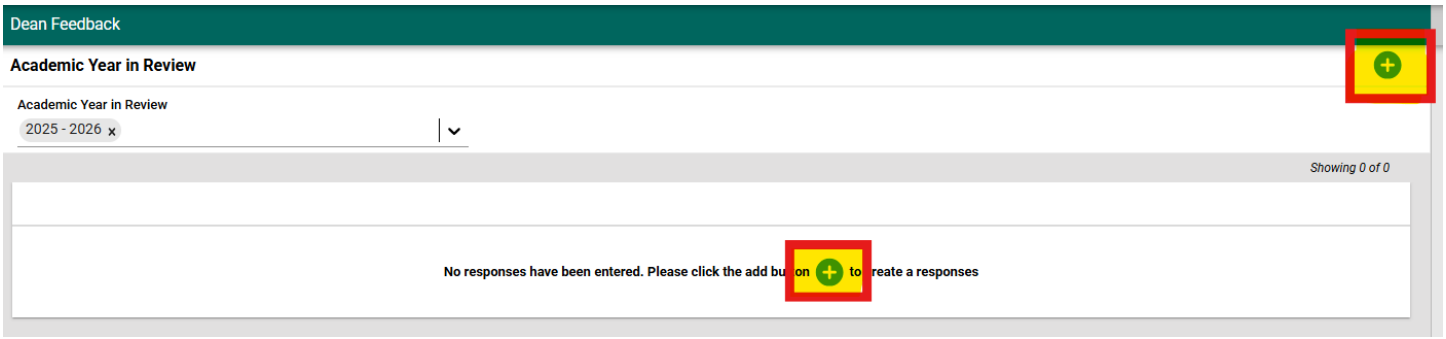
Step 3 – Finding the Review Form

Select **Dean Feedback** from the menu. (You'll see fewer menu options than faculty do, because deans review but don't edit assessment content.)



Step 4 – Opening Your Program Review Form, Part 1

Click the **green plus sign** visible at the top right of the page or in the white box in the center of the screen. Both buttons will allow you to start a new form.



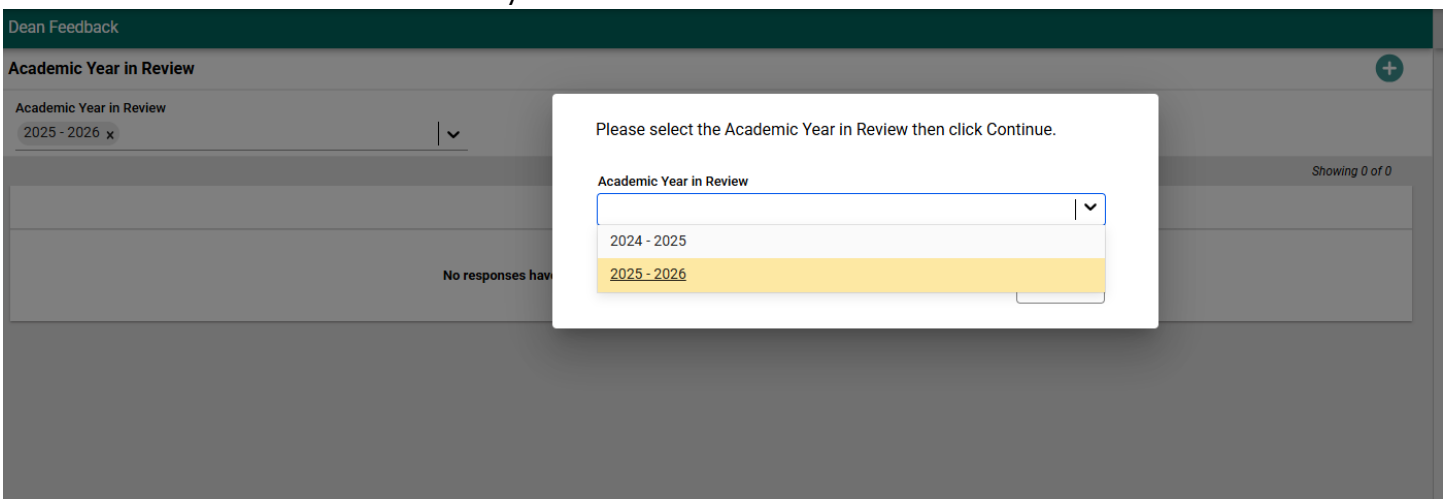
Step 5 – Opening Your Program Review Form, Part 2

A pop-up box will appear in the center of the screen

Click the drop-down arrow on the **Academic Year in Review** menu.

Select the academic year that just ended (e.g., 2025–2026)

After you make your selection, click **Continue**.



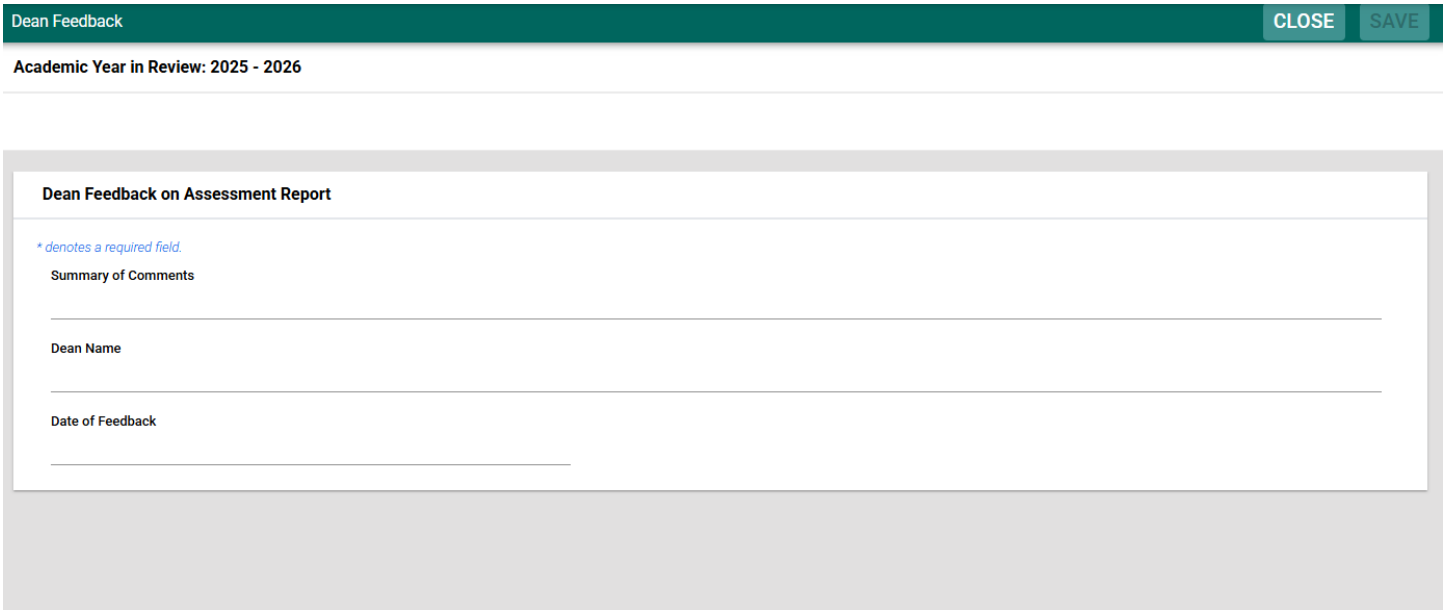
Step 6 - Opening Your Program Review Form, Part 3

A new blank form will appear that asks only three questions.

Summary of Comments – This is where you will provide your overall feedback on your observations on the entirety of the program assessment reporting for the annual reporting period.

Dean Name – Roles change over time, so it's important to keep a clear record of who gave feedback.

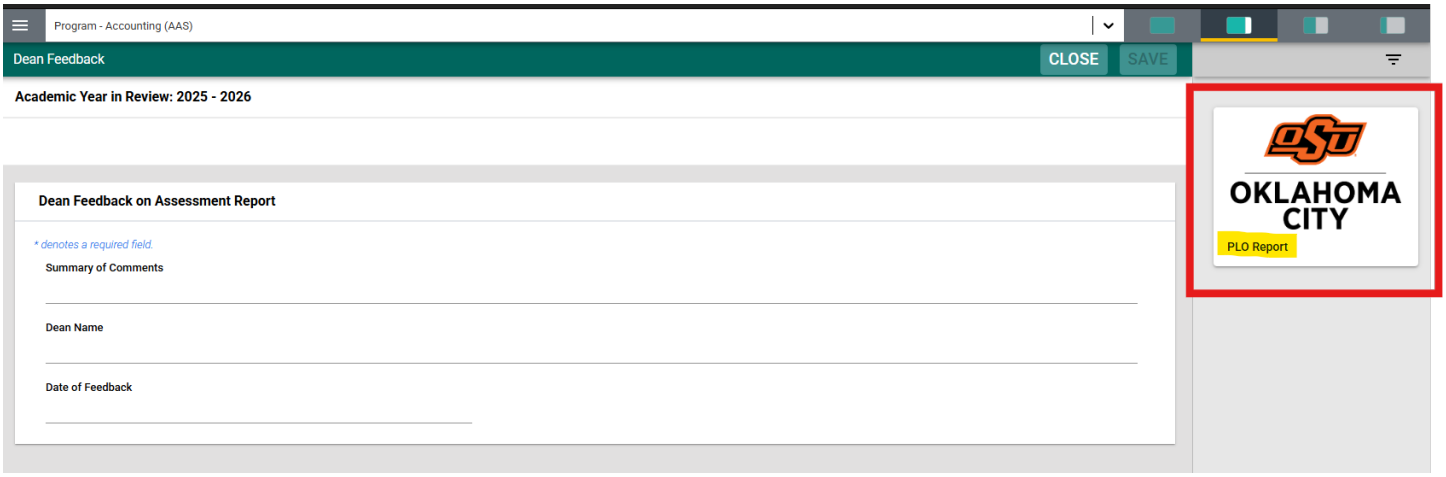
Date of Feedback – This is the date the comments are fully completed.



Step 7 – Pulling the Program Assessment Report, Part 1

On the right side of the screen, there is a resource panel.

Click the box titled Program Learning Outcomes **(PLO) Report**.



Step 8 - Pulling the Program Assessment Report, Part 2

A new box will appear called **Report Settings**.

You will need to adjust the filter as follows:

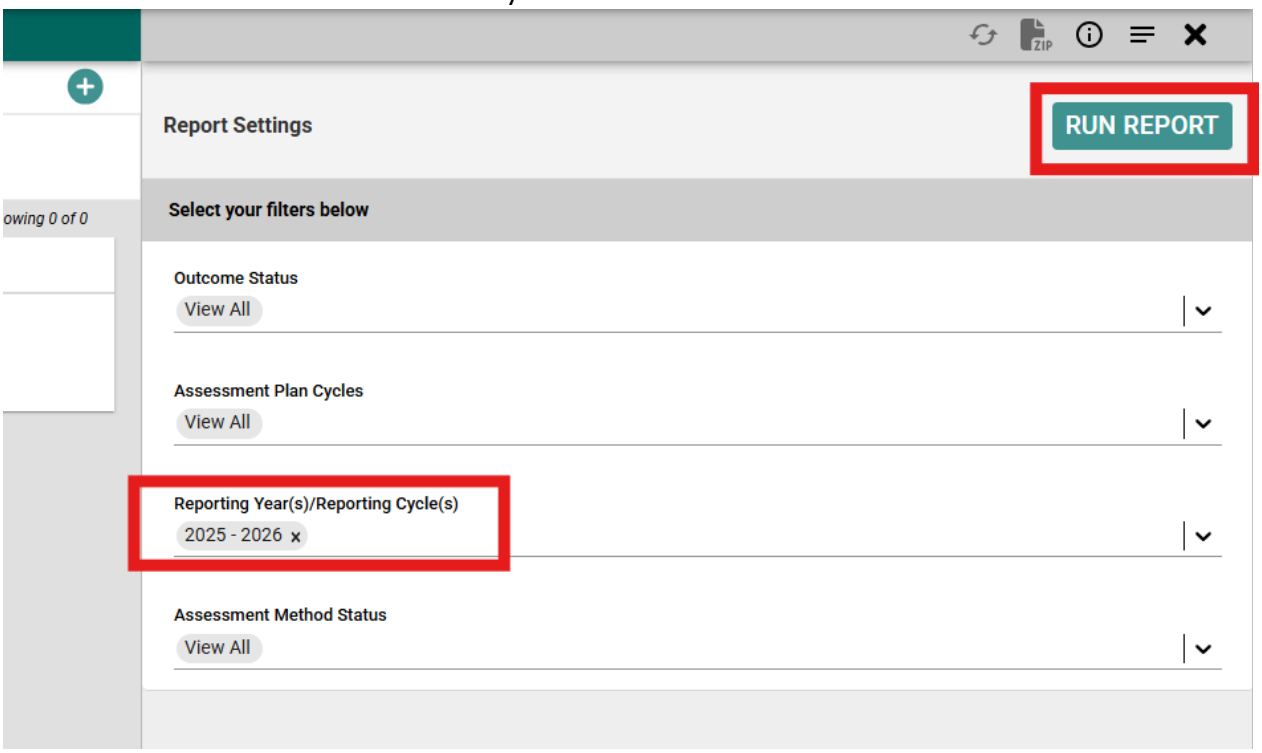
- Under **Reporting Year(s)/Reporting Cycle(s),** select only the academic reporting year you want to review. (e.g., 2025-2026)

Do not adjust:

- **Assessment Plan Cycles**
- **Outcome Status**
- **Assessment Method Status**

Important Note: Leave all other filters as they are. Programs plan the next two years of assessment before deans are able to review the latest year, so changing these filters will hide reports you need to see.

When you have finished adjusting your filters, click **Run Report** on the top right of the box.

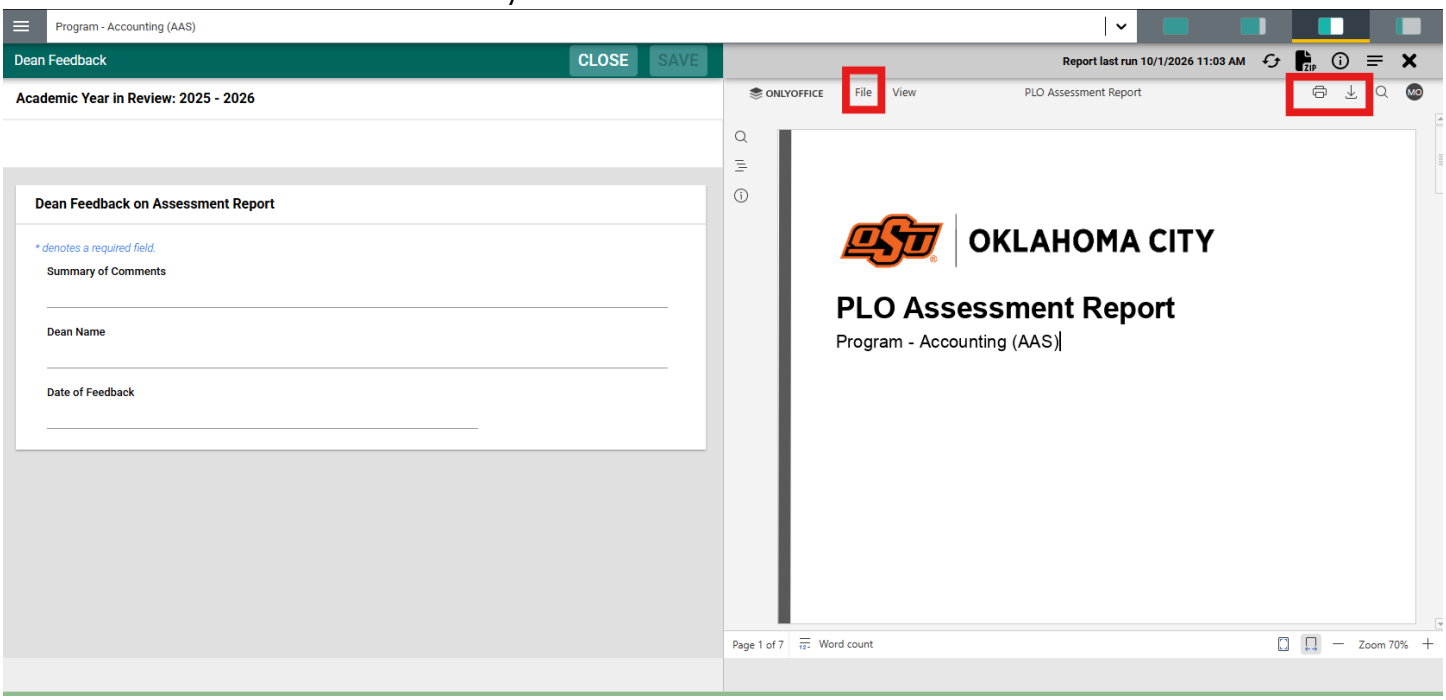


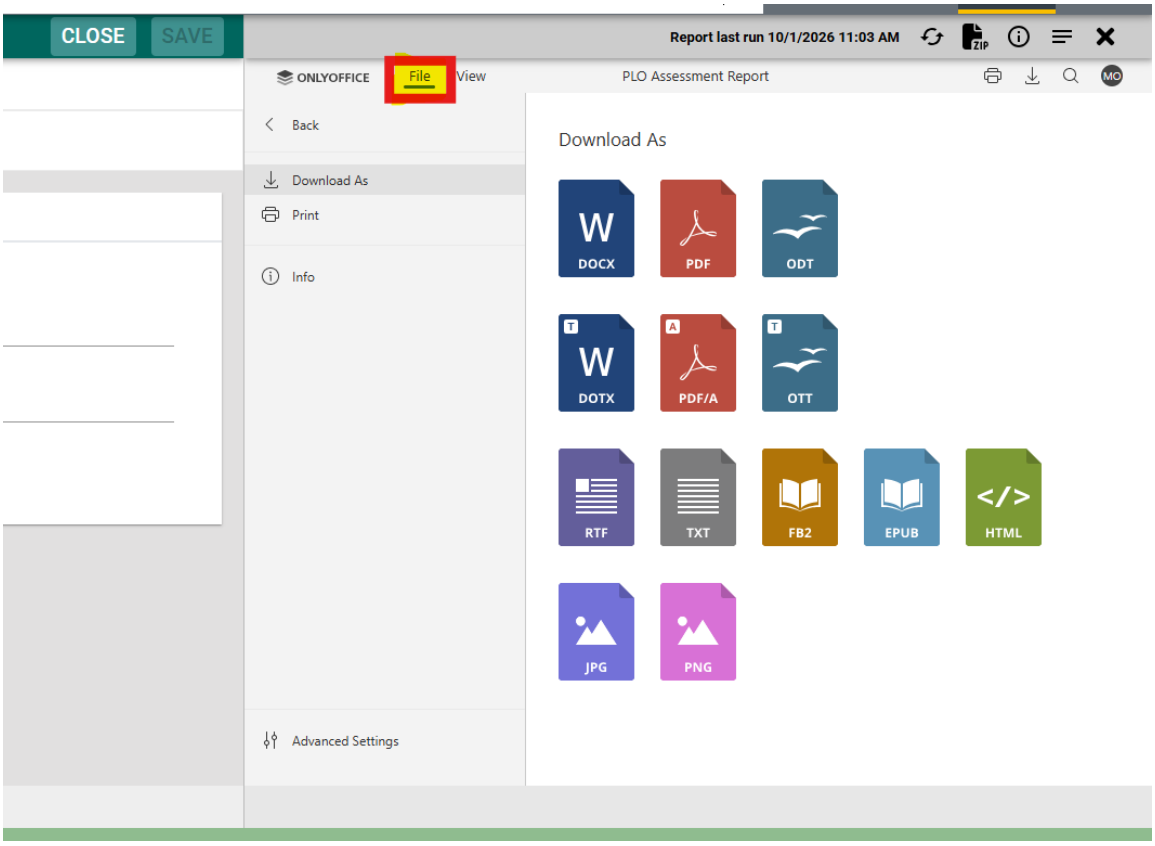
Step 9 – Reviewing the Program Assessment Report

For convenience, the report will appear in the side panel to allow easy referral while completing the **Dean Feedback on Assessment Report** form.

However, if you would like to view it outside the Nuventive platform you can **download it or print it** easily by clicking the options at the top right of the box. The default format for downloads is PDF.

If you click **File** on the top left of the box you will see a large number of file formats for downloading, as well as the print option again.



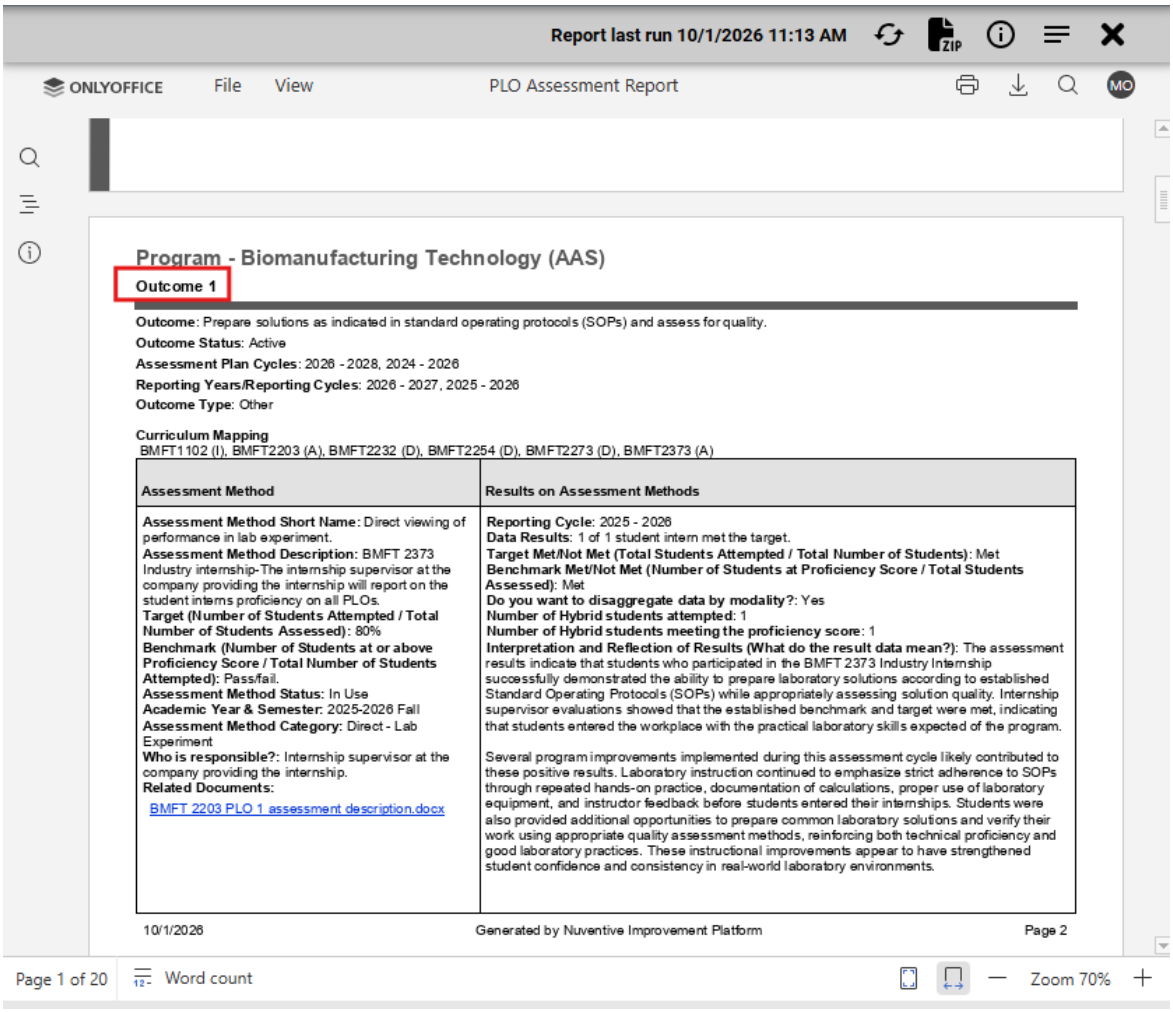


Step 10 - Reading the Program Assessment Report

In the platform, scroll down to see all the outcomes with assessment method reports.

The Outcome name is at the top of each page, just under the name of the program.

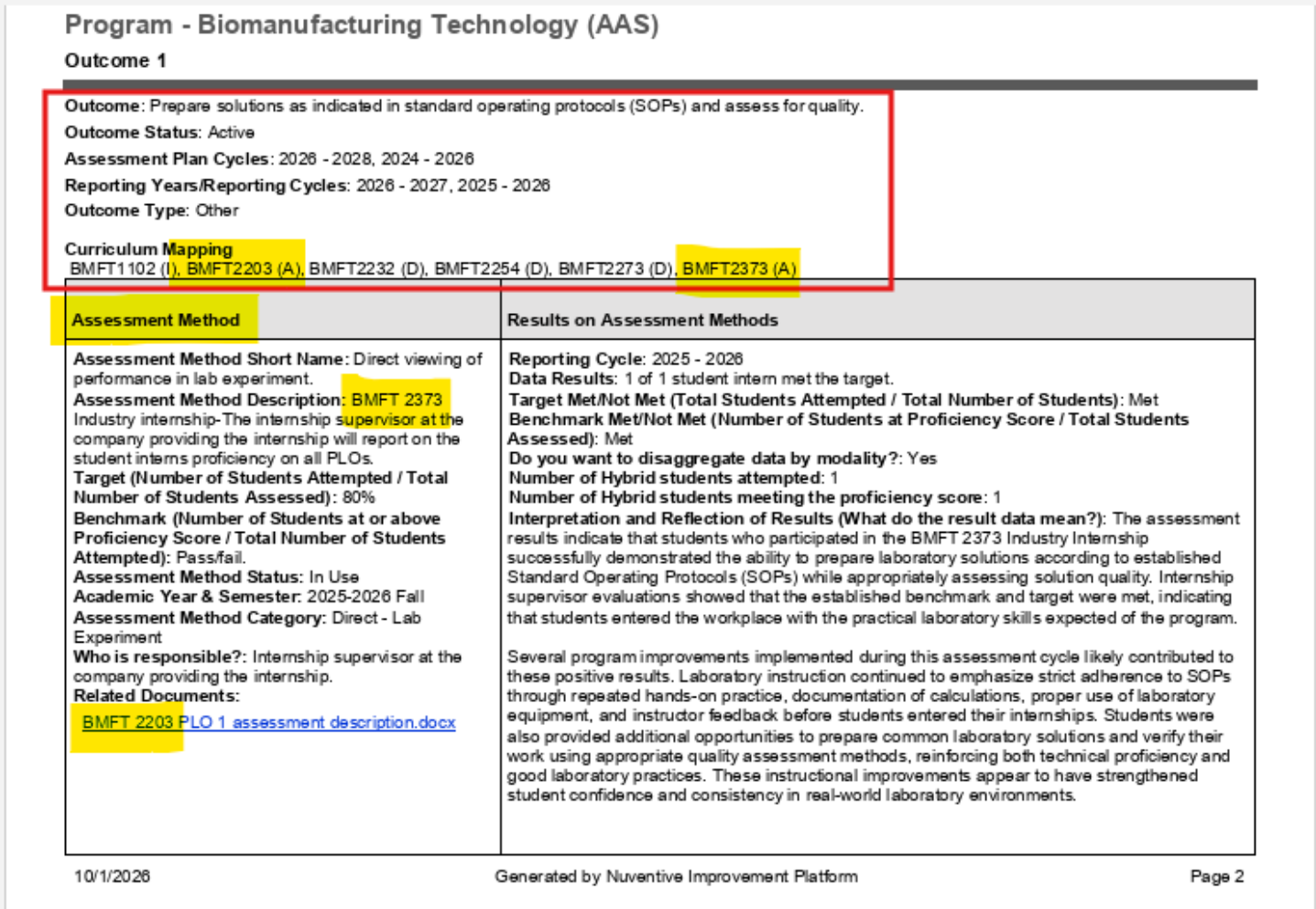
Please Note: All programs should have multiple outcome reports to review. If not, then they have not been correctly documented, contact the department or program chair to make the correction. **(Please note this error in your feedback.)**



Under the outcome name are the outcome details.

- **Outcome**: This shows the full outcome that is being assessed.
- **Outcome Status**: This shows whether the outcome is currently in use.
    - **Please Note:** Because programs plan ahead, an outcome may already show as inactive or archived. That's expected. **Review it anyway**.
- **Assessment Plan Cycles**: These are the two-year periods in which the outcome has been used for assessment without modification.
- **Reporting Years/Reporting Cycles**: This shows what academic years the program will be reporting results on for this outcome. Some programs choose not to collect data on all their outcomes every term during a yearly review cycle, so not every outcome will have results every year.
- **Outcome Type**: This notation allows reviewers to see whether the outcome is required by an external accreditor. For outcomes that do not have external accreditation, it will likely be marked as Other.
- **Curriculum Mapping**: This section is designed to show the outcome progression of learning across the program curriculum.

- **Please Note**: The course marked with an (A) Assessed should match the course where the listed Assessment Methods took place. If not, the assessment process is misaligned. **(Please note this error in your feedback.)**



Program - Biomanufacturing Technology (AAS)

Outcome 1

Outcome: Prepare solutions as indicated in standard operating protocols (SOPs) and assess for quality.
Outcome Status: Active
Assessment Plan Cycles: 2026 - 2028, 2024 - 2026
Reporting Years/Reporting Cycles: 2026 - 2027, 2025 - 2026
Outcome Type: Other

Curriculum Mapping
BMFT1102 (I), BMFT2203 (A), BMFT2232 (D), BMFT2254 (D), BMFT2273 (D), BMFT2373 (A)

Assessment Method	Results on Assessment Methods
Assessment Method Short Name: Direct viewing of performance in lab experiment. **Assessment Method Description**: BMFT 2373 Industry internship-The internship supervisor at the company providing the internship will report on the student interns proficiency on all PLOs. **Target (Number of Students Attempted / Total Number of Students Assessed)**: 80% **Benchmark (Number of Students at or above Proficiency Score / Total Number of Students Attempted)**: Pass/fail. **Assessment Method Status**: In Use **Academic Year & Semester**: 2025-2026 Fall **Assessment Method Category**: Direct - Lab Experiment **Who is responsible?**: Internship supervisor at the company providing the internship. **Related Documents**: BMFT 2203 PLO 1 assessment description.docx	**Reporting Cycle**: 2025 - 2026 **Data Results**: 1 of 1 student intern met the target. **Target Met/Not Met (Total Students Attempted / Total Number of Students)**: Met **Benchmark Met/Not Met (Number of Students at Proficiency Score / Total Students Assessed)**: Met **Do you want to disaggregate data by modality?**: Yes **Number of Hybrid students attempted**: 1 **Number of Hybrid students meeting the proficiency score**: 1 **Interpretation and Reflection of Results (What do the result data mean?)**: The assessment results indicate that students who participated in the BMFT 2373 Industry Internship successfully demonstrated the ability to prepare laboratory solutions according to established Standard Operating Protocols (SOPs) while appropriately assessing solution quality. Internship supervisor evaluations showed that the established benchmark and target were met, indicating that students entered the workplace with the practical laboratory skills expected of the program. Several program improvements implemented during this assessment cycle likely contributed to these positive results. Laboratory instruction continued to emphasize strict adherence to SOPs through repeated hands-on practice, documentation of calculations, proper use of laboratory equipment, and instructor feedback before students entered their internships. Students were also provided additional opportunities to prepare common laboratory solutions and verify their work using appropriate quality assessment methods, reinforcing both technical proficiency and good laboratory practices. These instructional improvements appear to have strengthened student confidence and consistency in real-world laboratory environments.

10/1/2026 Generated by Nuventive Improvement Platform Page 2

All outcome reports should include **at least one** example of each of the following sections:

- **Information on the Assessment Method**
- **Results on Assessment Method**
- **An Overall Judgment**

Please Note: If any part of this information is blank or missing, it means that the report was not fully completed. **(Please note this error in your feedback.)**

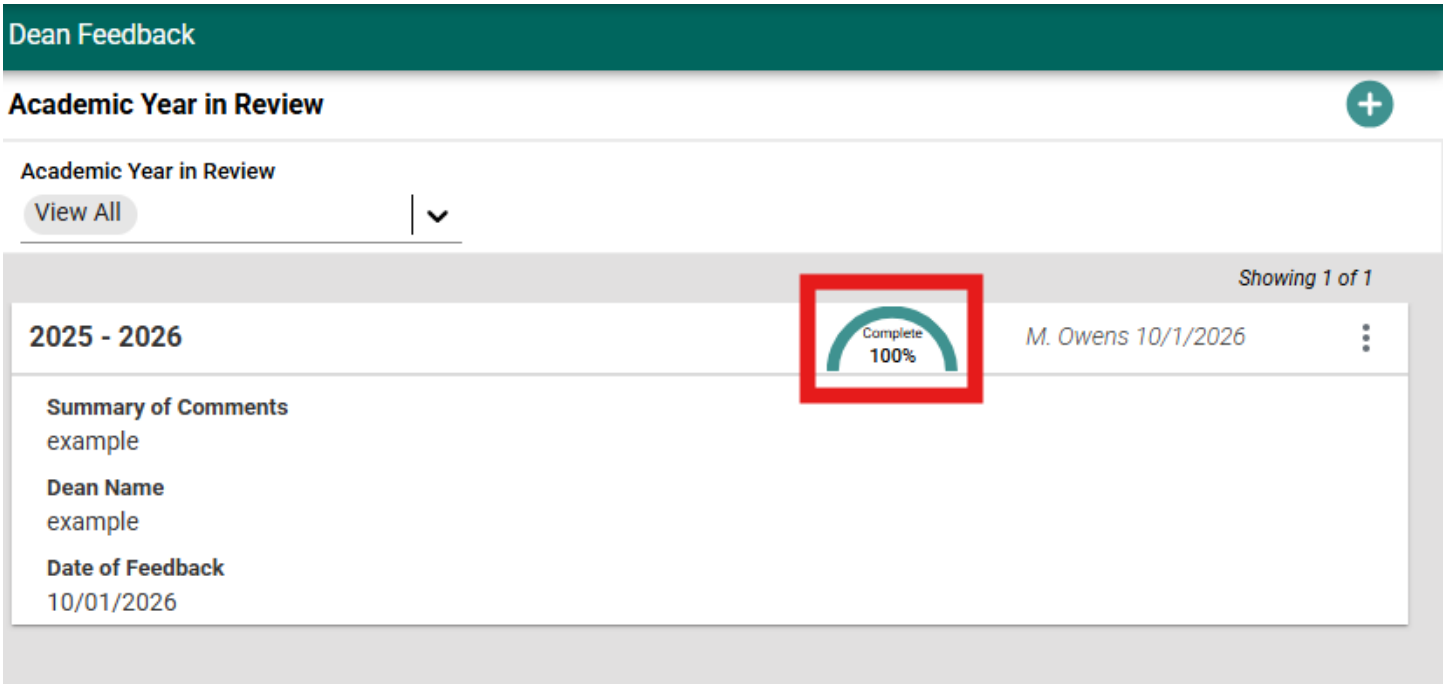
Step 11 – Confirming Your Review Submission

When you have finished entering your information into the **Dean Feedback on Assessment Report**, be sure to click **Save**.

To navigate away from the form, click **Close**. *Do not click* the back button on your browser.

Once the form is closed you should see a white box that shows a summary of your responses, as well as a **progress gauge that will read as 100%.**

Please Note: If you save and close before the form is fully completed, the gauge will read with a percentage of completeness. To reopen the form, simply double click on the white summary box.



Step 12 – On to the Next Program

After confirming your submission, you are ready to review your next program.

Complete Step 2 through Step 10 for each program in your school.