

## Instructions for IE Representatives

Follow the steps below to monitor the submission status and complete the review and approval of annual assessment (IE) reports within your college/division.

### Monitoring Annual Assessment (IE) Report Submission for College/Division

IE Representatives will be included on all reminder emails to IE Authors with outstanding report items. Submission status can also be directly monitored within the Nuventive Improvement Platform.

1

Log into the Nuventive Improvement Platform and select the reporting unit for your college or division from the dropdown list. View the summary tables provided on the home screen to monitor Plans with completed or outstanding report items. A summary count and percentage of Plans without report items appears on each tab.

- SLOs/Goals Summary – Note any Plans without SLOs (*appear as 0*)
- Assessment Method Summary – Note any Plans that have SLOs/Goals missing Assessment Methods (*flagged*)
- Results Summary – Note any Plans without Results entered for Assessment Methods (*flagged*)
- Actions/Use of Results Summary – Note any Plans that still require Actions (*flagged*)

To view or download a status overview report with IE Author contact information by plan, select the menu option **Plan Submission Status**.

### Reviewing and Approving Annual Assessment (IE) Reports for College/Division

2

Log into the Nuventive Improvement Platform to access the assessment plans for the program or units in your college or division. Access Nuventive through the myLEO App or on our website under **Assessment** at [Institutional Effectiveness](#).

3

Navigate to the IE Representative Review menu option of the Plan Review/Approval area within each plan, open the Review/Approval Form, and complete your review of each annual report by entering a response for each rubric item.

- For reference, consult the IE Assessment Four Column Report and the Mapping Report available in the resource viewing pane on the right side of the screen.
- *Note: Any rubric item marked “Revise” will require revisions from the IE Author before your final approval. Enter comments to describe the requested revision.*

4

Enter an Initial Review Decision and Date. If revisions are requested, contact the IE Author directly to inform them of this request. If the report is approved, no additional action is required.

5

If revisions were requested, once notified of their completion by the IE Author, return to the Review/Approval Form, review the changes made (as reflected in the IE Assessment Four Column Report), and mark a Final Review Decision.

- *Note: Do not make any updates or changes to the rubric items at this time.*

All annual reports for the programs/units within your college/division must be approved by the IE Representative review deadline. If you hold additional roles within the IE process for your area, you may be required to complete an additional Review/Approval Form for that role.

**For assistance with using the Nuventive Improvement Platform or with your assessment plan, please visit [Institutional Effectiveness](#) to access the resources there or contact [IE@tamuc.edu](mailto:IE@tamuc.edu).**