Texas A&M University-Commerce Nuventive[™] Improvement Platform **Curriculum Mapping Instructions**



This guide provides instructions for requesting the curriculum mapping feature for an academic program within Nuventive and the basic "how-tos" of navigating, mapping, and running reports for the curriculum map.

Mapping > Curriculum Mapping						
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Academic - Organizational Leadership - CBE 💌	Courses					
Student Learning Outcome (SLO)	ORGL 3311 - ISSUES IN ORGANIZATIONAL LDSHP*	ORGL 3321 - DATA DRIVEN DECISION MAKING I*	ORGL 3322 - BEHAVIOR, ETHICS, LDSHP I*	ORGL 3331 - DATA DRIVEN DECISION MAKING II*	ORGL 3332 - BEHAVIOR, ETHICS, LDSHP II*	ORGL 4341 - LEADER THEORY I*
SLO 1 Leadership Foundation - Identify, analyze, and articulate effective leader vision, attributes, and interpersonal skills (e.g., communication, relations)	*		~		~	*
SLO 2 Data / Information Literacy – Identify, locate, and evaluate key performance areas & metrics, and relevant data types/sources, collection, and		*		~		*

Figure 1: Example of Curriculum Mapping

Requesting the Curriculum Mapping Feature

Contact the Office of Institutional Effectiveness by emailing <u>IE@tamuc.edu</u> or calling 903-886-5935 to discuss the curriculum mapping feature for your program or department. To set up a curriculum map for your academic program, you will be asked to provide the following information.

Required Information for Set Up in Nuventive

Course List for each program

- Course Code
- Course Title

In most cases, the course list should include all required program courses. You will be provided with a template file to supply this information.

Preferred Mapping Indicator

• Example: I = Introduce, R = Reinforce, M = Mastery (will list alphabetically in Nuventive)

You may select to indicate mapping relationships through use of either a simple checkmark or through use of a customized rating scale indicating where learning outcomes are delivered or assessed.

Desired User Access

- Edit Access: Individuals with edit access may view and make changes to the curriculum map
- Read Access: Individuals with read access may view the curriculum map only

You will be asked to provide the names and access levels of those who will use the curriculum map for each program in Nuventive.

Mapping

Navigating to and Completing the Curriculum Map

Within the Main Menu, navigate to **Mapping**.



From the Mapping dropdown list, select Curriculum Mapping.

Mapping > Curriculum Mapping					
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Academic Program Plan - Sample 1	Courses I - Introduce, M - N	Mastery, R - Reinforce			
Student Learning Outcome (SLO)	English 101 - Introduction to Composition*	Sample 100 - Introduction to Curriculum Management	Sample 200 - Intermediate Curriculum Management	Sample 300 - Advanced Curriculum Management	\bigcirc \bigcirc
Professional Behavior and Standards Exemplify professional social work behavior and standards	I M R	I M R		I M R	
Ethical Principles to Resolve Dilemmas Apply social work ethical principles to resolve dilemmas and create positive changes.	5	1	2 M R		\frown
Critical Analyzation and Decision Making Processes Critically analyze practice situations and communicate judgments and reasoning through		I M R			3

- 1. **Map** an SLO by clicking in the intersection of the SLO and the Course. A black checkmark will appear to indicate mapping.
- 2. To **deselect** a checkmark or **unmap** an intersection, click on the checkmark and it will disappear.

- 3. If provided, select the appropriate rating scale for the course to indicate whether the student learning outcome is introduced, reinforced, or mastered in the course. (Example: I R M) Not all programs may choose to utilize a rating scale.
- 4. Use *Course Mapping Order* option to review or make changes to the course sequence list for the program.
- 5. Click Save.

Changes to the student learning outcomes that appear in the program's curriculum map can be made through the menu option for **Plan and Results > Assessment Plan**. Changes to the courses that appear in the program's curriculum map must be requested. Please contact <u>IE@tamuc.edu</u> with this request.

Reports based on Curriculum Mapping

Within the Main Menu, navigate to **Reports** and select **Standard Reports**.

Academic - Accounting (BBA)	
s > Standard Reports	
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Program Plan Reports	
Attachments ListAppendix ItemsDocuments List	This report list all documents (files) stored in each folder for each unit.
IE Assessment: Four Column Report	This report shows the Student Learning Outcomes (SLOs) for each selected Academic Program Plan along with any Assessment Methods, Results, and Actions/Use of Results for each SLO. The report is
	displayed in a four column layout. In addition, any reportable fields from the General Information page display at the top of the report. This report can be used as a comprehensive document of the any
	Institutional Effectiveness reporting for the program.
IE Assessment: Plans	This report shows the Student Learning Outcomes (SLOs) for each selected Academic Program Plan, along with any information contained in the Plan area related to each SLO. This may include any May
	for the Student Learning Outcomes (SLOs) you wish to display. The report is displayed in a narrative layout. In addition, any reportable fields from the General Information page display at the top of the
IE Assessment: Plans and Results	This report shows the Student Learning Outcomes (SLOs) for each selected Academic Program Plan, along with any information contained in the Plan area related to each SLO and any recorded Results.
	may include any Mapping for the Student Learning Outcomes (SLOs) you wish to display. The report is displayed in a narrative layout. In addition, any reportable fields from the General Information page
	display at the top of the report.
Mapping	
C. S. M. M. S.	This report shows the Student Learning Outcomes (SLOs) of the Program Plan Unit and how each selected Course is related to each Student Learning Outcome (SLO) using Curriculum Mapping. This rep
Curriculum Mapping	
Curriculum Mapping	only be run for one Program Plan Unit at a time.

Two reports are provided under the **Mapping** category.

Curriculum Mapping report provides the SLOs of the Program Plan Unit and how the selected course is related to the SLO within the curriculum map.

Mapping: Curriculum Mapping Excel report provides a spreadsheet of the SLOs of the Program Plan Unit and how the selected course is related to the SLO within the curriculum map.

Curriculum Mapping Report

Select the blue hyperlink name.

- Auto settings will produce the report but helpful options are available
 - o Layout
 - Format: PDF, HTML, Word, Excel
 - Report Title: More descriptive
 - o Filter
 - By Course(s)
 - By Planned Assessment Cycle
 - o Options
- Select Open Report at top
- Report opens as separate item

- o PDF version provides options to download or print
- When finished, close item and select *Return* to return to **Standard Reports**
- Use the Main Menu to navigate to other sections

Mapping: Curriculum Mapping Excel Report

Select the blue hyperlink name.

- Select Open Report at top
- Report opens as a separate spreadsheet
- When finished, close spreadsheet (and select *Return* to return to **Standard Reports**)
- Use the Main Menu to navigate back to the reports or other sections