

Instructions for Deans, VPs, and Final Reviewers

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

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

- 1 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 at [Institutional Effectiveness](#) under Nuventive™ Improvement Platform.
- 2 Navigate to the Dean/VP Review menu option of the Plan Review/Approval area within each plan, select Add New Response to open the 2024-2025 Review/Approval Form, and complete your review of each annual report by entering your name, date, and a review decision. For your reference, the following are provided in the resource viewing pane on the right side of the screen:
 - The IE Assessment Two Column Report and the Mapping Report. Use the filter settings to filter by the Planned Assessment Cycle 2024-2025 and the Reporting Period 2024-2025 if you would like to review results entered for the current cycle only
 - Plan Review/Approval forms previously completed by the Direct Supervisor/Department Head and the IE Representative.
- 3 If you would like to request revisions *before* you approve the report, please contact the IE Author directly before approving.
- 4 If revisions are not requested at this time but you have comments to include for future guidance, please select the review decision, Approved with Comments, and enter your comments in the space provided. Otherwise, select Approved.

Dean/VP Review

Please indicate your review and approval of the annual Assessment Plan and Results information for this program/unit by completing the form below. Refer to the Two Column Report provided on the right to view assessments collected in the current cycle. To view evaluations of the report completed by Department Heads/Direct Supervisors and IE Representatives, navigate to each area of the Review/Approval menu and select "View" to read any comments provided, as applicable. If any changes to the assessment report are required prior to approval, please contact the IE Author directly. Please complete the form indicating your Name, Review Decision, and Date. Select "Approved" or utilize the "Approved with Comments" and the Comments space to note any recommendations or revisions you would like to see in the next assessment cycle, as applicable.

** denotes a required field.*

Dean/VP Name ⓘ *

Review Date *

Review Decision * | ▼

All annual reports for the programs/units within your college/division must be approved by the Dean/VP review deadline.

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@etamu.edu.