Academic Assessment Audit: Frequently Asked Questions

Q: What is the annual academic assessment audit?
A: Each year, normally at the end of the spring term, Institutional Assessment and Research conducts the academic assessment audit. The audit process consists of two relevant individuals reviewing the Nuventive Improve (formerly TracDat) Assessment Plan and Four Column report. The reviewers complete, sign and file the appropriate audit form for these units with Institutional Assessment & Research.

Q: Is the assessment audit mandatory?
A: All units defined within the Nuventive Improve system are expected to participate in the assessment audit.

Q: Why is the assessment audit important?
A: The audit is intended to be a helpful exercise that keeps individuals involved in the assessment process and shows SACSCOC that appropriate checks-and-balances are in place regarding the university's assessment activities. The purpose of the assessment audit is to ensure that relevant individuals are entering, reviewing, and discussing information that has been entered into the Nuventive Improve system.

Q: How are results of the audit shared and used?
A: Completed audit forms are made available in the "Documents" section of Nuventive Improve. Aggregate results of the audit are shared with the provost and are designed to improve programs and services. Results are also used for compliance certification efforts for SACSCOC and other accrediting bodies.

Q: How is assessment audit information communicated?
A: Information regarding the assessment audits, including timelines and forms, can be found on the Institutional Assessment and Research website: https://www.wssu.edu/about/assessment-and-research/audits.html. Information is also communicated through other channels, such as assessment committee meetings and emails.

Q: What is my role in the assessment audit?
A: Nuventive Improve contains *Department-Level* and *Major-Level* assessment units. Department-Level units should report process oriented outcomes while Major-Level units report student learning outcomes. Depending upon your role, your audit responsibilities will vary:

	Major-Level Audit	**Department-Level Audit**
Nuventive Improve Data Entry	Designated faculty member, often a Program Coordinator and/or member of Academic Assessment Committee	Department Chair
First Reviewer/Signature on Audit Form	Beginning in 2017-2018: Department chairs will complete audits for units NOT under their purview	
Second Reviewer/Signature on Audit Form		

Q: Who determines if I should have Nuventive Improve access and assessment responsibilities?
A: These decisions are made by the department or program. Any changes in Nuventive Improve personnel should be communicated to Institutional Assessment & Research.

Q: Who do I contact if I forgot my Nuventive Improve password?
A: Please contact Laura Crist (riddlelb@wssu.edu, 750-2112) or Becky Mussat-Whitlow (whitlowbm@wssu.edu, 750-2114) if you need a password reset. *Note: Your Nuventive Improve password is not the same as your university user account password.*