Administrative Assessment Audit: Frequently Asked Questions

Q: What is the annual administrative assessment audit?
A: Each year, normally during the summer, Institutional Assessment and Research conducts the administrative 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: How are Nuventive Improve units for administrative units determined?
A: Generally speaking, if the unit performs a function, process or service that is distinct from any other on campus, then it should be individually assessed and have its own unit. Units with significant overlap in function, process or service may be combined with appropriate justification. Organization charts and functions are consulted to guide administrative unit definition. If you would like to discuss the units defined for your area, please contact Becky Mussat-Whitlow (whitlowbm@wssu.edu, 750-2114).

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 administrative assessment audit?
A: Your responsibilities will vary depending on your role. The expectation is that, at minimum, someone will be assigned to complete data entry, and someone will provide oversight. Two relevant reviewers will complete and sign the audit form:

Role	Responsible Party
Nuventive Improve Data Entry	Designated staff member, often a member of the Administrative Assessment Committee
First Reviewer/Signature on Audit Form	Director
Second Reviewer/Signature on Audit Form	Vice Chancellor

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Q: Who determines if I should have Nuventive Improve access and assessment responsibilities?
A: These decisions are made by the unit. 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* <u>*not*</u> *the same as your university user account password.*