



Nuventive

User Guide for WCU Program Assessment

Fall 2023

Table of Contents

GETTING STARTED	2
GENERAL NAVIGATION WITHIN ASSESSMENT UNITS	3
Program Information	4
Program Plan and Results	5
Program Outcomes and Results	5
Program Outcomes Mapping	9
Running Reports	9
ADDING NEW RESULTS AND ACTION PLANS	11
Appendix A: WCU Institutional Rubric for the Assurance of Student Learning	

West Chester University
Nuventive User Guide for Program Assessment

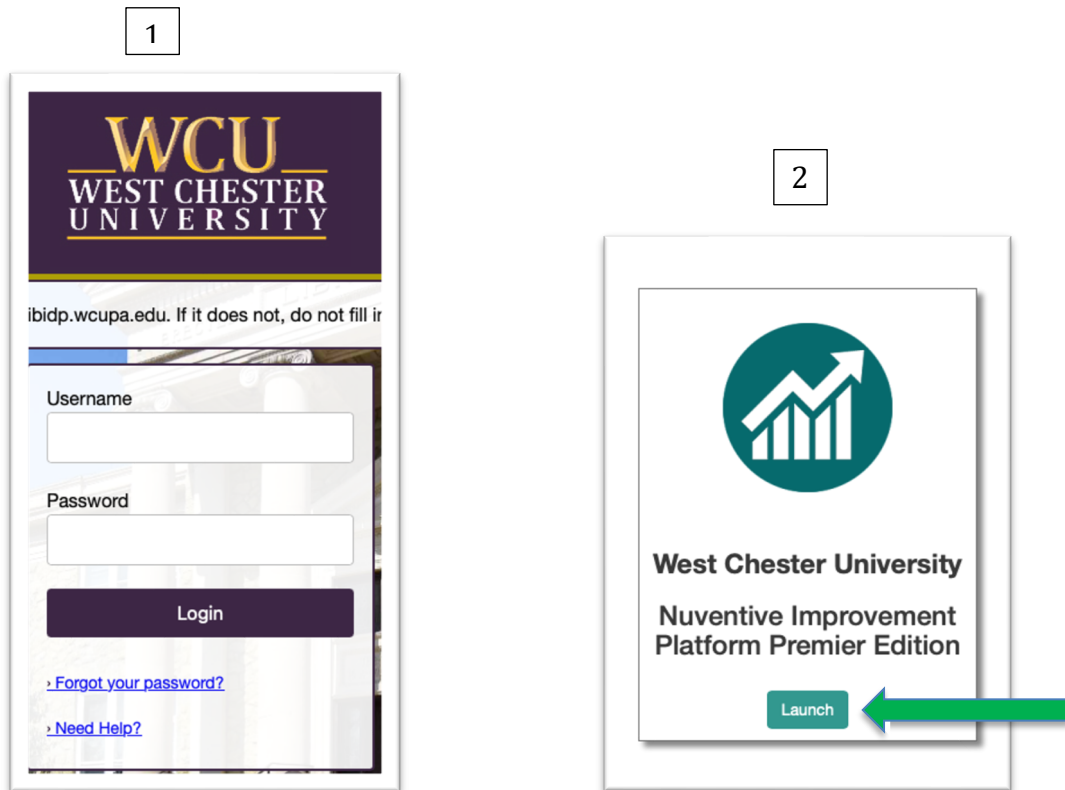
GETTING STARTED

1. Enter the following URL into your Internet web browser (recommended browsers include Firefox and Google Chrome: Safari is not recommended):

<https://protect-us.mimecast.com/s/xryGCBBYJpTOogg9hzZMPn?domain=solutions.nuventive.com>

Please note, faculty do not automatically have a Nuventive account. New users should contact SLAssessment@wcupa.edu for account creation and activation.

2. Nuventive is now integrated into WCU's single-system login.
 1. Log in using your WCU username and password.
 2. Select the West Chester University Nuventive Improvement Platform Premier Edition Launch option.



3. From the main drop-down menu at the top of the screen, select your program or unit. All units for which users have assigned permission are included in the dropdown menu (see green arrow below). All assessment units provide the abbreviation for the college or school, the name of the program and the degree type (e.g., CSM: Computer Science BS or CAH: History BA).

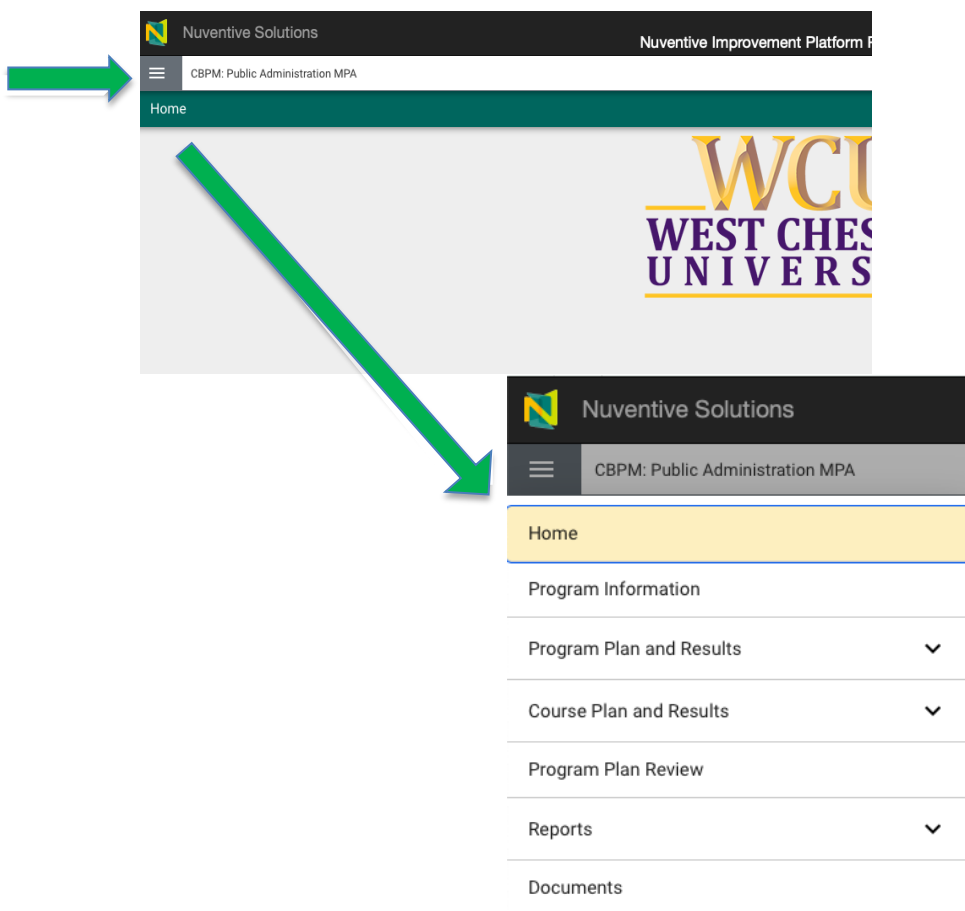
West Chester University Nuventive User Guide for Program Assessment



- If you do not see the required assessment unit in your drop-down menu, contact the TLAC Assessment Faculty Associate at SLAssessment@wcups.edu.

GENERAL NAVIGATION WITHIN THE ASSESSMENT UNIT

1. Once you have opened your assessment unit, you will see the unit overview beneath the WCU logo. The main navigational (hamburger) menu is in the top left of the screen. Selecting the main menu opens the general navigation options.



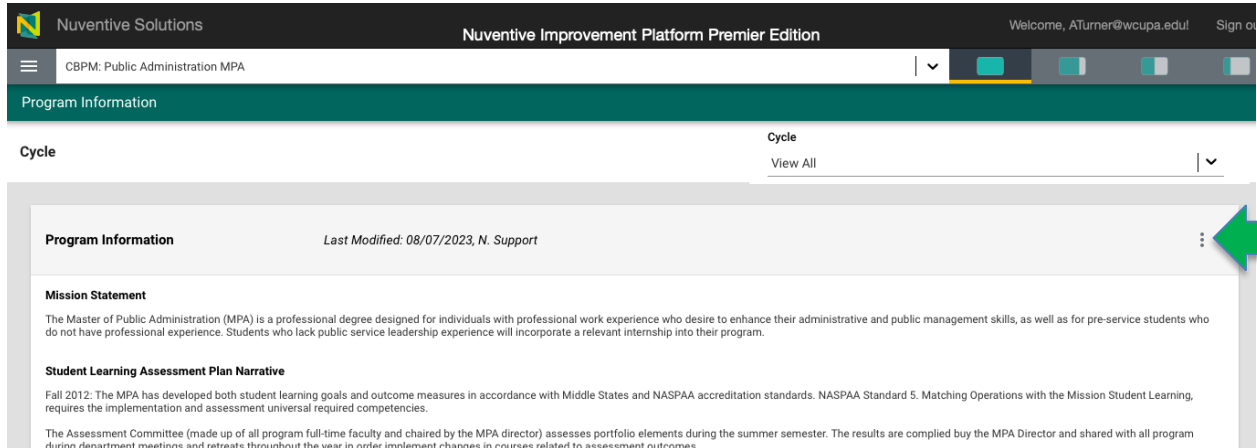
2. The following sections explore the most widely used components of the main menu and those that are most relevant to the WCU Assurance of Student Learning (ASL) initiative:
 - Program Information
 - Program Plan and Results
 - Reports

West Chester University
Nuventive User Guide for Program Assessment

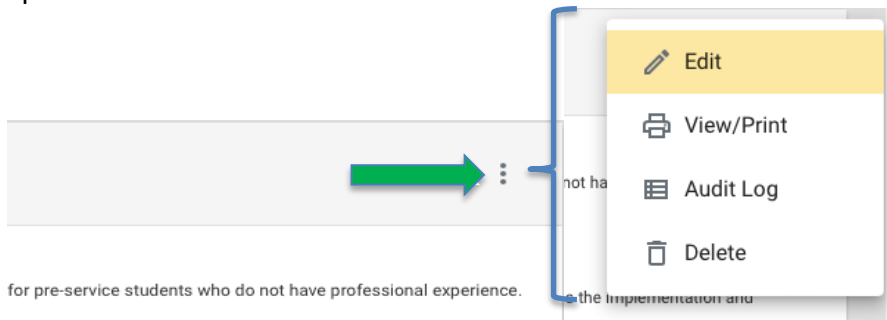
* The Course Plan and Results section is available to users but is not currently utilized as part of ASL. The Program Plan Review section is under construction.

Program Information: When selected, the Program Information tab shows the assessment unit or program's:

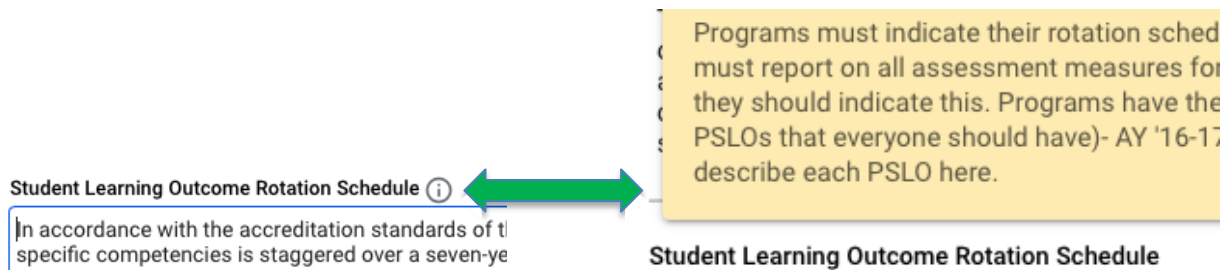
- Mission Statement,
- Student Learning Assessment Plan Narrative, and the
- Student Learning Outcomes (SLO) Rotation Schedule.



Each of these areas can be edited by selecting the three vertical dots in the top right of the program information card. This selection also includes view/print, audit log, and delete options.



Once you have selected the editing function, you can select the information icon to see a brief explanation of what should be included in each area.

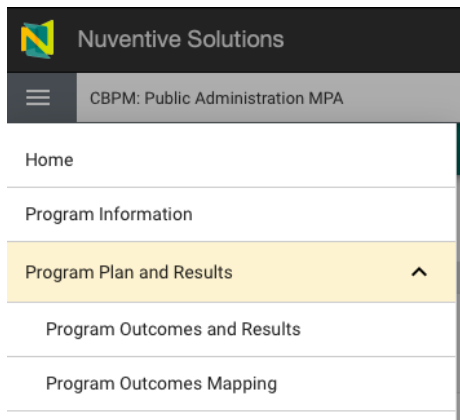


West Chester University Nuventive User Guide for Program Assessment

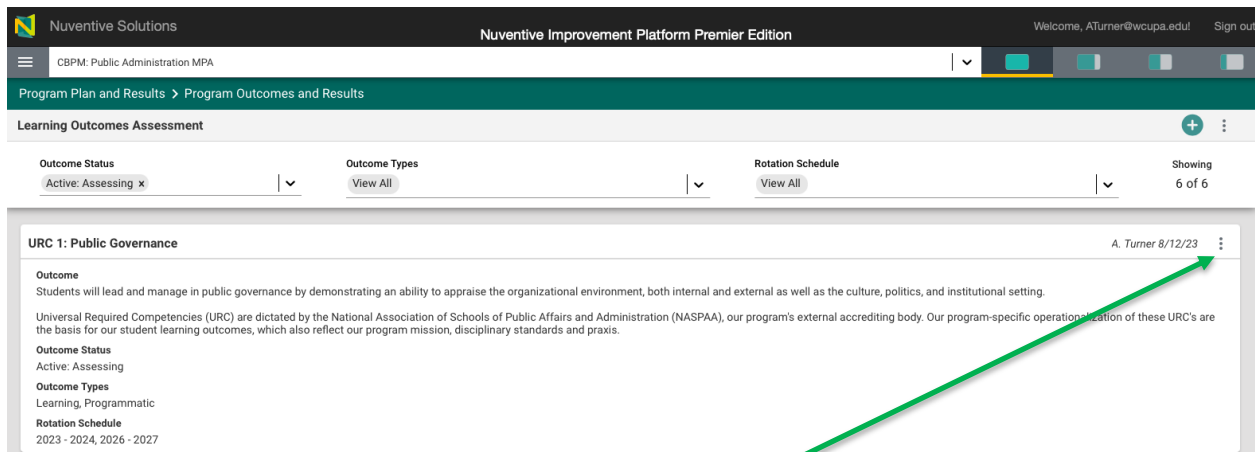
To close the Program Information card, return to the main menu and either return home or select the next unit component in which you would like to work.

Program Plan and Results: The Program Plan and Results component includes a dropdown menu with two options:

1. Program Outcomes and Results
2. Program Outcome Mapping



1. **Program Outcomes and Results:** The Program Outcomes and Results component includes all student learning outcomes assessment information. Each SLO is presented a single card and includes the outcome name and definition, outcome status, outcome type and rotation schedule.

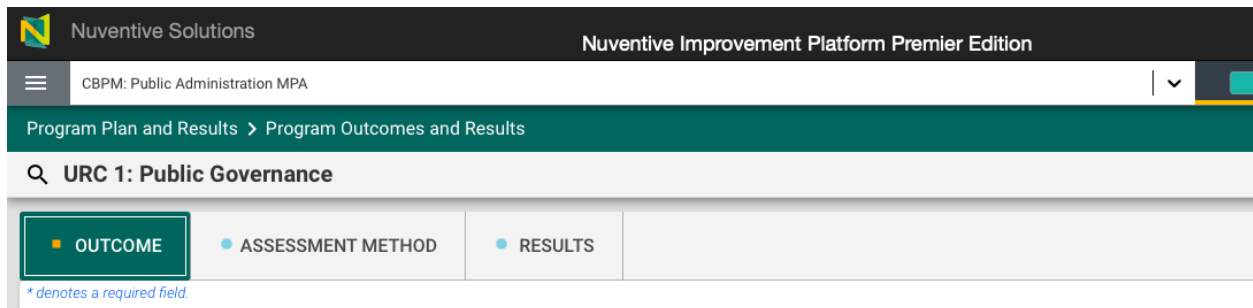


The information displayed on each SLO card can be opened and edited by selecting the three vertical dots in the top right side of the card.

* Please note that the Rotation Schedule field will need to be entered for each outcome in this version of Nuventive.

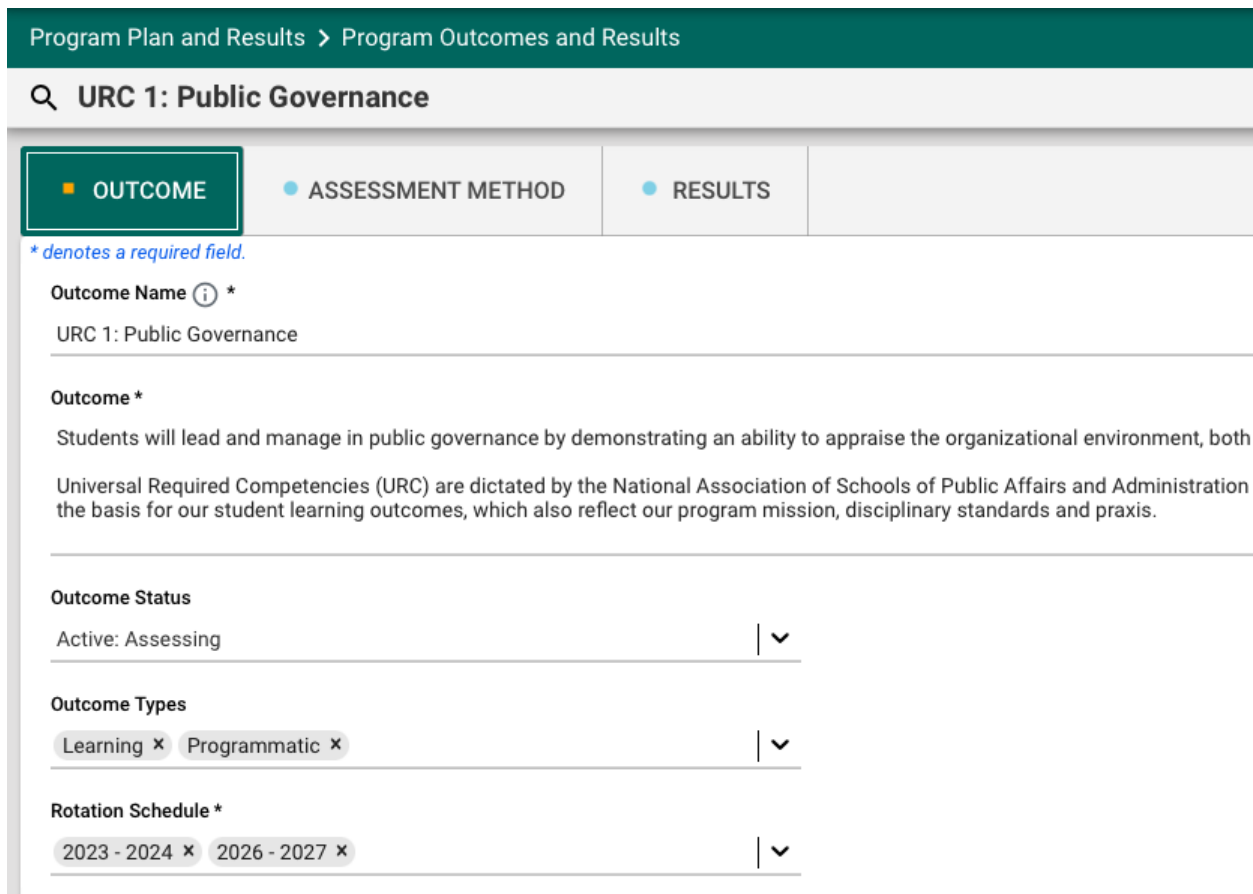
West Chester University
Nuventive User Guide for Program Assessment

Once the card has been opened, users can access/edit information related to the outcome (SLO), related assessment methods and results (see below).



Outcome

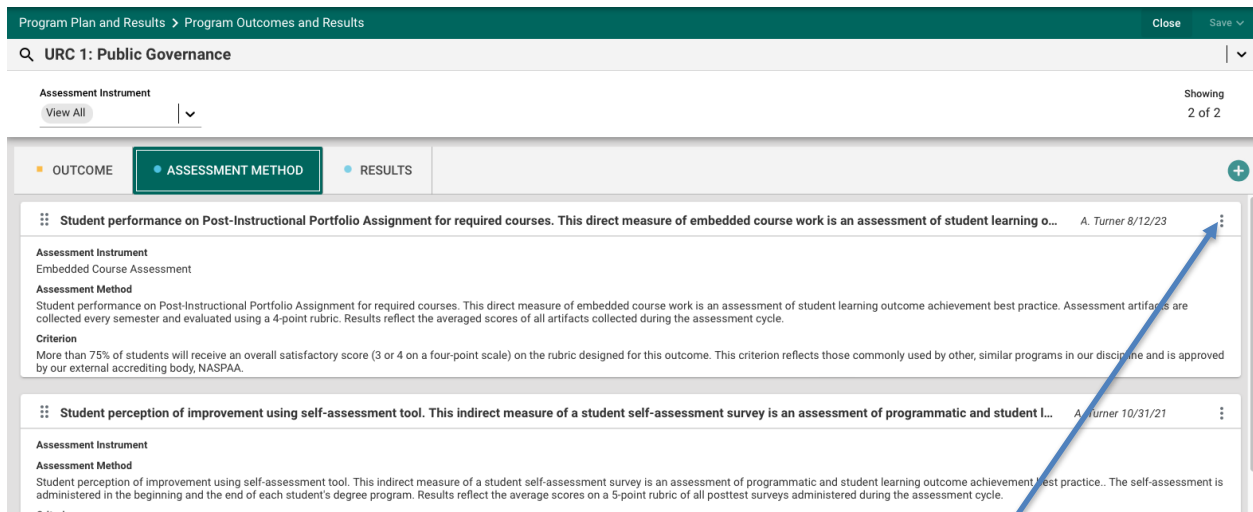
All fields within the Outcome tabs can be edited by selecting the appropriate text or dropdown menu. All new or edited information needs to be saved before closing or exiting the screen.



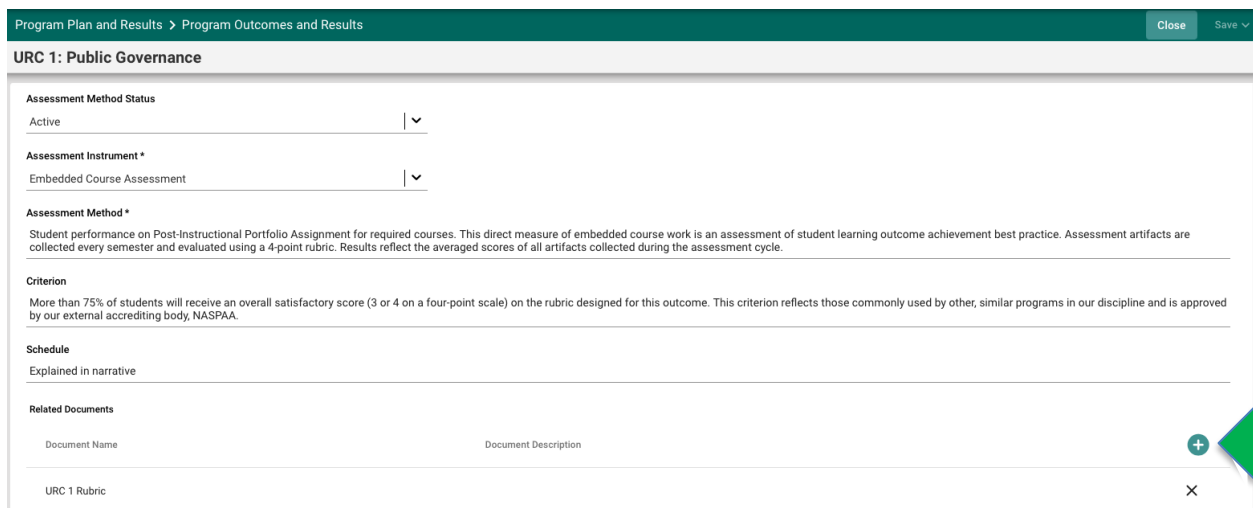
West Chester University Nuventive User Guide for Program Assessment

Assessment Method

The Assessment Method tab provides a unique card for each assessment method per outcome.



Assessment Method cards can be opened by selecting the three vertical dots in the card's top right corner. All fields can be opened and edited by selecting the appropriate text or dropdown menu.



Relevant documents can be added to the Assessment Method card by selecting the green add icon (see arrow above). All new or edited information needs to be saved before closing or exiting the screen.

West Chester University Nuventive User Guide for Program Assessment

Results

The Results tab provides a unique card for all results *and related action plans* reported per outcome per academic year or assessment cycle.

Program Plan and Results > Program Outcomes and Results Close Save

URC 5: Communicate and Interact Productively

Assessment Instrument View All | Reporting Period View All | Result Type View All | Showing 42 of 42

OUTCOME | ASSESSMENT METHOD | RESULTS

Student performance on Post-Instructional Portfolio Assignment for required courses. This direct measure of embedded course work is an assessment ...

- 2021-2022** A. Turner 11/3/22
Result
N/A. In accordance with the accreditation standards of the Network for Schools of Public Affairs and Administration (NASPAA), the assessment of universal required competencies, mission-specific competencies and concentration-specific competencies is staggered over a seven-year period. This URC and related SLOs were not assessed during the 2021-2022 AY.
Result Type
Inconclusive
- 2020-2021** A. Turner 10/28/21
Result
URC 5/Component 1/SLO A: On average, 78% of students scored a 3 or better using a rubric with a four-point scale on a range of student artifacts collected throughout the year.
Students are exceeding the goal in this area; the majority of students (64%) that met the goal scored a 4 (exemplary). Faculty attribute this to the curricula in PPA 500 and PPA 506 that emphasizes diversity and equality, the popularity of an elective (PPA 515) focusing on social equity and the department's strategic diversity plan.
PPA 500 was delivered online and in-class during this assessment cycle. PPA 506 and PPA 600 were delivered online. There were no appreciable differences in student performance across delivery modalities for this learning outcome.
Result Type
Criterion Met

Results can be opened by selecting the three vertical dots in the card's top right corner. All fields can be opened and edited by selecting the appropriate text or dropdown menu.

Program Plan and Results > Program Outcomes and Results Close Save

URC 5: Communicate and Interact Productively

Rotation Schedule: 2022 - 2023, 2024 - 2025, 2026 - 2027
Assessment Instrument: Embedded Course Assessment
Criterion: More than 75% of students will receive an overall satisfactory score (3 or 4 on a four-point scale) on the rubric designed for this outcome. This criterion reflects those commonly used by other, similar programs in our discipline and is approved by our external accrediting body, NASPAA.

RESULT

* denotes a required field.

Result Date *
11/01/2022

Result *
N/A. In accordance with the accreditation standards of the Network for Schools of Public Affairs and Administration (NASPAA), the assessment of universal required competencies, mission-specific competencies and concentration-specific competencies is staggered over a seven-year period. This URC and related SLOs were not assessed during the 2021-2022 AY.

Reporting Period *
2021-2022

Result Type *
Inconclusive

Notes

Action Plan

Action
Action Date: 11/01/2022
Actions: URC 5 and associated SLOs will be assessed in AY 2023-2024.

Supplemental Information

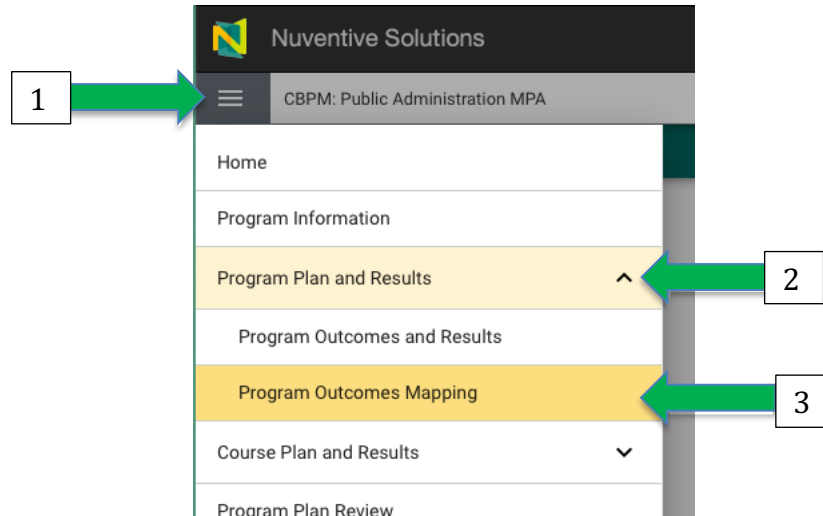
Related Documents

Document Name	Document Description
MPA Assessment Plan 2019-2026.docx	

Relevant documents can be added to the Assessment Method card by selecting the green add icon. All new or edited information needs to be saved before closing or exiting the screen.

West Chester University
Nuventive User Guide for Program Assessment

- 2. Program Outcomes Mapping:** The Program Outcome Mapping component, when selected, displays the program’s curriculum map. To access this component, select 1. Main Menu > 2. Program Plan and Results > 3. Program Outcomes Mapping.



Curriculum Maps list relevant courses on the vertical axis and program SLOs on the horizontal axis (see picture below). To map an outcome to another outcome, goal, etc. simply click in the corresponding cell to turn it green. Be sure to click "Save" in the top right before exiting the screen. If any text is truncated, you will be able to click on the three dots where the text trails off and the full text will pop up.

Program Plan and Results > Program Outcomes Mapping

Curriculum Mapping | Learning Outcomes Assessment
A = A-Introduced, B = B-Practiced, C = C-Assessed

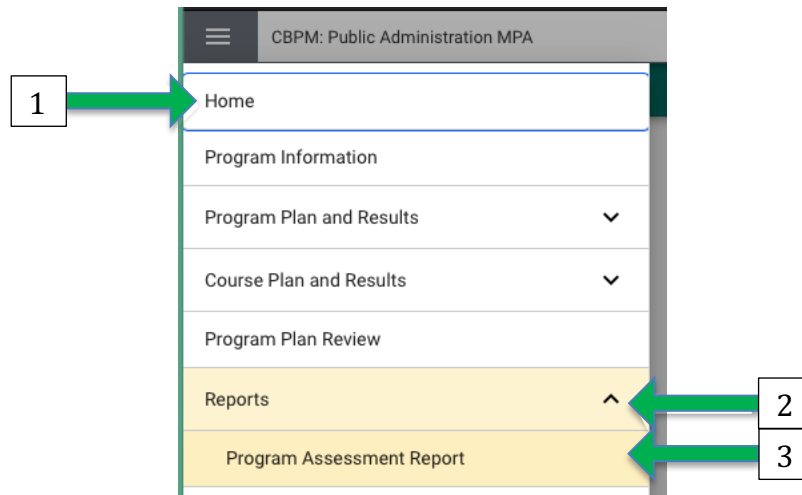
Search by Keyword	URC 1: Public Govern...	URC 2: Public Policy...	URC 3: Analysis, Syn...
PPA 500 Foundations of Public Administration	A B C	A B C	A B C
PPA 501 Analysis and Decision Making I	A B C	A B C	A B C
PPA 502 Analysis and Decision Making II	A B C	A B C	A B C
PPA 503 Public Budgeting and Finance	A B C	A B C	A B C

Running Reports

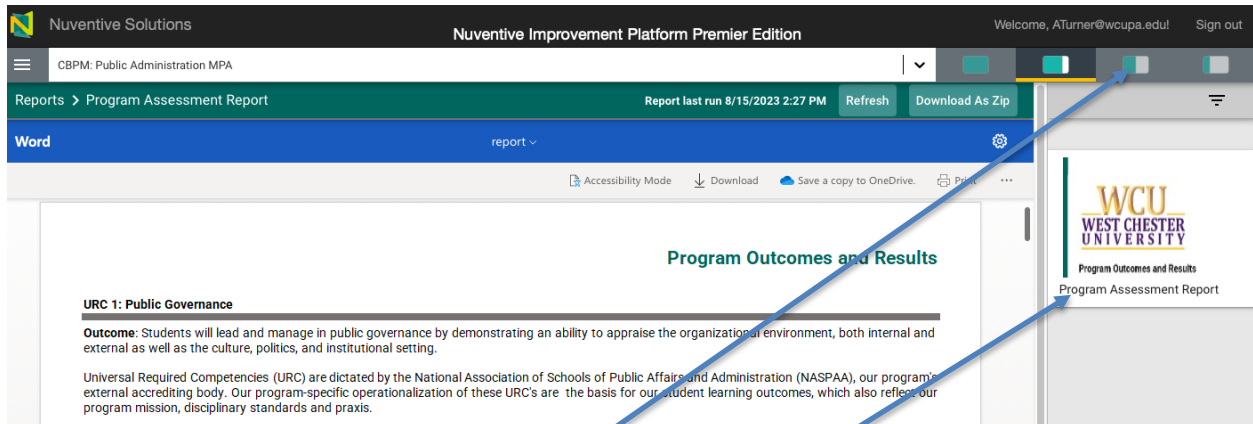
The updated version of Nuventive provides a report like the 4-column report of previous iterations in a revised format. To access and run available reports, select 1. Main Menu > 2. Reports > 3. Program Assessment Report.

West Chester University Nuventive User Guide for Program Assessment

* The Course Assessment Report is available to users but is not used in the ASL review. The Curriculum Mapping Report provides a printable version of the program curriculum map.



Selecting Program Assessment Report will create a Word document that includes all program outcomes and reported results for *all previous assessment cycles*. Program Assessment Reports can be printed and/or downloaded as Word or PDF documents.



Customized reports (e.g., reports that show information related to a specific assessment cycle) can also be created.

1. Select the 3rd or 4th option for screen display in the top right to open the viewer for the customized report.
2. Click on the small report icon.

This opens the custom report settings on the right side of the screen (see below). Users can select a report based on outcome status, rotation schedule, reporting period, or result type.

West Chester University Nuventive User Guide for Program Assessment

CBPM: Public Administration MPA

Reports > Program Assessment Report

Word report

Accessibility Mode Download Save a copy to OneDrive Print

Program Outcome:

URC 1: Public Governance

Outcome: Students will lead and manage in public governance by demonstrating an ability to appraise the organizational environment external as well as the culture, politics, and institutional setting.

Universal Required Competencies (URC) are dictated by the National Association of Schools of Public Affairs and Administration (NASPAA) external accrediting body. Our program-specific operationalization of these URCs are the basis for our student learning outcomes, w program mission, disciplinary standards and praxis.

Outcome Status: Active: Assessing
Outcome Types: Learning, Programmatic
Rotation Schedule: 2023 - 2024, 2026 - 2027
Curriculum Mapping
PPA 500 (A), PPA 502 (B), PPA 503 (B), PPA 506 (A), PPA 504 (B, C), PPA 505 (B, C)

Assessment Method	Result
Assessment Method Status: Active Assessment Instrument: Embedded Course Assessment Assessment Method: Student performance on Post-Instructional Portfolio Assignment for required courses. This direct measure of embedded course work is an assessment of student learning outcome achievement best practice. Assessment artifacts	Result Date: 11/01/2022 Result: N/A. In accordance with the accreditation standards of the Network for Schools of Public Affairs and Administration (NASPAA), the assessment of universal required cor mission-specific competencies and concentration-specific competencies is staggered over a seven-year period. This URC and related SLOs were not assessed during the 2021-2022 Reporting Period: 2021-2022 Result Type: Inconclusive Action Plan

Report Settings

Customize report content using the filters below.

Outcome Status
Active: Assessing x

Rotation Schedule
View All

Reporting Period
View All

Result Type
View All

Run Report

ADDING NEW RESULTS AND ACTION PLANS

To add new results from the Main Menu > select Program Plan and Results > select Program Outcomes and Results > select and open the relevant SLO card > select the Results tab > select the green add icon.

Program Plan and Results > Program Outcomes and Results

Close Save

URC 5: Communicate and Interact Productively

Assessment Instrument Reporting Period Result Type Showing 42 of 42

View All View All View All

OUTCOME ASSESSMENT METHOD RESULTS

Student performance on Post-Instructional Portfolio Assignment for required courses. This direct measure of embedded course work is an assessment of st...

Add Results

2021-2022 A. Turner 11/3/22

Result
N/A. In accordance with the accreditation standards of the Network for Schools of Public Affairs and Administration (NASPAA), the assessment of universal required competencies, mission-specific competencies and concentration-specific competencies is staggered over a seven-year period. This URC and related SLOs were not assessed during the 2021-2022 AY.

Complete all result fields (result date, result, reporting period, and result type). Provide action plan according to the WCU institutional rubric requirements. Relate any relevant documents.

West Chester University
Nuventive User Guide for Program Assessment

Appendix A

University Assessment Advisory Committee Assurance of Student Learning Initiative Rubric

STUDENT CENTERED LEARNING OUTCOMES				
1	2	3	4	Score
No outcomes stated.	Some (less than ½) outcomes present, but with imprecise verbs (e.g. know, understand). Vague description of content/skill/or attitudinal domain, and non-specificity of who should be assessed (e.g. students).	Most (more than ½) outcomes generally contain precise verbs, rich description of the content/skill/ or attitudinal domain, and specificity of whom should be assessed (e.g. graduating seniors in the Biology B.S. program).	All outcomes with clarity and specificity including precise verbs, rich description of the content/skill/or attitudinal domain, and specification of whom should be assessed	

CURRICULUM MAP				
1	2	3	4	Score
No courses listed.	Some (less than ½) courses listed are not linked to outcomes.	Most (more than ½) courses have outcomes linked to them.	All courses have outcomes linked to them.	

ASSESSMENT MEASURES				
A. Types of Measures				
1	2	3	4	Score
No measures indicated for outcomes.	Outcomes assessed primarily via indirect (e.g. survey) measures and measures are not attached.	Most outcomes assessed primarily via direct measures although some have indirect only.	All outcomes assessed using at least 2 measures of at least 1 is a direct measure (e.g. test, essay). Program attaches the respective measures (i.e. rubric, exam, or exam questions, survey) for measures under review for this cycle.	
B. Rationale for Measure				
1	2	3	4	Score
No information is provided about data collection process or data not collected.	Some (less than ½) information is provided about data collection such as who and how many took the assessment, but not enough to judge the veracity of the process (e.g. 35 seniors took the test).	Most (more than ½) information is provided to understand the data collection process, such as description of sample, testing protocol, testing conditions, and student motivation. However several flaws such as unrepresentative sampling, inappropriate testing conditions, one rater for ratings, or mismatch with specification of desired results.	All data collection processes are clearly explained and are appropriate to the specification of desired results (including but not limited to: representative sample, adequate motivation, two or more trained raters for performance, pre/post design to measure gain, cutoff defended for performance vs criterion.	
C. Criteria for Success				
1	2	3	4	Score
No criteria specification and justification provided desired results for outcomes.	Some (less than ½) statement of desired result but no specificity.	Most (more than ½) desired result specified and justified. Gathering baseline data is also acceptable for this rating.	All desired result specified and justified (e.g. Regional accrediting body, disciplinary accrediting body, or previous student work).	

West Chester University
Nuventive User Guide for Program Assessment

Appendix A

University Assessment Advisory Committee Assurance of Student Learning Initiative Rubric

RESULTS				
1	2	3	4	Score
No results presented.	Current year's results provided do not include all of the outcomes and measures as indicated in the rotation schedule AND results are superficial (indicates achievement of criterion only) or absent (Data is not explained or presented/attachments are not clear).	Current year's results provided for outcomes as indicated in the rotation schedule for both measures but are not clearly explained.	Current year's results provided for outcomes as indicated in the rotation schedule for both measures. Results clearly explained (i.e data is presented and/or attachments are offered and clear).	

ACTION PLANS				
1	2	3	4	Score
No mention of how program used prior results to evaluate OR improve student learning.	Action Plan is not present for all outcomes as indicated in the rotation schedule AND actions lack specificity as it relates to documenting strengths of curriculum OR targeted actions to improve the curriculum. (i.e. program action focuses only on discussion).	Action Plan is present for each outcome as indicated in rotation schedule. However actions lack specificity as it relates to documenting strengths of curriculum OR targeted actions to improve the curriculum.	<p>Action is present for each outcome as indicated in rotation schedule. Plan addresses either:</p> <ul style="list-style-type: none"> ✓ The identification of strengths within curriculum or ancillary services (i.e. tutoring/mentoring at university/department level) contribute to outcome achievement OR ✓ Targeted action that will be undertaken as a result of the weaknesses identified. Inclusive of a timeline of when (i.e. dates) and where (what courses) in the curriculum the actions will impact. <p>If an identified action is "discussion at department/program level" a finalized targeted action needs to be included immediately post-meeting using the follow up function.</p>	