

APPENDIX A: COMPREHENSIVE ASSESSMENT PLAN

Data to be Collected	Procedure for Data Collection	Primary Data Collector	Data Analysis and Review	Data Use for Curriculum and Program Improvement	Program Objective
Student Assessment Data					
SLOs – key performance indicators	Aggregate data from performance indicators assessments	CACREP Liaison, Evaluation Committee	Evaluation Committee compile results from Canvas collection of assessments, prepare report	Results reviewed by faculty to determine curricular and course-specific changes to ensure student learning relative to key performance indicators. Results further discussed at twice annual assessment meetings.	1, 4, 6, 8, 9
Skills evaluations – Techniques, Internship	Aggregate data from Techniques and Internship evaluations, used for courses as well as Middle States Assessment	Department Administrator, Assessment Liaison, Clinical Coordinator	Clinical Coordinator compiles summary reports of Internship evaluations. Department Administrator oversees data entry for Middle States assessments. Assessment liaison and Evaluation Committee compile results.	Faculty will review the results and explore revisions to clinical sequencing in the curriculum, training needs specific to practicum and internship.	2, 3, 5, 6
Dispositions	Disposition assessments completed each semester in COUN 588, COUN 595, and COUN 624	Course Instructors	Evaluation Committee compiles results from collection of disposition assessments, identifies individual student issues	Full faculty review and discussion during semi-annual student review and retention meetings to enhance program, practicum, and internship orientations, as well as site supervisor trainings.	2, 7

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Comprehensive exam results	Results received for student performance on CPCE each semester	Comprehensive Exam Coordinator	Comprehensive Exam Coordinator compiles report on scores and reviews pass score for program, comparison to national scores for test administration.	Results examined by subject area to determine needed changes to curriculum.	1, 4
Demographic Data					
Demographic data for applicants	Data sought from application materials	Graduate School	Graduate Program Coordinator requests data from the Graduate School (Graduate Admissions) and reviews analysis of demographic characteristics of applicants each semester.	Data examined annually by Admissions committee, shared with full faculty to assist in application review and selection that enhances diversity and other student characteristics.	9
Demographic data for current students	Students provide institutional demographic data upon acceptance to the program.	Institutional Research	Department Administrator requests demographic data of current students from Institutional Research annually, shares this data with the Graduate Program Coordinator for review.	Data examined annually by Admissions committee, shared with full faculty to assist in application review and selection that enhances diversity and other student characteristics.	9
Demographic data for graduates	Graduates are contacted for alumni surveys.	Career Services, CEHS	Department Administrator forwards demographic data to Graduate Program Coordinator for review and analysis.	Data examined annually by full faculty to assist in application review and selection that enhances diversity and other student characteristics.	9
Follow-up Data					

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Surveys – graduates, employers, supervisors, graduating students	Annual surveys of graduates, employers, supervisors, graduating students	Department Administrator	Department Administrator collects and oversees data entry of results of the surveys. Evaluation Committee analyzes data for summary report	Full faculty review and discussion of results to explore modifications to curriculum.	5, 6, 7, 8





