

Intro Page 2: Program Transition Points Resulting in Data to be Reported and Reviewed

<u>Program Data Point</u>	<u>Means by Which Assessment Occurs</u>	<u>Assessment Measures and Formats</u>	<u>Remediation Process (as needed)</u>	<u>Data Collection</u>	<u>Data Application: Curricular & Program Review</u>	
1	Vital Statistics	Biweekly faculty meetings, annual retreats	Graduation data Demographic data	N/A	Number of graduates Demographic breakdown	Program review Admission procedures Identification, implementation of recruitment strategies
2	Admission	Application process	Official transcripts Undergrad GPA minimum (2.75) Resume Recommendation letters Writing sample Interview	Denial to program as needed Provisional admissions	Number of applicants Number of admissions Reason for denial	Program review Admission procedures Identification, implementation of recruitment strategies
3	Professional Development Plans (PDPs)	Biweekly faculty meetings	Course standards Professional Performance Evaluation (PPE)	Professional Development Plan (PDP)	Customized per each PDP Number of Satisfactory PPEs Number of Developed PDPs Mean score on each of the ten PPE categories	Identify areas of needed focus for student development Implement programmatic and curricular interventions
4	Curricular-level assessment of student learning outcomes	Continuous via: Key Objective Assessments (KOAs) Ongoing assessment submissions	KOAs are scored as (1) fails to meet, (2) meets, or (3) exceeds expectations. Assessment submissions are graded in line with expected development in professional identity, professional practice, and	PDP Student may repeat class as part of PDP Possible dismissal from program	Means for each of the KOAs by semester Evaluation of performance in ongoing assessment submissions	Program review Curricular review

			program-area standards			
5	Admission to practicum and internship	Practicum, internship applications	Overall GPA of 3.0 B- or better in COU 600, 601, 602, 640, 641, 650 Counseling skill assessment (COU 640) Dispositions checklist in COU 600, 601, 602, 640	PDP	Track the number of students with a GPA under 3.0. Track number of repeats in COU 640	Identify patterns of courses with students performing under expectation and implement curricular-level interventions or change course content
6	Supervisor evaluations/ Completion of internship	Passing internship	Mid-term evaluation (university, site) Mid-term dispositions evaluation: self-assessment, university supervisor assessment, field supervisor assessment Final evaluation (university, site) Final dispositions evaluation: self-assessment, university supervisor assessment, field supervisor assessment	PDP Possible dismissal from program	Create yearly data evaluation of average mean score of each of the categories within the mid-term and final evaluation Create yearly data evaluation of the mean score of each of the categories within the dispositions checklist for mid-term and final points by evaluators	Identify areas of needed focus for student development Identify areas within practicum scores indicating needed improvements or increased emphasis within the counseling curriculum Implement programmatic and curricular-level interventions to improve disposition scores
7	Counselor Preparation Comprehensive Exam (CPCE)	Passing score	Students must obtain a total score at or above the 35 th percentile	Students are afforded a second attempt. Should they fail a second time, they may petition the graduate school for a third attempt. Should the petition be denied, or should they fail the third	Yearly summative data	Program and curricular improvement

				attempt, the counseling faculty advises them of options to continue graduate study outside the program.		
8	National exams	Passing score	Percentages of graduates passing national exams (e.g., NCE)	N/A	Yearly summative data	Program and curricular improvement
9	Recommendations for certifications and/or licensure	Passing score	Percentages of graduates attaining certification, licensure	N/A	Monthly reports provided by licensing boards (CMHC); yearly summative data (School certification)	Program and curricular improvement
10	Post-graduation review	Program evaluation	Post-graduate survey	N/A	Summation of quantitative, qualitative post-graduation data	Program and curricular improvement
11	Student clinical site evaluations	Site evaluation	Supervisee evaluation of site supervisor Supervisee evaluation of university supervisor	N/A	Annual summative data	Site review and program improvement Implement additional training for site supervisors or replace site Implement additional training for university supervisor or replace university supervisor
12	Dispositions	Faculty, supervisor evaluations	Dispositions checklist in COU 600, 601, 602, 640, 691, 692	PDP Possible dismissal from program	Create yearly data evaluation of the mean score of each of the categories within the	Identify areas of needed focus for student development Identify areas indicating needed

					dispositions checklist	improvements or increased emphasis within the counseling curriculum Implement programmatic and curricular-level interventions to improve disposition scores
13	Faculty-to-Student Ratios	Student enrollment	Practicum Internship Overall	N/A	Academic term and annual summative data	Maintaining university and external standards