

Program Assessment Plan
SOU Mental Health Counseling Program
June, 2012

The SOU Mental Health Counseling Assessment Plan was developed to provide a comprehensive protocol for ongoing program review. The procedures are aligned with the SOU institutional assessment process as well as addressing the Council for Accreditation of Counseling & Related Educational Programs (CACREP) guidelines, our national accrediting body.

This document stipulates and defines specific activities to acquire direct and indirect evidence of program effectiveness and student learning. It also establishes an ongoing cycle to gather, analyze, and review the data in order to evaluate the program, modify the program to increase effectiveness, and communicate this review and changes with various overarching bodies, current and future students, and the public. Because this is still a developing process we provide a time line for the full implementation of the MHC Assessment Plan; further, we note that some of these procedures may evolve during the implementation phase as we discover strengths or problems in our plan.

Institutional Assessment: Overview

SOU has evolved through several different assessment procedures in the recent past. Currently (SOU Program Academic Review Process, 1/9/2012), every program is required to complete a Five Year Program Assessment. Those programs that are subject to external accreditation, such as the CACREP-accredited MHC program, may instead submit their accreditation standards and procedures, the self-study report, the evaluation team's findings, and the accrediting agency's final report of the accreditation decision to the Provost for review. This is the process that the MHC program is following.

SOU also requires an annual assessment of each program using the institutional assessment data management system. The TRACDAT system allows each program, department, and the institution as a whole to establish outcomes, means of assessment, documentation, and to track the results of assessment, actions to be taken, and accountability in terms of recommended changes. Program goals are aligned to specific university-wide goals as well. The TRACDAT system is relatively new; Program Assessment Coordinators and Department Chairs completed a first round of training during the 2011-12 academic year.

CACREP Assessment: Overview

The 2009 CACREP Standards require that each academic program establishes a Comprehensive Assessment Plan that provides processes for continuous systematic program evaluation, including direct evidence of student learning. Further, the Assessment Plan is to include "all points throughout a student's program of study where assessment occurs, the means of assessment, the assessment measures and formats, the processes by which remediation will occur following summative assessments, and the means by which data will be collected, analyzed, and utilized for curriculum and program improvement." (CACREP Transition Policy #5)

MHC Assessment Plan

The MHC Assessment Coordinator is responsible for establishing, implementing, and maintaining the Assessment Plan and for analyzing the data, reviewing the results with MHC program faculty, and communicating program changes that result from these analyses. This role is part of the MHC Program Coordinator's responsibilities although it may be shared or assigned to another MHC faculty member provided that individual is afforded appropriate time to meet the commitment.

The following table outlines specific program components, the process for review, and schedule for review.

| Program component | Evaluation by: | Process for review | Frequency |
|------------------------------|--------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| Mission & Program Objectives | Faculty review Student review Agency staff review Alumni review | MHC faculty members discuss MHC mission, alignment with SOU mission at program meeting. Changes are vetted with students, alumni, and site supervisors via meetings and/or email communication. Mission changes are made in all program communication, in TRACDAT, and documented in program minutes. | Yearly |
| Curriculum | Faculty review | Faculty review of curriculum consider the following data as part of an annual review of program effectiveness: | Yearly |
| | Student survey | New students' program assessment is sought by sending all enrolled first year students an email link to the New Student Survey near the end of Fall term. The responses are aggregated and analyzed for faculty review. Results are posted on the MHC website. | Yearly |
| | | Graduating students' program assessment is sought by sending all enrolled graduating students an email link to the Current Student Survey near the end of Spring term of their last year. The responses are aggregated and analyzed for faculty review. Results are posted on the MHC website. | |

| Program component | Evaluation by: | Process for review | Frequency |
|--------------------|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| Curriculum (cont.) | Site supervisor survey | Site supervisors' program assessment is sought by sending an email link to the Site Supervisor Survey. The responses are aggregated and analyzed for faculty review. Results are posted on the MHC website. | Yearly |
| | Alumni survey | Alumni's program assessment is sought by sending one year alumni an email link to the One year Post Graduation Survey. Faculty review aggregated and analyzed responses. Results are posted on the MHC website. Alumni are also asked for employer information and permission to contact. | Yearly: 1 year post |
| | Employer survey | Employers of recent graduates are contacted by phone to complete an Employer Program Assessment survey. The responses are aggregated and analyzed for faculty review. Results are posted on the MHC website. | Yearly: 1 year post |
| | CPCE results | The aggregated results of the CPCE are used as part of the program assessment process. | Yearly |
| | Student Learning Outcomes - CACREP Standards | Faculty report the effectiveness of specific learning activities to promote Student Learning Outcomes in classes through TRACDAT. SLOs are tied to CACREP standards in the MHC Curriculum Map. TRACDAT specifies each CACREP Standard, the specific course(s) where it is addressed, the specific Imbedded Assessment used in the class, and Criterion for effectiveness. Faculty respond to an email inquiry at the end of each term, regarding whether a particular SLO met criteria. Data will be analyzed with TRACDAT and reviewed by MHC faculty. | Obtain data each term & Analyze and review Yearly |

| Program component | Evaluation by: | Process for review | Frequency |
|--------------------|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| Program applicants | Faculty review | The MHC Graduate Office Coordinator compiles data of recent applicants that includes demographic, academic, and GRE information. The MHC faculty review the results and decide what changes might be needed in recruitment, application, and admission processes. | Yearly |
| Current students | Faculty & Practicum supervisors | Review of YR-1 students: Each practicum supervisor completes a midterm and final evaluation of student performance and communicates the assessment verbally as well. | Each term & End of First Year |
| | | At least once each term, or more often as needed, MHC faculty discuss current students to identify any concerns and a means of intervention, if needed. These Executive Sessions are documented in a confidential file. | |
| | | <p>Advancement to Candidacy (ATC): At the end of Spring term, MHC Faculty and Practicum Supervisors discuss each YR-1 student's strengths and weaknesses. Faculty decide a student's readiness to begin Internship in an outside agency. This Executive Session is documented in a confidential file.</p> <p>MHC Faculty meet individually with their advisees to deliver the decision, documented in a letter, and to verbally provide specific feedback. For students who receive a Conditional Pass, specifics are clarified (e.g. Incomplete in a core course needs to be completed). For those who receive a No Pass, the decision is explained and conditions for remediation are articulated, with a time line.</p> | |

| Program component | Evaluation by: | Process for review | Frequency |
|--------------------------|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| Current students (cont.) | Faculty & Internship supervisors | Review of YR-2+ students: Each term, the internship site supervisor completes an evaluation of student performance and communicates the assessment verbally as well. The Faculty Group Supervisor for Internship and the Clinical Coordinator maintain contact with the Site Supervisor. If any issues arise, they meet with the Site Supervisor to determine any intervention or remediation that might be needed. | Each term |
| | | At least once each term, or more often as needed, MHC faculty discuss current students to identify any concerns and a means of intervention, if needed. These Executive Sessions are documented in a confidential file. | |
| MHC Faculty & staff | Student course evaluations | Course evaluations by Students: Administered electronically to all currently enrolled students at the end of each term. Faculty members and the Department chair receive aggregated and anonymous results after the term and review the course evaluations for needed changes. | Each term |
| | Student survey | As part of the New Student survey and the Graduating Student Survey, current students are asked to evaluate the effectiveness and availability of the MHC Program Coordinator, the MHC Clinical Coordinator, the MHC Graduate Office Coordinator (staff), and the faculty in general. The responses are aggregated and analyzed for review. Results are posted on the MHC website. | Yearly |
| | Alumni survey | As part of One year Post Graduation Survey, alumni are asked to evaluate the MHC faculty in general. The responses are aggregated and analyzed for faculty review. Results are posted on the MHC website. | 1 year post |

| Program component | Evaluation by: | Process for review | Frequency |
|-------------------------------------|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| MHC Faculty (cont.) | Chair, Dean, Provost | Faculty self-report: Each year faculty members complete Faculty Professional Activity Reports (FPAR) and Faculty Professional Activity Plans (FPAP) that document completed and proposed teaching, advising, professional development, scholarship, and service. These documents are reviewed by Department Chair, Dean, and Provost. They also become part of the Tenure and Promotion process. | Yearly |
| Practica and Internship supervisors | Student evaluation | <p>Students evaluate their practicum and internship supervisors each term using the appropriate supervisor Evaluation Form. These evaluations are reviewed by the Clinical Coordinator and any concerns are addressed.</p> <p>The MHC faculty and the Clinical Coordinator are also available to students. If any issues arise concerning a practicum or internship site supervisor, the MHC Clinical Coordinator works with the student and supervisor to determine what is needed to rectify the situation.</p> | Each term |

Documentation and communication of program assessment and changes

Results of the various surveys that are part of the Assessment plan are posted on the MHC website.

Program Review involves the compilation of assessment results and review by the MHC Faculty. Discussions and decisions are documented in the Minutes of those meetings. Points for Action are noted in the Minutes and may lead to changes in recruitment, application and student selection, student orientation, student review, curriculum, course content, assessment methods, physical plant and technology, teaching faculty, practicum and internship supervisors, internship sites, and other program components. Minutes are available to faculty, administrators, and others on the MHC program's electronic data drive as well as in hard copy in the MHC Office.

Current Status of the MHC Assessment Plan and Time Line:

Curriculum Map: Last year we linked 128 CACREP Standards to the MHC curriculum by identifying the courses and activities where a specific CACREP Standard is addressed and assessed.

TRACDAT status: We have input the 128 CACREP Standards into TRACDAT as specific program objectives and have specified the courses, activities, means of assessment, and criterion for determining effectiveness. We are fine-tuning the assessment protocol and plan to begin implementation during Summer 2012. By September 2012 we plan to have our first input of data to begin the process of program analysis. These aggregated data of student learning will be used to assess the effectiveness of the curriculum and pedagogy of the MHC program.

| Program component | Evaluation by: | Most recent completed or planned: | Results of review |
|------------------------------|------------------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| Mission & Program Objectives | Faculty review | 6/2011 | Revised |
| | Student review | 6/2011 | Revised, accepted by faculty, posted on website, etc |
| | Agency staff review | To do Fall 2012 | To initiate in Fall 2012 |
| | Alumni review | To do Fall 2012 | |
| Curriculum | Faculty review | 6/2011 | Curriculum changes proposed to Psy Dept (accepted), Graduate Counsel (accepted 9/11). Part of SOU 2012 catalog. New 2011 cohort is following new plan. |
| | Student survey | 5/5/11 To do Sum 2012 | Results posted on website; reviewed @ MHC Fall 2011 Retreat Repeat in Summer 2012 |
| | Site supervisor survey | 5/15/11 To do Sum 2012 | Results posted on website; to be reviewed @ MHC Fall Retreat Repeat in Summer 2012 |
| | Alumni survey | Fall 2011 To do Sum 2012 | To do: Summarize results; post on website; use for MHC Fall 2012 Retreat Program Review |

| Program component | Evaluation by: | Most recent completed or planned: | Results of review |
|-------------------------------------|-------------------------------------|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Curriculum (cont.) | Employer survey | To do Sum 2012 | To do: Collect data, summarize results, post on website; use for MHC Fall 2012 Retreat Program Review |
| | CPCE results | April 2011 To do Sum 2012 | Reviewed @ MHC Fall 2011 Retreat Repeat in Summer 2012 for Fall 2012 Retreat Program Review |
| | TRACDAT SLOs – embedded assessments | To do Sum 2012 | Fine-tuning assessment protocol; to implement Summer 2012. Review first analysis MHC Fall 2012 Retreat. |
| Program applicants | Faculty review | 6/7/11 To do Sum 2012 | Reviewed at MHC Spring 2011 Retreat. Strong applicants. More non-resident (34%); WRGP important (7 applicants). Want comparison with other years re: ethnicity, GRE, GPA. Compile data for future review. Repeat in Summer 2012 for Fall 2012 Retreat Program Review |
| Current students | Faculty & Practicum supervisors | May 2012: ATC review for YR-1 students | Student review documented, letters written, advisors met with each student for feedback. Two students not passed; remediation established. |
| MHC Faculty & staff | Student course evaluations | 6/2012 | Distributed to faculty; reviewed by Dept Chair for individual feedback |
| | Student survey | 5/5/11 To do Sum 2012 | Results posted on website; reviewed @ MHC Fall 2011 Retreat Repeat in Summer 2012 |
| | Alumni survey | Fall 2011 To do Sum 2012 | To do: Summarize results; post on website; use for MHC Fall 2012 Retreat Program Review |
| | Chair, Dean, Provost | FPAR & FPAP: Completed each fall. 10/2011 | Reviewed by Dept Chair, Dean, Provost for individual feedback. |
| Practica and Internship supervisors | Student evaluation | 6/2011 To do Sum 2012 | Clinical Coordinator reviewed and decided changes in supervisors or internship sites. |

Future Assessment Components and Time Line

MHC Mission: We need to discuss how the MHC Mission aligns with the SOU Mission and to document these links through TRACDAT. 2012 - 2013

MHC Program Objectives: We need to discuss how the overarching MHC Program Objectives align with SOU Objectives and to document these links through TRACDAT. 2012 - 2013

MHC Program Objectives: We need to discuss how the overarching MHC Program Objectives align with CACREP SLOs and to document these links through TRACDAT. 2012 - 2013

Professional Portfolio documents: During Spring 2012 we initiated an electronic portfolio system for students' Professional Portfolios in Mental Health Profession (COUN 573), the culminating classroom experience for students. The documents in the Portfolio represent examples of students' work throughout the program that demonstrate their achievement of various counseling competencies. We plan to sample these documents as part of our program assessment process. Our intention is to conduct validity checks for each class on a rotating basis; that is, a small group of faculty will review the Outcomes for a particular class, the pedagogy, and the means of assessment by reviewing course expectations and student work to determine if it accurately demonstrates and assesses the intended Outcome. We will link this data to the TRACDAT system and institute this review process in 2013 – 2014.