

M.S. in Professional Counseling, CMHC Program Evaluation Plan & Timeline

Program Aspect Being Assessed (Specific 4.B Standard Addressed)	Assessment of Data That will be Collected	Type of Data Being Collected	How Data is Being Collected	Timeline	Who	Curriculum & Program Improvement
Program Mission	Faculty Retreat	Assessment if Mission is reflected in program objectives/alignment	Minutes	Annual	Faculty	Identifies areas in need of heightened attention for next academic year.
	Advisory Board Meeting	Assessment of Mission alignment with program objectives and strengths and growth edges in delivering mission	Minutes	Annual	Advisory Board	Identifies areas in need of heightened attention for next academic year.
	Program Review Meeting	Narrative review that assesses strengths and growth edges in delivering mission	Narrative Feedback	Annual	Dean	Identifies areas in need of heightened attention for next academic year.
Program Objectives (4.B.3)	Faculty Retreat	Discussions and narrative reviews that assess Alignment with Current CACREP Standards	Minutes	Annual	Faculty	Identifies areas in need of heightened attention for next academic year.
	Exit Survey	Narrative format that assess strengths and areas needing improvement from a student perspective	Survey Responses	Annual	Alum	The responses illuminate areas that our students may need/want additional support, thus providing an indicator of areas/courses that may benefit

						from curriculum revisions/updates.
	Employer Survey	Likert-type rating that assesses employees (alumni) ability to deliver different services (e.g. individual, group, crisis, etc.) as well as knowledge, skills, and disposition	Survey Responses	Biannual	Employers	Identifies areas in need of heightened attention for next academic year.
	Site Supervisor Survey	Likert-type rating that assesses supervisees ability to deliver different services (e.g. individual, group, crisis, etc.) as well as knowledge, skills, and disposition	Survey Responses	Biannual	Site Supervisors	Identifies areas in need of heightened attention for next academic year.
	Program Review meeting	Narrative review that assesses strengths and growth edges in delivering curriculum	Narrative Feedback	Annual	Dean	Identifies areas in need of heightened attention for next academic year.
KPI Learning Outcomes (4.B.1)	Professor Evaluation of Student	Likert-type ratings that assess a student's ability on KPI as well as skills and disposition	Ratings	Triannual	Faculty	Provides an on-going opportunity for graduate advisors to help students identify if the counseling profession is an appropriate "fit" given their knowledge, skills, and disposition.
Student Learning Outcomes: Knowledge,	CPCE	Standard comprehensive exam utilizing multiple choice format to that provides an objective	Scores	Biannual	CEE	Illuminates what areas our students may need additional support.

Skills & Disposition (4.B.1)		view of the knowledge level of students.				
	NCE	Standard comprehensive exam utilizing multiple choice format to that provides an objective view of the knowledge level of students.	Scores	Biannual	NBCC	Illuminates what areas our students may need additional support.
	Exit Survey	Likert-type rating that assesses supervisees ability to deliver different services (e.g. individual, group, crisis, etc.) as well as knowledge, skills, and disposition	Evaluation Ratings	Annual	Alum	The responses illuminate areas that our students may need/want additional support, thus providing an indicator of areas/courses that may benefit from curriculum revisions/updates.
	Site Supervisor Evaluation	Likert-type rating that assesses supervisees ability to deliver different services (e.g. individual, group, crisis, etc.) as well as knowledge, skills, and disposition	Evaluation Ratings	Biannual	Site Supervisor	Identifies areas in need of heightened attention for next academic year.
	Professor Evaluation of Student	Likert-type ratings that assess a student's ability on KPI as well as skills and disposition	Ratings	Triannual	Faculty	Provides an on-going opportunity for graduate advisors to help students identify if the counseling profession is an appropriate "fit" given their knowledge, skills, and disposition.

	Employer Survey	Likert-type rating that assesses employees (alumni) ability to deliver different services (e.g. individual, group, crisis, etc.) as well as knowledge, skills, and disposition	Survey Responses	Biannual	Employers	Identifies areas in need of heightened attention for next academic year.
Demographics (4.B.2)	Vital Statistics	Includes gender, age, marital status, first language, religious preference, ethnicity, and race.	Vital Statistics	Annual	Dept Chair	Ability to examine retention rates and growth of student diversity, as well as identify gaps in attrition, achievement attendance, attrition, opportunities and graduation rates between demographic groups. Information is used for grants, funding opportunities and reporting to CACREP and HLC.
	Application	Includes gender, age, marital status, first language, religious preference, ethnicity, and race.	Self-Report	Annual	Program Director	Ability to examine retention rates and growth of student diversity, as well as identify gaps in attrition, achievement attendance, attrition, opportunities and graduation rates between demographic groups. Information is used for grants, funding opportunities and reporting to CACREP and HLC.