2015-2016
Annual Assessment Report Template

For instructions and guidelines visit our **website**
or **contact us** for more help.

Report: | MA Counseling Vocational Rehabilitation

Question 1: Program Learning Outcomes

Q1.1.
Which of the following Program Learning Outcomes (PLOs) and Sac State Baccalaureate Learning Goals (BLGs) **did you assess?** [**Check all that apply**]

- ☐ 1. Critical Thinking
- ☐ 2. Information Literacy
- ☑ 3. Written Communication
- ☐ 4. Oral Communication
- ☐ 5. Quantitative Literacy
- ☐ 6. Inquiry and Analysis
- ☐ 7. Creative Thinking
- ☐ 8. Reading
- ☐ 9. Team Work
- ☐ 10. Problem Solving
- ☐ 11. Civic Knowledge and Engagement
- ☐ 12. Intercultural Knowledge and Competency
- ☐ 13. Ethical Reasoning
- ☐ 14. Foundations and Skills for Lifelong Learning
- ☐ 15. Global Learning
- ☐ 16. Integrative and Applied Learning
- ☐ 17. Overall Competencies for GE Knowledge
- ☑ 18. Overall Competencies in the Major/Discipline
- ☐ 19. Other, specify any assessed PLOs not included above:

a. [   ]
b. [   ]
c. [   ]

Q1.2.
Please provide more detailed background information about **EACH PLO** you checked above and other information such as how your specific PLOs are **explicitly** linked to the Sac State BLGs:

3. culminating experience - project

18. MS degree

Q1.2.1.
Do you have rubrics for your PLOs?

- ○ 1. Yes, for all PLOs
- ○ 2. Yes, but for some PLOs
- ● 3. No rubrics for PLOs
- ○ 4. N/A

○ 5. Other, specify: [   ]

Q1.3.
Are your PLOs closely aligned with the mission of the university?

⦿ 1. Yes

○ 2. No

○ 3. Don't know

Q1.4.
Is your program externally accredited (other than through WASC Senior College and University Commission (WSCUC))?

⦿ 1. Yes

○ 2. No (skip to **Q1.5**)

○ 3. Don't know (skip to **Q1.5**)

Q1.4.1.
If the answer to Q1.4 is **yes**, are your PLOs closely aligned with the mission/goals/outcomes of the accreditation agency?

⦿ 1. Yes

○ 2. No

○ 3. Don't know

Q1.5.
Did your program use the *Degree Qualification Profile* (DQP) to develop your PLO(s)?

○ 1. Yes

○ 2. No, but I know what the DQP is

⦿ 3. No, I don't know what the DQP is

○ 4. Don't know

Q1.6.
Did you use action verbs to make each PLO measurable?

⦿ 1. Yes

○ 2. No

○ 3. Don't know

(**Remember**: Save your progress)

Question 2: Standard of Performance for the Selected PLO

Q2.1.
Select **ONE(1)** PLO here as an example to illustrate how you conducted assessment (be sure you *checked the correct box* for this PLO in Q1.1):

Overall Competencies in the Major/Disicpline

Q2.1.1.
Please provide more background information about the **specific PLO** you've chosen in Q2.1.

successful completion of the MS degree

Q2.2.
Has the program developed or adopted **explicit** standards of performance for this PLO?

○ 1. Yes

⦿ 2. No

○ 3. Don't know

○ 4. N/A

Q2.3.
Please **provide the rubric(s)** and **standards of performance** that you have developed for this PLO here or in the appendix.

[text area]

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Q2.4. PLO	Q2.5. Stdrd	Q2.6. Rubric	Please indicate where you have published the **PLO**, the **standard** of performance, and the **rubric** that was used to measure the PLO:
☐	☑	☐	1. In **SOME** course syllabi/assignments in the program that address the PLO
☐	☑	☐	2. In **ALL** course syllabi/assignments in the program that address the PLO
☐	☑	☐	3. In the student handbook/advising handbook
☐	☑	☐	4. In the university catalogue
☐	☑	☐	5. On the academic unit website or in newsletters
☐	☑	☐	6. In the assessment or program review reports, plans, resources, or activities
☐	☑	☐	7. In new course proposal forms in the department/college/university
☐	☑	☐	8. In the department/college/university's strategic plans and other planning documents
☐	☑	☐	9. In the department/college/university's budget plans and other resource allocation documents
☐	☐	☐	10. Other, specify: [_____]

Question 3: Data Collection Methods and Evaluation of Data Quality for the Selected PLO

Q3.1.
Was assessment data/evidence **collected** for the selected PLO?

◉ 1. Yes
○ 2. No (skip to **Q6**)
○ 3. Don't know (skip to **Q6**)
○ 4. N/A (skip to **Q6**)

Q3.1.1.
How many assessment tools/methods/measures **in total** did you use to assess this PLO?
[1]

Q3.2.
Was the data **scored/evaluated** for this PLO?

○ 1. Yes
○ 2. No (skip to **Q6**)
◉ 3. Don't know (skip to **Q6**)
○ 4. N/A (skip to **Q6**)

Q3.2.1.
Please describe how you collected the assessment data for the selected PLO. For example, in what course(s) or by what means were data collected:

> successful graduation

(**Remember**: Save your progress)

Question 3A: Direct Measures (key assignments, projects, portfolios, etc.)

Q3.3.
Were direct measures (key assignments, projects, portfolios, course work, student tests, etc.) used to assess this PLO?

- ● 1. Yes
- ○ 2. No (skip to **Q3.7**)
- ○ 3. Don't know (skip to **Q3.7**)

Q3.3.1.
Which of the following direct measures were used? [**Check all that apply**]

- ☑ 1. Capstone project (e.g. theses, senior theses), courses, or experiences
- ☐ 2. Key assignments from required classes in the program
- ☐ 3. Key assignments from elective classes
- ☐ 4. Classroom based performance assessment such as simulations, comprehensive exams, or critiques
- ☐ 5. External performance assessments such as internships or other community-based projects
- ☐ 6. E-Portfolios
- ☐ 7. Other Portfolios
- ☐ 8. Other, specify: _____

Q3.3.2.
Please **explain** and **attach** the direct measure you used to collect data:

> Successful completion of culminating experience/project

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Q3.4.
What tool was used to evaluate the data?

- ○ 1. **No** rubric is used to interpret the evidence (skip to **Q3.4.4.**)
- ○ 2. Used rubric developed/modified by the faculty who teaches the class (skip to **Q3.4.2.**)
- ○ 3. Used rubric developed/modified by a group of faculty (skip to **Q3.4.2.**)
- ○ 4. Used rubric pilot-tested and refined by a group of faculty (skip to **Q3.4.2.**)
- ○ 5. The VALUE rubric(s) (skip to **Q3.4.2.**)
- ○ 6. Modified VALUE rubric(s) (skip to **Q3.4.2.**)
- ● 7. Used other means (Answer **Q3.4.1.**)

Q3.4.1.
If you used other means, which of the following measures was used? [**Check all that apply**]

☑ 1. National disciplinary exams or state/professional licensure exams (skip to **Q3.4.4.**)

☐ 2. General knowledge and skills measures (e.g. CLA, ETS PP, etc.) (skip to **Q3.4.4.**)

☐ 3. Other standardized knowledge and skill exams (e.g. ETC, GRE, etc.) (skip to **Q3.4.4.**)

☐ 4. Other, specify: passing grade _____ (skip to **Q3.4.4.**)

Q3.4.2.
Was the **rubric** aligned directly and explicitly **with the PLO**?

◉ 1. Yes

○ 2. No

○ 3. Don't know

○ 4. N/A

Q3.4.3.
Was the **direct measure** (e.g. assignment, thesis, etc.) aligned directly and explicitly **with the rubric**?

○ 1. Yes

○ 2. No

◉ 3. Don't know

○ 4. N/A

Q3.4.4.
Was the **direct measure** (e.g. assignment, thesis, etc.) aligned directly and explicitly **with the PLO**?

◉ 1. Yes

○ 2. No

○ 3. Don't know

○ 4. N/A

Q3.5.
How many faculty members participated in planning the assessment data **collection** of the selected PLO?

0

Q3.5.1.
How many faculty members participated in the **evaluation** of the assessment data for the selected PLO?

1

Q3.5.2.
If the data was evaluated by multiple scorers, was there a norming process (a procedure to make sure everyone was scoring similarly)?

○ 1. Yes

○ 2. No

○ 3. Don't know

◉ 4. N/A

Q3.6.
How did you **select** the sample of student work (papers, projects, portfolios, etc.)?

evaluate all graduating students'

Q3.6.1.
How did you **decide** how many samples of student work to review?

Q3.6.2.
How many students were in the class or program?

2 graduated

Q3.6.3.
How many samples of student work did you evaluated?

2

Q3.6.4.
Was the sample size of student work for the direct measure adequate?

○ 1. Yes

○ 2. No

◉ 3. Don't know

(**Remember**: Save your progress)

Question 3B: Indirect Measures (surveys, focus groups, interviews, etc.)

Q3.7.
Were indirect measures used to assess the PLO?

○ 1. Yes

◉ 2. No (skip to **Q3.8**)

○ 3. Don't Know (skip to **Q3.8**)

Q3.7.1.
Which of the following indirect measures were used? [**Check all that apply**]

☐ 1. National student surveys (e.g. NSSE)

☐ 2. University conducted student surveys (e.g. OIR)

☐ 3. College/department/program student surveys or focus groups

☐ 4. Alumni surveys, focus groups, or interviews

☐ 5. Employer surveys, focus groups, or interviews

☐ 6. Advisory board surveys, focus groups, or interviews

☑ 7. Other, specify: [_____]

Q3.7.1.1.
Please explain and attach the indirect measure you used to collect data:

[   ]

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Q3.7.2.
If surveys were used, how was the sample size **decided**?

[   ]

Q3.7.3.
If surveys were used, how did you **select** your sample:

[   ]

Q3.7.4.
If surveys were used, what was the response rate?

[   ]

Question 3C: Other Measures (external benchmarking, licensing exams, standardized tests, etc.)

Q3.8.
Were external benchmarking data, such as licensing exams or standardized tests, used to assess the PLO?

○ 1. Yes
○ 2. No (skip to **Q3.8.2**)
○ 3. Don't Know (skip to **Q3.8.2**)

Q3.8.1.
Which of the following measures was used? [**Check all that apply**]

☑ 1. National disciplinary exams or state/professional licensure exams

☐ 2. General knowledge and skills measures (e.g. CLA, ETS PP, etc.)

☐ 3. Other standardized knowledge and skill exams (e.g. ETC, GRE, etc.)

☐ 4. Other, specify: passing grade

Q3.8.2.
Were other measures used to assess the PLO?

○ 1. Yes

⦿ 2. No (skip to **Q4.1**)

○ 3. Don't know (skip to **Q4.1**)

Q3.8.3.
If other measures were used, please specify:

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(**Remember**: Save your progress)

Question 4: Data, Findings, and Conclusions

Q4.1.
Please provide simple tables and/or graphs to summarize the assessment data, findings, and conclusions for the selected PLO for **Q2.1**:

n/a

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Q4.2.
Are students doing well and meeting the program standard? If not, how will the program work to improve student performance of the selected PLO?

Yes

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Q4.3.
For the selected PLO, the student performance:

○ 1. **Exceeded** expectation/standard

⦿ 2. **Met** expectation/standard

○ 3. **Partially** met expectation/standard

○ 4. Did not meet expectation/standard

○ 5. No expectation/standard has been specified

○ 6. Don't know

Question 4A: Alignment and Quality

Q4.4.
Did the data, including the direct measures, from all the different assessment tools/measures/methods directly align with the PLO?

○ 1. Yes

○ 2. No

⦿ 3. Don't know

Q4.5.
Were **all** the assessment tools/measures/methods that were used good measures of the PLO?

⦿ 1. Yes

○ 2. No

○ 3. Don't know

Question 5: Use of Assessment Data (Closing the Loop)

Q5.1.
As a result of the assessment effort and based on prior feedback from OAPA, do you anticipate *making any changes* for your program (e.g. course structure, course content, or modification of PLOs)?

○ 1. Yes

⦿ 2. No (skip to **Q5.2**)

○ 3. Don't know (skip to **Q5.2**)

Q5.1.1.
Please describe *what changes* you plan to make in your program as a result of your assessment of this PLO. Include a description of how you plan to assess the impact of these changes.

Q5.1.2.
Do you have a plan to assess the *impact of the changes* that you anticipate making?

○ 1. Yes

⦿ 2. No

○ 3. Don't know

Q5.2.

How have the assessment data from the last annual assessment been used so far? [**Check all that apply**]	1. Very Much	2. Quite a Bit	3. Some	4. Not at All	5. N/A
1. Improving specific courses	○	○	○	⦿	○
2. Modifying curriculum	○	○	⦿	○	○
3. Improving advising and mentoring	○	○	○	⦿	○

4. Revising learning outcomes/goals	○	○	○	●	○
5. Revising rubrics and/or expectations	○	○	○	●	○
6. Developing/updating assessment plan	○	○	●	○	○
7. Annual assessment reports	○	○	●	○	○
8. Program review	○	○	●	○	○
9. Prospective student and family information	○	○	○	●	○
10. Alumni communication	○	○	○	●	○
11. WSCUC accreditation (regional accreditation)	○	○	○	●	○
12. Program accreditation	○	○	●	○	○
13. External accountability reporting requirement	○	○	○	●	○
14. Trustee/Governing Board deliberations	○	○	○	●	○
15. Strategic planning	○	○	○	●	○
16. Institutional benchmarking	○	○	○	●	○
17. Academic policy development or modifications	○	○	○	●	○
18. Institutional improvement	○	●	○	○	○
19. Resource allocation and budgeting	○	○	○	●	○
20. New faculty hiring	○	○	○	●	○
21. Professional development for faculty and staff	○	○	○	●	○
22. Recruitment of new students	○	○	○	●	○

23. Other, specify: [ ]

Q5.2.1.
Please provide a detailed example of how you used the assessment data above:

We are modifying the program to have more and different PLOs

(**Remember**: Save your progress)

Additional Assessment Activities

Q6.
Many academic units have collected assessment data on aspect of their program *that are not related to the PLOs* (i.e. impacts of an advising center, etc.). **If** your program/academic unit has collected data on program *elements*, please briefly report your results here:

Question Q7, below, we are an MS program, not MA

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Q7.
What PLO(s) do you plan to assess next year? [**Check all that apply**]

☐ 1. Critical Thinking

- ☐ 2. Information Literacy
- ☑ 3. Written Communication
- ☐ 4. Oral Communication
- ☐ 5. Quantitative Literacy
- ☑ 6. Inquiry and Analysis
- ☐ 7. Creative Thinking
- ☐ 8. Reading
- ☐ 9. Team Work
- ☑ 10. Problem Solving
- ☐ 11. Civic Knowledge and Engagement
- ☑ 12. Intercultural Knowledge and Competency
- ☑ 13. Ethical Reasoning
- ☐ 14. Foundations and Skills for Lifelong Learning
- ☑ 15. Global Learning
- ☑ 16. Integrative and Applied Learning
- ☐ 17. Overall Competencies for GE Knowledge
- ☑ 18. Overall Competencies in the Major/Discipline
- ☐ 19. Other, specify any PLOs not included above:

a.

b.

c.

Q8. Please attach any additional files here:

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Q8.1.
Have you attached any files to this form? If yes, please list every attached file here:

We are an MS program, not MA

Program Information (**Required**)

P1.
Program/Concentration Name(s): [by degree]

MA Counseling Vocational Rehabilitation

P1.1.
Program/Concentration Name(s): [by department]

Counseling Vocational Rehabilitation MA

P2.
Report Author(s):

Brostrand

P2.1.
Department Chair/Program Director:

Heredia

P2.2.

Assessment Coordinator:

P3.
Department/Division/Program of Academic Unit

Education - Graduate

P4.
College:

College of Education

P5.
Total enrollment for Academic Unit during assessment semester (see Departmental Fact Book):

32

P6.
Program Type:

- ◯ 1. Undergraduate baccalaureate major
- ◯ 2. Credential
- ⦿ 3. Master's Degree
- ◯ 4. Doctorate (Ph.D./Ed.D./Ed.S./D.P.T./etc.)
- ◯ 5. Other, specify:

P7. Number of **undergraduate degree programs** the academic unit has?

0

P7.1. List all the names:

P7.2. How many concentrations appear on the diploma for this undergraduate program?

Don't know

P8. Number of **master's degree programs** the academic unit has?

1

P8.1. List all the names:

Vocational Rehabilitation Counseling

P8.2. How many concentrations appear on the diploma for this master's program?

1

P9. Number of **credential programs** the academic unit has?

0

P9.1. List all the names:

P10. Number of **doctorate degree programs** the academic unit has?

0

P10.1. List all the names:

When was your **assessment plan**...	1. Before 2010-11	2. 2011-12	3. 2012-13	4. 2013-14	5. 2014-15	6. No Plan	7. Don't know
P11. developed?	○	○	○	○	○	○	⊙
P11.1. last updated?	○	○	○	○	○	⊙	○

P11.3.
Please attach your latest **assessment plan**:

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P12.
Has your program developed a **curriculum map?**

○ 1. Yes

⊙ 2. No

○ 3. Don't know

P12.1.
Please attach your latest **curriculum map**:

📎 No file attached

P13.
Has your program indicated in the curriculum map where assessment **of student learning** occurs?

○ 1. Yes

○ 2. No

⊙ 3. Don't know

P14.
Does your program have a capstone class?

⊙ 1. Yes, indicate: EDS 561

○ 2. No

○ 3. Don't know

P14.1.
Does your program have **any** capstone project?

- ⦿ 1. Yes
- ○ 2. No
- ○ 3. Don't know

(**Remember**: Save your progress)