2016-2017 Annual Assessment Report Template

For instructions and guidelines visit our <u>website</u> or <u>contact us</u> for more help.

Please begin by selecting your program name in the drop down. If the program name is not listed, please enter it below:

MS Counseling Vocational Rehabilitation

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Question 1: Program Learning Outcomes

Q1.1.

Which of the following Program Learning Outcomes (PLOs), Sac State Baccalaureate Learning Goals (BLGs), and emboldened Graduate Learning Goals (GLGs) **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, Competency, and Perspectives
	13. Ethical Reasoning
	14. Foundations and Skills for Lifelong Learning
	15. Global Learning and Perspectives
	16. Integrative and Applied Learning
	17. Overall Competencies for GE Knowledge
✓	18. Overall Disciplinary Knowledge
	19. Professionalism
	20. Other, specify any assessed PLOs not included above:
a.	Successful graduation with completion of research project/thesis
b.	
c.	

Q1.2.

Please provide more detailed background information about EACH PLO you checked above and other information including how your specific PLOs are **explicitly** linked to the Sac State BLGs/GLGs:

The Vocational Rehabilitation Counseling MS program will become part of Counselor Education in Fall 2017. Curriculum and outcome measures (degree completion) have been modified. We will develop an assessment report which is alligned with the PLOs of the Counselor Education MS degrees. This year's assessment activity has been centered on developing PLOs and assessment measures. The assessment plan will be fully developed and implemented in the 17/18 AY.
Our assessment will incorporate data from our annual accreditation report on CORE (the Council on Rehabilitation Education) standards, as well as a newly developed exit survey for graduates.
Currently, the best measurement of the VRC PLOs is the completion of the coursework, research project and 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
O 4. N/A
O 5. Other, specify:
Q1.3. Are your PLOs closely aligned with the mission of the university?
• 1. Yes

- O 2. No
- O 3. Don't know

Q1.4.

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

- 1. Yes
- O 2. No (skip to Q1.5)
- O 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
- O 2. No
- O 3. Don't know

Q1.5.

Did your program use the *Degree Qualification Profile* ("DQP", see http://degreeprofile.org) to develop your PLO(s)?

- O 1. Yes
- O 2. No, but I know what the DQP is
- 3. No, I don't know what the DQP is
- O 4. Don't know

Q1.6.

Did you use action verbs to make each PLO measurable?

- 1. Yes
- O 2. No
- O 3. Don't know

(Remember: Save your progress)

Question 2: Standard of Performance for the Selected PLO

Q2.1.

Select <u>OR</u> type in **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 Disciplinary Knowledge

If your PLO is not listed, please enter it here:

Degree completion

Q2.1.1.

Please provide more background information about the **specific PLO** you've chosen in Q2.1. Overall Disciplinary Knowledge is best measured by number of graduates from the VRC MS program.

Q2.2.

Has the program developed or adopted explicit standards of performance for this PLO?

• 1. Yes

O 2. No

O 3. Don't know

O 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.

Successful completion of research project/thesis and VRC MS coursework.

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Q2.4. PLO	 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

O 2. No (skip to Q6)

O 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?

Q3.2.

Was the data scored/evaluated for this PLO?

1. Yes

O 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:

Number of VRC graduates in Fall 2016 (3) and Spring 2017 (2).

(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

O 2. No (skip to Q3.7)

3. Don't know (skip to Q3.7)

Q3.3.1.

Which of the following direct measures (key assignments, projects, portfolios, course work, student tests, etc.) were used? [Check all that apply]

✓	1.	Capstone	project	(e.g.	theses,	senior	theses),	courses,	or expe	riences
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2. Key assignments from required classes in the program

	3.	Key	assignments	from	elective	classes
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4. Classroom based performance assessment such as simulations, comprehensive exams, or critiques

 \perp 5. External performance assessments such as internships or other community-based projects

6. E-Portfolios

7. Other Portfolios

8. Other, specify: degree completion

Q3.3.2.

Please **provide** the direct measure (key assignments, projects, portfolios, course work, student tests, etc.) you used to collect data, THEN **explain** how it assesses the PLO:

Culminating experience in the VRC MS program is a research project/thesis. The project allows the student to demonstrate general knowledge and expertise in the field of rehabilitation counseling.

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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.)

 \bigcirc 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.

f 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.)	
\Box 3. Other standardized knowledge and skill exams (e.g. ETC, GRE, etc.) (skip to Q3.4.4.)	
4. Other, specify:	(skip to Q3.4.4.)

Q3.4.2.

Was the rubric aligned directly and explicitly with the PLO?

- O 1. Yes
- O 2. No

O 3. Don't know

0 4. N/A

Q3.4.3.

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

O 1. Yes

- _{2. No}
- O 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
- O 2. No
- O 3. Don't know
- O 4. N/A

Q3.5.

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1

How many faculty members participated in planning the assessment data collection of the selected PLO?

Q3.5.1.

How many faculty members participated in the evaluation of the assessment data for the selected PLO?

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)?

O 1. Yes

○ 2. No

O 3. Don't know

• 4. N/A

Q3.6.

How did you **select** the sample of student work (papers, projects, portfolios, etc.)? It is the culminating experience for the degree

Q3.6.1.

How did you decide how many samples of student work to review?

All completed projects in AY 16/17 were included

Q3.6.2.

How many students were in the class or program?

22

Q3.6.3.

5

How many samples of student work did you evaluated?

Q3.6.4.

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

- O 1. Yes
- 0 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?

O 1. Yes

2. No (skip to Q3.8)

3. Don't Know (skip to Q3.8)

Q3.7.1.

hich 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:

I No file attached
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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?

O 1. Yes

2. No (skip to Q3.8.2)

O 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

\Box 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:		
Q3.8.2. Were other measures used to assess the PLO?		
2. No (skip to Q4.1)		
O 3. Don't know (skip to Q4.1)		

Q3.8.3.

If other measures were used, please specify:

Image: Image:

(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 in Q2.1:

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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?

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Q4.3.

Yes.

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

O 2. No

O 3. Don't know

Q4.5.

Were all the assessment tools/measures/methods that were used good measures of the PLO?

- O 1. Yes
- O 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

O 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.

The assessment report, including PLOs, measurement and data collection, will be alligned with the existing procedures used in Counselor Education.

Q5.1.2.

Do you have a plan to assess the impact of the changes that you anticipate making?

O 1. Yes

• 2. No

3. Don't know

Q5.2.

Since your last assessment report, how have the assessment data from then been used so far?	1. Very Much	2. Quite a Bit	3. Some	4. Not at All	5. N/A
1. Improving specific courses	0	0	0	۲	0
2. Modifying curriculum	0	0	۲	0	0
3. Improving advising and mentoring	0	0	۲	0	\bigcirc
4. Revising learning outcomes/goals	0	0	0	۲	0
5. Revising rubrics and/or expectations	0	0	0	0	۲
6. Developing/updating assessment plan	0	0	۲	0	0
7. Annual assessment reports	0	۲	0	0	0
8. Program review	0	0	0	۲	\bigcirc
9. Prospective student and family information	0	0	۲	0	0
10. Alumni communication	0	0	۲	0	0
11. WSCUC accreditation (regional accreditation)	0	\bigcirc	\bigcirc	0	۲
12. Program accreditation	0	۲	0	0	\bigcirc
13. External accountability reporting requirement	0	۲	\bigcirc	0	\bigcirc
14. Trustee/Governing Board deliberations	0	0	0	0	۲
15. Strategic planning	0	0	۲	0	0
16. Institutional benchmarking	0	\bigcirc	\bigcirc	۲	\bigcirc
17. Academic policy development or modifications	0	\bigcirc	\bigcirc	۲	\bigcirc
18. Institutional improvement	0	0	۲	0	0
19. Resource allocation and budgeting	0	\bigcirc	\bigcirc	۲	0
20. New faculty hiring	0	\bigcirc	۲	0	\bigcirc
21. Professional development for faculty and staff	0	\bigcirc	۲	0	\bigcirc
22. Recruitment of new students	0	۲	0	0	0

23. Other, specify:

Q5.2.1.

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

We report graduation data to numerous entities.	Project completion and graduation is a measure of the success of our
program.	

Q5.3. To what extent did you apply last year's feedback from the Office of Academic Program Assessment in the following areas?	1. Very Much	2. Quite a bit	3. Some	4. Not at All	5. N/A
1. Program Learning Outcomes	0	\bigcirc	۲	0	0
2. Standards of Performance	0	0	۲	0	\bigcirc
3. Measures	0	0	۲	0	\bigcirc
4. Rubrics	0	0	0	۲	\bigcirc
5. Alignment	0	0	۲	0	\bigcirc
6. Data Collection	\bigcirc	۲	0	0	\bigcirc
7. Data Analysis and Presentation	0	0	۲	0	\bigcirc
8. Use of Assessment Data	0	0	۲	0	\bigcirc
9. Other, please specify: Met with OAPA who recommended I indicate that we will develop and implement assessment plan in AY 17/18	0	0	0	0	0

Q5.3.1.

Please share with us an example of how you applied **last year's feedback** from the Office of Academic Program Assessment in any of the areas above:

The graduation rate is a concrete number and a good measure of discipline knowledge.

(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:

U No file attached U No file attached
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, Competency, and Perspectives
✓ 13. Ethical Reasoning
14. Foundations and Skills for Lifelong Learning
15. Global Learning and Perspectives
16. Integrative and Applied Learning
17. Overall Competencies for GE Knowledge
18. Overall Disciplinary Knowledge
19. Professionalism
20. Other, specify any PLOs not included above:
a. Counselor Ed PLOs
b.
c.
Q8. Please attach any additional files here:

U No file attached U No file attached U No file attached U No file attached

Q8.1.

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

Program Information (Required)

Program:

(If you typed your program name at the beginning, please skip to Q10)

Q9.

Program/Concentration Name: [skip if program name appears above] MS Counseling Vocational Rehabilitation

Q10.

Report Author(s): Brostrand

Q10.1.

Department Chair/Program Director: E. Liles

Q10.2.

Assessment Coordinator:

Q11.

Department/Division/Program of Academic Unit Education - Graduate

Q12.

College: College of Education

Q13.

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

Q14.

Program Type:

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

Q15. Number of undergraduate degree programs the academic unit has?

N/A

Q15.1. List all the names:

Q15.2. How many concentrations appear on the diploma for this undergraduate program? $\ensuremath{\overline{\text{N/A}}}$

Q16. Number of master's degree programs the academic unit has?

Q16.1. List all the names:

Career Counseling MS; Marriage Family Therapy MS; School Counseling MS, Vocational Rehabilitation Counseling MS

Q16.2. How many concentrations appear on the diploma for this master's program?

Q17. Number of credential programs the academic unit has? Don't know

Q17.1. List all the names:

Q18. Number of doctorate degree programs the academic unit has?

0

Q18.1. List all the names:

When was your assessment plan	1. Before 2011-12	2. 2012-13	3. 2013-14	4. 2014-15	5. 2015-16	6. 2016-17	7. No Plan	8. Don't know
Q19. developed?	0	0	0	0	0	\bigcirc	۲	\bigcirc
Q19.1. last updated?	0	0	0	0	0	\bigcirc	0	۲

Q19.2. (REQUIRED)

Please obtain and attach your latest assessment plan:

In the second second

Q20.

Has your program developed a curriculum map?

O 1. Yes

• 2. No

O 3. Don't know

Q20.1. Please obtain and attach your latest curriculum map:

In the second second

Q21.

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

O 1. Yes

O 2. No

3. Don't know

Q22.

Does your program have a capstone class?

1. Yes, indicate: EDS 561 (will not be offered in new curriculum)

O 2. No

3. Don't know

Q22.1.

Does your program have any capstone project?

• 1. Yes

- O 2. No
- O 3. Don't know

(Remember: Save your progress)