

# MASTER ASSESSMENT PLAN TEMPLATE

Assessment	Instrument Used/ Administrator/Deadline	Action Plan Responsibility	Action Plan Reporting and Implementation Deadline
<b>College</b>			
<b>Evaluation of Mission, Vision, and Goals</b>		Carried out by the Dean	
<b>Full Program Review</b>	Program review conducted every 5 years by the College in conjunction with Institutional Effectiveness – due date for next review	Carried out by the Dean	(every 5 years)

<b>Student Affairs: Admissions</b>			
<b>Analysis of Applicant Pool</b>	Information from Admissions to be retrieved by Office of Student Affairs and Admissions by ?	Admissions Office to use for recruitment Graduate Program Director Program Admissions and Academic Advisor	Completed by Sept and implemented by Nov?
<b>Demographics of Entering Class</b>	Information to be retrieved by Office of Student Affairs and Admissions by ?, annually.	Admissions Office to use for recruitment Graduate Program Director Program Admissions and Academic Advisor	Completed by Sept and implemented by Nov?
<b>Enrollment Decision Survey (Post Candidate Interview Survey)</b>	Results from the survey reported by Office of Admissions by , annually, for Admissions Cycle just ended.	Admissions Office to use for recruitment Graduate Program Director Program Admissions and Academic Advisor	Completed by Sept and implemented by Nov?

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<b>Student Affairs: Student Services</b>			
<b>Accreditation Alumni Survey</b>	To be created	Graduate Program Director	Completed by June and implemented by August
<b>Accreditation Student Survey – Graduating Student Survey</b>	Peregrine exit survey; Additional MHA exit survey (to be created); Survey administered by Office of Student Affairs in June, annually	Office of Student Affairs Graduate Program Director	Completed by June and implemented by August
<b>COLLEGE Graduating Exit Survey</b>	Peregrine exit survey; Additional MHA exit survey (to be created); Survey administered by Office of Student Affairs in June, annually	Office of Student Affairs Graduate Program Director	Completed by June and implemented by August
<b>Capstone Learning Outcomes</b>	Data of student performance and feedback	Associate Dean	Completed by June and implemented by August
<b>Post-graduate Employment</b>	Post-Graduate employment survey administered by Office of Student Affairs in June, annually	Office of Student Affairs Graduate Program Director	Completed by July and implemented by August

<b>Faculty and Staff Development</b>			
<b>Peer Observations of Faculty Teaching</b>	Peer Evaluation forms by Faculty	Individual instructors	Completed within two months after the course completion and implemented by the next offering
<b>Student Evaluation of Course &amp; Instructor</b>	Survey completed using MS Form, Administered by the Program Admissions and Academic Advisor at the end of each course	Program Admissions and Academic Advisor and Faculty	Completed within two months after the course completion and implemented by the next offering
<b>Accrediting Body Faculty Survey</b>	Results from survey submitted by the MHA through the office of Academic Affairs by July, annually.	Graduate Program Director	Completed by June and implemented by August
<b>Research</b>	Results from Office of Research on Grants/Contracts, Publications, Presentations, Seed Grants, Summer Fellowships	Associate Dean	Completed by July and implemented by December

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<b>Academic Affairs: CLO, PLO, ILO Assessments</b>			
<b>Course Learning Outcomes Report</b>	Director measures: direct course grading report from each instructor for the CLO rubrics. Indirect measure: course feedback survey (MS Form); grade distribution	Unique action plans for every course to be developed by each individual course instructor	Completed within two months after the course completion and implemented by the next offering
<b>Program/Institutional Learning Outcome Based on Signature Assignments</b>	Results from signature assignments from various courses for PLOs and ILOs	Associate Dean and faculty	Completed by June and implemented by August
<b>Program Learning Outcomes Peregrine Exam Report and Survey</b>	Results from Peregrine Exit-Exam and Survey; Program alumni survey (to be created), career survey (to be created), employer survey (to be created)	Graduate Program Director Associate Dean	Completed by June and implemented by August

<b>Academic Affairs: Capstone Experience</b>			
<b>Student Evaluation of the Sites</b>	Anonymous evaluation of the practice site administered the experiential department after completion of the capstone project; (Not applicable if the student works at own employer or works on the thesis option).	Graduate Program Director Associate Dean	Completed by June and implemented by August
<b>Learning Outcome Summative Report</b>	Data of student performance	Associate Dean and Faculty Advisors	Completed by June and implemented by August

<b>Academic Affairs: General Student Performance</b>			
<b>Progression Report</b>	Data derived from Registrar, developed annually every June	Program Admissions and Academic Advisor	Completed by June and implemented by August

<b>Academic Affairs: Peregrine Exams</b>			
<b>Entry-Exam</b>	Report exported from Peregrine Exam by the Associate Dean on a annual basis in May after the completion of the Entry-Exam in by the Spring Cohort	Associate Dean	Completed by June and implemented by August
Exit-Exam	Peregrine Exam Report	Associate Dean	Completed by June and implemented by August