

# PSY 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>	Program Review, Dean, annually	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 Assistant Dean of Admission	Admissions Office to use for recruitment	Completed by Assist. Dean Mark Ettensohn and implemented by Assist. Dean Mark Ettensohn
<b>Demographics of Entering Class</b>	Information to be retrieved by Office of Student Affairs and Admissions by Assistant Dean of Admission, annually.	Admissions Office to use for recruitment	Completed by Assist. Dean Mark Ettensohn and implemented by Assist. Dean Mark Ettensohn
<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	Completed by Assist. Dean Mark Ettensohn and implemented by Assist. Dean Mark Ettensohn

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<b>Student Affairs: Student Services</b>			
<b>Success of Tutoring on Student Achievement</b>	Report based on an internal survey and other data reported by Office of Student Affairs in conjunction with office of Academic Affairs by end of July, annually.	Office of Student Affairs (in collaboration with Academic Affairs Office)	Completed by May and implemented by September
<b>Accreditation Alumni Survey</b>	Results from survey reported by Office of Student Affairs and Admissions, in July annually	Office of Student Affairs (in collaboration with Academic Affairs Office)	Completed by May and implemented by September
<b>Accreditation Student Survey – Graduating Student Survey</b>	Results from accrediting body survey reported by Office of Student Affairs and Admissions, in July annually.	Office of Student Affairs and Office of Academic Affairs identify useful data to be communicated to Curriculum Committee and other Departments	Completed by May and implemented by September
<b>COLLEGE Graduating Exit Survey</b>	Results from an internal survey reported by the end of June, annually.	Office of Student Affairs and Office of Academic Affairs identify useful data to be communicated to Curriculum Committee and other Departments	Completed by May and implemented by September
<b>Co-curricular Learning Outcomes</b>	Results retrieved by Office of Student Affairs in July, annually	Office of Student Affairs identifies useful data to be communicated to Curriculum Committee and other departments	Completed by July 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	Completed by July and implemented by August

<b>Faculty and Staff Development</b>			
<b>Student Evaluation of Course &amp; Instructor</b>	Survey completed using Survey Monkey, Administered by Assist. Dean of Academics and Research near the completion of every semester	Not Applicable: Student evaluation of instructor to be addressed by Dean during annual review and student evaluation of course is to be addressed unique action plans for every course developed by each individual course coordinators	Action plans for individual courses due in October and March submitted along with corresponding syllabi
<b>Accrediting Body Faculty Survey</b>	Results from survey submitted by PSY through the office of Academic Affairs by July, annually.	Dean Executive Committee	Completed in December to be implemented in January
<b>Research</b>	Results from Assist. Dean of Academics and Research on Grants/Contracts, Publications, Presentations, Seed Grants, Summer Fellowships	Assist. Dean of Academics and Research, Dean	Completed in July to be implemented in August

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<b>Academic Affairs: Didactic Curriculum</b>			
<b>Inter-professional Education</b>	End of the year IPE report by Director of IPE in June	IPE Director	Completed in July to be implemented in August
<b>Course Learning Outcomes Report</b>	Results from Assessment Reports by Assist. Dean of Academics and Research every December and June	Not Applicable: Unique action plans for every course to be developed by each individual course coordinators	October and March submitted along with corresponding syllabi
<b>Program/Institutional Learning Outcome Based on Signature Assignments</b>	Results from CANVAS data Reports by Assist. Dean of Academics and Research annually every May	Assist. Dean of Academics and Research	Completed by July and implemented by December
<b>Learning Outcomes Norming Session Report</b>	Results from CANVAS based on the norming by Assist. Dean of Academics and Research annually every June	Assist. Dean of Academics and Research	Completed by July and implemented by December

<b>Clinical Affairs: Practicum</b>			
<b>Student Evaluation of the Sites</b>	Anonymous evaluation of the practice site administered the experiential department after every 6-week rotation OR Mutual student-preceptor midpoint and final evaluation	Assistant Dean of Clinical Training	Action plan to be implemented June through May
<b>Learning Outcome Summative Report</b>	Data of student performance	Assistant Dean of Clinical Training	Completed by July and implemented by December
<b>Practicum Survey</b>	Results from a survey submitted by experiential department by July, annually.	Assistant Dean of Clinical Training	Completed by July and implemented by December

<b>Academic Affairs: General Student Performance</b>			
<b>Progression Report</b>	Data derived from Assist. Dean of Academics and Research, developed annually every June	Assist. Dean of Academics and Research	Completed by July and implemented by August

<b>Academic Affairs: High Stakes Exams</b>			
<b>Summative Exam (MILE)</b>	Report produced by Assist. Dean of Academics and Research on a annual basis in September after the completion of the MILE Exams in August	Assist. Dean of Academics and Research	Completed by September and implemented by December
Licensure Exam Review	EPP Report	Dean	Completed by July and implemented by December