

Comprehensive Assessment Plan Counselor Education ~ Auburn University at Montgomery

The processes below detail the steps in the Comprehensive Assessment Plan for the Counselor Education Program at Auburn University at Montgomery. The assessment plan addresses both the continuous systematic program evaluation processes as well as the assessment of student learning outcomes processes. The assessment plan is detailed at both the curricular experiences and overall program level in relation to assessing direct evidence of student learning.

The Comprehensive Program Evaluation is displayed by year on the Counselor Education webpage and gives the actual findings for this plan every year.

Evaluation Activity	Description	Scheduled	Level & Related to Program Objectives
1. Counselor Education Survey	Current and former students are surveyed annually during the Spring Semester.	Spring Semester	(D.,E.1.) Overall systematic program evaluation
			Program Obj: 1, 3, 4, 6, 8, & 10
Means of Collection & Assessment: Current students are contacted in class, via student email, and through their on-line class resource (i.e. Blackboard/Current LMS system) and advised that the survey has been issued for the purpose of input and program improvement. The survey may be completed online or in paper format. Former students are contacted by email.			
Measures & Formats: The self-report survey is provided online and utilizes multiple choice, ranking, and open comment formats. The survey includes measures of preparedness related to AUM class offerings, professional development through the program, Faculty to student mentoring, and professional identity & involvement among others.			
Analysis and Utilization: The counseling faculty view and analyze the data collected from the survey annually. Each Spring the College of Education programs must analyze data collected from all sources and provide recommendations to the head of the department.			
Remediation: Any necessary actions resulting from the analysis of the survey data will be reported to the head of the department who will assign the task of remediation to the appropriate person(s).			
Dissemination: Results of this survey and other data sources are placed on the Program Web page at http://www.education.aum.edu/academic-programs/graduate-programs/counselor-education Students and other stakeholders are notified of the survey’s availability via email.			
Evaluation Activity	Description	Scheduled	Level & Related to Program Objectives
2. Site Evaluation of the AUM Counseling Program	Feedback from personnel in cooperating agencies is requested each semester at the end of practicum and internships.	End of each semester	(D.,E.1.,E.2.) Systematic program evaluation and Individual Student
			Program Obj: 2 - 6, 9, & 10
Means of Collection & Assessment: The student’s Practicum and Internship site supervisor is asked to complete the “Site Evaluation of the AUM Counseling Program” by both the student and Practicum/Internship instructor.			
Measures & Formats: The site supervisor is asked to rate the AUM Counseling Program’s success in preparing the student in terms of overall: knowledge base, counseling skills, time management, self-care/wellness, ethics, documentation, professionalism, and effectiveness with clients. The program is also rated in terms of orientation to the site, assistance to the site, consultation regarding students, and professional development.(see Clinical Handbook p. 81-82)			

Analysis and Utilization: The results of the individual site evaluation are evaluated by the instructor for any individual remediation needed for the student and as an aggregate by program faculty at the annual data meeting for program improvement.

Evaluation Activity	Description	Scheduled	Level & Related to Program Objectives
Remediation: Depending upon severity individual remediation may be undertaken by the instructor or in accordance with remediation policy (Counseling Student Handbook, p. 42-51). Programmatic remediation will be undertake as directed by the Department Head following report.			
Dissemination: The annual cumulative results of this survey are included anonymously with other data sources placed on the Program Web page at http://www.education.aum.edu/academic-programs/graduate-programs/counselor-education Students and other stakeholders are notified of the survey's availability via email.			
3. Faculty Review of Student Performance	Students' academic skills, clinical skills, ethical and professional behavior and personal characteristics are assessed by all counseling faculty.	End of Spring and Fall Semester	Individual Student (E.1, E.2.) Program Obj: 2, 3, 6 – 8, & 10
Means of Collection & Assessment: The AUM Counseling Program faculty meet at the end of the Fall and Spring semester to evaluate Students' academic skills, clinical skills, ethical and professional behavior and personal characteristics.			
Measures & Formats: The student is ranked by majority vote of the counseling faculty in the above-mentioned areas as (1) Strength, (2) No Concern, (3) Concern, or (4) N/A.			
Analysis and Utilization: Based on the results of the review, the faculty determine if student is recommended to continue in the program by voting in the following manner: (1) Recommend, (2) Provisionally recommend, (3) Remediate, or (4) Do not recommend.			
Remediation: Depending upon severity individual remediation may be undertaken by the instructor. Votes of "Remediate" or "Do not Recommend" are handled in accordance with remediation or dismissal policy (Counseling Student Handbook, p. 42-51).			
Dissemination: All counseling faculty participate in the evaluation of all enrolled at the end of the Fall and Spring Semesters and are advised of the results through the meeting.			
Evaluation Activity	Description	Scheduled	Level & Related to Program Objectives
4. Livetext and AUM Internal Excel Evaluation	Each student is evaluated at the end of each class on the CACREP outcomes and dispositions on the Livetext and AUM Internal Excel Evaluation developed for that class. An annual aggregation of this data is reviewed for program improvement.	Individually - End of each semester Aggregated – Spring Semester Data meeting	(D.,E.1.,E.2.) System atic program evaluation and Individual Student Program Obj: 2 - 4, 6 – 7, & 10
Means of Collection & Assessment: The AUM Counseling Program faculty evaluate Students individually regarding CACREP outcomes through their submissions via the LiveText and AUM Internal Excel Evaluation online system.			
Measures & Formats: The student is ranked regarding grasp of each classes content in terms of the assigned CACREP curricular standards on a (1) <u>Unsatisfactory</u> - Indicates the performance on this outcome or indicator is not acceptable. Improvement activities must be taken, (2) <u>Basic</u> - Indicates the performance is acceptable, but needs additional work and attention. Additional activities are required for performance to meet outcomes, (3) <u>Competent</u> - Indicates the performance always meets and sometimes exceeds expectations. Current practices are clearly acceptable, or (4) <u>Exceptional</u> - Indicates the performance is outstanding. No improvement is readily identifiable. (Note: the wording of this ranking is adapted to the specific CACREP outcome.)			
Analysis and Utilization: The results of the individual site evaluation are evaluated by the instructor for any individual remediation needed for the student and as an aggregate by program faculty at the annual data meeting for program improvement.			

Remediation: Depending upon severity individual remediation may be undertaken by the instructor either in terms of instruction or student comprehension. The aggregated scores are evaluated by all program faculty at the annual Spring meeting and are forwarded to the Department Head for program, instructor, or program remediation.
Dissemination: The students submit their work to the LiveText system for evaluation. The results of their evaluation are available to them on-line through LiveText following instructor evaluation. The aggregate of the scores is made available to faculty through the LiveText system and were reviewed in the annual faculty data meetings by the Department Head and faculty for any remediation.

Evaluation Activity	Description	Scheduled	Level & Related to Program Objectives
5. Program Graduate Employers Evaluation of the AUM Counseling Program	Feedback from Program Graduate Employers in cooperating agencies is requested each Spring semester.	End of Spring Semester	(D., E.1., F.)Program evaluation as reflected in the Individual Graduate Program Obj: 2 - 7, & 10
Means of Collection & Assessment: Program graduate supervisors are asked to complete the “Program Graduate Employers Evaluation of the AUM Counseling Program.”			
Measures & Formats: Program graduate supervisors are asked to rate the AUM Counseling Program’s success in preparing the employer in terms of overall: knowledge base, counseling skills, time management, self-care/wellness, ethics, documentation, professionalism, and effectiveness with clients.			
Analysis and Utilization: The results of the individual site evaluation are evaluated as an aggregate by program faculty at the annual data meeting for program improvement.			
Remediation: Programmatic remediation will be undertaken as directed by the Department Head following report.			
Dissemination: The annual cumulative results of this survey are included anonymously with other data sources placed on the Program Web page at http://www.education.aum.edu/academic-programs/graduate-programs/counselor-education Students and other stakeholders are notified of the survey’s availability via email.			
Evaluation Activity	Description	Scheduled	Level & Related to Program Objectives
6. Course Evaluation Form (CEF) & Course Evaluation Report (CER)	Students, evaluate counseling non-tenured faculty and all on-line instructors each semester using this form. Tenured faculty providing traditional lecture are evaluated one semester per year.	End of each Semester	(D.)Systematic program evaluation & Individual Instructor Program Obj: 2 & 10
Means of Collection & Assessment: The CEF is administered anonymously online or by a proctor and these are used to generate a summary report, the Course Evaluation Report (CER), which is used for program improvement.			
Measures & Formats: The student rates the instructor’s effectiveness and the overall class on a 6- or 7-point scale.			
Analysis and Utilization: The CER is distributed following semester to the individual faculty member and their program director by intercampus mail. The identity of the students is protected. The faculty and department head discuss any concerns for course improvement from the report and it remains confidential between them.			
Remediation: Depending upon severity individual remediation may be undertaken by the instructor. Systemic issues are addressed by the Department Head for program, instructor, or program remediation.			
Dissemination: The CER is distributed following semester to the individual faculty member and their program director by intercampus mail.			
Evaluation Activity	Description	Scheduled	Level & Related to Program Objectives
7. Faculty Performance Percentages and Goals	Each January, faculty members are given the Faculty Performance Percentages and	Annually	(D.)Individual Instructor

form (AKA SOE Tenure Track Faculty Annual Report/Self-Evaluation)	Goals form where they commit to certain percentages of effort in teaching, research and service.	Program Obj: 2 & 10
Means of Collection & Assessment: The faculty member sets individual goals under the teaching, research and service areas in consultation with the Department Head.		
Remediation: Faculty Performance Percentages and Goals are individually arrived at goals between each faculty member and the Department Head. Remediation is determined by the Department Head.		Dissemination: Privately discussed between the faculty member and the Department Head. A copy is placed in the faculty personnel folder.

Evaluation Activity	Description	Scheduled	Level & Related to Program Objectives
8. Faculty Performance Evaluation	The CLSE Department Head completes the Faculty Performance Evaluation instrument which is based on the accomplishment of the time commitments and goals jointly determined by the faculty member and the department head at the beginning of the year (see Faculty Performance Percentages and Goals form). These goals include categories in teaching, research and professional development, and service.	Yearly in December	(D.) Individual Instructor
			Program Obj: 2 & 10
Means of Collection & Assessment: See description above			
Measures & Formats: Points are assigned based on the faculty members reported and documented accomplishments in the areas of teaching, research and professional development, and service.			
Analysis and Utilization: The department head discusses and evaluates the faculty members performance in private conference with them. The faculty and department head discuss any concerns for improvement from the report and it remains confidential between them.			
Remediation: Faculty goals in the areas of teaching, research and professional development, and service are individualized between each faculty member and the Department Head. Remediation is addressed by the Department Head for program, instructor, or program remediation, if necessary.			
Dissemination: Privately discussed between the faculty member and the Department Head. The written evaluation is given to the faculty member, discussed at an individual meeting, and the faculty member receives a signed copy of the performance evaluation. A copy is placed in the faculty personnel folder.			
Evaluation Activity	Description	Scheduled	Level & Related to Program Objectives
9. Individual Course Evaluation Activities	These are the various activities directed at evaluation of the student in individual courses at the instructors' discretion.	As needed throughout the semester	Individual Student
			(E.1,2, F.)Program Obj:2 – 8, & 10
Means of Collection & Assessment: These assessment activities may include but not be limited to (1) Evaluation of Class Participation, (2) Research, (3) Student Reports, (4) Site Supervisor Reports, & (5) Examination (written or online).			
Measures & Formats: see above			
Analysis and Utilization: The individual instructor will tailor all such evaluations to the content of the course and type of instruction.			
Remediation: Depending upon severity individual remediation may be undertaken by the instructor.			

Dissemination: The results of all such evaluations are private between the instructor and student.			
Evaluation Activity	Description	Scheduled	Level & Related to Program Objectives
10. Counselor Preparation Comprehensive Examination (CPCE)	This comprehensive exam evaluates the student’s knowledge of the eight CACREP core areas.	At the end of the individual student’s program of study	(D., E.1., E.2.) Individual Student & Program
			Program Obj: 2, 3, & 6 – 8
Means of Collection & Assessment: The CPCE is administered online, and these the students’ responses are used to generate a summary report which is provided to the AUM Counseling Program. The program aggregates the scores to determine areas for program improvement.			
Measures & Formats: The CPCE is a 160-question multiple choice online exam administered by the National Board for Certified Counselors (NBCC).			
Analysis and Utilization: The program aggregates the scores to determine areas for program improvement within the 8 CACREP core areas.			
Remediation: The individual student may be offered to either re-take the CPCE or to receive an alternate form of testing in areas of weakness. Patterns noted in the aggregated scores will be explored with faculty to determine areas for program improvement and focus.			
Dissemination: The individual results of the CPCE are private between the instructor and student. Aggregations of performance in the eight CACREP core areas will be shared on the program website in the Comprehensive Program Plan.			
Evaluation Activity	Description	Scheduled	Level & Related to Program Objectives
11. CACREP Vital Statistics Survey	This survey captures the demographics of the students and faculty in the AUM counseling Program	Every Fall Semester	(E.3.) Individual Student & Program
			Program Obj: 1, 2, & 7
Means of Collection & Assessment: The Vital statistics survey is administered online by CACREP and completed by the CACREP liaison with the assistance of the AUM Office of Institutional Effectiveness. The summary report is provided to the AUM Counseling Program faculty and students.			
Measures & Formats: The CACREP Vital Statistics Survey is a summary of the demographics of the AUM faculty and student composition.			
Analysis and Utilization: The program uses the CACREP Vital Statistics Survey to identify underrepresented populations in its continuous and systematic efforts to recruit, enroll, and retain a diverse group of students and faculty, the counselor education program analyzes, by program delivery type and CACREP specialized practice area, demographic data with regard to: (a) Students: 1) applicants, 2) enrolled students, and 3) degree completion rates, as well as by (b) Full-Time Faculty: 1) (if applicable) applicants for open faculty positions, 2) employed faculty, and 3) retention rates.			
Remediation: Recruitment efforts for students and faculty are examined in the annual Data review meeting at the end of the Spring semesters and needed adjustments are made. .			
Dissemination: The results of the CACREP Vital Statistics Survey are posted on the AUM counseling program webage.			