M.S. in Professional Counseling, CMHC Program Evaluation Plan & Timeline

Program Aspect (CACREP Standard)	Assessment Practice Method (2024 2.D.3)	Data Form (2024 2.D.4)	Timeline for Collection and Analysis (2024 2.D.4; 2.D.5)	Who	Process for Identifying trends for improvement (2024 2.D.7; 2.D. 8)
Program Mission	Faculty Retreat Advisory Board Meeting Program Review meeting	Minutes Minutes Narrative Feedback	Annual Annual Annual	Core Faculty Advisory Board Dean	Review for Consensus
Program Objectives (2016 4.B.3; 2024 2.D.1)	Faculty Retreat Exit Survey Employer Survey Site Supervisor Survey Advisory Board Meeting Program Review Meeting	Retreat Minutes Survey Responses Survey Responses Survey Responses Minutes Narrative Feedback	Annual Annual Biennial Biennial Annual Annual	Core Faculty Alum Employers Site Supervisors Advisory Board Dean	Review for Consensus
KPI Learning Outcomes (2016 4.B.1; 2024 2.D.2)	Professor Evaluation of Student	Ratings Form	Annual	CON Faculty	3-year snapshot to identify strengths and opportunities at faculty retreats and annual review of students
Student Learning Outcomes: Knowledge, Skills & Disposition (2016 4.B.1)	CPCE NCE Site Supervisor Evaluation Professor Evaluation of Student Annual Assessment of Students	Scores Scores Evaluation Ratings Ratings Form Ratings Form	Annual Annual Annual Annual Annual	CEE NBCC Site Supervisors CON Faculty Core Faculty	Continuous tracking forms to identify strengths and opportunities for curricular revision at faculty retreats and annual review of students
Process for unmet learning and behavior outcomes (2024 2.D.6)	Student Improvement Plan Annual Assessment of Students	Written Plan Ratings Form	As Needed Annual	Graduate Advisor Core Faculty	Continuous tracking forms to identify strengths and opportunities for curricular revision at faculty retreats and annual review of students
Demographics (2016 4.B.2)	Admissions/Retention Tracking Vital Statistics Survey Employer Survey	Student Database Vital Statistics Survey Responses	Continuous Annual Biennial	Program Director Dept Chair Employers	Collaboration with Graduate Admission ongoing.