



## Submission Guidelines for **INTERIM** Assessment Reports (assessment results from AY 2014-15)

### Guidelines:

- 1) *Submission deadline: **September 25, 2015**, early submissions are encouraged*
- 2) *Submit electronically to Yvonne Kirby (Director of OIRA) as an email attachment ([ykirby@ccsu.edu](mailto:ykirby@ccsu.edu))*
- 3) *Provide a SEPARATE REPORT for each academic program, **all certificate and degree programs are required to be assessed per NEASC***
- 4) *An Interim report consists of the Completed Overview report for the academic program and General Education Overview, if appropriate.*

Reminder: Assessment reporting is on a 5 year cycle, consisting of a full report in year one followed with interim reports for years 2, 3, 4, and 5. The assessment cycle is aligned with the Program Review Cycle such that the full assessment report is due the year prior to the year that the department will submit their program review report. Departments are not required to submit an assessment report for that program in the year that they prepare a program review report (see [Program Review Policy](#) and [Assessment Calendar](#)). For example, if your program is scheduled for program review in Spring 2017 or Fall 2017 then only a Summary assessment report will be due for that program in Fall 2017 (report covering AY 2016-17 activities); this is necessary to comply with BOR requirements. Departments that are accredited by an outside agency, and thus exempt from the Program Review Policy, should follow the guidelines for assessment reporting as described in this document and follow the Assessment Calendar. Where possible, the assessment cycle will be aligned with the accreditation cycle and a Summary report will be due in the year the self-study is due to the accrediting body.

**Interim reports:** complete ONLY the Overview for the program, complete with contribution to general education.

URL to Assessment website resources: [http://web.ccsu.edu/oira/assessment/assessment\\_aap.asp](http://web.ccsu.edu/oira/assessment/assessment_aap.asp)

**Overview:** The following questions are required by the Connecticut State Colleges and University Board of Regents, NEASC and the CCSU Academic Assessment Committee. These questions must be completed annually for all academic programs (all degree and certificate programs) as well as all departments offering courses in general education. Submit a separate table for each program and for each general education learning outcome the department teaches.

- You are encouraged to address the questions using bullet statements rather than paragraph form —full details should be included within the text of the full report when it is due, not in the Overview.
- **Interim reports:** the Overview should append clearly labeled data tables as appropriate - for both the academic program as well as general education.

**Overview**

**Department:** \_\_\_Counseling and Family Therapy\_\_\_\_\_

**Report Preparer:** \_Dr. Connie Tait\_\_\_\_\_

**Program Name and Level:** \_\_Counselor Education/Graduate Level\_\_\_\_\_

<b>Program Assessment Question</b>	<b>Response</b>
1) <b>URL:</b> Provide the URL where the learning outcomes (LO) can be viewed.	Ccsu.edu/counselingtherapy
2) <b>LO Changes:</b> Identify any changes to the LO and briefly describe why they were changed (e.g., LO more discrete, LO aligned with findings)	No changes to LO
3) <b>Strengths:</b> What about your assessment process is working well?	For accreditation purposes we have a sequential assessment plan that is followed. The internship on-site supervisors evaluation are extremely valuable
4) <b>Improvements:</b> What about your assessment process needs to improve? (a brief summary of changes to assessment plan should be reported here)	We will be moving the Practicum and Internship courses to Task Steam; need to get all faculty on board
<b>For Each Learning Outcome (LO) complete questions 5, 6 and 7 (you may add more rows if you have more than 5 LOs):</b>	
<b>LO #1) Students will be able to demonstrate professionally relevant knowledge in eight core curriculum areas</b>	
5) <b>Assessment Instruments:</b> For each LO, what is the source of the data/evidence, other than GPA, that is used to assess the stated outcomes? (e.g., capstone course, portfolio review and scoring rubric, licensure examination, , etc.)	Capstone; case studies; reaction papers; porfolios; site supervisors evaluations; Praxis Core (school counseling); National Counselor Exam (NCE) and Certified Rehabilitation Counselor exam (CRC)for Professional/Rehabilitation Counseling programs
6) <b>Interpretation:</b> Who interprets the evidence? (e.g., faculty, Admn. assistant, etc.). If this differs by LO, provide information by LO.	Faculty
7) <b>Results:</b> Since the most recent full report, state the conclusion(s) drawn and what changes have been made as a result of the conclusion(s).	<b>Conclusion:</b> All interns passed the Capstone; All school counseling students passed the Praxis Core; 13 students took the NCE and 11 passed; 6 took the CRC exam and 6 passed
	<b>Evidence</b> (e.g., conclusion based on data in table x): NCE and Praxis scores sent to the department; Capstone applications checked by instructor and sent to Graduate Studies
	<b>Changes:</b> No changes



<b>LO #2)_ Students will be able to demonstrate professional behaviors and practices in professional settings</b>	
5) <b>Assessment Instruments:</b> For each LO, what is the source of the data/evidence, other than GPA, that is used to assess the stated outcomes? (e.g., capstone course, portfolio review, licensure examination, etc.)	Site supervisors evaluations; School Counseling specialization portfolio
6) <b>Interpretation:</b> Who interprets the evidence? (e.g., faculty, Admn. assistant, etc.). If this differs by LO, provide information by LO.	Internship instructor; Program Coordinator
7) Since the most recent full report, state the conclusion(s) drawn and what changes have been made as a result of the conclusion(s).	<b>Conclusion:</b> the three programs showed the interns as “Very Competent” in the Professional Behavior category on evaluations
	<b>Evidence</b> (e.g., conclusion based on data in table x): based on the tables in Appendix 1: Professional/Rehab 4.62; School Counseling 4.47; SDHE 4.78 (on a 1-5 scale..1= No Competence and 5= Extremely Competent)
	<b>Changes:</b> No changes required
<b>LO #3)_ Students will demonstrate knowledge of current ethical and legal guidelines that influence one’s behavior as a counselor</b>	
5) <b>Assessment Instruments:</b> For each LO, what is the source of the data/evidence, other than GPA, that is used to assess the stated outcomes? (e.g., capstone course, portfolio review, licensure examination, etc.)	Site supervisors evaluation; final paper in CNSL 504 (Professional Issues); Capstone presentation
6) <b>Interpretation:</b> Who interprets the evidence? (e.g., faculty, Admn. assistant, etc.). If this differs by LO, provide information by LO.	Internship instructor; site supervisor; CNSL 504 instructor
7) Since the most recent full report, state the conclusion(s) drawn and what changes have been made as a result of the conclusion(s).	<b>Conclusion:</b> The three programs showed the interns as “Very Competent” in this category
	<b>Evidence</b> (e.g., conclusion based on data in table x): Based on the table in Appendix 1: Professional/Rehab: 4.21; School Counseling: 4.47; SDHE: 4.58
	<b>Changes:</b> No Changes required

<b>LO #4)_ Students will be able to demonstrate core skills that provide the foundation to understand the counseling process and become more self-aware of one's interpersonal interactions</b>	
5) <b>Assessment Instruments:</b> For each LO, what is the source of the data/evidence, other than GPA, that is used to assess the stated outcomes? (e.g., capstone course, portfolio review, licensure examination, etc.)	Site supervisor evaluation; capstone project; audio tapes working with clients
6) <b>Interpretation:</b> Who interprets the evidence? (e.g., faculty, Admn. assistant, etc.). If this differs by LO, provide information by LO.	Site supervisor; internship instructor; CNSL 501 (Theories & Techniques) instructor
7) Since the most recent full report, state the conclusion(s) drawn and what changes have been made as a result of the conclusion(s).	<b>Conclusion:</b> the three programs showed interns as "Very Competent"
	<b>Evidence</b> (e.g., conclusion based on data in table x): All passed the Capstone project; all passed the Attitudes & Attributes rating in CNSL 501; Professional/Rehab: 4.38; School Counseling: 4.34; SDHE: 4.61
	<b>Changes:</b> No changes required: continue supervision by internship instructor and site supervisor
<b>LO #5)</b>	
5) <b>Assessment Instruments:</b> For each LO, what is the source of the data/evidence, other than GPA, that is used to assess the stated outcomes? (e.g., capstone course, portfolio review, licensure examination, etc.)	
6) <b>Interpretation:</b> Who interprets the evidence? (e.g., faculty, Admn. assistant, etc.). If this differs by LO, provide information by LO.	
7) Since the most recent full report, state the conclusion(s) drawn and what changes have been made as a result of the conclusion(s).	<b>Conclusion:</b>
	<b>Evidence</b> (e.g., conclusion based on data in table x):
	<b>Changes:</b>

Interim reports: append clearly labeled supporting data tables, organized by LO

**General Education:** Here is the URL for the list of approved general education courses and LO/objectives:  
<http://web.ccsu.edu/registrar/classesregistration/generalEduProgram.asp>

**NOTE:** If department contributes to more than one LO, complete one summary for each LO

**Department:** \_\_\_\_\_

**General Education LO Assessed:** \_\_\_\_\_

**Report Preparer:** \_\_\_\_\_

General Education Question	Response
1) <b>Courses:</b> General Education course(s) taught	
2) <b>Assessment Instruments:</b> What data/evidence, other than GPA, is used to assess the stated CCSU General Education outcomes? (e.g., capstone course, portfolio review, licensure examination, etc.)	
3) <b>Interpretation:</b> Who interprets the evidence? (e.g., faculty, Admn. assistant, etc.). If this differs by XX course, provide information by XX course.	
4) <b>Results:</b> Since the most recent full report, state the conclusion(s) drawn and what changes have been made as a result of the conclusion(s).	<b>Conclusion:</b>
	<b>Evidence</b> (e.g., conclusion based on data in table x):
	<b>Changes:</b>
5) <b>Strengths:</b> What about your assessment process is working well?	
6) <b>Improvements:</b> What about your assessment process needs to improve? (changes to assessment plan should be reported here)	

Interim reports: append clearly labeled supporting data tables, organized by LO