

# CMU Assessment Plan Template

Program Graduate Certificate – Acquisitions Administration  
Assessment Coordinator Dr. Larry Smiley  
Department(s) or Interdisciplinary Council Responsible for the Program Off Campus Programs (ProfEd)  
Five-Year Implementation Dates (2004-2005 to 2008-2009)

*The Graduate Certificate in Acquisitions Administration prepares administrators with a focus on acquisitions by providing a knowledge base in purchasing, regulatory concepts and related factors in acquisitions administration.*

**1. Student Learning Outcomes for the program.** List the Student Learning Outcomes in each of the domains that apply to the program.

**With a Graduate Certificate in Acquisitions Administration, learners will be able to:**

- 1. Articulate production concepts.**
- 2. Measure performance.**
- 3. Identify and ensure manufacturing quality.**
- 4. Carry out project management.**
- 5. Evaluate manufacturing operations.**
- 6. Identify and negotiate pricing concepts.**
- 7. Procure and contract with suppliers**
- 8. Maintain supplier relations.**
- 9. Make strategic purchasing decisions.**
- 10. Maintain inventory management and control.**
- 11. Explain regulatory and legal processes.**
- 12. Assure quality.**

**2. Curriculum Alignment of Student Learning Outcomes.** Where is the information introduced, emphasized, and/or reinforced in the courses required in the program? Use the format below to list the program Outcomes and the Required Courses. Fill in each cell with either an 'I' where the outcome is *introduced*, an 'E' where the outcome is *emphasized*, and/or an 'R' where the information is *reinforced*.

Concentration Student Learning Outcomes	CERTIFICATE COURSES								
	MGT 533	PSC 522	IET 500	IET 527	MGT 542	MGT 543	PSC 514	PSC 712	PSC 714
1	R		I, E	R	R	R			
2			I	I		I		R	E
3	R		R	R		E			R
4			R	R	R	E			R
5			E	R		R			R
6	I, E				R		R		R
7	I, E	R			R		R		R
8	I	R		R	R	E	R	R	R
9	E	R	R	R	R	R			R
10	R		R		E	R			R
11	R	E		I	R		I, R	R	
12		R	I		R	E			R

I = Introduced E = Emphasized R = Reinforced

**3. Evidence/Artifacts used to assess Student Learning Outcomes over the 5 year period of this Plan.** What instruments will be used in each of the five years? When and where will they be administered in each of the five years? Which Student Learning Outcomes will be assessed during each of the 5 years? How will results be reported (e.g. percentages, ranks, state or national comparisons) for each of the 5 years?

<b>Outcomes to be Assessed each Year</b>	<b>Instruments to be used each Year</b>	<b>Expected Measures from the Instruments</b>	<b>Academic Year</b>
<b>Direct Measures:</b>			
Outcome 1	Course-level assessment in <b>IET 500</b> , scored by rubric or embedded test questions	Percent of possible points	2005 – 2006, 2007 – 2008
Outcome 2	Course-level assessment in <b>IET 500</b> and <b>527</b> , <b>MGT 542</b> , <b>PSC 714</b> , scored by rubric or embedded test questions		
Outcome 3	Course-level assessment in <b>MGT 543</b> , <b>PSC 714</b> scored by rubric or embedded test questions		
Outcome 4	Course-level assessment in <b>MGT 543</b> , scored by rubric or embedded test questions		
Outcome 5	Course-level assessment in <b>IET 500</b> , <b>MGT 543</b> scored by rubric or embedded test questions		
Outcome 6	Course-level assessment in <b>MGT 533</b> , scored by rubric or embedded test questions		2006 – 2007, 2008 – 2009
Outcome 7			
Outcome 8			
Outcome 9			
Outcome 10	Course-level assessment in <b>MGT 542</b> , scored by rubric or embedded test questions		2005 – 2006, 2007 – 2008
Outcome 11	Course-level assessment in <b>IET 527</b> , <b>PSC 522</b> , <b>PSC 514</b> , <b>PSC 712</b> , scored by rubric or embedded test questions		
Outcome 12	Course-level assessment in <b>IET 500</b> , <b>MGT 543</b> , <b>PSC 714</b> , scored by rubric or embedded test questions		
<b>Supporting Measures:</b>			
Outcomes 1 – 12	Alumni Survey – instrument attached	Detailed data analysis	2008 – 2009
Outcomes 1 – 12	Current Student Survey – instrument being developed	Detailed data analysis	2005 – 2006, 2007 – 2008

**4. Dissemination of Information over the 5 year period of this Plan.** When, where, and how will results be disseminated to stakeholders in each of the 5 years?

Expected Measures from the Instruments	Affected Stakeholders	Dates and locations for dissemination of results
Alumni Survey – detailed data analysis	<ul style="list-style-type: none"> <li>• Faculty</li> <li>• Students</li> <li>• MSA Council</li> <li>• Dean</li> <li>• Academic Senate</li> <li>• Board of Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• In classes</li> <li>• Faculty Development workshops</li> <li>• Aggregate data will be placed on ProfEd website</li> <li>• Aggregate data will be placed in ProfEd newsletters to faculty and alumni</li> </ul>
Current Student Survey – detailed data analysis		
Course-level problem-based projects – percent of possible points on rubric or test questions		

Date sent to the Assessment Council \_\_\_\_\_

Date reviewed by the Assessment Council \_\_\_\_\_

Approval Date \_\_\_\_\_