

CMU Assessment Plan Template

Program Graduate Certificate – General Administration
Assessment Coordinator Dr. Larry Smiley
Department(s) or Interdisciplinary Council Responsible for the Program ProfEd
Five-Year Implementation Dates (2003-2004 to 2007-2008)

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

The graduate certificate program is designed for regularly admitted graduate students who desire advanced training in the field of administration.

With a Certificate in General Administration, learners will be able to:

- 1. Articulate and apply the systems, issues and problems which impact upon dynamic organizations operating within a global environment.**
- 2. Explain the nature of legal and political systems and how they impact the operation of organizations and individual decision making.**
- 3. Analyze how the organizational environment and processes affect the behavior of individuals within the work organization.**
- 4. Identify and explain methods for improving communication of individuals and groups within and between organizations.**
- 5. Explain the nature of social and economic systems and how they constrain control and impact the operational effectiveness of organizations.**

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*.

		CERTIFICATE COURSES											
Program Student Learning Outcomes		BIS 601	CPS 603	ECO 532	IET 500	MKT 555	FIN 573	IPC 667	MGT 667	MKT 560	PSC 555	ECO 515	PSC 514
1		I, E	I, E	I, E	I, E	I, E	I, E	I, E	I, E	I, E	I, E	R	R
2							R	R	R	R	R	E, R	I, E
3		I	I		I			R				R	
4							R	E, R	R	R	R	R	
5				E			R	R	R	R		E	E

I = Introduced E = Emphasized R = Reinforced

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		CERTIFICATE COURSES										
Program Student Learning Outcomes		PSC 522	IPC 665	MGT 643	MGT 646	PSC 711	PSC 785	IPC 535	EAD 610	IPC 560	IPC 561	JRN 670
1	E, R			R	R	R	R	R		R	R	R
2	E		R	R	E, R	E, R	R				R	
3			E	E	E	E	R	E		R	E, R	
4			E	R	R	R	R	E		E	E	E, R
5	E		R	R	R	R	E	E, R	R		R	

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Program Student Learning Outcomes	CERTIFICATE COURSES						
	ECO 603	ECO 625	ECO 660	IET 524	PHL 518	PSC 774	SOC 512
1	R	I	R	E	E	E, R	R
2		E	E		R	R	
3	R			R	R		E, R
4					R		R
5	E	R	R		E, R	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?

Outcomes to be Assessed each Year	Instruments to be used each Year	Expected Measures from the Instruments	Academic Year
<u>Direct Measures:</u>			
Outcomes 1, 2, 3, 4, 5	Course-level assessment of problem-based projects using scoring rubrics and embedded test questions	Percent of possible points	2004 – 2005, 2005 – 2006, 2006 – 2007, 2007 – 2008, 2008 – 2009
<u>Supporting Measures:</u>			
Outcomes 1, 2, 3, 4, 5	Alumni Survey – instrument attached	Detailed data analysis	2003 – 2004, 2005 – 2006, 2007 – 2008
Outcomes 1, 2, 3, 4, 5	Current Student Survey – instrument being developed	Detailed data analysis	2004 – 2005, 2006 – 2007

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"> • Faculty • Students • MSA Council • Dean of ProfEd • Academic Senate • Board of Visitors 	<ul style="list-style-type: none"> • Faculty Development workshops each Fall • Aggregate data will be placed on ProfEd website • Aggregate data will be placed in newsletters to ProfEd faculty and alumni
Current Student Survey – detailed data analysis		<ul style="list-style-type: none"> • In classes • Faculty Development workshops each Fall • Aggregate data will be placed on ProfEd website • Aggregate data will be placed in ProfEd newsletters to faculty and alumni
Course-level problem-based projects evaluated using rubrics and/or embedded test questions		

Date sent to the Assessment Council _____

Date reviewed by the Assessment Council _____

Approval Date _____