

CMU Assessment Plan Template

Program Graduate Certificate – Human Resources

Assessment Coordinator Dr. Larry Smiley

Department(s) or Interdisciplinary Council Responsible for the Program ProfEd

Five-Year Implementation Dates (2004-2005 to 2008-2009)

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 Human Resource Administration, learners will be able to:

- 1. Explain the theory and practices of human resource administration.**
- 2. Analyze and apply the principles of collective bargaining, labor law and negotiations in organizations.**
- 3. Utilize negotiation skills in labor and employee relations.**
- 4. Make staffing decisions using a broad range of evaluative measures such as compensation, economics and personnel psychology.**

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*.

Program Student Learning Outcomes	CERTIFICATE COURSES													
	MGT 643	PSC 711	ECO 515	MGT 646	IPC 665	IPC 560	IPC 561	MGT 649	PSY 736	ECO 614	MGT 645	MGT 647	PSY 536	PSY 636
1	I, E	I, E	R	R	R	R	E, R	R	E, R		R	E, R	E	E
2	R	R	I, E	I, E	E	R	E, R	R	R	E	E		R	R
3	R	R	E	E	E	R	E	R	R		R	R	E, R	R
4	E	E	R	R	R				R	E	E	E	E	E

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 Instruments	Academic Year
Direct Measures:			
Outcome 1	Course-level assessment, using problem-based projects in MGT 643 and PSC 711 – scored by rubrics or embedded test questions	Percent of possible points	2005 – 2006, 2006 – 2007 2007 – 2008, 2008 – 2009
Outcome 2	Course-level assessment, using problem-based projects in MGT 646 and ECO 515 - scored by rubrics or embedded test questions		2004 – 2005, 2005 – 2006 2006 – 2007, 2007 – 2008
Outcome 3	Course-level assessment, using problem-based projects in IPC 665 - scored by rubrics or embedded test questions		2005 – 2006, 2006 – 2007 2007 – 2008, 2008 – 2009
Outcome 4	Course-level assessment, using problem-based projects in MGT 645 and PSY 636 - scored by rubrics or embedded test questions		2004 – 2005, 2005 – 2006 2006 – 2007, 2007 – 2008
Supporting Measures:			
Outcomes 1 – 4	Alumni Survey – instrument attached	Detailed data analysis	2004 – 2005, 2006 – 2007 2008 – 2009
Outcomes 1 – 4	Current Student Survey – instrument being developed		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"> • Faculty • Students • MSA Council • Dean • 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		
Course-level problem-based projects, evaluated using rubrics and/or embedded test questions		<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 newsletters to ProfEd faculty and alumni

Date sent to the Assessment Council _____

Date reviewed by the Assessment Council _____

Approval Date _____