

Introduction to MHC Program Transition Points and Data Collection Schedule

Key assessment data is collected at key transition points as a student moves through the MHC program, beginning at the time of application and admission, continuing through course completion, candidacy, final clinical internship, CPCE exam, graduation, post-graduate NCE exam, and post-graduate job placement.

The following chart depicts these key program transition points for academic year 2017-2018, what type of data is collected at each point during a student's time in the program, what steps are taken based on the results of that assessment, and how the data is used in a cycle of continuous curriculum and program review/improvement.

Data Collection Schedule – 2017-2018			
Program Transition Points	Data Collection Schedule (What, How and When)	Individual Level Remediation Steps (if needed)	Use of Data for Curriculum and Program Review and Improvement
1. Vital Statistics	Annual Institutional Effectiveness Data Collected by Director of Assessment every March	None (Program Data)	Reviewed annually by MHC program faculty and staff; Reviewed every three years by MHC Assessment Committee; Recommendations forwarded to appropriate department
2. Admissions, Enrollment, and Retention	A. Application/Admissions Data 1. Applications Started 2. Applications Completed 3. Applications Withdrawn 4. Applications Denied 5. Applications Admitted B. Enrollment/Retention Data 1. Student Enrollment 2. Student Retention 3. Student Graduation 4. Student Attrition 5. Course Completion Rates Collected by Director of Assessment every March	Denial of admission or dismissal from the program if necessary	Reviewed annually by MHC program faculty and staff; Reviewed every three years by MHC Assessment Committee; Recommendations forwarded to Recruitment and Enrollment Manager

<p>3. Student Remediation Plans</p>	<p>Number of Student Remediation Plans and Pre-Remediation Plans Implemented by Advisors</p> <p>Percentage of Enrolled Students Needing Remediation/Pre-Remediation</p> <p>Collected from Advisors by Academic Unit Leader annually</p>	<p>Students may be required to repeat a class, attend additional counseling, have candidacy and/or internship postponed or denied, or possibly be dismissed from program</p>	<p>Reviewed at End-of-Semester by MHC program faculty;</p> <p>Reviewed annually by MHC program faculty and staff;</p> <p>Reviewed every three years by MHC Assessment Committee;</p> <p>Recommendations forwarded to MHC faculty, advisors, and administrators</p>
<p>4. Key Learning Objectives Assessments</p>	<p>Aggregate KLO Assessments Scores for each of following:</p> <ol style="list-style-type: none"> 1. Core Knowledge Domains 2. Clinical Mental Health Counseling Specialty Area Knowledge Domains 3. Core and CMHC Practice Skills Domains 4. Key Professional Dispositions <p>Completed by:</p> <p>Instructors after designated course completion</p> <p>Instructors of Internship II courses based on final clinical supervisor evaluation</p> <p>Collected from:</p> <p>Instructors by Academic Unit Leader at the end of every semester</p> <p>Supervisors by Center Practicum/ Internship Coordinator</p>	<p>Students may be required to repeat a class, attend additional counseling, have candidacy and/or internship postponed or denied, or possibly be dismissed from program</p>	<p>Reviewed at End-of-Semester by MHC program faculty;</p> <p>Reviewed annually by MHC program faculty and staff;</p> <p>Reviewed every three years by MHC Assessment Committee;</p> <p>Recommendations forwarded to MHC faculty, advisors, and administrators</p>

<p>5. Key Professional Disposition Assessments</p>	<p>Aggregate KPD Assessments Scores for each of following:</p> <ol style="list-style-type: none"> 1. Professional Identity in Relation to Self 2. Professional Identity in Relation to Others <p>Completed by:</p> <p>Advisors at Admission, Candidacy, and as needed for Remediation</p> <p>Additional data generated by Course Instructors following designated courses and supervisors after Internship II completion</p> <p>Collected from:</p> <p>Instructors and Advisors by Academic Unit Leader annually</p> <p>Supervisors by Center Practicum/Internship Coordinator</p>	<p>Students may be required to attend additional counseling, have candidacy and/or internship postponed or denied, or possibly be dismissed from program</p>	<p>Reviewed at End-of-Semester by MHC program faculty;</p> <p>Reviewed annually by MHC program faculty and staff;</p> <p>Reviewed every three years by MHC Assessment Committee;</p> <p>Recommendations forwarded to MHC faculty, advisors, and administrators</p>
<p>6. Candidacy Endorsements</p>	<p>Candidacy Applications</p> <ol style="list-style-type: none"> 1. Applications Completed 2. Applications Denied 3. Applications Endorsed <p>Completed by Advisors upon Application by Advisee</p> <p>Collected from Advisors by Academic Unit Leader annually</p>	<p>Students may be required to complete further remediation, and have internship postponed or denied</p>	<p>Reviewed at End-of-Semester by MHC program faculty;</p> <p>Reviewed annually by MHC program faculty and staff;</p> <p>Reviewed every three years by MHC Assessment Committee;</p> <p>Recommendations forwarded to MHC faculty, advisors, and administrators</p>
<p>7. Final Clinical Internship Evaluations</p>	<p>Aggregate ratings on Practicum/Internship Supervisor Evaluation Forms (End of</p>	<p>Students may be required to repeat a class, attend additional counseling, have graduation</p>	<p>Reviewed at End-of-Semester by MHC program faculty;</p>

	<p>Internship II) for each of following:</p> <ol style="list-style-type: none"> 1. Professional Knowledge 2. Professional Skills 3. Use of Supervision and Consultation 4. Key Professional Dispositions <p>Completed by Supervisors at End of Internship II</p> <p>Collected by Center Practicum/Internship Coordinator</p>	<p>postponed or denied, or possibly be dismissed from program</p>	<p>Reviewed annually by MHC program faculty and staff;</p> <p>Reviewed every three years by MHC Assessment Committee;</p> <p>Recommendations forwarded to MHC faculty, advisors, and administrators</p>
8. Student Site Evaluations	<p>Student Site Evaluation Forms</p> <ol style="list-style-type: none"> 1. Total Sites Assessed 2. Sites Meeting/Exceeding Standard 3. Sites Needing Improvement/Remediation 4. Sites Requiring Intervention <p>Completed by Students at End of Practicum/Internship Courses</p> <p>Collected by Center Practicum/Internship Coordinator</p>	<p>Sites may be required to amend their contract/agreements, or possibly be removed from approved site lists</p>	<p>Reviewed annually by MHC program faculty and staff;</p> <p>Reviewed every three years by MHC Assessment Committee;</p> <p>Recommendations forwarded to Clinical Practicum and Internship Instructor and Center Practicum/Internship Coordinator</p> <p>Interventions conducted as determined</p>
9. Counselor Preparation Comprehensive Exams (CPCE)	<p>Scores on CPCE Exams for each of following:</p> <ol style="list-style-type: none"> 1. Professional Knowledge (8 Core Domains) 2. Total Score 3. National Statistics and Cut-Off Scores <p>Aggregate MHC Program data:</p> <ol style="list-style-type: none"> 1. Exams Taken - Total 2. Exams Taken - Retakes 3. Exams Passed 4. Exams Failed 	<p>Students may be required to retake the exam, have graduation postponed or denied</p>	<p>Reviewed annually by MHC program faculty and staff;</p> <p>Reviewed every three years by MHC Assessment Committee;</p> <p>Recommendations forwarded to MHC faculty, advisors, and administrators</p>

	<p>5. Exams Eligible for Retake</p> <p>Completed by Students before Graduation</p> <p>Collected by Center Program Administrator</p>		
10. Capstone Paper Assessments	<p>Scores on Capstone Paper Assessments reflective of Key Performance Indicators</p> <p>Aggregate MHC Program data:</p> <ol style="list-style-type: none"> 1. Papers Assessed 2. Papers Meeting Benchmark <p>Completed by Students before Graduation (During Internship II)</p> <p>Collected by Advisors</p> <p>Assessed by Jury of Interdisciplinary Faculty</p>	<p>Students may be required to redo Capstone Paper, have graduation postponed or denied</p>	<p>Reviewed annually by MHC program faculty and staff;</p> <p>Reviewed every three years by MHC Assessment Committee;</p> <p>Recommendations forwarded to MHC faculty, advisors, and administrators</p>
11. National Counselor Exams	<p>NCE Exam scores</p> <ol style="list-style-type: none"> 1. Exams Taken 2. Exams Failed 3. Exams Passed 4. MHC Program Graduates Pass Rate <p>Completed by Students Post-Graduation (by Choice)</p> <p>Collected by Center Program Administrator</p>	<p>None (Program Data)</p>	<p>Reviewed annually by MHC program faculty and staff;</p> <p>Reviewed every three years by MHC Assessment Committee;</p> <p>Recommendations forwarded to MHC faculty, advisors, and administrators</p>
12. Alumni Feedback	<p>Cumulative Alumni Survey ratings for each of following:</p> <ol style="list-style-type: none"> 1. Mission 2. Goals and Objectives - Being 3. Goals and Objectives - Knowing 4. Goals and Objectives - Doing 	<p>None (Program Data)</p>	<p>Reviewed annually by MHC program faculty and staff;</p> <p>Reviewed every three years by MHC Assessment Committee;</p> <p>Recommendations forwarded to MHC</p>

	<p>Completed by Students Post-Graduation if They Choose</p> <p>Collected by Center Program Administrator</p>		<p>faculty, advisors, and administrators</p>
13. Stakeholder/ Constituent Feedback	<p>Cumulative Stakeholder/Constituent Survey ratings for each of following:</p> <ol style="list-style-type: none"> 1. Mission 2. Goals and Objectives - Being 3. Goals and Objectives – Knowing 4. Goals and Objectives - Doing <p>Completed by Stakeholders/Constituents with Knowledge of our-Students/Graduates if They Choose</p> <p>Collected by Center Program Administrator</p>	<p>None (Program Data)</p>	<p>Reviewed annually by MHC program faculty and staff;</p> <p>Reviewed every three years by MHC Assessment Committee;</p> <p>Recommendations forwarded to MHC faculty, advisors, and administrators</p>
14. Faculty to Student Ratios	<p>The Ratio of Counseling Students to Faculty</p> <p>Collected by Director of Assessment every March</p>	<p>None (Program Data)</p>	<p>Reviewed annually by MHC program faculty and staff;</p> <p>Reviewed every three years by MHC Assessment Committee;</p> <p>Recommendations forwarded to appropriate department</p>
15. FTE Utilization	<p>The Percentage of Courses Full Compared to Courses Taught</p> <p>Collected by Director of Assessment every March</p>	<p>None (Program Data)</p>	<p>Reviewed annually by MHC program faculty and staff;</p> <p>Reviewed every three years by MHC Assessment Committee;</p> <p>Recommendations forwarded to MHC</p>

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