

## **WILBERFORCE UNIVERSITY COUNSELOR EDUCATION PROGRAM Comprehensive Assessment Plan**

The Counselor Education program at Wilberforce University is committed to collecting, reviewing, analyzing, and using assessments and data for continuous program improvement. This Comprehensive Assessment Plan includes two sections: Data Sources and Data Reviews.

### **Data Sources**

Data sources include prospective student admissions applications, student performance data, licensure and/or certification exam scores, exit survey, student satisfaction survey, practicum and internship evaluations, graduate surveys, and site supervisor/employer surveys. The Counselor Education program regularly reviews its mission, program-specific objectives, curricular offerings, characteristics of program applicants and utilizes the Advisory Board for additional perspectives.

#### **Admissions Application**

The Admissions Application allows the program faculty to assess prospective students' readiness for graduate study and appropriateness for graduate training in counseling and/or counselor education and supervision. Independently, 2-3 faculty members use a rubric to evaluate a student's written application, which are then reviewed with the total program faculty to determine invitations for interviews. During the interview, faculty assess interpersonal and professional through a group interview format.

#### **Student Performance Data**

- A. Student performance data on Key Performance Indicators of student learning is collected at multiple points during the course of the student's program. Assessments are typically evaluated using a rubric aligned to the CACREP standards. This allows the faculty and program to understand how students perform as they relate to the learning outcomes outlined by the accreditation standards.

#### **Licensure and/or Certification Exam Scores**

Wilberforce University's Counselor Education program will review licensure pass rates. The Ohio Counselor, Social Worker, and Marriage and Family Therapist Board can provide Wilberforce University with annual score reports that show how our graduates did on the National Counselor Exam.

#### **Exit Survey**

During RC 660 Internship II, the Counselor Education program conducts an exit survey of all Master's level students, which is aligned to the accreditation standards. The Director will create the survey in Campus Labs and send a link to the survey to each student. The survey includes open-ended questions about overall preparation and program strengths and weaknesses. Once the student completes the survey, an email will notify the Director. The data can be analyzed and disaggregated for dissemination and discussion with program faculty and the Advisory Board. Additionally, the instructor also gathers informal, anonymous information about the program during the class.

### **Student Satisfaction Survey**

The Clinical Rehabilitation Counseling program sends a biannual Student Satisfaction Survey that asks students to provide feedback on courses, instruction, and the college. The Director will create the survey in Campus Labs and send a link to the survey to each student. The survey includes open-ended questions about overall program strengths and weaknesses and thoughts on preparedness to enter the workforce. Once the student completes the survey, an email will notify the Director. The data can be analyzed and disaggregated for dissemination and discussion with program faculty and the Advisory Board.

### **Practicum and Internship Evaluations**

All students completing practicum and internship are required to have their clinical supervisor complete a final practicum or internship evaluation.

### **Graduate Survey**

Wilberforce University's Clinical Rehabilitation Counseling program sends an annual Career and Further Education Survey to program graduates which has program-specific questions. The Director will create the survey in Campus Labs and send a link to the survey to each graduate. Data are analyzed and discussed with Counselor Education faculty and the Advisory Board for curriculum and program changes.

### **Supervisor/ Employer Survey**

Following up with site supervisors and graduates' employers is the final way in which data about the counselor education programs are obtained. Informal feedback is gathered from the Advisory Board, specifically site supervisors and employers during regular advisory board meetings.

## **Data Review**

The Clinical Rehabilitation Counseling Program Director meets regularly throughout the semester with program faculty to review student performance assessments of student learning and performance on professional identity, professional practice, and program area standards to ensure the rubrics that are designed and used in their courses are aligned to the program-specific standards. The Clinical Rehabilitation Counseling Program Director creates the rubric in Campus Labs, a software tool utilized by Wilberforce University to collect, manage, analyze, and report assessment data. The Clinical Rehabilitation Counseling Program Director provides access to the rubric to appropriate faculty in Campus Labs. Students are required to submit their work in Canvas and the faculty complete the rubrics in Campus Labs. Following each semester, Clinical Rehabilitation Counseling Program Director will run data reports and disseminate at the end of the year meeting so program faculty can access it. Annually, the program meets to review data collected throughout the year and to identify themes across coursework with data collected in practicum and/or internship as part of the counselor education program retreat. During each semester, faculty utilize formal studies of site supervisors and program graduate employers to assess their perceptions and evaluations of major aspects of the program. Findings are used to inform faculty of the necessity for program modifications.

The faculty will review data at various points in time. Some examples include admissions, Practicum, and Internship II. Student performance and program data are sent to external constituents annually and posted to the website. The official report documents outcomes of the systematic program evaluation. The annual data report is posted to the public via the counselor education website as well as presented to program faculty, institutional administrators, and the Advisory Board.