

San Francisco State University
 College of Health and Social Sciences
 Department of Counseling
Clinical Rehabilitation and Mental Health Counseling Program
Program Assessment Plan

Question	Method	Frequency	Instrument/Analysis tool	Goal
1. How do we recruit a diverse applicant pool?	Faculty execute systematic Recruitment Plan targeting SFSU, CSU and UC undergraduate and allied programs; community organization/agency personnel; cultural organizations; community events	Two x per year (summer and fall) and individual recruitment occurs on-going and at events as scheduled	Recruitment Database; Prospective Student Database; email/list serve; flyers; information and individual meetings	Outreach 100% of contacts on database; hold at least 3 informational interviews; present to counseling undergraduate course 2 x per year; Enroll 40% of applicant pool
2. How do we evaluate and review program applicant characteristics?	Faculty Review of Applicant Admission Criteria (GPA, Transcripts, Prior experience, Recommendation Letters, Self-Statement, Cultural Experiences) and demographic data on program applicants	Annual	Applicant Evaluation Criteria Form and Program Applicant Database	List of applicant characteristics and demographic data for faculty review Enroll 40% of applicant pool
3. How do we evaluate the relevancy and quality of our program mission, objectives and curricular design?	Course evaluations Site Supervisor Meetings Program coordinator review of curricula, accreditation, licensure & certification standards Faculty Retreat, Advisory Board Meetings; Program Surveys	Semester Semester Biannual Annual Biennial (students); Triennial (alumni, supervisors, employers)	Course Evaluation Tool Group and individual discussion with faculty and feedback form Syllabi; Accreditation, licensure and certification standards; Analysis of mission statement & program objectives; review of curricular design (syllabi, SLOs, sequence) On-line surveys measuring program quality, preparedness & resources.	Average below "2" across all courses Identified areas for improvement for student/program 100% coverage of accreditation, licensure and certification standards in coursework Mission, objectives and course offerings reflect contemporary input from faculty, and advisory board 85% respondents "satisfied" with program and preparedness

<p>4. How do we evaluate students' knowledge and skills related to <i>CACREP's 8 common core curricular areas for professional identity?</i></p>	<p>Required 60 unit curriculum that covers all 8 curricular areas [professional orientation/ethical practice, human growth and development, career development, helping relationships, group work, assessment, research]</p> <p>Course Assignments</p> <p>Advising</p> <p>Student Evaluation Meetings</p>	<p>Each semester (as offered) until graduation</p> <p>Each semester</p> <p>2 x per semester</p> <p>3 x each semester</p>	<p>Course grades in COUN 700,702,703,704,706,715, 720,736, 738,762,794, 811, 833,857, 870, 890, 891,892</p> <p>GPA</p> <p>Assignment and course grades</p> <p>Transcript review</p> <p>Student Evaluation Meetings and student performance on <i>Criteria for Faculty Review of Graduate Trainees measure</i>; Student remediation plan</p>	<p>90% Students achieve a B or above in each course.</p> <p>90% Students maintain above a 3.0 each semester</p> <p>90% Students achieve a B or above on course assignments and course grade</p> <p>95% faculty advisees maintain above 3.0 each semester</p> <p>>5 students per year receive letters indicating areas of concern on criteria for faculty review instrument</p>
<p>5. How do we evaluate students' knowledge and skills related to <i>CACREP's Clinical Rehabilitation and Clinical Mental Health Program Area Standards?</i></p>	<p>Required 60 unit curriculum that covers all Clinical Rehabilitation and Clinical Mental Health Program Area Standards</p> <p>Course Assignments</p> <p>Advising</p> <p>Student Evaluation Meetings</p>	<p>Each semester (as offered) until graduation</p> <p>Each semester</p> <p>2 x each semester</p> <p>3 x each semester</p>	<p>Course grades in COUN 700,702,703,704,706,715, 720,736,738,762,766,794, 811, 833,857, 870, 890, 891,892</p> <p>GPA</p> <p>Assignment and course grades</p> <p>Transcript review</p> <p>Student Evaluation Meetings and student performance on <i>Criteria for Faculty Review of Graduate Trainees measure</i>; Student remediation plan</p>	<p>90% Students achieve a B or above in each course.</p> <p>90% Students maintain above a 3.0 each semester</p> <p>90% Students achieve a B or above on course assignments and course grade</p> <p>95% faculty advisees maintain above 3.0 each semester</p> <p>>5 students per year receive letters indicating areas of concern on faculty review</p>

<p>6. How do we evaluate our students' <i>professional practice</i>?</p>	<p>Required two year field placement sequence</p> <p>Required practicum and internship courses that coincide with field placement</p> <p>On-site Clinical Supervision and Faculty Coaching and liaison</p> <p>Student Evaluation Meetings</p>	<p>Each semester for two years</p> <p>Each semester for 2 years while enrolled in practicum or internship</p> <p>Each semester for 2 years while enrolled in practicum or internship</p> <p>3 x per semester</p>	<p>Site Supervisor Evaluation</p> <p>Course Grade (must be "B" or above to pass) in practicum/internship courses (COUN 705,706,736,890, 891)</p> <p>Site supervisor evaluation; instructor evaluation;</p> <p>Student Evaluation Meetings and student performance on <i>Criteria for Faculty Review of Graduate Trainees measure</i>; Student remediation plan</p>	<p>90% of students achieve above average on overall evaluation</p> <p>90% Students achieve a B or above in each practicum internship course.</p> <p>90% of students achieve above average on overall evaluation; 95% of students achieve a "B" or above in practicum/internship courses</p> <p>>5 students per year receive letters indicating areas of concern on criteria for faculty review instrument related to professional practice</p>
<p>7. How do we conduct student outcome evaluation?</p>	<p>Student Database Review</p> <p>Graduate Follow-Up Information (employment, licensure, certification)</p>	<p>Annually</p> <p>Annually</p>	<p>Enrollment, Retention/drop out and Graduation Rates</p> <p>Job Placement Rates Certification Pass Rates Licensure Pass Rates</p>	<p>40% applicants are enrolled; 95% of enrolled students graduate</p> <p>90% of graduate obtain employment in rehabilitation or mental health setting within 6 months of graduation; within one year of graduation, 85% of graduates become a CRC; within 3 years of graduation, 85% become LPCCs.</p>
<p>8. How do we disseminate program assessment data?</p>	<p>Assessment report disseminated to key stakeholders (students, graduates, employers, advisory board, clients, and University Administration)</p>	<p>Annually</p>	<p>Program Website; list serve; hard copies;</p>	<p>Key stakeholders provide feedback on report within 3 months of report posting.</p>

