Graduate Studies Comprehensive Assessment Plan

2013-14

Office of Graduate Studies

And

Office of Assessment

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Graduate Studies Comprehensive Assessment Plan

Assessment of Framingham State University’s Graduate Studies Programs is intended to be a systematic, ongoing, and iterative process focused on improving graduate programs and student learning. The Office of Graduate Studies was set up recently in January 2013. As a result, we are at the stage of building an assessment model from the ground up to enable graduate programs to move in directions reflective of the university’s strategic priorities.

The goal of this plan is to set up a data driven model with clear objectives and processes that will yield meaningful information on the strengths, weaknesses, and progress in achieving stated program goals. This plan outlines the following assessment processes:

1. Program Review
2. Assessment of Program Learning Objectives
3. Graduate Student Exit Survey
4. Graduate Alumni Survey

The purpose is to facilitate processes geared toward aligning institutional and program mission, evaluating quality and effectiveness, and provoking thought on the strategic planning and improvement process.

Program Review

The Office of Graduate Studies will develop processes for the implementation of a comprehensive program review of graduate programs. The Dean of Graduate studies will put in writing policy relating to how the process will be conducted and disseminate that process with Program Coordinators and faculty.
During the spring 2014 semester, the Office of Graduate Studies and the Office of Assessment will work collaboratively to develop a program review instrument. The instrument will consist of quality indicators that will include data prompts and existing data from Institutional Research. The instrument will be developed and approved by the end of spring 2014. During summer of 2014, the Dean of Graduate Studies will identify financial and technical resources to make the program review template compatible for online input. This will aid efficiency in data collection and analysis.

**Timeline:**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Establish a process for program review in writing</td>
<td>Spring 2014</td>
</tr>
<tr>
<td>Develop a schedule for program review</td>
<td>Completed (see Appendix A)</td>
</tr>
<tr>
<td>Develop program review template for Graduate Studies</td>
<td>Spring 2014</td>
</tr>
<tr>
<td>Develop Online system for program review data collection</td>
<td>Summer 2014</td>
</tr>
</tbody>
</table>

The processes and template for program review will be developed and approved by summer 2014 to facilitate the self-study and review of the first set of graduate programs starting Fall 2015 following the schedule (see Appendix A).
Assessment of Program Learning Objectives

Program Assessment at FSU is focused exclusively on the assessment of student learning in individual graduate programs. Graduate program assessment will include the following five phases:

Phase 1: Developing program assessment plans

Phase 2: Implementing the assessment plan

Phase 3: Writing an assessment report

Phase 4: Using assessment results for program improvement

Phase 5 Review of the assessment plan and process

Phase 1: Developing Program Assessment Plans

The development of program assessment plans for Graduate Studies will be rolled out in stages with clear deliverables and timeframes. The Graduate Studies program recognizes the important role that faculty play in establishing and sustaining assessment practices. To that end, the development of assessment plans will be led by Graduate Program Coordinators and closely supplemented with workshops related to each stage in the assessment process facilitated by the Director of Assessment.

<table>
<thead>
<tr>
<th>Assessment Activity</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each program will identify and develop program learning goals and outcomes</td>
<td>15 November, 2013</td>
</tr>
<tr>
<td>Graduate Program Coordinator Workshop 1: Developing Assessable Program Learning Goals and Outcomes</td>
<td>November 25, 2013</td>
</tr>
<tr>
<td>Assessment Activity</td>
<td>Timeline</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>Dean of Graduate Studies will email program coordinators to finalize Program Learning Objectives and have them reviewed by the Office of Assessment</td>
<td>January 20, 2014</td>
</tr>
<tr>
<td>Graduate Program Coordinator Workshop 2: How to develop curriculum maps</td>
<td>February 10, 2014</td>
</tr>
<tr>
<td>Each program will develop program curriculum maps to link specific outcomes with courses</td>
<td>February, 2014</td>
</tr>
<tr>
<td>Graduate Program Coordinator Workshop 3: Linking assessment with program learning objectives</td>
<td>February, 2014</td>
</tr>
<tr>
<td>Graduate Program Coordinator Workshop 4: Developing a program assessment plan</td>
<td>April 2014</td>
</tr>
<tr>
<td>Each program will complete writing a program assessment plan and submit to the Dean of Graduate Studies and Director of Assessment</td>
<td>End of Summer 2014</td>
</tr>
<tr>
<td>Identifying resources for program assessment</td>
<td>Summer 2014</td>
</tr>
<tr>
<td>Pilot data collection based on program assessment plan</td>
<td>Fall 2015</td>
</tr>
</tbody>
</table>

After all graduate programs have developed program assessment plans, the Dean of Graduate Studies, Vice President for Academic Affairs, Dean of Continuing Education and Director of Assessment will work with Graduate Program Coordinators to establish processes, resources and responsibilities for the following stages in the program assessment process:

Phase 2: Implementing the assessment plan

Phase 3: Writing an assessment report

Phase 4: Using assessment results for program improvement

Phase 5 Review of the assessment plan and process
Graduating Student Exit Survey

The Office of Graduate Studies currently uses a survey instrument (Appendix B) to collect data from graduating students. This survey is administered to graduate students graduating in both fall and spring semesters. The results of this survey are consolidated and reported annually. The results of the report are posted on the websites of the Office of Graduate Studies and the Office of Assessment.

Graduate Student Alumni Survey

Work on developing an instrument for graduate alumni will begin in the academic year 2016-17.
## Appendix A – Graduate Program Review Schedule

<table>
<thead>
<tr>
<th>Graduate Degree Program</th>
<th>Graduate Review Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master of Arts</td>
<td></td>
</tr>
<tr>
<td>Counseling Psychology (Licensure track)</td>
<td>2017-2018</td>
</tr>
<tr>
<td>Counseling Psychology (Non-Licensure track)</td>
<td>2017-2018</td>
</tr>
<tr>
<td>Health Care Administration</td>
<td>2017-2018</td>
</tr>
<tr>
<td>Human Resource Management</td>
<td>2017-2018</td>
</tr>
<tr>
<td>Public Administration</td>
<td>2017-2018</td>
</tr>
<tr>
<td>Master of Business Administration</td>
<td></td>
</tr>
<tr>
<td>Management</td>
<td>2018-2019</td>
</tr>
<tr>
<td>Executive Health Care Management</td>
<td></td>
</tr>
<tr>
<td>Master of Education</td>
<td></td>
</tr>
<tr>
<td>Art</td>
<td>2018-19</td>
</tr>
<tr>
<td>Curriculum and Instructional Technology (online)</td>
<td>2018-19</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>2018-19</td>
</tr>
<tr>
<td>Educational Technology (online)</td>
<td>2018-19</td>
</tr>
<tr>
<td>Elementary Education</td>
<td>2018-19</td>
</tr>
<tr>
<td>Literacy and Language</td>
<td>2018-19</td>
</tr>
<tr>
<td>Mathematics</td>
<td>2015-16</td>
</tr>
<tr>
<td>Nutrition Education (online)</td>
<td>2015-16</td>
</tr>
<tr>
<td>Science, Technology, Engineering, Math (STEM)</td>
<td>2015-16</td>
</tr>
<tr>
<td>Spanish</td>
<td>2015-16</td>
</tr>
<tr>
<td>Special Education</td>
<td>2015-16</td>
</tr>
<tr>
<td>The Teaching of English as a Second Language</td>
<td>2015-16</td>
</tr>
<tr>
<td>Master of Science in Food and Nutrition</td>
<td></td>
</tr>
<tr>
<td>Coordinated Program in Dietetics</td>
<td>2014-15</td>
</tr>
<tr>
<td>Food Science and Nutrition Science</td>
<td>2016-17</td>
</tr>
<tr>
<td>Nutrition Science and Informatics</td>
<td>2016-17</td>
</tr>
<tr>
<td>Master of Science in Nursing</td>
<td></td>
</tr>
<tr>
<td>Education</td>
<td>2018-19</td>
</tr>
<tr>
<td>Leadership</td>
<td>2018-19</td>
</tr>
</tbody>
</table>
Appendix B – Graduate Student Exit Survey Instrument

Framingham State University
Graduate Students Exit Survey

Dear Graduating Student

Thank you for your willingness to complete this survey. Your individual responses will be kept confidential and will assist the Task Force on Graduate Studies as it develops recommendations for improving graduate programs and enhancing support for graduate students. Aggregate results will be disseminated to the campus community in Fall 2013.

Respectfully,

Yaser M. Najjar, PhD
Dean of Graduate Studies
1. How many years did it take you to finish this degree? (Please include time at FSU and other universities) ________.

2. How did you first hear about FSU graduate programs?
   
   __ Graduate Fair/ Career Fair
   __ FSU Website
   __ Other Websites, Please specify: ____________
   __ Word of Mouth from FSU alumni
   __ Word of Mouth from current FSU student
   __ From an Undergraduate Faculty Member
   __ News/ Advertisements
   __ Other, Please specify: ________________

3. Why did you choose to attend FSU for your graduate program?
   
   __ Academic Reputation
   __ Research Facilities
   __ Program/Degree Options
   __ Number of Graduate Students
   __ Specific Programs Offered
   __ Size of Academic Program
   __ Convenient Course Times
   __ Location
1. Cost

2. The Administrative Staff

3. The Faculty

4. Through Recommendations

5. Other, Please specify: ___________.

4. Did you apply to any other universities for graduate school?

   __ Yes

   __ No

5. What was your rating of FSU at the time you applied for admission?

   __ 1st Choice

   __ 2nd Choice

   __ 3rd Choice

   __ FSU was not one of my top 3 choices

6. Which of the following were challenges when pursuing your graduate degree? (Select all that apply. Rank them 1, 2, 3, etc. . . .)

   __ Work or Financial Obligations

   __ Family Obligations

   __ Location/Transportation

   __ Immigration regulations

   __ Program Requirements or Structure
Course Availability

Communication with Faculty

Communication with Graduate Office Staff

Communication with graduate Coordinator

Communication with Graduate Advisor

Communication with Students Services Staff

Communication with Graduate Admission Office Staff

Communication with Graduate Registrar Office Staff

Portfolio requirement

Practicum requirement

Comprehensive exam

Other, Specify: __________.

7. How did you finance your graduate education? (Select all that apply)

FSU Graduate Assistantship

Non- FSU Scholarship

Employer Funded

Self Funded

Student Loans

Government Grants or Funding
8. How much of the knowledge you have gained while at FSU is applicable in the workplace?

___ A Great Deal
___ Quite a Lot
___ Some
___ A Little
___ None

9. After completing your graduate program, how would you classify your level of preparation?

___ Excellent preparation
___ Good preparation
___ Adequate preparation
___ Inadequate preparation
___ Not sure how FSU prepared me

10. Satisfaction with FSU Graduate Services

GRADUATE STUDIES OFFICE

___ Very Satisfied ___ Satisfied ___ Neutral ___ Dissatisfied ___ Very Dissatisfied

GRADUATE ADMISSIONS OFFICE

___ Very Satisfied ___ Satisfied ___ Neutral ___ Dissatisfied ___ Very Dissatisfied
11. Satisfaction with the following aspects of your graduate education experiences related to your degree.

- Availability of courses:
  __Very Satisfied  __Satisfied  __Neutral  __Dissatisfied  __Very Dissatisfied

- Diversity of students with whom you took your courses:
  __Very Satisfied  __Satisfied  __Neutral  __Dissatisfied  __Very Dissatisfied

- Academic quality of students with whom you took courses:
  __Very Satisfied  __Satisfied  __Neutral  __Dissatisfied  __Very Dissatisfied

- Quality of instruction in your courses:
  __Very Satisfied  __Satisfied  __Neutral  __Dissatisfied  __Very Dissatisfied

- Faculty expertise:
  __Very Satisfied  __Satisfied  __Neutral  __Dissatisfied  __Very Dissatisfied
• Feedback you received in courses from faculty:

__Very Satisfied__ __Satisfied__ __Neutral__ __Dissatisfied__ __Very Dissatisfied

• Accessibility of instructors:

__Very Satisfied__ __Satisfied__ __Neutral__ __Dissatisfied__ __Very Dissatisfied

• Finding and working with your graduate program coordinator:

__Very Satisfied__ __Satisfied__ __Neutral__ __Dissatisfied__ __Very Dissatisfied

• Quality of graduate advising from major professor or graduate advisor:

__Very Satisfied__ __Satisfied__ __Neutral__ __Dissatisfied__ __Very Dissatisfied

• Degree plan flexibility and elective choices:

__Very Satisfied__ __Satisfied__ __Neutral__ __Dissatisfied__ __Very Dissatisfied

• Program coverage of relevant content:

__Very Satisfied__ __Satisfied__ __Neutral__ __Dissatisfied__ __Very Dissatisfied

• Sequencing of content across program courses:

__Very Satisfied__ __Satisfied__ __Neutral__ __Dissatisfied__ __Very Dissatisfied

• Assistance with external certification process:

__Very Satisfied__ __Satisfied__ __Neutral__ __Dissatisfied__ __Very Dissatisfied

• Availability of field experience(s)/practicum(s)/internship(s):

__Very Satisfied__ __Satisfied__ __Neutral__ __Dissatisfied__ __Very Dissatisfied

• Quality of your field experience(s)/practicum(s)/internship(s):
Very Satisfied  Satisfied  Neutral  Dissatisfied  Very Dissatisfied

• Timing of your field experience(s)/practicum(s)/internship(s):

Very Satisfied  Satisfied  Neutral  Dissatisfied  Very Dissatisfied

• Length of the graduate program:

Very Satisfied  Satisfied  Neutral  Dissatisfied  Very Dissatisfied

• Support in planning and completing thesis, portfolio, or comprehensive exam:

Very Satisfied  Satisfied  Neutral  Dissatisfied  Very Dissatisfied

• Assistance with finding employment:

Very Satisfied  Satisfied  Neutral  Dissatisfied  Very Dissatisfied

12. Level of agreement with the following statements:

My graduate degree from FSU has brought me closer to achieving my goals:

Strongly Agree  Agree  Neutral  Disagree  Strongly Disagree

My graduate experience at FSU was rewarding:

Strongly Agree  Agree  Neutral  Disagree  Strongly Disagree

My graduate coursework at FSU was challenging:

Strongly Agree  Agree  Neutral  Disagree  Strongly Disagree

My graduate degree from FSU is marketable:

Strongly Agree  Agree  Neutral  Disagree  Strongly Disagree

13. Did you receive your undergraduate degree from FSU?
14. Would you select FSU if you were to begin graduate school all over again?

__  Yes
__  No

15. Would you recommend FSU to other potential students?

__  Yes
__  No

16. What was your zip code while attending FSU as a graduate student?

_______________

17. Are you an . . .

__  In-State Student
__  Out-of-State Student
__  International Student

18. What are FSU’s greatest assets?

19. What would you do to make FSU graduate studies more attractive?
20. What is one thing that you think we could do to better meet the needs of alumni, current students, or future students in your graduate program?

As someone who has received a degree from Framingham State University, we would like to be able to provide you with information on services and opportunities available to you. Please provide us with your long term email address. Please note: FSU does not sell email addresses.

Thank you for completing the survey.