

Stephens College Counseling Program Comprehensive Assessment Plan

PROGRAM					
Column A	Column B	Column C	Column D	Column E	Column F
Data					
Measurement/ Instrument	Data Collection Platform	Data Collection Timeline [Year/Semester]	Minimum Threshold	Analysis	Program Review & Reporting Process/Timeline
Academic Quality Indicators (Program Objective/AQI)					
AQI-1 Reflection Paper 1		AQI 1 Yr 1, Sem 1			
AQI-2 Competence Assignment		AQI 2 Yr 1, Sem 2			
AQI-3 Diversity Presentation	Canvas (AQI 1-10)	AQI-3 Yr 3, Sem 8	85% Minimum Threshold for all AQI	Analysis conducted via Canvas	Faculty review/analysis annually during Fall Faculty Retreat.
AQI-4 Mock Session 1	& Supervision Assist (AQI 11)	AQI-4 Yr 1, Sem 1	Minimum Threshold = “Minimally Meets Standard” or better on Master Assessment Rubric	Current Program Objectives implement in Fall 2024.	Data provided to/reviewed with Advisory Council
AQI-5 Experiential Group		AQI-5 Yr. 1, Sem 2			Data placed in Annual Report
AQI-6 Child/Adolescent Interview		AQI-6 Yr.2, Sem 5			Advisory Council meeting/post Annual Report on program homepage.
AQI-7 Ethics Case Study		AQI-7 Yr. 1, Sem 1		Initial 3-year analysis of data in Fall 2027	
AQI-8 Case Conceptualization (3 rd /3)		AQI-8 Yr. 2, Sem 5			
AQI-9 Mock Session 3		AQI-9 Yr. 1, Sem 1			
AQI-10 Suicide Self-Assessment		AQI-10 Yr. 1, Sem 2			
AQI-11 Capstone Presentation		AQI-11 Yr. 3, Sem 8			
Master Assessment Rubric					

Graduate Survey* (*Self-Study data) <hr/> Graduate Survey Revised	Qualtrics	Bi-Annually Initial use of Graduate Survey-Revised set for Fall 2025.		Annual Data Review during Fall semester	Faculty review/analysis annually during Fall Faculty Retreat. Data provided to/reviewed with Advisory Council Data placed in Annual Report Advisory Council meeting/post Annual Report on program homepage.
Graduating Student Assessment of Program <hr/> Exit Survey *Former Graduate Survey	Supervision Assist	End of Semester of COUN 608: CMHC Internship II & COUN 604: SC Internship II	85% of graduating students will report “agree” or “strongly agree” on items related to Admissions/Advising, Program Policy & Expectations, Curriculum & Instruction, Clinical Experiences	Annual Data Review during Fall semester	Faculty review/analysis annually during Fall Faculty Retreat. Data provided to/reviewed with Advisory Council Data placed in Annual Report Advisory Council meeting/post Annual Report on program homepage.
Employer Assessment of Program Graduate Skill/Knowledge/Performance <hr/> Employer Survey (*Self-Study Data) Employer Survey-Revised	Qualtrics	Bi-Annual Initial use of Employer Survey-Revised set for spring semester, 2026.	90% of program employers will report a score of “Agree” or “Strongly Agree” on questions aligned with program objectives (Q1/PO1 to Q4/PO4), program graduate preparation (Q5), and future hiring of program graduates (Q6)	Annual Data Review during Fall semester	Faculty review/analysis annually during Fall Faculty Retreat. Data provided to/reviewed with Advisory Council Data placed in Annual Report Advisory Council meeting/post Annual Report on program homepage

Program Climate Survey <hr/> Program Assessment of Student Demographics ----- Program Demographics Survey	Qualtrics ----- Qualtrics	Annually Spring Semesters beginning Sp'25		Annual Data Review during Fall semester	Faculty review/analysis annually during Fall Faculty Retreat. Data provided to/reviewed with Advisory Council Data placed in Annual Report Advisory Council meeting/post Annual Report on program homepage
Fieldwork Site Supervisor assessment of practicum/internship student performance <hr/> Fieldwork Site Supervisor Survey	Supervision Assist	Bi-Annual Initial Survey in Spring 2026	85% of graduating students will report “agree” or “strongly agree” on items assessing student performance and professional dispositions aligned with program objectives. (Q1/PO1-Q4/PO4)	Annual Data Review during Fall semester	Faculty review/analysis annually during Fall Faculty Retreat. Data provided to/reviewed with Advisory Council Data placed in Annual Report Advisory Council meeting/post Annual Report on program homepage.
Core Curriculum Content Knowledge ----- National Counselor Exam (NCE)	NBCC	Final Semester	85% Pass Rate on NCE	Annual Data Review during Fall semester	Faculty review/analysis annually during Fall Faculty Retreat. Data provided to/reviewed with Advisory Council Data placed in Annual Report Advisory Council meeting/post Annual Report on program homepage.

INDIVIDUAL STUDENT DATA

Data Measurement Instrument	Data Collection Platform	Data Collection Timeline	Minimum Threshold	Analysis	Program Review & Reporting Process/Timeline
Column A	Column B	Column C	Column D	Column E	Column F
Key Performance Indicators Master Assessment Rubric	Canvas	End of KPI- Assigned course/semester	85% Minimum Threshold for all AQI Minimum Threshold = “Minimally Meets Standard” or better on Master Assessment Rubric	Annual Data Review during Fall semester 3-Year Aggregate Data Review	Faculty review/analysis annually during Fall Faculty Retreat. Data provided to/reviewed with Advisory Council Data placed in Annual Report Advisory Council meeting/post Annual Report on program homepage.
Professional Disposition of Students (Pre-Fieldwork) ----- ----- <i>Student Dispositions Assessment</i>	Qualtrics	End of Yr 1/Sem 1 End of Yr. 2/Sem 4	85% Minimum Threshold for all AQI Minimum Threshold = “Minimally Meets Standard” or better on Master Assessment Rubric	Annual Data Review during Fall semester	Core faculty complete <i>Student Dispositions Assessment</i> electronically for all pre-fieldwork students via Qualtrics. Assessment Coordinator (AC) collects and shares Qualtrics results with PD. PD shares faculty results with faculty. The Program Review Committee conducts a dispositional review of all SDA results and, if needed, addresses remedial (or dismissal/retention) concerns according to established program policies on remediation/retainment/dismissal. The chair of the Program Review Committee emails each student independently with the results of the review and, if necessary, remedial actions/timeline.

<p>Professional Disposition of Students (Practicum/Internship)</p> <p>-----</p> <p>CMHC Student Evaluation by Practicum/Internship Instructor, Site Supervisor</p> <p>Section II/Professional Disposition</p>	Supervision Assist	<p>Mid-Semester & End of Semester of all CMHC Practicum & Internships</p> <p>COUN 601 COUN 607 COUN 608</p>	<p>85% Minimum Threshold for all AQI</p> <p>Minimum Threshold = “Minimally Meets Standard” or better on Master Assessment Rubric</p>	Annual Data Review during Fall semester	<p>Fieldwork Site & Course Instructor/Faculty Supervisor review results of their mid-term & final evaluations with each individual student, including dispositional factors as necessary.</p> <p>Fieldwork Site & Course Instructors follow program policy regarding unmet thresholds up to and including referring the student to the Program Review Committee for additional remediation per established program policy.</p> <p>Faculty review dispositional data of Fieldwork Site & Faculty Supervisor during Fall semester as part of annual comprehensive review of individual student data for purposes of program improvement and development.</p> <p>Student dispositional data will be reviewed with Advisory Council, included in the Annual Report, and posted on the Counseling homepage.</p>
Practicum/Internship Placement Process Survey	Supervision Assist	End of COUN 601 Semester	85% of students will rate all survey questions at “Agree” or “Strongly Agree”	Annual Data Review during Fall semester	<p>Faculty review/analysis annually during Fall Faculty Retreat.</p> <p>Data provided to/reviewed with Advisory Council</p> <p>Data used to inform practicum/internship placement process improvements.</p>
<i>Student Evaluation of Practicum & Internship Site</i>	Supervision Assist	<p>End of Semester of CMHC Practicum & Internships</p> <p>COUN 601 COUN 607 COUN 608</p>	85% of students will rate all survey questions as “meets” or “exceeds” expectations”	Annual Data Review during Fall semester	<p>Faculty review/analysis annually during Fall Faculty Retreat.</p> <p>Data provided to/reviewed with Advisory Council</p> <p>Data used to inform practicum/internship placement process improvements.</p>

<i>Student Evaluation of Practicum & Internship Site Supervisor</i>	Supervision Assist	End of Semester of CMHC Practicum & Internships COUN 601 COUN 607 COUN 608	85% of students will rate all survey questions as “meets” or “exceeds” expectations”	Annual Data Review during Fall semester	<p>Faculty review/analysis annually during Fall Faculty Retreat.</p> <p>Data provided to/reviewed with Advisory Council</p> <p>Data used to inform practicum/internship placement process improvements.</p>
<i>Student Eval of Practicum & Intern Course Instructor</i>	Supervision Assist	End of Semester of CMHC Practicum & Internships COUN 601 COUN 607 COUN 608	85% of students will rate all survey questions as “meets” or “exceeds” expectations”	Annual Data Review during Fall semester	<p>Faculty review/analysis annually during Fall Faculty Retreat.</p> <p>Data shared with practicum/internship course instructors by the program director.</p> <p>Data used to inform practicum/internship placement process improvements.</p>