

**COUNSELOR EDUCATION PROGRAM
PROGRAM EVALUATION DESIGN**

**Three Year Plan
2008-2011**

OVERALL GOAL: TO ENHANCE THE QUALITY OF THE COUNSELOR EDUCATION PROGRAM

DOMAIN	MEASURABLE OBJECTIVES	IMPLEMENTATION	DOCUMENTATION & DATA COLLECTION FOR EVALUATION	TIMELINE/ Expected Results
Program Identity	#1 <i>To promote program identity: "UAB Trains Counselors to Touch the World"</i>	Establish cross-campus collaborations and initiatives	Written description of all the collaborative efforts.	Expected Results: CEP will have a distinct identity and recognition: <ol style="list-style-type: none"> 1) Double the number of clinical sites within the university, Spring 2010 2) Continue Study Away program, Spring 2010 3) Develop intentional recruitment effort with university entities, university and state-wide initiatives, On-going 4) Investigate possible international university collaborative efforts, Spring 2010 5) The CEP will open a community clinic which will serve underserved populations within Birmingham, Spring 2010
		Establish international collaborations and initiatives		

Program Coordination & Management	#2 <i>To meet the professional requirements of national (SACS), (NCATE) state (ALSDE, ABEC), and accreditation (CACREP, CORE) standards.</i>	Update faculty on their responsibilities in meeting all standards.	Faculty: Report in-course assessment data.	Expected Results: Reporting will be done at the end of each term and provided to the Program Coordinator 1) CACREP accreditation maintained, ongoing 2) NCATE accreditation maintained, ongoing Alabama Licensure Board requirements met <ul style="list-style-type: none"> • State Dept. requirements maintained • SACS accreditation maintained • Live Text neeintegrated
			Use of Task Stream	
			SACS Web site	

		Maintain C.O.R.E. accreditation.	CORE Coordinator collects and maintains information	<p>3) NCATE accreditation maintained, ongoing</p> <p>4) Alabama Board of Licensure in Counseling requirements maintained, ongoing</p> <p>5) ALSDE requirements maintained, ongoing</p> <p>6) SACS Accreditation maintained, ongoing</p> <p>(Annual Report due April 1st)</p> <p>7) Task stream integrated Employee, alumni, and site-supervisor assessment instrument due, Spring 2010</p>
	#3 <i>To engage the program faculty in reflection on the quality of the three concentrations.</i>	Hold annual strategic plan meeting	Agenda.& Minutes	Expected Results: Program continually updated and refined. 1) Annually, in Summer, 2010
			Program Improvement Documentation Plan	
		Hold regular program faculty meetings.	Agenda & Minutes	<p>2) monthly COPE meetings</p> <p>3) Adjunct In-service; three times per year; pre term;</p>
	#4 <i>To maintain Advisory Committees</i>	Identify program advisory committee members	Names of advisory committee members	Expected Results: Modification of program as needed.
Hold Advisory		Agendas & Minutes	Annually, Fall Term, fall term	

		Committee Meetings	Program Improvement Document	
	#5 <i>To develop new Policies Procedures Manual</i>	Input from faculty & Other Program Coordinators	Policies and Procedures Manual	Expected Results: Clear guidelines for program policies and procedures, Fall 2009 (Sheets)
Recruitment & Retention	#6 <i>To recruit and retain ethnically/racially diverse faculty and students</i>	Recruit statewide, targeting persons from diverse backgrounds and actively seeking faculty who have been traditionally under-represented.	Names of search committee members	Expected Results: 1) 25% of the faculty will be racially/ethnically diverse, Spring 2010. 2) Faculty recruitment plan will be implemented when positions are open, Fall 2009
			Copies of position announcements	
			Minutes of Search Committee meetings	
		Recruit state-wide, regionally, nationally and internationally, targeting persons from diverse	Documentation of recruiting efforts. Documentation of communication with	Intentional student recruitment effort expected results: 10% increase in the number of ethnically/racially diverse students,

	backgrounds and actively seeking students who have been traditionally under-represented.	Center for International Programs and Coordinator of ELL Program	Spring 2010 1) Participate in state-wide recruitment effort 2) Recruit on campus 3) Continue to work with office of development 4) Participate in graduate fairs 5) Collaborate with Ashley Cacioppo's office re: recruitment efforts Review, Spring, 2010
	Update program promotional materials e.g., brochures, Website.	Brochures, etc.	Review Spring, 2010
	Review and update Retention/Recommendation Policy	Published in Student Handbook	End of each semester
	Identify and seek sources of funding for scholarships, student stipends.	Collaborate with AC's office	Review Annually
	Continue Retention/Recognition reviews Continue disposition reviews	Retention/recognition Letters Disposition Letters	Each Term Each Term

Admissions	#7 <i>To maintain or improve admissions standards as needed.</i>	Review by faculty	Assessment Protocol Document	Expected Results Program modifications made as needed.
		Review by Advisory Committees	Minutes	Review Annually Fall term, Summer 2010
Curriculum	#8 <i>To maintain and update as necessary, a course of study that is consistent with CORE, CACREP and ALSDE standards and with the SOE's Conceptual Framework.</i>	Review content of syllabi and update as necessary	Syllabi	Expected Results Course of Study is modified and updated as needed. 1) Review at Annual Program Strategic Planning Meeting, Spring 2010.
		Review by Advisory Committee	Table of Recommendations	1) Review at Strategic Plan Meeting
		Utilize the counseling lab as part of course instruction.	Syllabi	Expected Results Students will have increased experiential training.
Program Delivery	#9 <i>To utilize a range of options for program</i>	Continue offering weekend courses	Course Listings	Fall and Spring Terms Expected Results:

	<i>delivery, including traditional, distance-learning, blended courses, and weekend formats.</i>	Implement Blended class format	Report to COPE	More options available to students and prospective students.
		Investigate feasibility of more on-line courses		
		Investigate study-abroad options		
Clinical Experiences	#10 <i>To maintain and enhance the options for clinical experiences at sites which serve a diverse clientele.</i>	Maintain relationships with cooperating agencies and schools.	List of Clinical Sites	Expected Results: Clinical site options will reflect the diversity of the community. 1) students will meet with Clinical Coordinator earlier in their program, Spring 2010 2) Community clinic open, Spring 2010
		Continue to develop clinical sites on UAB Campus		
		Explore feasibility of re-opening the Community Counseling Clinic		

Student Outcomes	#11 <i>To meet all program required outcomes at the Proficient Level</i> NEED TO ADDRESS	Assess “high stakes” artifacts.	LiveText & Other Assessment Collections	Expected Results 95% of students will achieve the required Proficiency Level on all “High Stakes Artifacts”
		Administer Comprehensive Exams	Comprehensive Exam Scores	
Student Professional Development	#12 <i>To engage students in professional development outside the curriculum</i>	Provide students with professional development opportunities	Sign-in sheets	Expected Results: 100% of students will participate in a professional development activities 1) Students are required to attend 16 professional seminars during their course of study, Spring 2010
		Provide students with opportunities available.	Announcements	
		Student presentation at a professional meeting	Conference brochures	

Faculty Professional Development	#13 <i>To update faculty knowledge and skills</i>	Attend workshops and in-service training opportunities	List of training or workshops attended	Expected Results: 100% of CEP faculty will participate in professional development at least twice a year.
Faculty Research, Scholarship & Leadership	#14 <i>To expand faculty research and scholarly activities</i>	Collaborate on research interests with other professional colleagues.	Report describing collaboration efforts	Expected Results 100% of CEP faculty will engage in scholarly activity and participate in professional organizations.
		Present at Professional Conferences.	Conference brochures or advertisements	
		Contribute to the professional literature through publication in a peer-reviewed journal	Copies of articles	
		Participation in IRB-approved research study	IRB Approvals	
		Apply for appropriate grant(s).	Copies of Grant Proposals	

		Participate in professional organizations re: school, mental health, rehabilitation	Documentation of leadership role	
New Initiatives	<i>To develop new program initiatives</i>	Continue development of Camp Blaze Initiative	Camp Blaze Report	Expected Results: 1) Camp Blaze Opens 2) Proposal for doctoral program. 3) Grant submitted ?
		Investigate development of a doctoral program in a specific focus area Submit Rehabilitation grant Orientation to Deafness Program	COPE Minutes	