Marriage and Family Therapy Assessment Plan Calendar				
Process for Review/Mechanism for Feedback	Responsible Party/Parties	Fall	Spring	Summer
Review Program Mission, Vision, Goals, Survey data, SAC data, and SLOs at Fall and Spring Data Meetings	Faculty, Director of Assessment and Accreditation, and COI*	Review and Offer Feedback; Changes implemented, if needed, based on prior year's data	Review and Offer Feedback	Revisions made if needed; Appropriate changes made to MFT Website and Publications
Review Program Mission, Vision, Goals, Survey data, SAC data, and SLOs at Spring Meeting	Faculty and SAMFT (Student Association of MFT)	Changes implemented, if needed, based on prior year's data	Review and Offer Feedback	Revisions made if needed; Appropriate changes made to MFT Website and Publications
Offer informal feedback through community meetings and "Brown Bag" meetings	SAMFT/Students to Faculty	Ongoing	Ongoing; Share at Data Meeting	Ongoing
Aggregate, disaggregate, analyze, and share Program data for Fall and Spring Data Meetings, PCR, and COAMFTE Annual Report	Program Director and Director of Assessment and Accreditation	Ongoing; Share at Data Meeting	Ongoing; Share at Data Meeting	Ongoing
Collect and Analyze formal and informal feedback from internship staff	Internship Coordinator and Director of Assessment and Accreditation	Ongoing; Share at Data Meeting	Ongoing	Ongoing; Aggregate Data
Collect SLOs through course-embedded assessment and comps, internships, national exam scores, and surveys.	Faculty	Collected and Analyzed	Collected, Analyzed, Reviewed, and Shared with COI/PAC, SAMFT, and Faculty	Collected and Analyzed
Review benchmarks based on SLO data and make revisions.	Faculty and Director of Assessment and Accreditation	Revisions are put into PCR and Xitracs	Review completed; Revisions are Determined and Shared with COI/Students, Chair	Revisions are implemented
Collect, Analyze, and Report SAC Data (Qualtrics survey and Program Data)	Faculty, Program Director, and Director of	Shared with COI/PAC, SAMFT, Faculty, Chair	Changes implemented, if needed, based on prior year's data	Collected and Analyzed; Reported on COAMFTE

	Assessment and Accreditation			Annual Report; Published on MFT Website
Collect, Analyze, and Share Alumni Survey Data (Qualtrics survey)	Program Director and Director of Assessment and Accreditation	Shared with COI/PAC, SAMFT, Faculty, Chair	Changes implemented, if needed, based on prior year's data	Collected and Analyzed; Reported on COAMFTE Annual Report
Offer informal feedback	COI: Alumni	Ongoing	Ongoing; Share at Data Meeting	Ongoing
Student Support Services reviewed for sufficiency	Faculty, COI, and Students	Shared with COI/PAC, SAMFT, Faculty; Informal feedback ongoing	Changes implemented, if needed, based on prior year's data; Informal feedback ongoing	Data collected through Exit Survey; Informal feedback ongoing
Climate of Safety, Respect, and Appreciation reviewed for sufficiency	Faculty, COI, and Students	Exit Survey data Shared with COI/PAC, SAMFT, Faculty; Official complaints/concerns ongoing; CoursEval data Collected; Changes implemented, if needed, based on prior year's data	CourseEval data Collected, Analyzed, and Shared with Faculty and Chair; Official complaints/ concerns ongoing; Changes implemented, if needed, based on data	CoursEval data Collected; Exit Survey data Collected and Analyzed; Official complaints/ concerns ongoing; Changes implemented, if needed, based on prior year's data
Fiscal and Physical Resources reviewed for sufficiency	Faculty, COI, and Students	Reviewed at data meeting; ongoing informal review; Changes implemented, if needed, based on prior year's data	Reviewed at data meeting; ongoing informal review; Changes requested	Ongoing informal review
Technological Resources reviewed for sufficiency	Faculty, COI, and Students	Exit Survey data Shared with COI/PAC, SAMFT, Faculty	Changes implemented, if needed, based on data	Exit Survey Collected and Analyzed
Website and Publications reviewed for sufficiency	Faculty, COI, and Students	Review with COI/PAC, SAMFT, and Faculty during Data Meeting	Changes implemented, if needed, based on data	Informal feedback ongoing
Curriculum and Teaching/Learning Practices reviewed	Faculty and Students	Changes implemented, if needed, based on prior year's data	Reviewed and Revised at Data Meeting	Informal feedback ongoing
Instructional and Clinical Resources reviewed	Faculty, COI, and Students	Informal feedback ongoing; Changes implemented, if needed, based on data	Reviewed by Core Faculty, with input from COI/PAC and SAMFT, during Data Meeting	Informal feedback ongoing
Faculty Responsibilities	Faculty, Promotion and Tenure	Participate in Program development, advising, supervision, and evaluation; Research/publish at least once; Serve on University committees, Participate in professional organizations, maintain AAMFTE		

	Committee, Chair, Dean	membership and approved Supervisor status; Initiate and maintain relationships with local and regional mental health services; Maintain appropriate licensure; Complete faculty evaluation procedures		
Faculty Sufficiency	Faculty and Director of Assessment and Accreditation	Evaluate Program data at Data Meeting (student:faculty ratio, faculty responsibilities (see above), regular meetings, etc.)	Determine sufficiency at Data Meeting through data presented in Fall and ongoing Responsibilities	Informal feedback ongoing
Supervisor Responsibilities	Faculty, Students, and Supervisors	Student:Supervisor ratio; Hold active mental health license; Meet with students individually one hour/week; AAMFT approved or in training; Faculty Supervisors meet with student groups two hours/week; Evaluate students during internship through course and observations; Provide safe environment		
Supervisor Evaluation	Faculty, Students, and Supervisors	Student evaluations Collected, Analyzed, and Shared with COI/PAC and Faculty; Changes implemented, if needed, based on data; Supervisors in Training evaluated by Supervisors of Supervision before endorsement	Student evaluations Collected, Analyzed, and Shared with COI/PAC and Faculty; Changes implemented, if needed, based on data; Supervisors in Training evaluated by Supervisors of Supervision before endorsement	Student evaluations Collected, Analyzed, and Shared with COI/PAC and Faculty; Changes implemented, if needed, based on data; Supervisors in Training evaluated by Supervisors of Supervision before endorsement
Supervisor Sufficiency	Faculty, Students, and Supervisors	Informal feedback ongoing	Core faculty review data at Data Meeting to determine sufficiency based on Supervisor Responsibilities and Supervisor Evaluation (see above), Supervisor Communication with Faculty, and Supervisor involvement with Program development	Informal feedback ongoing

*COI consists of members of the following local organizations: Alumni, Crossnore School, Daymark Recovery, North Carolina Association of Marriage and Family Therapy (local chapter), Oasis, Parent to Parent, Watauga County Department of Social Services, and Watauga County Schools

Fall

1. Faculty, COI, and Students review Program Mission, Vision, Goals, Data, Resources, and SLOs
2. Data are shared with appropriate stakeholders
3. Website and Publications are reviewed by Faculty and COI
4. University assessment software and Program Review (PCR) are updated by Program Director
5. Informal processes are ongoing
6. Any changes based on prior year's data are implemented by Faculty
7. SLO data is collected and analyzed by Faculty
8. Faculty and Supervisor Responsibilities are ongoing

Summer

1. Revisions based on Fall and Spring Data Meetings are made for upcoming Fall (Faculty)
2. Website and Publications are revised, as needed, based on changes (Program Director)
3. COAMFTE Annual Report is complete and data shared/published (Program Director)
4. Informal processes are ongoing
5. Survey data is collected by Faculty
6. SLO data is collected and analyzed by Faculty
7. Faculty and Supervisor Responsibilities are ongoing

Spring

1. . Faculty, COI, and Students review Program Mission, Vision, Goals, Data, Resources, and SLOs; SLO Data is reviewed
2. Any revisions to SLOs are determined by Faculty and COI
3. Data are shared with appropriate stakeholders
4. Informal processes are ongoing
5. Any changes based on prior year's data are implemented by Faculty
6. SLO data is collected and analyzed by Faculty
7. Faculty and Supervisor Responsibilities are ongoing

4