

Assessment Plan

Western Michigan University

Public Affairs & Administration

Mission Statement: The mission of the MPA Program is to integrate research, teaching, and service in a manner that enhances leadership skills, administrative capabilities, and management practices in local, state, and national public-serving organizations at multiple sites in WMU's service area. The mission of the PhD program is to give students a deep and pervasive knowledge of the history, theory, practice, and future of Public Administration. This inter-disciplinary program is designed to encourage broad intellectual inquiry with a scholarly perspective.

Outcome: MPA Outcome 1

Students will demonstrate leadership, managerial, and administrative competencies.

Start Date: 07/01/2008

End Date: 06/30/2009

Outcome Status: Active

Assessment Evaluation: Students will be evaluated in each section of PADM 6000, 6080, 6110, 6120, 6270, 6290, 6441, and 6520. Students must earn at least a B for each competency mastery assignment. The MPA Committee will review the percentage of students who have mastered each of the assignments. The committee will focus on courses in which an insufficient number of students have exhibited mastery of assignments. Instructors in the relevant courses shall submit a brief report within 30 days of the last class session.

Means of Assessment			
Assessment Method	Criterion	Schedule	Active
Targeted assignment in each section of PADM 6000. Assessment Method Category: Course-Embedded Measure	Students must earn at least a B for each competency mastery assignment.	Each semester course is offered.	Yes
Targeted assignments in each section of PADM 6080. Assessment Method Category: Course-Embedded Measure	Students must earn at least a B for each competency mastery assignment.	Each semester the course is offered.	Yes
Targeted assignments in each section of PADM 6110. Assessment Method Category: Course-Embedded Measure	Students must earn at least a B for each competency mastery assignment.	Each semester the course is offered.	Yes
Targeted assignments in each section of PADM 6120. Assessment Method Category: Course-Embedded Measure	Students must earn at least a B for each competency mastery assignment.	Each semester the course is offered.	Yes
Targeted assignments in each section of PADM 6270. Assessment Method Category: Course-Embedded Measure	Students must earn at least a B for each competency mastery assignment.	Each semester the course is offered.	Yes
Targeted assignments in each section of PADM 6290. Assessment Method Category: Course-Embedded Measure	Students must earn at least a B for each competency mastery assignment.	Each semester the course is offered.	Yes
Targeted assignments in each section of PADM 6441. Assessment Method Category: Course-Embedded Measure	Students must earn at least a B for each competency mastery assignment.	Each semester the course is offered.	Yes
Targeted assignments in each section of PADM 6520. Assessment Method Category: Course-Embedded Measure	Students must earn at least a B for each competency mastery assignment.	Each semester the course is offered.	Yes

Related Courses

* PADM 6000 - Foundations of Public Admin

- * PADM 6080 - Org Theory and Behavior
- * PADM 6110 - Admin Law & Govt Regul
- * PADM 6120 - Principles of Public Budgeting
- * PADM 6270 - Human Resources Admin
- * PADM 6290 - Supervisory Skills Admin
- * PADM 6441 - Human Resources for Nonprofit Organizations
- * PADM 6520 - Fin Mgmt of Health Care Orgs

Outcome: MPA Outcome 2

Students will demonstrate an understanding of the cultural, political, economic, ethical, legal, and sociological environment of the field. Students will, in more specific terms, demonstrate proficiency in analyzing the constraints imposed by cultural, economic, political variables, and ethical values on their agencies' policy options.

Start Date: 07/01/2008

End Date: 06/30/2009

Outcome Status: Active

Assessment Evaluation: Students will be evaluated in each section of PADM 6180. Students must earn at least a B for each competency mastery assignment. The MPA Committee will review the percentage of students who have mastered each of the assignments. Instructors in the relevant course shall submit a brief report within 30 days of the last class session.

Means of Assessment			
Assessment Method	Criterion	Schedule	Active
Targeted assignments in each section of PADM 6180. Assessment Method Category: Course-Embedded Measure	Students must earn at least a B for each competency mastery assignment.	Each semester the course is offered.	Yes

Outcome: MPA Outcome 3

Students will demonstrate proficiency in analyzing the impact of globalization on sub-national economies and political and administrative systems.

Start Date: 07/01/2008

End Date: 06/30/2009

Outcome Status: Active

Assessment Evaluation: Students will be evaluated in each section of PADM 6180. Students must earn at least a B for each competency mastery assignment. The MPA Committee will review the percentage of students who have mastered each of the assignments. Instructors in the relevant course shall submit a brief report within 30 days of the last class session.

Means of Assessment			
Assessment Method	Criterion	Schedule	Active
Targeted assignments in each section of PADM 6180. Assessment Method Category: Course-Embedded Measure	Students must earn at least a B for each competency mastery assignment.	Each semester the course is offered	Yes

Outcome: MPA Outcome 4

Students will demonstrate research skills by developing research questions, conducting literature reviews, selecting appropriate methodologies and analytical techniques, correctly interpreting the data, and drawing appropriate conclusions.

Outcome Status: Active

Assessment Evaluation: Students will be evaluated in each section of PADM 6060, 6070, and 6800. Students must earn at least a B for each competency mastery assignment. The MPA Committee will review the percentage of students who have mastered each of the assignments. The committee will focus on courses in which an insufficient number of students have exhibited mastery of assignments. Instructors in the relevant courses shall submit a brief report within 30 days of the last class session.

Means of Assessment			
Assessment Method	Criterion	Schedule	Active

Means of Assessment			
Assessment Method	Criterion	Schedule	Active
Targeted assignments in each section of PADM 6060. Assessment Method Category: Course-Embedded Measure	Students must earn at least a B for each competency mastery assignment.	Each semester the course is offered.	Yes
Targeted assignments in each section of PADM 6070. Assessment Method Category: Course-Embedded Measure	Students must earn at least a B for each competency mastery assignment.	Each semester the course is offered.	Yes
Targeted assignments in each section of PADM 6800. Assessment Method Category: Course-Embedded Measure	Students must earn at least a B for each competency mastery assignment.	Each semester the course is offered.	Yes

Related Courses

- * PADM 6060 - Applied Research Methods
- * PADM 6070 - Data Analysis for Administrators
- * PADM 6800 - Project Paper Seminar

Outcome: MPA Outcome 5

Students will demonstrate proficiency in oral presentations, utilizing technology and adapting their presentations to a variety of audiences.

Start Date: 07/01/2008

End Date: 06/30/2009

Outcome Status: Active

Assessment Evaluation: Students will be evaluated in each section of PADM 6120, 6520, and 6800. Students must earn at least a B for each competency mastery assignment. The MPA Committee will review the percentage of students who have mastered each of the assignments. The committee will focus on courses in which an insufficient number of students have exhibited mastery of assignments. Instructors in the relevant courses shall submit a brief report within 30 days of the last class session.

Means of Assessment			
Assessment Method	Criterion	Schedule	Active
Targeted assignments in each section of PADM 6120. Assessment Method Category: Course-Embedded Measure	Students must earn at least a B for each competency mastery assignment.	Each semester the course is offered	Yes
Targeted assignments in each section of PADM 6520. Assessment Method Category: Course-Embedded Measure	Students must earn at least a B for each competency mastery assignment.	Each semester the course is offered	Yes
Targeted assignments in each section of PADM 6800. Assessment Method Category: Course-Embedded Measure	Students must earn at least a B for each competency mastery assignment.	Each semester the course is offered	Yes

Related Courses

- * PADM 6120 - Principles of Public Budgeting
- * PADM 6520 - Fin Mgmt of Health Care Orgs
- * PADM 6800 - Project Paper Seminar

Outcome: MPA Outcome 6

Students will demonstrate proficiency in writing clearly and concisely.

Start Date: 07/01/2008

End Date: 06/30/2009

Outcome Status: Active

Assessment Evaluation: Students will be evaluated in each section of PADM 6000, 6080, 6270, and 6290. Students must earn at least a B for each competency mastery assignment. The MPA Committee will review the percentage of students who have mastered each of the assignments. The committee will focus on courses in which an insufficient number of students have exhibited mastery of assignments. Instructors in the relevant courses shall submit a brief report within 30 days of the last class session.

Means of Assessment			
Assessment Method	Criterion	Schedule	Active
Targeted assignments in each section of PADM 6000. Assessment Method Category: Course-Embedded Measure	Students must earn at least a B for each competency mastery assignment.	Each semester the course is offered.	Yes
Targeted assignments in each section of PADM 6080. Assessment Method Category: Course-Embedded Measure	Students must earn at least a B for each competency mastery assignment.	Each semester the course is offered.	Yes
Targeted assignments in each section of PADM 6270. Assessment Method Category: Course-Embedded Measure	Students must earn at least a B for each competency mastery assignment.	Each semester the course is offered.	Yes
Targeted assignments in each section of PADM 6290. Assessment Method Category: Course-Embedded Measure	Students must earn at least a B for each competency mastery assignment.	Each semester the course is offered.	Yes

Related Courses

- * PADM 6000 - Foundations of Public Admin
- * PADM 6080 - Org Theory and Behavior
- * PADM 6270 - Human Resources Admin
- * PADM 6290 - Supervisory Skills Admin

Outcome: PhD Outcome 1

Students will demonstrate the ability to present various theoretical perspectives in a cogent, clear, and logical manner.

Start Date: 07/01/2008

End Date: 06/30/2009

Outcome Status: Active

Assessment Evaluation: Comprehensive exams, and performance on term paper in PADM 6610. Students must earn a passing grade on each comprehensive exam question; satisfactory term paper in PADM 6610. Comprehensive exams are biennial; PADM 6610 offered biennially. The Doctoral Director will review the percentage of students who have passed the comprehensive exam and PADM 6610 instructors shall submit brief report within 30 days of the last class session. Feedback and suggestions for corrections will be submitted to the Doctoral Committee for discussion.

Means of Assessment			
Assessment Method	Criterion	Schedule	Active
Comprehensive exams Assessment Method Category: Exam-Comprehensive	Passing grade on each comprehensive exam question.	Comprehensive exams are biennial.	Yes
Term paper in PADM 6610 Assessment Method Category: Course-Embedded Measure	Satisfactory	PADM 6610 offered biennially	Yes

Outcome: PhD Outcome 2

Students will demonstrate the ability to integrate and synthesize data and ideas.

Start Date: 07/01/2008

End Date: 06/30/2009

Outcome Status: Active

Assessment Evaluation: Analysis of comprehensive exam responses; performance on term paper for PADM 6660. Students must earn a passing grade on each comprehensive exam question; satisfactory term paper in PADM 6660. Comprehensive exams are biennial; PADM 6660 offered biennially. The Doctoral Director will review the percentage of students who have passed the comprehensive exam and PADM 6660 instructors shall submit a brief report within 30 days of the last class session. Feedback and suggestions for corrections will be submitted to the Doctoral Committee for discussion.

Means of Assessment			
Assessment Method	Criterion	Schedule	Active
Analysis of comprehensive exam responses. Assessment Method Category: Exam-Comprehensive	Passing grade on each comprehensive exam question.	Comprehensive exams are biennial.	Yes
Term paper for PADM 6660 Assessment Method Category: Course-Embedded Measure	Satisfactory	PADM 6660 offered biennially	Yes

Outcome: PhD Outcome 3

Students will demonstrate research skills by developing research questions, conducting literature reviews, selecting appropriate methodologies and analytical techniques, correctly interpreting the data, and drawing appropriate conclusions.

Start Date: 07/01/2008

End Date: 06/30/2009

Outcome Status: Active

Assessment Evaluation: Student annual activity reports, annual reviews by faculty, ?article submission requirement?; evaluate dissertation concept papers in PADM 6970. Students must meet the article submission requirement; monitor performance in PADM 6970. Starts Spring 2010 for incoming group of students; PADM 6970 offered biennially. The Doctoral Director will review the percentage of students who have met the article submission requirement and the percentage who have not met this requirement within 4 years of entering the program. Each session of PADM 6970 shall be evaluated to determine the extent that the ?flexible methods core? approach is working. PADM 6970 instructors shall submit a brief report within 30 days of the last class session.

Means of Assessment			
Assessment Method	Criterion	Schedule	Active
Student annual activity reports Assessment Method Category: Survey-Student	Completion of report	At the conclusion of each spring term	Yes
Annual reviews by faculty Assessment Method Category: Survey-Faculty	Completed at the conclusion of each spring semester		Yes
Dissertation concept papers in PADM 6970 Assessment Method Category: Course-Embedded Measure	Performance in PADM 6970	PADM 6970 offered biennially	Yes

Outcome: PhD Outcome 4

Students will demonstrate the ability to produce publishable materials.

Start Date: 07/01/2008

End Date: 06/30/2009

Outcome Status: Active

Assessment Evaluation: Student annual activity reports, annual reviews by faculty, and periodic surveys of graduates. Number of papers presented at conferences, manuscripts submitted to journals, and articles accepted for publication. Academic and professional forums will be tallied separately though both are valued. Annual reviews of student progress, survey of graduates every 3 years. The Doctoral Director will conduct annual reviews on all students, in cooperation with dissertation committee chairpersons and instructors of doctoral courses, and will prepare

a summary of their conference and publication activities.

Means of Assessment			
Assessment Method	Criterion	Schedule	Active
Student annual activity reports Assessment Method Category: Survey-Student	Number of papers presented at conferences, manuscripts submitted to journals, and articles accepted for publication. Academic and professional forums will be tallied separately though both are valued.	Completed at the end of each spring semester	Yes
Annual reviews by faculty Assessment Method Category: Survey-Faculty	Number of papers presented at conferences, manuscripts submitted to journals, and articles accepted for publication. Academic and professional forums will be tallied separately though both are valued.	Completed at the end of each spring semester	Yes

Outcome: NPL Minor Outcome 1

Board and Committee Development-Students will demonstrate an understanding of the purpose and role of the Board of Directors in a nonprofit organization, of the dynamics between an organization's staff and its volunteer directors, and of staff support strategies.

Start Date: 07/01/2008

End Date: 06/30/2009

Outcome Status: Active

Assessment Evaluation: Students will be evaluated in PADM 2000 through quiz and exam questions. Students must earn at least a C for each competency mastery assignment.

Means of Assessment			
Assessment Method	Criterion	Schedule	Active
Targeted quiz and exam questions in PADM 2000. Assessment Method Category: Course-Embedded Measure	Students must earn at least a C for each competency mastery assignment.	Each semester course is offered.	Yes

Related Courses

* PADM 2000 - Intro to Nonprofit Leadership

Outcome: NPL Minor Outcome 2

Community Outreach/Marketing and Public Relations-Students will demonstrate an understanding of the role of community outreach and marketing strategies in building public awareness of the mission and messages of nonprofit organizations.

Start Date: 07/01/2008

End Date: 06/30/2009

Outcome Status: Active

Assessment Evaluation: Students will be evaluated in PADM 3000 through targeted assignments. Students must earn at least a C for each competency mastery assignment.

Means of Assessment			
Assessment Method	Criterion	Schedule	Active
Targeted assignments in PADM 3000. Assessment Method Category: Course-Embedded Measure	Students must earn at least a C for each competency mastery assignment.	Each semester course is offered.	Yes

Related Courses

* PADM 3000 - Nonprofit Advancement

Outcome: NPL Minor Outcome 3

Diversity Awareness-Students will demonstrate an understanding of professional proactive and interactive skills in culturally diverse settings, enabling the student to navigate encounters, dilemmas, and challenges.

Start Date: 07/01/2008

End Date: 06/30/2009

Outcome Status: Active

Assessment Evaluation: Students will be evaluated in PADM 2000, 3000, 4000, and field experience and capstone through observation. Students must earn at least a C for each competency mastery assignment.

Means of Assessment			
Assessment Method	Criterion	Schedule	Active
Observation and evaluation of students in PADM 2000. Assessment Method Category: Course-Embedded Measure	Students must earn at least a C for each competency mastery assignment.	Each semester course is offered.	Yes
Observation and evaluation of students in PADM 3000. Assessment Method Category: Course-Embedded Measure	Students must earn at least a C for each competency mastery assignment.	Each semester course is offered.	Yes
Observation and evaluation of students in PADM 4000. Assessment Method Category: Course-Embedded Measure	Students must earn at least a C for each competency mastery assignment.	Each semester course is offered.	Yes
Observation and evaluation of students in PADM field experience. Assessment Method Category: Course-Embedded Measure	Students must earn at least a C for each competency mastery assignment.	Each semester course is offered.	Yes
Observation and evaluation of students in PADM capstone. Assessment Method Category: Course-Embedded Measure	Students must earn at least a C for each competency mastery assignment.	Each semester course is offered.	Yes

Related Courses

- * PADM 2000 - Intro to Nonprofit Leadership
- * PADM 3000 - Nonprofit Advancement
- * PADM 4000 - Seminar in Nonprofit Leadership
- * PADM 4100 - Field Experience

Outcome: NPL Minor Outcome 4

Ethics and Values-Students will demonstrate an understanding of the importance of personal and organizational ethical standards, accountability structures, and a code of conduct for an organization devoted to public service.

Start Date: 07/01/2008

End Date: 06/30/2009

Outcome Status: Active

Assessment Evaluation: Students will be evaluated in PADM 2000 through midterm exam. Students must earn at least a C for each competency mastery assignment.

Means of Assessment			
Assessment Method	Criterion	Schedule	Active
Midterm exam in PADM 2000. Assessment Method Category: Course-Embedded Measure	Students must earn at least a C for each competency mastery assignment.	Each semester course is offered	Yes

Related Courses

- * PADM 2000 - Intro to Nonprofit Leadership

Outcome: NPL Minor Outcome 5

Historical & Philosophical Foundations-Students will demonstrate an understanding of the unique character and role of nonprofit organizations within American society, and an understanding of the historical and social forces that influenced the sector's development

Start Date: 07/01/2008

End Date: 06/30/2009

Outcome Status: Active

Assessment Evaluation: Students will be evaluated in PADM 2000 through targeted assignments, quizzes, and tests. Students must earn at least a C for each competency mastery assignment.

Means of Assessment			
Assessment Method	Criterion	Schedule	Active
Targeted assignments, quizzes, and tests in PADM 2000. Assessment Method Category: Course-Embedded Measure	Students must earn at least a C for each competency mastery assignment.	Each semester course is offered.	Yes

Related Courses

* PADM 2000 - Intro to Nonprofit Leadership

Outcome: NPL Minor Outcome 6

Fundraising Principles & Practices-Students will demonstrate an understanding of the variety of fundraising strategies and methods used to support the mission of an organization, including grants, major and planned gifts, annual funds, and special events.

Start Date: 07/01/2008

End Date: 06/30/2009

Outcome Status: Active

Assessment Evaluation: Students will be evaluated in PADM 3000 through targeted assignments. Students must earn at least a C for each competency mastery assignment.

Means of Assessment			
Assessment Method	Criterion	Schedule	Active
Targeted assignemnts in PADM 3000. Assessment Method Category: Course-Embedded Measure	Students must earn at least a C for each competency mastery assignment.	Each semester course is offered.	Yes

Related Courses

* PADM 3000 - Nonprofit Advancement

Outcome: NPL Minor Outcome 7

Nonprofit Accounting & Financial Management-Students will demonstrate an understanding of basic nonprofit accounting, budget development, audits and the monitoring of fiscal operations.

Start Date: 07/01/2008

End Date: 06/30/2009

Outcome Status: Active

Assessment Evaluation: Students will be evaluated in PADM 4000 through targeted assignments. Students must earn at least a C for each competency mastery assignment.

Means of Assessment			
Assessment Method	Criterion	Schedule	Active
Targeted assignments in PADM 4000. Assessment Method Category: Course-Embedded Measure	Students must earn at least a C for each competency mastery assignment.	Each semester course is offered.	Yes

Related Courses

* PADM 4000 - Seminar in Nonprofit Leadership

Outcome: NPL Minor Outcome 8

Nonprofit Management-Students will demonstrate an understanding of the central importance of mission orientation, and of general nonprofit management knowledge, including public policy processes, human resource procedures, and strategic planning.

Start Date: 07/01/2008

End Date: 06/30/2009

Outcome Status: Active

Assessment Evaluation: Students will be evaluated in PADM 2000, 3000, and 4000 through targeted assignments, quizzes, and tests. Students must earn at least a C for each competency mastery assignment.

Means of Assessment			
Assessment Method	Criterion	Schedule	Active
Targeted assignments, quizzes, and tests in PADM 2000. Assessment Method Category: Course-Embedded Measure	Students must earn at least a C for each competency mastery assignment.	Each semester course is offered.	Yes
Targeted assignments, quizzes, and tests in PADM 3000. Assessment Method Category: Course-Embedded Measure	Students must earn at least a C for each competency mastery assignment.	Each semester course is offered.	Yes
Targeted assignments, quizzes, and tests in PADM 4000. Assessment Method Category: Course-Embedded Measure	Students must earn at least a C for each competency mastery assignment.	Each semester course is offered.	Yes

Related Courses

- * PADM 2000 - Intro to Nonprofit Leadership
- * PADM 3000 - Nonprofit Advancement

Outcome: NPL Minor Outcome 9

Program Planning, Implementation and Evaluation-Students will demonstrate the ability to assess needs within a population, ascertain the feasibility of a program, calculate the appropriate resources and staffing necessary, implement a program, and then evaluate and improve the program to maximize resources and increase program quality and inclusiveness.

Start Date: 07/01/2008

End Date: 06/30/2009

Outcome Status: Active

Assessment Evaluation: Students will be evaluated in PADM 2000 and 3000 through targeted assignments. Students must earn at least a C for each competency mastery assignment.

Means of Assessment			
Assessment Method	Criterion	Schedule	Active
Targeted assignments in PADM 2000. Assessment Method Category: Course-Embedded Measure	Students must earn at least a C for each competency mastery assignment.	Each semester course is offered.	Yes
Targeted assignments in PADM 3000. Assessment Method Category: Course-Embedded Measure	Students must earn at least a C for each competency mastery assignment.	Each semester course is offered.	Yes

Related Courses

- * PADM 2000 - Intro to Nonprofit Leadership
- * PADM 3000 - Nonprofit Advancement

Outcome: NPL Minor Outcome 10

Risk Management and Legal Issues-Students will demonstrate a working knowledge of risk management, crisis management, and the basic laws and regulations under which nonprofits operate.

Start Date: 07/01/2008

End Date: 06/30/2009

Outcome Status: Active

Assessment Evaluation: Students will be evaluated in PADM 2000 & 4000 through targeted assignments. Students must earn at least a C for each competency mastery assignment

Means of Assessment			
Assessment Method	Criterion	Schedule	Active
Targeted assignments in in PADM 2000. Assessment Method Category: Course-Embedded Measure	Students must earn at least a C for each competency mastery assignment.	Each semester course is offered.	Yes
Targeted assignments in in PADM 4000. Assessment Method Category: Course-Embedded Measure	Students must earn at least a C for each competency mastery assignment.	Each semester course is offered.	Yes

Related Courses

- * PADM 2000 - Intro to Nonprofit Leadership
- * PADM 4000 - Seminar in Nonprofit Leadership

Outcome: NPL Minor Outcome 11

Volunteer Management-Students will demonstrate knowledge of American volunteerism coupled with the ability to create a volunteer program that employs effective techniques that both harness volunteer service to further the organization's mission and also foster the spirit of volunteerism.

Start Date: 07/01/2008

End Date: 06/30/2009

Outcome Status: Active

Assessment Evaluation: Students will be evaluated in PADM 3000 through targeted assignments. Students must earn at least a C for each competency mastery assignment.

Means of Assessment			
Assessment Method	Criterion	Schedule	Active
Targeted assignments in PADM 3000. Assessment Method Category: Course-Embedded Measure	Students must earn at least a C for each competency mastery assignment.	Each semester course is offered.	Yes

Related Courses

- * PADM 3000 - Nonprofit Advancement

Outcome: NPL Minor Outcome 12

Career Development and Exploration-Students will determine whether their personal missions and the various missions of nonprofit organizations intersect and understand the realities and opportunities of the entry-level job market.

Start Date: 07/01/2008

End Date: 06/30/2009

Outcome Status: Active

Assessment Evaluation: Students will be evaluated in PADM 2000 through targeted assignments. Students must earn at least a C for each competency mastery assignment.

Means of Assessment			
Assessment Method	Criterion	Schedule	Active
Targeted assignments in PADM 2000. Assessment Method Category: Course-Embedded Measure	Students must earn at least a C for each competency mastery assignment.	Each semester course is offered.	Yes

Related Courses

- * PADM 2000 - Intro to Nonprofit Leadership

