

Assessment of Student Learning Plan-2016-17

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Master of Occupational Therapy Program
University of Southern Maine - LAC
2016-2019

Analysis of program evaluation, internal and external environments:

	Program Evaluation Results	Internal Institutional Environment	External Environment
Strengths	<p>Experience and commitment of the MOT faculty including professional expertise, diligence and dedication to education of MOT students.</p> <p>Faculty Bickmore, Noyes, Anderson and Kroon all with doctoral degrees. Faculty Petruccelli currently in OT PhD program and Grinder entering OT PhD program in fall.</p> <p>Student population with diverse backgrounds in age, professional background, prior experience, gender and culture.</p> <p>Strong overall scores on student feedback on course and instructor evaluations. Exceeding expectations on course evaluations of MOT faculty.</p> <p>Student centered learning approach and commitment to curriculum design and pedagogy of the program.</p> <p>University of Maine System program survey results indicate USM MOT will be a "signature program" for the University of Maine system.</p> <p>Two new full time faculty hired and beginning academic year 2016-2017 based on program assessment and</p>	<p>New USM administration including President, Provost, VP Enrollment & Graduate Studies Executive Director with strong support for MOT program.</p> <p>Continued support for the MOT program from the college Dean (Joyce Gibson), and other programs/faculty in Lewiston Auburn College.</p> <p>Restructuring of course credits and course designation type to meet USM Registrar Office & Delaware study definitions resulting in lecture, lab, research, seminar and fieldwork designations.</p> <p>Focus on inter-disciplinary approach and opportunities for collaborative work including Leadership, Social and Behavioral Science and Natural and Applied Science faculty teaching/guest lecturing and conducting university service/research with MOT faculty.</p> <p>Strong writing center, library, community engagement center, professional advising, financial aid and administrative support from the LAC college staff.</p>	<p>SSO conference to be hosted by USM Fall – 2016.</p> <p>Shalom House faculty supported Level I fieldwork program with Dr. Noyes for second year in a row. This program supports adults living in the community identified as hoarders and volunteering to participate in the program.</p> <p>Franklin Towers inter-professional faculty supported Level I fieldwork program with Dr. Noyes and AFWC Petruccelli in conjunction with the USM Nursing students for a second year in a row. This program supports health promotion in a low income city run apartment living environment.</p> <p>Opening Minds through Art (OMA) program piloted by 15 USM student volunteers at the Cedars in Portland Maine. This program is supporting creative expression/art for people living with dementia. OMA art exhibit held in cooperation with USM, University of New England and Cedars for public in Portland, Me in June.</p> <p>MeOTA conference hosted at LAC April, 2016 with strong student and</p>

	<p>proposal to Provost. (Kroon and Grinder who were both adjuncts in the program already).</p> <p>Lecturer position salary adjusted for current and future appointments based on program assessment including AOTA salary survey and University of Maine salary survey for similar programs.</p> <p>Replacement of the administrative support to the MOT program based on program evaluation of the entire college staff. Position eliminated and new position to meet the needs of the program was established and Jodi Redmun was hired into the position.</p> <p>Increase in incoming class size to 40 maintained. This decision was based on the renovations in the program and the hiring of two new faculty.</p> <p>Increased support from graduate studies for graduate assistant positions in MOT. Based on program evaluation results, MOT received two additional graduate assistant positions for 2016-2017 moving the total to 4 positions.</p>	<p>New renovated and expanded MOT classroom and lab space as well as new A&P lab space utilized successfully for first year.</p> <p>USM joined SARA (State Authorization Reconciliation Act) to allow out of state fieldwork placement in other states participating in SARA.</p> <p>MOT program held joint meeting with the Ci2Lab (Creative Intelligence +Innovation + Collaboration) at USM to explore student learning, research and creative opportunities. Faculty very interested in opportunities from both programs.</p> <p>MOT program working with CTCL (Center for Technology Enhanced Learning) at USM to move OTH 501 and OTH 512 to hybrid courses. MOT program received grant funding to support this work in both courses.</p> <p>MOT program working with Library services and librarian Evelyn Greenlaw at LAC to move OTH 501 content related to searching, using library, etc. to online content.</p> <p>Active MOT student organization involved in activities such as mentoring new students and fundraising.</p> <p>USM enrollment projected to meet budget for first time in four+ years with balanced budget projected for academic year 2016-17.</p>	<p>faculty participation with all faculty in attendance and numerous MOT students in attendance.</p> <p>Bickmore, Petrucelli, Noyes all presented at AOTA conference in Chicago April 2016</p> <p>Petrucelli presented to interdisciplinary workshop Childvision Drumcordra, Ireland May 2016</p> <p>Anderson accompanying first two level I fieldwork students to Ecuador September, 2015</p> <p>Bickmore, Petrucelli, Noyes and Anderson all submitting proposals for AOTA conference 2017</p> <p>Community partnerships developed with 20+ sites for evidence based practice projects over three semesters each academic year for the third year in a row. These project provides increased exposure and skill in EBP to practicing clinicians as well as real work clinical sites and clinical questions for the MOT students to explore.</p> <p>Active MOT student involvement in MeOTA, Capital Hill Day, AOTA and other professional and educational opportunities. Many activities supported and organized through student organization.</p>
<p>Weaknesses</p>	<p>NBCOT first time pass rate dropped significantly in the 2015-2016 period. Program evaluation results indicated several plan of correction steps incorporated into the discussion of program goals below.</p> <p>Program director position continues to</p>	<p>USM is currently working on a strategic plan. President Glenn Cummings has outlined goals for USM for the next five years and these have been used as the Institution's strategic goals in the section below.</p> <p>Poor utilization of MOT Professional</p>	<p>Availability of Level I and Level II fieldwork sites requires increased faculty time and support.</p>

	<p>be appointed on interim/one year contract. Proposal for permanent replacement of Dr. Roxie Black (who will be retiring at the end of 2016) has been made to Dean and Provost. Awaiting final approval to search for new Assistant Professor/Program Director position in Fall 2016. This request is based on ACOTE requirement for program director.</p>	<p>Advisory Board. Recent decision to move to a Fieldwork Advisory Panel to continue to focus and foster fieldwork placements.</p>	
<p>Opportunities</p>	<p>Assistant Professor salary currently under review based on program assessment including AOTA salary survey and University of Maine salary survey</p> <p>The MOT program continues to have a strong waitlist of applicants who meet the admission requirements to the program.</p> <p>Two new opportunities for students to support passing NBCOT exam including using the OTKE for all students between first and second level II fieldwork and onsite hosting of Therapy Ed exam prep course annually in August introduced in 2015 for trial.</p> <p>ACOTE interim report process has given both the faculty and the acting program director numerous opportunities for quality improvement in the MOT program including lab manuals, strategic planning, orientation, articulation of student learning activities and outcomes, and data driven outcomes to support future decisions/planning for the MOT program.</p> <p>All courses will be taught by at least one full time faculty in academic year 2016-17. Adjunct instructors will be</p>	<p>USM has given verbal support to the development of an OTD program at USM and a formal request to the graduate studies council will be made in the Fall 2017 for the intent to plan approval.</p> <p>MOT program received Provost office funding to move the OMA program at Cedars to faculty supported fieldwork opportunity Level I for 12 students in the fall semester each year.</p> <p>Recent implementation of E*Value database for fieldwork for the USM MOT program. This database will be used for fieldwork compliance as well as program outcome evaluation.</p> <p>MOT recently received university support for filming of a promotional/marketing video for the program. Filming has been completed and an August, 2016 production date is anticipated.</p> <p>USM has recently begun the rollout of a new website design. Program has received graduate work study funding for Summer 2016-Spring 2017 to support rollout and updating of all MOT web materials</p> <p>Professional advisors from the Portland, Gorham and Lewiston</p>	<p>OMA program art exhibit being explored for Lewiston community later in 2016 based on success of original show.</p> <p>Two Level II fieldwork sites piloted faculty supported fieldwork programs in Spring 2016 allowing sites to take three Level II students with at one time with a USM faculty person one day per week on site for support. This pilot is just reaching 12 weeks at this time appears to be a success.</p>

	<p>used to co-teach or as lab instructors. This has been identified in student feedback and in program evaluation as a problem in recent years. All content area include pediatrics, physical disabilities, mental health and specialty science (neuro, kinesiology).</p>	<p>campus as well as the admission team for graduate studies have been onsite during the 2015-2016 academic year for tours and education sessions about MOT. These relationships will continue as part of the plan below.</p> <p>USM is working toward Carnegie classification for community engagement including the LAC college.</p> <p>Summer one credit elective topics (advanced practice topics) being piloted in summer 2016.</p> <p>Invitation from USM Nursing program to explore interprofessional fieldwork/service learning trip (already in place in USM Nursing program) to the Dominican Republic.</p> <p>USM Career Center – Stacy Stewart has taken over as Myers-Briggs trainer and has agreed to present in two classes in the MOT program on resume writing, career building, interviewing, etc. as well as educate students and help them access services at USM as most services are currently on the Portland campus.</p> <p>USM/Iceland collaborative partnerships announced October, 2015 aimed at “forging long-term relationships with entrepreneurs and educators in the Arctic nation” to explore “new opportunities for our students”</p>	
<p>Threats</p>	<p>Retirement of A&P Faculty in Spring 2016 has left a vacancy in teaching OTH 514. This position has been moved administratively to Biology Department and will not be filled by Natural and Applied Science Program at LAC. We have been working</p>	<p>Recent website re-design caused loss of the ACOTE link from the home page. MOT will need to be diligent in monitoring the website as changes and upgrades are made.</p> <p>History of retrenchment/layoff at USM</p>	

	<p>cooperatively in all departments to fill the position however as of this date the position is not filled.</p> <p>8/16: Dr. Bernadette Kroon will teach in Fall, 2016 as overload. She will not seek CTEL grant now for Fall given increase in teaching.</p> <p>Only one tenure track MOT faculty after Dr. Black's retirement – Noyes. Grinder, Bickmore, Kroon, Petruccelli and Anderson all in lecturer positions. No peer representation on tenure and promotion committee for Dr. Noyes.</p> <p>Low salary for OT faculty resulting in challenges with recruitment and need for faculty to remain employed part time in clinical practice.</p>	<p>in last four+ years with inability to meet budget and enrollment balance over past four+ years has left faculty and staff feeling unsure about future of the institution. While a new administration has brought stability and leadership to the institution, it is new and not embraced by the entire institution.</p>	
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Institution's Strategic Goal: Increase enrollment of undergraduate/graduate students to 10,000 students and USM will be recognized as a first choice institution for prospective students.

Long-Term Program Goal	Action Steps	Person(s) Responsible	Due Date for Action	Results / Update
Recruitment and admission of 40 qualified candidates to MOT program annually.	MOT program marketing materials available that are current and up to date – "one sheet" and website.	Jodi Redmun	July, 2016 and then annually.	<p>11/16/16 marketing materials received for fieldwork sites/coordinators to distribute during site visits.</p> <p>12/16: student posters now on display between labs for tours</p> <p>5/17: One sheet updates completed with Spyropulos replacing Petruccelli. New course sequence added.</p>
	MOT website current and up to date	Jodi Redmun	August 2016 and	12/16: promotional

	<p>including faculty bio information, student testimonials and link to promotional videos.</p> <p>Student photos, activities and links current and up to date.</p> <p>Add book list web page Add graduation information web page.</p>	<p>Abbey Littman Bill Blass</p>	<p>January 2017 with continued August and January schedule.</p> <p>Other items as available.</p> <p>September, 2016 September, 2016</p>	<p>video corrected and link on website. All full time faculty up to date and two adjuncts listed.</p> <p>Book list page added to site</p> <p>OMA exhibit lobby LAC</p> <p>5/17: Additional adjuncts added to website. Several photo updates done. Book list current semester to semester.</p>
	<p>MOT program to host one onsite recruitment event on the Portland campus per year and one recruitment event on the Gorham campus per year.</p>	<p>Tammy Bickmore Danielle Dalton Marissa Eldridge</p>	<p>Recruitment in classes, professional advisors, admissions website.</p>	<p>11/11/16: Presentation at SPM 100 course and attendance at two fall open house events on Portland campus.</p> <p>We will be hosting two informal events in early Spring on each campus.</p> <p>Increasing visibility of space and students during Thursday afternoons was discussed at last open house. Will look at having a come visit sign up for tours to OT lab and having more posters available for review and discussion.</p> <p>5/17: Continued presentation at SPM</p>

				100. Annual meeting with USM advisors in April. Recruitment event on Portland/Gorham campus held.
MOT program application – traditional and accelerated pathway -process streamlined to full online review through Image Now technology through admissions office.	Jodi Redmun Tammy Bickmore Andrew King	November 2017	11/16/16: full application review through image now with exception of student essays. Will work with individual faculty in next academic year to finish final step. 5/17: Continued work on wording for accelerated pathway. Full use of Imagenow for admissions.	
MOT onsite interview process November each year for traditional and accelerated pathway entry students	Jodi Redmun Tammy Bickmore	November 2016	12/16: All interviews completed and candidates given accept, waitlist or deny status. 5/17: Interview schedule established for November 2017 and available for applicants at this time.	
MOT admission decisions for traditional and accelerated pathway entry students December each year	Jodi Redmun Tammy Bickmore	December 2016	12/16: Admissions has received all information.	
Prerequisite courses for MOT program to include neuroscience/neuroanatomy	Jodi Redmun Tammy Bickmore Blake Whitaker Bernadette Kroon	Phase in to September 2017 entry	11/16/16: Blake Whitaker developing LAC undergraduate course as option for prerequisite in neuroscience. All other USM options listed on MOT website. Current applicants being	

				<p>evaluated on this as a prerequisite but given option to petition if they have not met requirement during phase in.</p> <p>5/17: Due to low enrollment this course will not be run this year. It is expected enrollment will grow as prerequisite is phased in.</p>
	Prerequisite course for MOT program for medical terminology at college credit level	Jodi Redmun Tammy Bickmore Blake Whitaker Bernadette Kroon	Phase in to September 2018 entry	<p>11/16/16: Sarah Grinder will be teaching online medical terminology course in summer 2016. We will offer this course summer 2016 and then discontinue accepting Merrymeeting Adult Ed course for September 2018 entry. Students may petition during phase in to accept Merrymeeting course.</p> <p>5/17: Course available in online format this summer. Therapeutic Rec program also utilizing this course for their students.</p>
	Invitation to professional advisors for undergraduate accelerated pathway programs to attend MOT faculty meeting 1x per year:	Jodi Redmun	January 2017 and then annually	5/17: Professional advisor meeting held at LAC in April.
	Representation at all graduate open house events on all campuses.	Tammy Bickmore Marissa Eldridge Danielle Dalton Jodi Redmun	2016-2017 academic year	11/16/16: Bernadette Kroon attended first event with Marissa and Danielle.

		All Faculty		Tammy Bickmore attend November event. 5/17: Full attendance at all graduate open house events on all campuses with several faculty and students participating.
	OTCAS option review	Tammy Bickmore Andrew King	January 2017	5/17: Continue to hold on OTCAS option.

Institution's Strategic Goal: 82% of students will feel welcome and supported by the community and identify that at least one individual (faculty or staff) knows them well, believes in them and supports them.

Long-Term Program Goal	Action Steps	Person(s) Responsible	Due Date for Action	Results / Update
Retention of MOT student – first semester experience 95% satisfaction	Assignment of academic advisor and professional advisor.	Jodi Redmun	Annual	11/16/16: All students assigned an academic advisor in MOT. Bickmore, Anderson and Noyes using advising notes. Kroon, Grinder and Spyropulos working with Beth Higgins to get access and training. 5/17: All faculty using advising notes. New incoming students assigned academic advisor in

				May before starting program for increased communication and connection to the program.
	Email contact by administrative coordinator, advisor and program director prior to start of program.	All Faculty Tammy Bickmore Jodi Redmun	May annually June annually July annually	5/17: All incoming students have been emailed including orientation schedule at this time.
	Additional questions added to OTH 501 midterm course evaluation process regarding satisfaction of the first semester experience. New: Additional questions added to OTH 503 final course evaluation process regarding satisfaction of the first semester experience.	Tammy Bickmore Sarah Grinder	October, 2016	12/16: Midterm course evaluation used to discuss student stress and transition to graduate school. Presentation by Sarah Grinder well received by students. Will need to meet with faculty to discuss this idea as it was not appropriate at mid semester this term. 5/17: This will be evaluated at annual retreat in June when outcomes are reviewed and new outcomes set.
	First year academic advisor is instructor of OTH 503 course.	Tammy Bickmore Susan Noyes Sarah Grinder Mary Anderson	Fall semester 2016	11/16/16: Met. This has been very successful in helping students have weekly contact with their advisor from a faculty standpoint. Student satisfaction to be accessed in course review at end of the semester. 5/17: Bickmore, Noyes and Anderson to be instructors in OTH 503 and first

				<p>year advisors. Kroon, Spyropulos and Grinder will be advisers of second year students.</p>
	Consistency in syllabus format.	<p>CTEL Bernadette Kroon Paula Spyropulos All faculty</p>	<p>Fall semester 2016 – first year fall</p> <p>Spring semester 2016 – first year spring and summer</p> <p>Fall semester 2017 – second year fall</p> <p>Spring semester 2017 – second year spring and summer</p>	<p>8/16: Blackboard template used for all MOT courses to offer consistency with MOT blackboard experience. CTEL to attend monthly meetings with MOT faculty to continue to work on the online experience and offerings – Damien representative for CTEL</p> <p>5/17: New program syllabus now used for all courses with added course specific information and timeline. Jodi maintaining master program syllabus to ensure up to date with all USM personnel and policies. Full implementation of blackboard template for syllabus.</p>
	Orientation program.	<p>Tammy Bickmore Marissa Eldridge All faculty</p>	<p>August 2016</p>	<p>MET</p> <p>5/17: 2017 orientation schedule established and now all full time first year, part time second year and full time second year students will have Lab safety, HIPAA and infection control annually at orientation.</p>

	Tutoring program – Anatomy.	Bernadette Kroon Heather Jellison Heather Timins	Fall semester 2016	<p>12/16 GA positions used successfully for tutoring and support for Anatomy.</p> <p>5/17: Two permanent GA positions now in Fall Anatomy/Kines course for tutoring/mentoring. Course content changes to be more functional anatomy and applied to movement.</p>
	Addition of lab experience OTH 514.	Bernadette Kroon Leah Jutras Brooke Servant	Fall semester 2016	<p>12/16 Additional lab added to program. Will review course evaluation forms for student feedback.</p> <p>5/17: Positive feedback for OTH 515 lab (new number for the OTH 514 course lab). Students appreciate the hands on learning opportunity, instruction and course in general.</p>
	Consistency in online blackboard experience for each course in the first semester.	CTEL Bernadette Kroon Paula Spyropulos All faculty	<p>Fall semester 2016 – first year fall</p> <p>Spring semester 2016 – first year spring and summer</p> <p>Fall semester 2017 – second year fall</p> <p>Spring semester 2017 – second year spring and summer</p>	<p>8/16: Blackboard template used for all MOT courses to offer consistency with MOT blackboard experience. CTEL to attend monthly meetings with MOT faculty to continue to work on the online experience and offerings – Damien representative for CTEL</p> <p>5/17: Damien</p>

				attending monthly MOT faculty meetings. Retreat in June to focus on technology to consistently use in next academic year for all instructors including adjunct.
	Mentoring program.	Gabrielle Petruccelli Sarah Grinder SOTA Board	August 2016	Sarah Grinder is new SOTA advisor. SOTA held successful mentoring events/meetings as part of orientation 5/17: SOTA established new student mentoring program in place with Sarah Grinder as continued faculty advisor.

Institution's Strategic Goal: All students will have a community based, hands on experience prior to degree completion and USM will be known for excellence in real world challenges and experiences as a core part of its academic programs

Long-Term Program Goal	Action Steps	Person(s) Responsible	Due Date for Action	Results / Update
Level I fieldwork experience integrated into a year-long sequence with MOT faculty supported fieldwork options (ratio 1:8)	Faculty supported fieldwork at Shalom House.	Gabrielle Petruccelli Susan Noyes	2016-2017 academic Year	5/17: Continues to be strong level I fieldwork experience under Dr. Noyes supervision.
	Explore Matter of Balance as Level I continued fieldwork experience	Paula Spyropulos	2017	5/17: Paula and seven students started with training MOB 1/2017. Training for next year established for permanent level I placement.
	Explore Maine summer camp opportunities for Level I fieldwork experience Acadia Academy		2018 2017	
				Initiated as pediatric lab with option to expand to Level I

				fieldwork however Sarah Grinder adding preschool level I fieldwork option.
	Faculty supported fieldwork at Franklin Towers.	Gabrielle Petruccelli	2016-2017 academic Year	5/17: Discontinued at this time due to Petruccelli resignation.
	Faculty supported fieldwork at Cedars for the Opening Minds through Art Program.	Gabrielle Petruccelli Tammy Bickmore Susan Noyes	Fall 2016	5/17: Successful OMA faculty supported fieldwork fall 2016 with continued fall 2017 planned
	Administrative support for Level I fieldwork program though hiring adjunct support	Gabrielle Petruccelli Jodi Redmun	2016-2017 academic year	Jodi provided support to course Fall 2016
Long-Term Program Goal	Action Steps	Person(s) Responsible	Due Date for Action	Results / Update
Level II fieldwork experience supported by MOT faculty in select settings (ratio 1:6)	Faculty supported fieldwork at Tri-County Mental Health.	Gabrielle Petruccelli Susan Noyes	2016-2017 academic year	Faculty supported fieldwork at Tri County Fall 2016 Noyes and Spring 2017
	Faculty supported fieldwork at Cedars.	Gabrielle Petruccelli Tammy Bickmore	2016-2017 academic year	Faculty supported fieldwork at Cedars Fall 2016 Bickmore and Spring 2018
	Momentum			5/17: Sarah Grinder initiating faculty supported fieldwork Spring 2017.
	Increase faculty support to Level II fieldwork program with hiring of adjunct faculty.	Gabrielle Petruccelli Paula Spyropulos	2016-2017 academic year	Further evaluate need for faculty
	On site visits at mid-term for all sites within 2 hour radius of the Lewiston. Technology supported site visits at mid-term for all sites outside of driving radius.	Gabrielle Petruccelli Paula Spyropulos Roxie Black	October 2016 and May 2017	All students successfully completed Level II fieldwork Fall 2016. 5/17: All sites with onsite visits for Spring 2017 and telephone interviews for out of state sites.
TRAINING AND SUPERVISION GOAL				

Long-Term Program Goal	Action Steps	Person(s) Responsible	Due Date for Action	Results / Update
7/16: Added area: Increase recognition, training and support to fieldwork supervisors to maintain qualified fieldwork sites for class of 36 per year	7/16: Fieldwork supervisor recognition award at pinning	Gabrielle Petruccelli Tammy Bickmore	August 2016 and annually	8/16: Gail Lameroux given first award from Sandcastle. 5/17: Student nominations underway for this year pinning.
	7/16: Fieldwork supervisor recognition and training annually in addition to including in summer electives	Gabrielle Petruccelli Paula Spyropulos Tammy Bickmore	2016-2017 academic year	8/16: 4 clinicians attended summer electives during pilot June/July. 5/17: Fieldwork supervisors invited to this year training.

Long-Term Program Goal	Action Steps	Person(s) Responsible	Due Date for Action	Results / Update
Expand our MOT Community Engagement/Service Learning opportunities including local, national and international learning opportunities & local, national and international presentations.	Faculty and Student participation in Capital Hill Day with AOTA	Tammy Bickmore	September, 2016	9/16 Faculty and Student participation in Capitol Hill/AOTA Bickmore and 5 MOT students.
	Thinking Matters Presentations – USM of EBP	Tammy Bickmore Susan Noyes Mary Anderson	April 2017	12/16: OTH 512 students ready to submit for Thinking Matters. 5/17: All student groups represented at Thinking Matters at USM.
	International service learning/fieldwork opportunities	Gabrielle Petruccelli – Dominican Republic/Ecuador/Irel and Mary Anderson - Nicaragua Susan Noyes –		Nicaragua trip not approved by university at this time. Ireland Level I trip approved for February 2017 – Grinder.

		Iceland Bernadette Kroon – Netherlands		5/17: Successful fieldwork Ireland/Grinder 2/17. Nicaragua and Ecuador both denied for safety concerns for 2017-2018.
	Exchange program/service learning with another university	Gabrielle Petruccelli Paula Spyropulos All Faculty		

Institution's Strategic Goal: The institution will support all students through designed outcomes and competency based measurements

Long-Term Program Goal	Action Steps	Person(s) Responsible	Due Date for Action	Results / Update
100% first year use of E*Value database including students, supervisors and outcome measurements . External vendor for background checks and personal/medical documentation.	Live roll-out of E*value for all current students in next fieldwork rotation	Gabrielle Petruccelli Jodi Redmun Paula Spyropulos	August 2016 – Level II September 2016 – Level I	12/16: Successfully using evalue for all Fall 2016 Level I and II fieldwork placements. 5/17: Training underway for pulling outcome data from evalue with second successful fieldwork in evalue.
	Review all MOT program outcome measures and transfer appropriate outcome data collection to E*value	Tammy Bickmore Jodi Redmun Gabrielle Petruccelli	July 2016	8/16: Working to resolve above issues. Reports should be ready if we can resolve issue with communication/set up. 5/17: Training underway for using Evalue data from this current semester for outcome analysis.
	Move all incoming student paper files for fieldwork to E*value database	Jodi Redmun	October 2016 – Incoming students from September 2016	12/16: All student files in evalue for Fall 2016. Additional adjunct hired for

				Spring 2017 to begin using portfolio in evaluate with OTH 620 Students.
	Live use of database with fieldwork sites and supervisors	Gabrielle Petruccelli Jodi Redmun	July 2016	12/16: All sites utilizing evaluate

Long-Term Program Goal	Action Steps	Person(s) Responsible	Due Date for Action	Results / Update
All outcome measures current and accurate for all required areas and areas of concern/interest in program	Linked in for tracking and monitoring graduating student's employment for outcome reporting and assessment of MOT outcomes.	Jodi Redmun Abbey Litman Tammy Bickmore	July 2016	12/16: Currently auditing for all recent graduates. 5/17: Stacy Stewart visiting students at beginning and end of program. Susan King working on new annual survey for graduates to increase data points for MOT outcomes.
	Retreat with all MOT faculty to review outcomes from 2015-2016 academic year and adjust/establish new measures for 2016-2017	Tammy Bickmore All Faculty	July 2016	12/16: End of semester one day retreat held with focus on ACOTE meeting information Noyes/Bickmore 5/17: June 26 th retreat scheduled including adjunct faculty to review outcomes for 16-17 academic year and establish new/revised measures for 17-18 academic year.
	Training on assessment (formative and summative)	Susan King Tammy Bickmore	Fall 2016	Susan King completed initial training. Is available for continued support

	Update syllabi with focus on both formative and summative assessment	Tammy Bickmore All Faculty	Spring 2017	
100% Pass rate NBCOT Exam	<p>Multiple choice tests/quizzes and intentional training in test taking strategies included in MOT program beginning in OTH 501</p> <p>Therapy Education Course annually hosted at USM LAC</p> <p>OTKE administered between first and second Level II fieldwork</p>	<p>Tammy Bickmore Sarah Grinder</p> <p>Tammy Bickmore</p> <p>Tammy Bickmore</p>	<p>Fall 2016</p> <p>August annually</p> <p>June annually</p>	<p>8/16: Therapy Ed Class held. 22/33 students from program in attendance. Strong positive feedback from instructor and students.</p> <p>5/17: Therapy Ed class scheduled July 2017. 100% pass rate 2016 NBCOT website</p> <p>OTH 501 50 question multiple choice test given. 100 question test given in OTH 603.</p> <p>5/17: OTKE ordered and ready for administration July 17.</p>
Long-Term Program Goal	Action Steps	Person(s) Responsible	Due Date for Action	Results / Update
	C Standards: Policy and procedures clearly written and accessible for site visit and submission in all reports to ACOTE with E*Value updates included.	Gabrielle Petruccelli Paula Spyropulos	January, 2017	<p>New fieldwork handbook written by Spyropulos/Redmun with E*value updates.</p> <p>5/17: Final edits for handbook and ready for student distribution.</p>
	B Standards: Maintain Course grid to ACOTE standards	Tammy Bickmore	Ongoing	<p>12/16: Course grid revised by general standard level. New fundamental level course added for beginning sequence.</p> <p>5/17: Course grid</p>

				updates completed with focus on foundation first year/first semester courses.
	B Standards: Narrative summary for each course ACOTE standard to be clearly written and accessible for site visit and submission in all reports to ACOTE	All Faculty per assigned course	June, 2017	5/17: Narrative summary for each ACOTE standard initiated with focus on B.1, B.2 and B. 3 standards.
	B Standards: All syllabi will include ACOTE standards and outcome measures	All Faculty per assigned course	September, 2016	12/16: This is an ongoing process to update as each course is taught. 5/17: Continued through spring. Ongoing.
	ACOTE training/workshop attendance	Tammy Bickmore Gabrielle Petruccelli Susan Noyes	October 2016	10/16: Noyes and Bickmore attended training in San Diego in October.

Institution's Strategic Goal: The institution will work cooperatively with the University of Maine system office to move to more interdisciplinary programs across campuses and develop and expand programs across the University of Maine system.

Long-Term Program Goal	Action Steps	Person(s) Responsible	Due Date for Action	Results / Update
Establish both a Post professional OTD program and Expansion of MOT program in University of Maine system.	Prepare Intent to Plan for submission to USM Graduate Council	Tammy Bickmore Courtney Kromko	September, 2016	8/16: Draft of intent to plan sent for review. 5/17: Plan to present to faculty senate in Fall 2017
	Prepare OTD program proposal for submission to USM Graduate Council	Tammy Bickmore Mary Anderson Tara Coste Joyce Gibson	December, 2016	12/16: Meeting held with Provost and group in December. Hold on this due to budget/staffing at this time. 5/17: Seventh faculty position approved for search in Fall 2017. This new position will

				complete MOT program faculty need and support preparing draft for Graduate Council.
	Draft hybrid course sequence MOT for presentation to USM Graduate Council/Curriculum Committee for low residency program to extend to Machias/Northern Maine	Tammy Bickmore Joyce Gibson Tara Coste	Spring 2017	12/16: Draft given to Provost and group to review. 5/17: Low residency proposal to be submitted as significant change to ACOTE in June 2017.

Institution's Strategic Goal: All programs at USM will support the institution mission to serve the greater community

Long-Term Program Goal	Action Steps	Person(s) Responsible	Due Date for Action	Results / Update
Approval of MOT Clinic proposal by USM administration	Draft proposal for OT clinic onsite at LAC	Mary Anderson Sarah Grinder Nancy Griffin	January 2017	12/16: Grinder and Anderson successfully worked out relationship with Acadia Academy for Spring 2017 student fieldwork/classroom site. 5/17: Draft proposal of clinic approved by Dean and Facility. Initial discussions with UMS attorney and risk management for approval. Options on site discussed for physical location of clinic.
	EBP student project with proposal for OT program to develop faculty, staff and student wellness program at USM	Tammy Bickmore Joyce Gibson	December 2016 – draft May 2017 - final	12/16: EBP presentation held with support to continue to develop program. 5/17: Exercise equipment/small gym

				area now on site to support student/staff/faculty physical activity
	EBP student project with proposal for OT services to assist USM students in successful transition and outcome in academic setting.	Tammy Bickmore Sarah Grinder Nancy Griffin	December 2016 – draft May 2017 - final	12/16: EBP presentation held with support to continue to develop program. 5/17: Final meetings to implement course in Fall with Office of Students with Disabilities, NAS program at LAC and MOT students. Collaboration with Dr. Victoria Schindler at Stockton University as a consultant.

Institution's Strategic Goal: USM will be designated as a 'Great Place to Work' in Maine

Long-Term Program Goal	Action Steps	Person(s) Responsible	Due Date for Action	Results / Update
Retention and support of all MOT faculty and staff through faculty development plans for teaching, scholarship and service and support of staff identified professional development goals	Hire permanent program director	Joyce Gibson	May 2017	5/17: Bickmore promoted to tenure track faculty position as program director.
	Hire MOT program consultant	Tammy Bickmore Joyce Gibson	January 2017	5/17: Dr. Schindler hired as consultant for program development. Dr. Dolhi hired as program consultant with specific expertise in fieldwork.

	<p>Bickmore Form F:</p> <ul style="list-style-type: none"> • Cedars Level I and Level II FW • OMA • CoP Older Adults with MeOTA • Depression study with Cedars • Vast publication • Women Veterans study with VAST • FIG Interprofessional Development 	Tammy Bickmore	2016-2017 academic year	<p>12/16: Cedars FW, OMA, CoP,</p> <p>Depression study completing final IRB</p> <p>FIG to begin in Spring.</p> <p>5/17: FW I and II in place at Cedars. CoP in place with MeOTA. Depression study underway now. IRB approved.</p>
	<p>Petrucelli Form F:</p> <ul style="list-style-type: none"> • MeOTA • SSO • SOTA Advisor • Extend FW internationally • Photovoice: Homeless narrative • PhD research 	Gabrielle Petrucelli	2016-2017 academic year	<p>8/16: Resignation of G. Petrucelli received. Last day August 22, 2016. New AFWC hired: P. Spyropoulos. Overlap in two employees of one week for successful transition.</p>
	<p>Grinder Form F:</p> <ul style="list-style-type: none"> • MeOTA • Sensory Integration • Ci2 Lab • Faculty supported fieldwork • Clinic at USM • Momentum Day Treatment program 	Sarah Grinder	2016-2017 academic year	<p>Ci2 lab in OTH 501 course very successful.</p> <p>Ireland trip set up for February 2017</p> <p>5/17: Momentum students in place currently. Ireland trip completed.</p>
	<p>Anderson Form F:</p> <ul style="list-style-type: none"> • USM OT Clinic • MeOTA • Nicaragua Fieldwork Level I • Faculty supported fieldwork • FIG Inter-professional Development • ASD and sexuality • Tree Street Youth 	Mary Anderson	2016-2017 academic year	<p>Students to begin at Acadia Academy.</p> <p>FIG Spring</p> <p>5/17: New relationship with Tree Street Youth. OT clinic proposal pending.</p>
	<p>Kroon Form F:</p> <ul style="list-style-type: none"> • Expand lab opportunities in 	Bernadette Kroon	2016-2017 academic year	<p>Successful completion of</p>

	<p>sciences</p> <ul style="list-style-type: none"> • Aging Initiative • CTEL liason • Relationship with university in Netherlands for dementia project • Frail elderly research • MePTA rep geriatrics 			<p>teaching Anatomy and kinesiology. Will integrate and continue to teach both courses moving forward with expanded lab opportunities in sciences.</p> <p>5/17: Aging Initiative rep identified. Expanding with CTEL option of anatomy TV. Supervising 4 groups of EBP students.</p>
	<p>Noyes Form F:</p> <ul style="list-style-type: none"> • MHSIS AOTA including MH systematic review • Chapter revision Brown and Stoffel text • Iceland USM MOT opportunities • MeOTA • Hoarding research • Faculty Supported fieldwork • CCD advisory board USM 	Susan Noyes	2016-2017 academic year	<p>Faculty supported fieldwork,</p> <p>Chapter completed</p> <p>Preliminary investigation in Iceland initiative</p> <p>Hoarding research continued.</p> <p>5/17: Preparing for tenure review. Seeking external reviewers.</p>
	<p>Spyropulos Form F:</p>			<p>5/17: Form F completed for first time in early spring. 100% timely placement all Level I and II fieldwork students.</p>
	<p>Redmun professional development:</p> <ul style="list-style-type: none"> • Evaluate training and support • Level I course participation • Continued community involvement in current roles 	Jodi Redmun	2016-2017 academic year	<p>Evaluate in place.</p>
	<p>Support adjuncts through mentoring and faculty development</p>	All Faculty	2016-2017 academic year	<p>New adjuncts hired J. Veeder (faculty</p>

				mentor Noyes) and J. Melcher (faculty mentor Bickmore). 5/17: Adjuncts attending annual retreat June 2017. Increased training opportunities through CTEL and peer mentoring. Veeder not returning in Fall.
	Continue to explore opportunities for educational programs hosted at LAC to support faculty and community training	Tammy Bickmore	2016-2017 academic year	5/17: MeOTA conference held 4/17. AMPS training scheduled for 12/17. LSVT scheduled for 8/17.

Institution's Strategic Goal: 10% of USM alumni will give annually and 80% of USM students will recommend USM to others in post grad survey

Long-Term Program Goal	Action Steps	Person(s) Responsible	Due Date for Action	Results / Update
UMS MOT program will maintain lasting and mutually beneficial relationships with at least 80% of graduates	Establish contact with past graduates and establish email database/linkedin connection	Courtney Kromko Tammy Bickmore	August 2016	5/17: Continued difficulty with establishing database with past graduates. Summer work study students will attempt to work with USM alumni office again this summer.
	Establish Amber Leveque Memorial Student Award	Susan Noyes	August 2016	8/16: Amber Leveque Award given at pinning ceremony to H. Wright. 5/17: Second annual award to be given in August at pinning.

	Continue building relationship with Alumni/Development Office to create connections between alumni and OT program	Tammy Bickmore Joyce Gibson	2016-2017 academic year	5/17: Continued difficulty with establishing database with past graduates. Summer work study students will attempt to work with USM alumni office again this summer.
	Host retirement party for Dr. Black and invite all USM MOT alumni	Abbey Litman All Faculty	October 2016	12/16: Dr. Black retired.
	MOT post grad survey to be coordinated with USM	Jodi Redmun Tammy Bickmore	December 2016	5/17: Draft underway of comprehensive graduate study survey with Susan King to increase compliance/data collection for program evaluation.

Community Engagement Courses: Fieldwork I and II