

# Assessment of Student Learning Plan (ASLP): Policy, Planning, & Mgmt

2017-18 Academic Year

University of Southern Maine

**A. College, Department, Date** **Please note change in program name**

*College:* College of Management, Human Service

*Department:* Policy, Planning, and Management

*Date:* 5/30/2018

**B. Contact Person for the Assessment Plan**

*Name and title*\_\_\_ Carolyn Ball, Interim

**C. Degree Program**

*Name of Degree Program:* Master's in Policy, Planning, and Management

**D. Assessment of Student Learning: Program Assessment**

**Step 1: Identify the Student Learning Outcomes (SLO's)**

- a. Do you have your student learning outcomes published on your department's website? **Yes/No**
  - i. If yes, please indicate the url: <https://usm.maine.edu/policy-planning-management/overview>
  - ii. If no, please list 3-5 of the most important student learning outcomes for your program. **What will students know by the end of your program?**
- b. Please identify **which of your student learning outcome(s) were assessed this past academic year.** (One or more of the outcomes and corresponding assessment plans could come from your department's CORE Course Blueprint(s).

To educate students to have the ability to:

- |   |                    |
|---|--------------------|
| 1. Lead and manage in public governance and nonprofit organizations;                        | 615, 699, 696      |
| 2. Participate in and contribute to the policy process;                                     | 610                |
| 3. Analyze and develop public policy;   | 610, 699           |
| 4. Solve problems and make decisions;   | 601, 612, 615, 640 |
| 5. Articulate and apply a public service perspective;                                       | 610                |
| 6. Communicate and interact effectively with a diverse and changing workforce and citizenry | 615                |

601 – Quantitative Methods for policy, planning, and management

610 – Governance, Democracy, and Policymaking

612 – Sustainable Communities and Sustainable Development

615 – Organizational Theory, Management, and Leadership

640 – Public Finance and Budgeting

696 Internship

699 Capstone

- c. Do you have a **matrix or curriculum map** showing when your student learning outcomes are assessed and in which courses? Yes/**No**
- i. If yes, do you have this map published on your website? Please indicate url or attach a copy of the curriculum map.

**Step 2: Assessment Methods Selected and Implemented**

- a. Identify which direct measures (other than course grades), that were used to determine whether students achieved the stated learning outcomes for the degree.
- Capstone Projects
  - Internships
  - Independent Studies
  - Creation of “Ted Talks”
  - Class Presentations
  - Interviews
  - Team project
  - Leadership of discussions, projects, presentations
- b. Briefly describe when you implemented the assessment activity, and if a scoring rubric was used to evaluate the expected level of student achievement. (This information may be shown on your curriculum map).

All courses were assessed during Fall 17 or Spring 18 with the exception of PPM 611. Due to unforeseen changes in adjunct faculty, we were not able to assess PPM 611, one of the core courses. The internship can occur in the summer as well. Graduate students normally receive an A or B. All assessments are graded by an individual faculty member. The internship is P/F. Although not published, this matrix provides information on when and what measures are used to assess student outcomes

Outcome	Course # and activities	Course # and activities	Course # and activities	Course # and activities
Lead	615 Interview Team workshop presentation Lead on-line discussion	612 Lead on-line or class discussion	696 Completion of a project under guidance of a work supervisor	
Participate	610 Presentation	611 Not reviewed AY 17-18		
Analyze	610 Reflection Paper	612 Research project on best practices	640 Team project	699 Presentation, written report
Solve Problems	601 Paper Presentation	612 Presentation Case studies	615 Essay	640 Team project presentation Written report Evaluate budget process
Articulate	610 Presentation	640 Team project presentation		
Communicate	615 Video created similar to a Ted Talk	640 Team Project Presentation	696 Completion of a project under guidance of a work supervisor	

### **Step 3: Using the Assessment results to Improve Student Learning**

- a. *Briefly describe your unit's process of reviewing the program assessment results (i.e. annual process by faculty committee, etc).*

The program reviews and makes adjustments in courses with the changes in the course catalog. In addition, during summer 2017, the faculty met with a subcommittee of the Muskie Advisory Board in a strategic planning process. This committee particularly focused on activities to improve the recruitment and placement of students into local government. An elective course, Managing Cities Towns and Counties, was changed to add an internship component. In late fall, the program met with its self-study review team. Late fall and spring, the Muskie School and its programs participated in a strategic planning process. The recommendations of various reviews will be forthcoming in AY 18-19. The program did implement: means to on-board adjunct faculty to the PPM program by creating a checklist and visited classes of adjunct faculty

- b. *What specific changes have been or will be made to improve student learning, as a result of using the program assessment results?*

Students have expressed concern about not knowing the rotation of classes and not being able to enroll in core classes. To address this, a new course rotation was established with a greater frequency of core offerings. Required courses in two out of the three concentrations were reduced with the total number of courses in the concentrations remaining the same.

- c. *Date of most recent program review/self-study?* Fall 2017

**E..Course Assessment Activities:** *Is your program able to report any assessment-related activities at the Course-Level... (i.e. created grading rubrics to use in required courses, examined student progress in entry-level courses, developed a new course, etc)? Please briefly explain any assessment projects.*

Specific rubrics are outlined in course syllabi for PPM 612 and 615. Rubrics have also been created for many elective courses in the past 2 years.

### **F. Community Engagement Activities in your departmental curriculum:**

- a. *Does your department have a student learning outcome that is related to any community engagement activities? If so, please state the outcome.*

Communicate and interact effectively with a diverse and changing workforce and citizenry.

*b. Please indicate if any of the community engagement activities listed below are included in your program's curriculum, by noting which activities are required or optional for students in your major.*

Many of these activities are part of the required concentration courses as well as core course. Students are required to take either an internship or complete a capstone (with a few exceptions). We do not use the term service learning, but community research projects are conducted for public entities, thus also fitting under the term service learning.

<u>Community Engagement Activity</u>	<u>Required/Optional</u>	
Student Research (related to a community-based problem)	<b>R</b>	<b>O</b>
Student-Faculty Community Research Project	<b>R</b>	<b>O</b>
Internship, or a Field Experience	<b>R</b>	<b>O</b>
Independent Study (community-related project)	R	<b>O</b>
Capstone Course (community-related project)	<b>R</b>	<b>O</b>
Service-Learning (course-based)	R	<b>O</b>
Study Abroad, or an International Program	R	<b>O</b>
Interdisciplinary Collaborative Project (community related)	R	<b>O</b>
Student Leadership Activities (related to a team project)	<b>R</b>	<b>O</b>
Students/Faculty Community Leadership (advisory boards, committees, conference presentations)	R	<b>O</b>
Other activities:		

*c. Please list any courses (i.e. EDU 400) that have a community engagement activity in your program.*

*Upper-level courses:*

PPM 534, PPM 535, PPM 550, PPM 570, PPM 581, PPM 507/607, PPM 512/612, PPM 513/613, PPM 630, PPM 633, PPM 639, PPM 564/664, PPM 665, PPM 667, PPM 672, PPM 676