

Part I. General Information

Program(s) Discussed:	Nonprofit Administration Program
Current Semester:	Spring 2015
Name of Assessment Coordinator:	Elizabeth A. Stiles

Part II. Assessment Process

Prompt: In no more than two pages, describe your program's progress toward a fully-functioning assessment system. What have you done during this academic year? What remains to be completed?

The Nonprofit Administration Program offers an MA in Nonprofit Administration, a 5 year Bachelors/Masters program and a Certificate in Nonprofit Management which is designed to provide instruction to students with an MBA or equivalent so they can successfully transition to the Nonprofit sector. We have around 50 students in the program at any given time. Our faculty members are drawn from across the University and from the ranks of high level professionals in the Cleveland nonprofit sector.

This year we have addressed assessment much more explicitly. We established several learning goals for the program, aligned those goals with institutional learning goals and developed assessment measures as well with at least one direct and one indirect measure for each goal. We have convened our faculty around the goals as well as around the measures. We have made assessment information available to our faculty members and the Director is currently working with members of various courses to create direct course embedded assessment measures for each goal.

For the first goal which is concerned with ethical issues and frameworks, we have asked Professor Andrew Trew, an adjunct who is teaching MN 591N Business Ethics, to adapt his assessment rubric used for the Boler School to assess our Nonprofit students. He has agreed to do so and will be using the rubric to assess student progress towards goal one in the Spring 2016 section of the Ethics course.

For goal two, which addresses effective communication, we have asked Professor Janus Small, the instructor for the Nonprofit Communications course, to develop a course-embedded assessment tool. She has agreed to do so and will be assessing students with respect to goal two in Fall 2015 section of the Communications course.

For goal three, concerned with knowledge of the functional areas of particular relevance to nonprofit settings, we have asked Dr. Susan Eagan, instructor in the Introduction to Nonprofit Administration Course to assess students with respect to goal three. She will be assessing students with respect to goal three in her Fall 2015 Introduction to Nonprofit Administration course.

For goal four, concerned with critical thinking and problem-solving skills, we have asked Dr. Elizabeth Stiles, instructor in the Capstone course to develop an assessment measure and to assess students with respect to goal four. She has agreed to do so and will begin assessment of students in Summer 2015.

For goal five, development of leadership and collaborative skills, we have asked Dr. Scott Allen, instructor in the Leadership course, to develop a course-embedded assessment and to assess students. He has agreed to do so and will begin in Spring 2016.

To sum up, all relevant instructors have agreed to conduct an assessment of the goal that pertains to their course topic. They are currently in the process of developing assessments in consultation with the Director.

We will also adjust our course evaluations and exit interviews to provide indirect measures of each assessment goal. This remains to be done but it will not be very difficult to add an assessment question for the relevant courses to the evaluations. For the last two years, our program evaluations have been delivered to students electronically. Thus, we can add a question with minimal effort and the results can be tabulated automatically through the evaluation software.

Part III. Assessment Reporting

Prompt: All programs must have completed their first Annual Assessment Report by May 15, 2016. When do you plan to file your first Annual Assessment Report?

May 15, 2016. There will be a change of administration in the Nonprofit program and it is important to allow the new Director as much time as possible to complete the report especially since he or she will also be completing an Academic Program Review next year as well.