The School for Professional Studies has adopted the model described in this document for programmatic assessment. Starting with new programs, the model will be phased in for all SPS programs.

The model is designed to illustrate alignment among School, program and course student learning outcomes as well as an ongoing, cyclical assessment process.
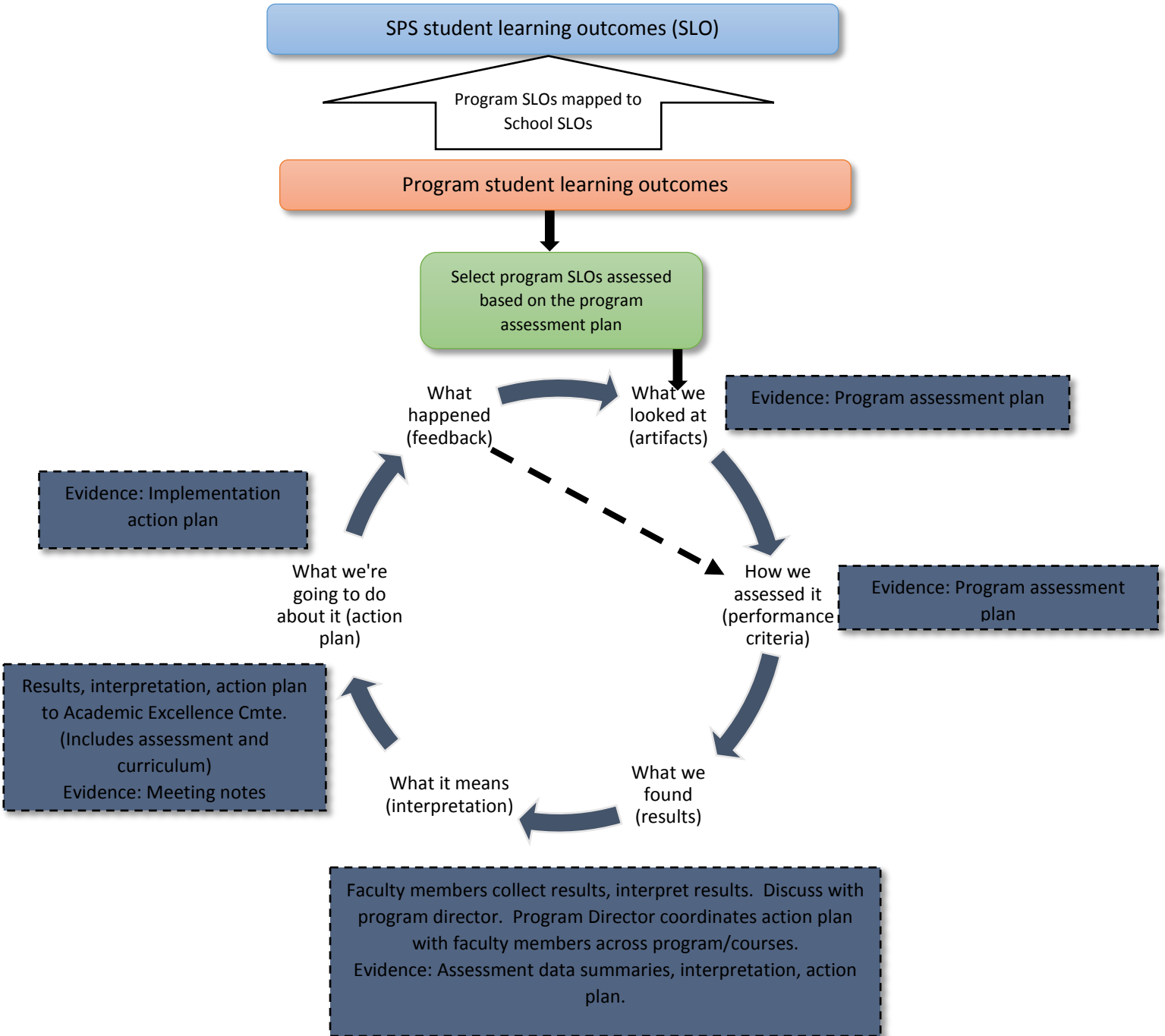
Program Assessment Plan

Program: Contract Management Minor/Certification

Department: N/A

College/School: School for Professional Studies

Date: 7-24-2018

Primary Assessment Contact: Randy Robertson

Note: Each cell in the table below will expand as needed to accommodate your responses.

#	Program Learning Outcomes What do the program faculty expect all students to know, or be able to do, as a result of completing this program? ▪ *Note: These should be measurable, and manageable in number (typically 4-6 are sufficient).*	Assessment Mapping From what specific courses (or other educational/professional experiences) will artifacts of student learning be analyzed to demonstrate achievement of the outcome? Include courses taught at the Madrid campus and/or online as applicable.	Assessment Methods What specific artifacts of student learning will be analyzed? How, and by whom, will they be analyzed? ▪ *Note: the majority should provide direct, rather than indirect, evidence of achievement.* Please note if a rubric is used and, if so, include it as an appendix to this plan.	Use of Assessment Data How and when will analyzed data be used by faculty to make changes in pedagogy, curriculum design, and/or assessment work? How and when will the program evaluate the impact of assessment-informed changes *made in previous years*?
1	Describe the Contract Management process from identification of need through contract close out.	PMGT1020, PMGT2020, PMGT3050	1. An assessment survey will be completed by each instructor at end of course in which this program learning outcome exists. This survey will inquire about: A) Specific artifact(s) used to demonstrate achievement, B) Strengths/weakness in student performance towards this outcome, C) Number of students who achieved/partially achieved/not achieved the outcome, D) Suggestions on potential changes to the curriculum/pedagogies/artifacts/assessment methods. 2. Exit survey completed by students at end of degree.	Every other year, typically in the spring. The program Director in cooperation with the full-time and adjunct faculty will analyze assessment data and make changes to pedagogy and/or curriculum. Program Directors will follow up on action items from the previous year to determine impact and possible refinements or enhancements moving forward.

2	Explain the legal principles governing government and commercial contract transactions and applicable laws and regulations.	PMGT1030, PMGT3020, PMGT3050	1. An assessment survey will be completed by each instructor at end of course in which this program learning outcome exists. This survey will inquire about: A) Specific artifact(s) used to demonstrate achievement, B) Strengths/weakness in student performance towards this outcome, C) Number of students who achieved/partially achieved/not achieved the outcome, D) Suggestions on potential changes to the curriculum/pedagogies/artifacts/assessment methods. 2. Exit survey completed by students at end of degree.	Every other year, typically in the spring. The program Director in cooperation with the full-time and adjunct faculty will analyze assessment data and make changes to pedagogy and/or curriculum. Program Directors will follow up on action items from the previous year to determine impact and possible refinements or enhancements moving forward.
3	Apply the fundamentals of contract management accounting, performance monitoring and financial analysis.	PMGT1030, PMGT2020, PMGT3010, PMGT3020, PMGT3050	1. An assessment survey will be completed by each instructor at end of course in which this program learning outcome exists. This survey will inquire about: A) Specific artifact(s) used to demonstrate achievement, B) Strengths/weakness in student performance towards this outcome, C) Number of students who achieved/partially achieved/not achieved the outcome, D) Suggestions on potential changes to the curriculum/pedagogies/artifacts/assessment methods. 2. Exit survey completed by students at end of degree.	Every other year, typically in the spring. The program Director in cooperation with the full-time and adjunct faculty will analyze assessment data and make changes to pedagogy and/or curriculum. Program Directors will follow up on action items from the previous year to determine impact and possible refinements or enhancements moving forward.
4	Demonstrate effective, ethical and professional negotiation skills.	PMGT1020, PMGT1030, PMGT2020, PMGT3010, PMGT3050	1. An assessment survey will be completed by each instructor at end of course in which this program learning outcome exists. This survey will inquire about: A) Specific artifact(s) used to demonstrate achievement, B) Strengths/weakness in student performance towards this outcome, C) Number of students who achieved/partially achieved/not achieved the outcome, D) Suggestions on potential changes to the curriculum/pedagogies/artifacts/assessment methods. 2. Exit survey completed by students at end of degree.	Every other year, typically in the spring. The program Director in cooperation with the full-time and adjunct faculty will analyze assessment data and make changes to pedagogy and/or curriculum. Program Directors will follow up on action items from the previous year to determine impact and possible refinements or enhancements moving forward.
5	Explain the global nature	PMGT3020, PMGT3050	1. An assessment survey will be completed by	Every other year, typically in the spring. The

	of the contract management industry and the legal principles that are applicable to international contracts.		each instructor at end of course in which this program learning outcome exists. This survey will inquire about: A) Specific artifact(s) used to demonstrate achievement, B) Strengths/weakness in student performance towards this outcome, C) Number of students who achieved/partially achieved/not achieved the outcome, D) Suggestions on potential changes to the curriculum/pedagogies/artifacts/assessment methods. 2. Exit survey completed by students at end of degree.	program Director in cooperation with the full-time and adjunct faculty will analyze assessment data and make changes to pedagogy and/or curriculum. Program Directors will follow up on action items from the previous year to determine impact and possible refinements or enhancements moving forward.

Additional Questions

1. On what schedule/cycle will faculty assess each of the above-noted program learning outcomes? *(It is not recommended to try to assess every outcome every year.)*

Program Assessment Schedule

The following schedule provides an annual timeline for assessing the program's student learning outcomes. The assessment schedule will be reviewed annually and modified to address emerging evidence needs for assessment of a particular SLO.

	SLO1	SLO2	SLO3	SLO4	SLO5
AY 2018-19	PMGT1020, PMGT2020	PMGT1030, PMGT3020			
AY 2019-20			PMGT1030, PMGT2020, PMGT3010, PMGT3020, PMGT3050	PMGT1020, PMGT1030, PMGT2020, PMGT3010, PMGT3050	
AY 2020-21	PMGT1020, PMGT2020	PMGT1030, PMGT3020			PMGT2010, PMGT3020, PMGT3030, PMGT4010, PMGT4020, PMGT4040
AY 2021-22			PMGT1030, PMGT2020, PMGT3010, PMGT3020, PMGT3050	PMGT1020, PMGT1030, PMGT2020, PMGT3010, PMGT3050	

Program Curricular Map

The curriculum map indicates where SLOs are introduced (I), reinforced (R), and evaluated. The map demonstrates how each course contributes to students' meeting the SLOs and help ensures student learning is designed to scaffold from initial introduction to the knowledge/skills/attitudes (KSA), to the opportunity to apply the KSAs to different situations, to evaluation of student's degree of achievement of each SLO.

Contract Management Student Degree Learning Objectives	1. Describe the Contract Management process from identification of need through contract close out.	2. Explain the legal principles governing government and commercial contract transactions and applicable laws and regulations.	3. Apply the fundamentals of contract management accounting, performance monitoring and financial analysis.	4. Demonstrate effective, ethical and professional negotiation skills.	5. Explain the global nature of the contract management industry and the legal principles that are applicable to international contracts.
Contract Management Core (18 Credits)					
PMGT 1020 - Fundamentals of Contract Management	I			I	
PMGT 1030 - Project Selection and Scope		I	I	R	
PMGT 2020 - Project Data Analysis	R		R	R	
PMGT 3010 - Proposal Management			R	R	
PMGT 3020 - Time, Cost and Risk Management		R	R		R
PMGT 3050 - Government Contracting and FAR	E	E	E	E	E
*Will be replacing *PMGT 2030* with *PMGT 3050 - Government Contracting and FAR* prior to Spring 1 2018					

*Program learning outcome data collected and evaluated in "R" and "E" courses.

2. Describe how, and the extent to which, program faculty contributed to the development of this plan.

The program Director in cooperation with the full-time and adjunct faculty are involved in the development of the courses and their application to each program learning outcome within the plan. These faculties are highly invested in ensuring that course projects and other associated artifacts are created in ways that student performance toward the learning outcome can be distinguished and evidence towards achievement reported.

3. On what schedule/cycle will faculty review and, if needed, modify this assessment plan?

This plan will be reviewed annually to ensure it continues to meet the program's needs. If a given learning outcome indicated areas in need of focused assessment, especially as it relates to one or more courses within the program or a foundational competency, then the schedule may be altered as needed. As SPS programs continually evolve to meet changing market needs, this assessment plan is to be considered dynamic and subject to change as the program evolves and new programs are offered.

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