

Insert Academic Degree Name Here

### Annual Program Report Template

Year:	2021-2022
Program:	Marriage, Couple, & Family Counseling
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#### Summary of Continuous Improvement Efforts since Last Report

*Provide a brief description of how assessment results have been used for program improvement. Point to a specific example of how an assessment provided the program with data it could use for improvement and what that improvement was, if possible, also show evidence of the improvement. You may look at data from the two previous academic years to support this case.*

Respond here:

Students' scores for the Counselor Preparation Comprehensive Exam (CPCE) were compared with national norms. With the majority of CMHC students scoring below the national mean, the department focused on improvements that would help to bring scores closer to the national mean. Course leads of core courses have implemented multiple choices assessments (i.e., "Exam Prep Quizzes") into Blackboard courses to provide students opportunities to practice for CPCE administrations. Content of each Exam Prep Quiz includes items specific to one of the eight core content areas that the CPCE assesses (e.g., The quizzes included for the Multicultural Counseling course address multicultural issues in counseling.). HonorLock has been used to proctor students' exams to simulate real testing experiences for students, and faculty have added CPCE test prep materials to the CMHC Resources organization in Blackboard.

#### Program Highlights Since Last Report

*Identify and briefly discuss any programmatic curriculum changes made since the last report (e.g. new courses, course changes, SLO changes, course deletions).*

Respond here:

The following curriculum changes have been implemented:

- (a) An "Orientation to the MCFC Program" video quiz has been implemented into the Blackboard course for CNDV 5304 (Foundations of Professional Counseling) to ensure that students receive important program information when they begin their coursework for the MCFC Program.
- (b) Exam Prep Quizzes have been added to Blackboard courses for classes that address the core content areas assessed with the CPCE and NCE exams.
- (c) Faculty created training modules for site supervisors of Practicum/Internship students to equip supervisors with information about performance expectations for students enrolled in field experience courses.
- (d) Faculty created a Telehealth training module for Practicum and Internship students who provide Telehealth services for clients at their practice sites.
- (e) A new Addictions Counseling (CNDV 5326) Blackboard course was created.
- (f) The Multicultural Counseling (CNDV 5320) Blackboard course was revised/updated.

(g) CNDV 5304 (Foundations of Professional Counseling) replaced CNDV 5302, the earlier version of the course.

**Table 1. Assessment Results and Analyses for Current Cycle.**

STAGE 1: PLAN				STAGE 2: DO		STAGE 3: STUDY
Departmental Student Learning Goal	Program Student Learning Outcome	Assessment	Assessment Method/Location	Benchmark Expectations	Data Results	Actions/Goals Based on Data Results* What do the data tell you? How will you use this data? How were data from the last cycle used to make changes during this cycle, and What were the results of those changes?
To have a nationally recognized counseling program where students demonstrate knowledge and competence in core counseling areas as evidenced by success rates on national examinations. Students who are preparing to specialize as marriage, couple and family therapists or community agency counselors will demonstrate the knowledge, skills and professional dispositions necessary to address a wide variety of circumstances within the context of professional counseling.	Students will demonstrate knowledge and ability to apply a variety of models and theories related to clinical mental health counseling and marriage and family therapy, including methods and principles of clinical supervision. Student competence in knowledge of core counseling areas will be assessed.	Counselor Preparation Comprehensive Examination. Counselor Preparation Comprehensive Examination provides a master's program comprehensive exam that meets high psychometric standards. <ul style="list-style-type: none"> <li>• Gives programs an objective view of the knowledge level of their students.</li> <li>• Allows programs to examine student functioning in various curricular areas.</li> <li>• Promotes longitudinal self-study.</li> <li>• Compares a program's results to</li> </ul>	Students will earn a score of 70 or above on the CPCE.	Rationale: 70% of MCFC students enrolled in CNDV 5393/5394 will meet or exceed the national mean for the CPCE.	Summer 2021 through Spring 2022, 181 MCFC students took the CPCE. Among those, 47 (25.97%) met or exceeded the national mean. The preponderance (n = 134; 74.03%) scored below the mean.	Course leads of core courses are implementing multiple choices assessments (i.e., "Exam Prep Quizzes") into Blackboard courses to provide students opportunities to practice for CPCE administrations. Content of each Exam Prep Quiz includes items specific to one of the eight core content areas that the CPCE assesses (e.g., The quizzes included for the Multicultural Counseling course address multicultural issues in counseling.). HonorLock is being used to proctor students' exams to simulate real testing experiences for students, and faculty have added CPCE test prep materials to the MCFC Resources organization in Blackboard.

		<p>national data.</p> <ul style="list-style-type: none"> <li>• Stimulates student integration of knowledge learned in separate courses.</li> <li>• Gives students comparative strength and weakness feedback.</li> </ul>				
		<p>Student Retention &amp; Satisfaction. The percentage of students who complete the program as well as their level of satisfaction with the program will be measured.</p>	<p>Student satisfaction will be measured through exit surveys. Student retention will be measured by the percentage of students who successfully complete the program.</p>	<p>Rationale: Program faculty believe at least 80% of MCFC students will successfully complete the program</p>	<p>Spring 2019, 117 students enrolled in the MCFC program. A combined total of 77 (65.81%) MCFC students graduated from the program in August &amp; December of 2021. COVID-related complications might explain a portion of the variation.</p>	<p>(a) An "Orientation to the MCFC Program" video quiz has been implemented into the Blackboard course for CNDV 5304 (Foundations of Professional Counseling) to ensure that students receive important program information when they begin their coursework for the MCFC Program; (b) Faculty are providing students with MCFC program information and important deadlines via the Blackboard organization titled "Marriage, Couple, &amp; Family Counseling Resources"; and (c) An exit survey has been embedded within the Blackboard course for CNDV 5394 (Internship).</p>
<p>Students will demonstrate competence in counseling skills and techniques. Students will demonstrate mastery of basic and advanced counseling skills by passing CNDV 5310 with a B or better.</p>	<p>Students will demonstrate competence and skill in conducting an intake interview, a mental status evaluation, a biopsychosocial history, a mental health history and a psychological assessment for treatment planning and</p>	<p>Mid-term and Final Semester Evaluations for Field Experience. Mid and final semester evaluations</p>	<p>Field Experience supervisors observe and evaluate students' skill competence through mid and final semester evaluations. Students who</p>	<p>Rationale: Program faculty believe at least 90% of students will receive favorable site supervisor evaluations in Practicum and Internship</p>	<p>Summer 2021- 160 students were enrolled in fieldwork courses and four did not pass. Fall 2021- 151 students were enrolled in fieldwork courses and five did not pass.</p>	<p>(a) Faculty created training modules for site supervisors to equip them with information about performance expectations for students enrolled in Practicum and Internship. Site supervisors must complete the training modules with a score of 80% or higher. (b) Faculty created a Telehealth training module for Practicum and Internship</p>

Students also will perform satisfactorily during Residency, Practicum and Internship.	caseload management. Proficiency in developing counseling relationships and performing culturally competent counseling interventions will be assessed.		do not receive favorable evaluations do not pass the course.		Spring 2022- 175 students were enrolled in Practicum and Internship, four did not pass.	students who provide Telehealth services for clients at their practice sites. Students must complete the training module with a score of 80% or higher.
		Successful Performance in CNDV 5310		Rationale: Program faculty believe at least 80% of MCFC students will earn a B or better in CNDV 5310.	Summer 2021 through Spring 2022, 260 MCFC students enrolled in CNDV 5310. Among them, 234 (90%) earned a grade of B or better.	None
				Rationale: Program faculty believe at least 80% of MCFC students will earn a B or better in CNDV 5310.	Summer 2021- 58 students were enrolled in CNDV 5310, and three did not pass. Fall 2021- 95 students were enrolled in CNDV 5310, and three did not pass. Spring 2022- 83 students were enrolled in CNDV 5310, and four did not pass.	None
		Demonstrate mastery of counseling skills during Residency course. Students' competence in basic and advanced skills	Residency instructors observe and evaluate the basic and advanced counseling skills of students through the	Rationale: Program faculty believe at least 80% of MCFC students will earn a passing score in CNDV 5380 (Residency)	Residency enrollment: Summer 2021- 94 students enrolled, and two did not pass the course Fall 2021- 38 students enrolled, one did	None

		are observed and evaluated by Residency instructors in course CNDV 5380.	face-face component of the course.		not pass the course Spring 2022- 70 students enrolled, and one received an Incomplete	
Students will demonstrate professional dispositions throughout the program. Students will demonstrate professional characteristics and dispositions (such as professional responsibility, self-awareness, personal comportment, cultural competency and integrity and flexibility and adaptability) throughout the counseling program.	Students will develop and demonstrate intrapersonal awareness and an accurate understanding of the basic motivations of self.	Candidate Professional Characteristics and Disposition Form. This includes the relationship between personal beliefs, thoughts, feelings, actions and professional functioning.	Students are observed and assessed throughout the program. Instructors complete a Candidate Characteristics and Disposition Form on every Residency student during the face-to-face component of the course.	Rationale: Program faculty believe at least 80% of MCFC students will have met professional dispositions as indicated by scoring on rubric.	Summer 2021, Fall 2021, Spring 2022, 132 students' dispositions: Professional Responsibility 94%; Self-Awareness 90%; Personal Comportment 93%; Cultural Competency and Integrity 91%; Flexibility and Adaptability 91%; Candidate Personal Reflection 98%	None
	Students will develop and demonstrate emotional sensitivity, interpersonal respect, and professional decorum in all professional interactions. Proficiency in understanding and relating to clients in an emotionally sensitive and respectful manner.	Field Experience Evaluations. Proficiency in behaving in a highly professional, ethical and mature manner in interactions with clients, colleagues, professionals and agency staff. Field Experience supervisors observe and evaluate the professional	Students will earn satisfactory mid and final semester evaluations. Students will successfully complete Practicum and Internship.	Rationale: Program faculty believe at least 80% of MCFC Field Experience students will successfully complete the course. Rationale: Program faculty believe at least 80% of MCFC Field Experience students will earn satisfactory evaluations from their site	Qualitative feedback received from site supervisors were positive.	(a) Faculty created training modules for site supervisors to equip them with information about performance expectations for students enrolled in Practicum and Internship. Site supervisors must complete the training modules with a score of 80% or higher. (b) Faculty created a Telehealth training module for Practicum and Internship students who provide Telehealth services for clients at their practice sites. Students must complete the training module with a score of 80% or higher.

		dispositions of students in Practicum and Internship at mid and final semester.				
				At least 80% of MCFC Field Experience students will earn satisfactory evaluations from their site supervisors.	Students must receive satisfactory evaluations from their site supervisors as one requirement to pass the course	(a) Faculty created training modules for site supervisors to equip them with information about performance expectations for students enrolled in Practicum and Internship. Site supervisors must complete the training modules with a score of 80% or higher. (b) Faculty created a Telehealth training module for Practicum and Internship students who provide Telehealth services for clients at their practice sites. Students must complete the training module with a score of 80% or higher.
		Field Experience Evaluations. Field Experience supervisors observe and evaluate the professional dispositions of students in Practicum and Internship.	Students will earn satisfactory mid and final semester evaluations. Students will successfully complete Practicum and Internship.			(a) Faculty created training modules for site supervisors to equip them with information about performance expectations for students enrolled in Practicum and Internship. Site supervisors must complete the training modules with a score of 80% or higher. (b) Faculty created a Telehealth training module for Practicum and Internship students who provide Telehealth services for clients at their practice sites. Students must complete the training module with a score of 80% or higher.
		Candidate Characteristics and Dispositions Form. Students	Student scores on dispositions form will be evaluated.	Rationale: Program faculty believe at least 80% of MCFC	Professional Responsibility – 94%; Self-Awareness –	Faculty have implemented the Counselor Competency Scale (CCS), which site supervisors complete to assess field

		are observed and evaluated based on their level of proficiency in the ability to seek, reflect upon, and respond to supervisory feedback in a manner that enhances personal and professional growth and learning.		students will have met professional dispositions as indicated by scoring on rubric.	90%; Personal Comportment- 93%; Cultural Competency and Integrity- 91%; Flexibility and Adaptability- 91%; Candidate Personal Reflection: 98%	experience students' dispositions.
	Students will develop and demonstrate ethical responsibility, and the attitudes, demeanor and maturity necessary to perform duties of a professional counselor. Proficiency in behaving in a highly professional, ethical and mature manner in interactions with clients, colleagues, professionals and agency staff.	Candidate Professional Characteristics and Disposition Form. Proficiency in behaving in a highly professional, ethical and mature manner in interactions with clients, colleagues, professionals and agency staff.	Students are observed and assessed throughout the program. Instructors complete a Candidate Characteristics and Disposition Form on every Residency student during the face-to-face component of the course.	Rationale: Program faculty believe at least 80% of MCFC Field experience students will successfully complete Internship.		(a) Faculty created training modules for site supervisors to equip them with information about performance expectations for students enrolled in Practicum and Internship. Site supervisors must complete the training modules with a score of 80% or higher. (b) Faculty created a Telehealth training module for Practicum and Internship students who provide Telehealth services for clients at their practice sites. Students must complete the training module with a score of 80% or higher.
		Field Experience Evaluations. Field Experience supervisors observe and evaluate the professional dispositions of students in Practicum and Internship at mid	Students will earn satisfactory mid and final semester evaluations. Students will successfully complete Practicum and Internship.	Rationale: Program faculty believe at least 80% of MCFC Field Experience students will successfully complete the course. Rationale: Program faculty	This achievement target will need to be re-evaluated due to evaluation input. Qualitative responses were positive.	(a) Faculty created training modules for site supervisors to equip them with information about performance expectations for students enrolled in Practicum and Internship. Site supervisors must complete the training modules with a score of 80% or higher. (b) Faculty created a Telehealth training module for



		semester and at the end of the semester .		believe at least 80% of MCFC Field Experience students will earn satisfactory evaluations		Practicum and Internship students who provide Telehealth services for clients at their practice sites. Students must complete the training module with a score of 80% or higher. (c) Faculty implemented the CCS to assess field experience students' skills, dispositions, and behaviors.
Students will practice ethically in all courses and field experiences. An evaluation of student competence in ethical and legal practice in professional counseling.	Students demonstrate the ability to apply and adhere to ethical and legal standards in professional counseling settings. Performance in CNDV 5322 will be evaluated for ethical practice.	Successful completion of the Ethics course and field experience. Throughout the course, students complete reflective assignments, application assignments and discussion board posts.	Instructors will evaluate students' ability to successfully apply the ethical and legal standards.	Rationale: Program faculty believe at least 80% of students will earn a B or higher in the Ethics course in the MCFC program.	Fall 2021 a total of 253 students enrolled in 5322. One student dropped the course, four earned a D; and five did not pass the course.	None
		Successful completion of field experience. In our Practicum and Internship courses, students are evaluated on their knowledge of ethics and legal standards as well as their ethical practices. Students do not pass the course if there is evidence of unethical behavior.	Instructors and site supervisors evaluate student's ethical behavior during field experience.	Rationale: Program faculty believe at least 80% of MCFC Field experience students will successfully complete Internship.	Spring 2022, 46 students enrolled in Internship 2 and all passed the course	(a) Faculty created training modules for site supervisors to equip them with information about performance expectations for students enrolled in Practicum and Internship. Site supervisors must complete the training modules with a score of 80% or higher. (b) Faculty created a Telehealth training module for Practicum and Internship students who provide Telehealth services for clients at their practice sites. Students must complete the training module with a score of 80% or higher. (c) Faculty implemented the CCS to assess field experience students' skills, dispositions, and behaviors.

				<p>Rationale: Program faculty believe at least 80% of MCFC Field experience students will successfully complete Practicum and Internship.</p>	<p>Summer 2021- 160 students were enrolled in fieldwork courses and four did not pass. Fall 2021- 151 students were enrolled in fieldwork courses and five did not pass. Spring 2022- 175 students were enrolled in Practicum and Internship, four did not pass.</p>	<p>(a) Faculty created training modules for site supervisors to equip them with information about performance expectations for students enrolled in Practicum and Internship. Site supervisors must complete the training modules with a score of 80% or higher. (b) Faculty created a Telehealth training module for Practicum and Internship students who provide Telehealth services for clients at their practice sites. Students must complete the training module with a score of 80% or higher. (c) Faculty implemented the CCS to assess field experience students' skills, dispositions, and behaviors.</p>

**Table 2. Continuous Improvement Results Since Last Report**

<b>Stage 4: ACT</b>		
<b>Actions/Goals Based on Data Results</b> <i>*Copy last cycle's actions/goals and report on progress toward continuous improvement on those here.</i>	<b>Status</b> <i>C=Complete P=Progressing N=No Action Taken</i>	<b>Discussion of Status</b> <i>If C, describe efforts that led to accomplishment of actions/goals. If P, provide update on progress made toward accomplishing actions/goals and what tasks remain If N, discuss why action toward accomplishing actions/goals has been delayed and what work will be initiated toward accomplishment.</i>
2020-2021 - Objective 1.1: Students will demonstrate knowledge and ability to apply a variety of models and theories related to clinical mental health counseling, including the methods, models, and principles of clinical supervision. (1) Counselor Preparation Comprehensive Examination (CPCE)	P	Exam Prep Quizzes have been added to some, but not all, of the Blackboard courses that cover the eight core content areas that the NCE assesses. Faculty are working to devise assessments for the remaining courses.
2020-2021 - Objective 1.1: Students will demonstrate knowledge and ability to apply a variety of models and theories related to clinical mental health counseling, including the methods, models, and principles of clinical supervision. (2) Student retention & satisfaction	P	Spring 2023 is the first semester that students in CNDV 5304 will complete the video quiz that includes important information about the MCFC Program, and that students in CNDV 5394 will complete the exit survey in their Blackboard course. Each semester, faculty are updating and adding information to the MCFC Resources organization in Blackboard.
2020-2021 - Objective 2.1: Students will demonstrate competence and skill in conducting an intake interview, a mental status evaluation, a biopsychosocial history, a mental health history and a psychological assessment for treatment planning and caseload management. (1) Mid and Final Semester Field Experience Evaluations	C	The training modules were developed and implemented for the first time during the Fall 2022 semester.
2020-2021 - Objective 2.1: Students will demonstrate competence and skill in conducting an intake interview, a mental status evaluation, a biopsychosocial history, a mental health history and a psychological assessment for treatment planning and caseload management. (2) Demonstrate Proficiency in Counseling Skills Course	C	The measure for this target exceeded the goal.
2020-2021 - Objective 2.1: Students will demonstrate competence and skill in conducting an intake interview, a mental status evaluation, a	C	The measure for this target exceeded the goal.

biopsychosocial history, a mental health history and a psychological assessment for treatment planning and caseload management. (2) Demonstrate Proficiency in Counseling Skills Course		
2020-2021 - Objective 2.1: Students will demonstrate competence and skill in conducting an intake interview, a mental status evaluation, a biopsychosocial history, a mental health history and a psychological assessment for treatment planning and caseload management. (3) Demonstrate mastery of counseling skills during Residency course	C	The measure for this target exceeded the goal.
2020-2021 - Objective 3.1: Students will develop and demonstrate intrapersonal awareness and an accurate understanding of the basic motivations of self. (1) Candidate Professional Characteristics and Disposition Form	C	The measure for this target exceeded the goal.
2020-2021 - Objective 3.2: Students will develop and demonstrate ethical responsibility, and the attitudes, demeanor and maturity necessary to perform duties of a professional counselor. (2) Field experience evaluations	C	The training modules were developed and implemented for the first time during the Fall 2022 semester.
2020-2021 - Objective 3.3: Students will develop and demonstrate ethical responsibility, and the attitudes, demeanor and maturity necessary to perform duties of a professional counselor. (1) Field experience evaluations	C	The training modules were developed and implemented for the first time during the Fall 2022 semester.
2020-2021 - Objective 3.3: Students will develop and demonstrate ethical responsibility, and the attitudes, demeanor and maturity necessary to perform duties of a professional counselor. (1) Field experience evaluations	C	The training modules were developed and implemented for the first time during the Fall 2022 semester.
2020-2021 - Objective 3.4: Students will develop and demonstrate ethical responsibility, and the attitudes, demeanor and maturity necessary to perform duties of a professional counselor. (1) Candidate Professional Characteristics and Disposition Form	P	Faculty continue to brainstorm strategies for augmenting student performance in this area.
2020-2021 - Objective 4.1: Students demonstrate the ability to apply and adhere to ethical and legal standards in clinical mental health counseling. (2) Successful Completion of Field Experience	C	The training modules were developed and implemented for the first time during the Fall 2022 semester.
2020-2021 - Objective 4.1: Students demonstrate the ability to apply and adhere to ethical and legal standards in clinical mental health counseling. (2) Successful Completion of Field Experience	C	The training modules were developed and implemented for the first time during the Fall 2022 semester.

2020-2021 - Objective 4.1: Students demonstrate the ability to apply and adhere to ethical and legal standards in clinical mental health counseling. (1) Successful Completion of Ethics course	C	The measure for this target exceeded the goal.
2020-2021 - Objective 4.1: Students demonstrate the ability to apply and adhere to ethical and legal standards in clinical mental health counseling. (2) Successful Completion of Field Experience	C	The training modules were developed and implemented for the first time during the Fall 2022 semester.
2020-2021 - Objective 4.1: Students demonstrate the ability to apply and adhere to ethical and legal standards in clinical mental health counseling. (2) Successful Completion of Field Experience	C	The training modules were developed and implemented for the first time during the Fall 2022 semester.