Assurance of Student Learning 2018-2019	
College of Health and Human Services	School of Kinesiology, Recreation & Sport
Nonprofit Administration #0463 (graduate certificate – 12 credit hours)	

Use this page to list learning outcomes, measurements, and summarize results for your program. Detailed information must be completed in the subsequent pages.			
Student Learning Outcome 1: Students will demonstrate the ability to work successfully with nonprofit agencies.			
Instrument 1	Direct: Nonprofit Administration Practicum Components - RSA 585 Nonprofit Administration		
Based on your results, circle or highlight whether the program met the goal Student Learning Outcome 1.		<mark>Met</mark>	Not Met
Student Learning Outcome 2. Students shall demonstrate the ability to research foundations and develop significant components required for an external funding proposal.			
Instrument 1	Direct: Grant Writing Final Project - RSA 565 Nonprofit Grant Writing and Fundraising		
Based on your results, circle or highlight whether the program met the goal Student Learning Outcome 2.		<mark>Met</mark>	Not Met
Student Learning Outcome 3: Students shall demonstrate the ability to review a nonprofit's IRS Form 990 and make basic assessments re: the status/health of the agency.			
Instrument 1	Direct: IRS Form 990 assignment - RSA 570 Fiscal Administration in the Nonprofit Sector		
Based on your results, circle or highlight whether the program met the goal Student Learning Outcome 3.		<mark>Met</mark>	Not Met

Program Summary (Briefly summarize the action and follow up items from your detailed responses on subsequent pages.)

The 100% online graduate certificate in Nonprofit Administration (started in Spring 2013) prepares students for careers in, and service to, the nonprofit sector. Guided by national curricular guidelines, the program was designed with the primary objective of providing students with specialized education and training relevant to current issues and skills in the nonprofit sector. The program includes four courses: RSA 560 Issues in Nonprofit Administration; RSA 565 Nonprofit Grant Writing and Fundraising; RSA 570 Fiscal Administration in the Nonprofit Sector; RSA 585 Nonprofit Practicum. Assessment data from this program has not been requested in several years.

Prior to 2018-2019 there was only one student learning outcome (see SLO 1) that had been identified for measurement and, at that time, WKU was fine with only having one SLO for this program as it only has four courses. As a current effort, we added SLO 2 effective Spring 2019 and SLO 3 effective summer 2019.

Student Learning Outcome 1				
Student Learning Outcome	Students will demonstrate the ability to work successfully with nonprofit agencies.			
Measurement Instrument 1	Direct measure: The measurement instrument for this SLO includes the combined assessment of the components of the Nonprofit Administration Practicum from **RSA 585 Nonprofit Administration**. This multiple component assessment requires student progress toward the SLO throughout the course. Here are the primary elements included in the evaluation of the students. • practicum workplan proposal/revision • progress reports x 3 • final report • agency supervisor evaluation			
Criteria for Student Success	Upon completion of this course project, students should score an overall score 80% or above based upon the evaluation criteria noted above.			
Program Success Target for this Measurement	80% of the students completing these components will score 80% or higher on the overall assessment.	**Percent of Program Achieving Target**		100% scored 80% or higher
Methods	All students enrolled in RSA 585 during summer 2018 (N=12) were included in the population; this course is normally only offered in summer term. All students who completed the measurement instrument (all four components) were included in the analysis (n=11).			

Based on your results, circle or highlight whether the program met the goal Student Learning Outcome 1.	Met	Not Met

Actions (Describe the decision-making process and actions planned for program improvement. The actions should include a timeline.)

Previous actions taken related to this SLO (used for SACSCOC reporting) included: (1) SLO wording was revised [to the current version]; (2) the practicum length was increased to a minimum of 75 hours; (3) the agency supervisor evaluation rubric was revised to better elicit necessary details regarding students' performance on particular aspects of their practicum experience; and (4) the rubric was put in an online format for ease of data collection and data storage.

Follow-Up (Provide your timeline for follow-up. If follow-up has occurred, describe how the actions above have resulted in program improvement.)

No additional follow-up at this time. Practicum length remains at 75 hours with almost no student or agency feedback to suggest a need to change the length of time. The online evaluation rubric has been super helpful in both collecting the data and storing it. No changes anticipated at this time.

Student Learning Outcome 2			
Student Learning Outcome	Students shall demonstrate the ability to research foundations and develop significant components required for an external funding proposal.		
Measurement Instrument 1	Direct measure: The measurement instrument for this SLO is the Grant Writing Final Project from **RSA 565 Nonprofit Grant Writing and Fundraising**. This multiple component project requires student application of content learned throughout the semester. Here are the primary elements included in the evaluation of the students. • Logic Model Template • National Common Grant Application format -or- grant format required by selected funder. • Executive Summary • Grant Cover Letter		
Criteria for Student Success	Upon completion of this course project, students should score an overall score 80% or above based upon the evaluation criteria noted above.		
Program Success Target for this Measurement	80% of the students submitting the project will score 80% or higher.	**Percent of Program Achieving Target**	100% scored 80% or higher
Methods	All students enrolled in RSA 565 during spring 2019 (N=5) were included in the population. All students who submitted the measurement instrument were included in the analysis (n=4).		

Based on your results, circle or highlight whether the program met the goal Student Learning Outcome 2.	Met	Not Met

Actions (Describe the decision-making process and actions planned for program improvement. The actions should include a timeline.)

SLO 2 was added to this program beginning with Spring 2019 data.   Since this outcome is new, we don't have any previous outcome discussions to compare Spring 2019 against. Our 2019-20 assessment report will include data from fall 19 and spring 20 data.

Follow-Up (Provide your timeline for follow-up. If follow-up has occurred, describe how the actions above have resulted in program improvement.)

A review of this outcome and Fall 2019 results will occur in Spring 2020 and Spring 2020 results will be reviewed in May 2020.

Student Learning Outcome 3	
Student Learning Outcome	Students shall demonstrate the ability to review a nonprofit's IRS Form 990 and make basic assessments re: the status/health of the agency.
Measurement Instrument 1	Direct measure: The measurement instrument for this SLO is the IRS Form 990 assignment from **RSA 570 Fiscal Administration in the Nonprofit Sector**. This assignment requires student application of content learned throughout the semester. Here are the primary elements included in the evaluation of the students. • Nonprofit organization's impact • Financial trends of the nonprofit • Assessment of the nonprofit's financial health • Other significant findings / attractiveness of organization for employment.
Criteria for Student Success	Upon completion of this course project, students should score an overall score 80% or above based upon the evaluation criteria noted above.

Program Success Target for this Measurement	80% of students completing assignment will score 80% or higher on the assignment	**Percent of Program Achieving Target**	100% scored 80% or higher

Methods	All students enrolled in RSA 570 during summer 2019 (N=5) were included in the population. All students who submitted the measurement instrument were included in the analysis (n=5).

Based on your results, circle or highlight whether the program met the goal Student Learning Outcome 3.	<mark>Met</mark>	Not Met

Actions (Describe the decision-making process and actions planned for program improvement. The actions should include a timeline.)

SLO 3 was added to this program beginning with Summer 2019 data. Since this outcome is new, we don't have any previous outcome discussions to compare Summer 2019 against. Our 2019-20 assessment report should include data from Spring 20 and Summer 20.

Follow-Up (Provide your timeline for follow-up. If follow-up has occurred, describe how the actions above have resulted in program improvement.)

A review of this outcome and Spring 2019 results will occur in early Summer 2020 and Summer 2020 results will be reviewed in late summer 2020.

<u>Student Learning Outcome #1</u>: Students will demonstrate the ability to work successfully with nonprofit agencies.

The measurement instrument for this SLO includes the combined assessment of the components of the Nonprofit Administration Practicum from **RSA 585 Nonprofit Administration**. This multiple component assessment requires student progress toward the SLO throughout the course. Here are the primary elements included in the evaluation of the students.

<u>Practicum workplan proposal/revision: 10% or 50 points</u>

- (15 pts) Students are required to assess their personal goals, identify and visit with an agency willing to work with them.
- (15 pts) They write a proposal that specifies what they will accomplish during the practicum experience and includes a detailed timeline.
- (20 pts) Students revise and resubmit proposals after receiving faculty feedback. The most common corrections relate to trying to accomplish more than is probably possible in the timeframe and not providing enough detail in the timeline. Agencies then email the faculty member indicating they have read the proposal and confirm their willingness to work with the student.

<u>Progress reports (three): 45% or 225 points</u>

(Student achievement is assessed based on providing complete and relevant responses to the progress report questions. Each report is designed to monitor progress toward completion of the practicum goals. To an extent, the reports build upon each other.)

(75 pts) Progress Report #1

- Identify the progress made on the practicum through the end of this first period (which goals/tasks have been accomplished/met)
- Discuss any tasks that were not accomplished by this point that you think should have been according to your practicum proposal.
- Discuss why this might have occurred and how you plan to address these tasks.
- Explain what tasks/activities you will work on during the next time period (when the next progress report is due)
- Discuss any challenges encountered during this last reporting period
- How many hours did you work during this progress reporting period?
- How many hours total have you accumulated for your practicum?
- Lastly, discuss your progress in terms of being able to complete your practicum on time.

(75 pts) Progress Report #2

- Identify the progress made on the practicum since the first progress report (which goals/tasks have been accomplished/met)
- Discuss any tasks that were not accomplished by the end of this time period that you think should have been according to your practicum proposal.
- Discuss why this might have occurred and how you plan to address these unfinished tasks.
- Discuss any challenges encountered during this last reporting period
- How many hours did you work during this progress reporting period?

- How many hours total have you accumulated for your practicum?
- Lastly, discuss your progress in terms of being able to complete your practicum on time

(75 pts) Progress Report #3

- Identify the progress made on the practicum since the second progress report (which goals/tasks have been accomplished/met)
- Discuss any tasks that were not accomplished by the end of this period that you think should have been according to your practicum proposal.
- Discuss any challenges encountered during this last reporting period
- How many hours did you work during this progress reporting period?
- How many hours total have you accumulated for your practicum?

Final report/Documentation: 25% or 125 points

- **(20 points)** How the proposed project worked out according to the original plan, or how it turned out differently than the proposal?
- **(20 points)** What were the outcomes (for the agency and their clients) from your contributions?
- **(20 points)** How did you develop professionally from this experience?
- **(15 points)** What do you wish had gone better (at the agency) during this experience?
- **(5 points)** How many hours did you spend working for the nonprofit organization during this practicum?
- **(20 points)** What suggestions do you have for me to improve the practicum process. I am very interested in receiving your feedback.
- **(25 points)** Submission of documentation from practicum that showcases some of the work that the student performed for the nonprofit agency during the practicum.

Agency supervisor evaluation: 20% or 100 points

(This portion of the assessment provides the nonprofit agency supervisor an opportunity to share formal feedback with WKU about the student's performance during the practicum. We utilize an online survey which allows us to collect the same data for each student who takes the course. This is very helpful when we want to look at our student performance over time. To administer the survey, and to help protect the integrity of the data, the faculty member sends the link directly to the nonprofit supervisor near the end of the course. The student would not have access to the survey unless the supervisor were to send the link to the student. This is a critical piece in determining whether or not a student has demonstrated the ability to work successfully with nonprofit agencies.)

Student Learning Outcome #2: Students shall demonstrate the ability to research foundations and develop significant components required for an external funding proposal.

Not available at this time.

<u>Student Learning Outcome #3</u>: Students shall demonstrate the ability to review a nonprofit's IRS Form 990 and make basic assessments re: the status/health of the agency.

The measurement instrument for this SLO is the IRS Form 990 assignment from **RSA 570 Fiscal Administration in the Nonprofit Sector**. This assignment requires student application of content learned throughout the semester.

- Nonprofit organization's impact
- Financial trends of the nonprofit
- Assessment of the nonprofit's financial health
- Other significant findings / attractiveness of organization for employment.

<u>Assignment Assessment – 50 points possible</u>

Student Instructions:

a) Review carefully the IRS Form 990 instructions - no reason to read the document word-for-word, but it would be to your advantage to carefully review it.

b) Carefully review the blank (not completed) IRS Form 990

c) Review the completed Form 990 for "Nonprofit Connect"

d) Review the audit report for "Nonprofit Connect"

e) Use the completed Form 990 and Audit Report to provide the following information about Nonprofit Connect.

<u>Nonprofit organization's impact – 10 points</u>

(This portion of the assignment involves the location and reporting of basic data. It does not require any financial knowledge/skills. Students are being graded on whether or not they can locate and report on the requested information.)

- What is the name, address, location of the nonprofit organization?
- What are the major activities, tasks of the organization?
- Who is the CEO/ED?
- Upon reviewing the activities/tasks, what can you say about the organization's impact?

<u>Financial trends of the nonprofit – 15 points</u>
(Students are graded on their ability to identify and discuss the financial trends presented in the Form 990 and Audit Report. Student answers need to accurately represent the data in describing the organization's financial trends.)

- Based upon the two years of information provided, what can you say about financial trends for the nonprofit?

<u>Assessment of the nonprofit's financial health – 20 points</u>
(Students are graded on their ability to review the provided data and use knowledge and skills related to: organizational financial health, financial strengths and weaknesses, and efficiency and competitiveness. This is most challenging portion of the assignment. A key indicator of student success in this portion is the ability to appropriately use the data and calculate financial ratios to compare against industry standars.)

- Does this nonprofit appear financially healthy and upon what do you base your assessment?

<u>Other significant findings / attractiveness of organization for employment – 5 points</u>

(This portion of the assignment provides students an opportunity to make note of anything else they found in the documents. In addition, they comment on how attractive this organization would be for employment. Grading is contingent on students providing accurate and relevant information).