Assurance of Student Learning Report 2022-2023	
College of Health & Human Services	*School of Kinesiology, Recreation & Sport*
Facility & Event Management Graduate Certificate #0455	
Dr. Brad Stinnett	
Is this an online program? ☒ Yes ☐ No	Please make sure the Program Learning Outcomes listed match those in CourseLeaf . Indicate verification here ☒ Yes, they match! (If they don't match, explain on this page under **Assessment Cycle)**

Use this page to list learning outcomes, measurements, and summarize results for your program. Detailed information must be completed in the subsequent pages. Add more Outcomes as needed.			
Program Student Learning Outcome 1: Students will demonstrate the ability to research and analyze significant components of a recreation or sport facility.			
Instrument 1	Direct: Venue Analysis assignment in RSA 534 Facility Management		
Based on your results, check whether the program met the goal Student Learning Outcome 1.		☐ **Met**	☒ **Not Met**
Program Student Learning Outcome 2: Students will demonstrate the ability to perform effectively in a practical setting within the facility and event industry.			
Instrument 1	Direct: Analysis of RSA 590 (Practicum in Recreation & Sport) final report.		
Based on your results, check whether the program met the goal Student Learning Outcome 2.		☒ **Met**	☐ **Not Met**
Assessment Cycle Plan:			
Program student learning outcomes were added to CourseLeaf. There are no anticipated changes in terms of the assessment timeline.			

Program Student Learning Outcome 1

Program Student Learning Outcome	Students will demonstrate the ability to research and analyze significant components of a recreation or sport facility.
Measurement Instrument 1	The measurement instrument of this SLO includes the review of a Venue Analysis assignment in RSA 534 (Facility Management). This assessment consists of identifying a recreation or sport venue, research it, and report on various elements associated with the venue per course topical areas. The primary venue elements included in this assignment and in the evaluation include: • Introduction (name, location, type, description, ownership, and governance) • History (year established, purpose, financing) • Facility Management (mission, staffing, key stakeholders, computer-aided facility management software used) • Human Resources (employee classifications, contracted services, recruitment methods) • Future (leading-edge features, pandemic implications, etc.)
Criteria for Student Success	Upon completion of the assignment, students should score 80% or above based on the evaluation criteria provided. Student success on this activity is achieved by clearly addressing each element of the assignment. Elaborating on each element with information found during the research phase is imperative.

Program Success Target for this Measurement	80% of the students completing the activity will score 80% or higher on the assessment.	**Percent of Program Achieving Target**	62% (8/13) scored 80% or higher.
Methods	Data collected from all students (*N = 13*) who completed RSA 534 during the Spring 2023 semester.		

Based on your results, highlight whether the program met the goal Student Learning Outcome 1.	☐ **Met**	☒ **Not Met**

Results, Conclusion, and Plans for Next Assessment Cycle (Describe what worked, what didn't, and plan going forward)

<u>Results</u>: This was a new SLO for this assessment cycle. The results were surprising. Each element included in the Venue Analysis was covered in the course prior to the activity being assigned. There was an apparent breakdown in transferring the theoretical knowledge, obtained in the course, to the practical aspect of the analysis.

<u>Conclusions</u>: Although some students assembled a quality submission, others fell short of producing the desired results. Some students indicated a lack of information on their selected venue, which demonstrates the need for an increased effort in the identification and research phase of the analysis.

<u>Plans for Next Assessment Cycle</u>: Program faculty will continue to evaluate the RSA 534 venue analysis assignment. A greater emphasis will be placed on introducing course topics and content prior to launching the assignment. Additionally, it will be stressed to students the importance of identifying a venue in which they can gather the appropriate information.

Program Student Learning Outcome 2

Program Student Learning Outcome	Students will demonstrate the ability to perform effectively in a practical setting within the facility and event industry.
Measurement Instrument 1	Direct: The direct measurement instrument for this SLO included the assessment of the components of RSA 590 (Practicum in Recreation & Sport). This assessment requires student progress toward the SLO throughout the course. The primary elements included in the evaluation of students include: • Practicum workplan proposal/revision • Two progress reports • Final report • Agency supervisor evaluation
Criteria for Student Success	Upon completion of this course activity, students score 80% or above based on the evaluation criteria provided. Student success relative to this activity is achieved by following the instructions and requirements associated with each element. This includes, but is not limited to, producing a report of the student's meeting with the agency supervisor; submitting a personalized schedule; detailing a workplan with timeline; providing progress reports; and submitting a final report with all required documentations.

Program Success Target for this Measurement	80% of students completing this activity will score 80% or higher on the overall assessment.	Percent of Program Achieving Target	90% (9/10) scored 80% or higher.
Methods	Data collected on all students who completed RSA 590 during the Fall 2022 (*N = 7*) and Spring 2023 (*N = 3*).		

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

Results, Conclusion, and Plans for Next Assessment Cycle (Describe what worked, what didn't, and plan going forward)

Results: The results were expected and not surprising. Typically, when students take RSA 590, they are at the end of their program and are excited to apply what they have learned from previously completed courses in a practical setting. Program faculty expected student success with this SLO, and the results yielded no surprises.

Conclusions: The course was modified a bit for this assessment cycle. The modification centered around having students develop a more intentional practicum proposal, plan, and timeline. Past Practicum courses consisted of many forms that didn't allow for a strategic, intentional approach from the student as the new modification did. Effective communication between the student, site supervisor, and faculty supervisor continued to be an essential component of the experience.

Plans for Next Assessment Cycle: Program faculty will continue to evaluate RSA 590 and the elements included in this SLO. Currently, four elements of the activity are included in Measurement Instrument 1. Moving forward, it may be best to separate those into two Measurement Instruments to provide a better breakdown of student success and target metrics.

*** Please include Curriculum Map (below/next page) as part of this document

CURRICULUM MAP TEMPLATE

Program name:	Facility & Event Management #0455
Department:	School of Kinesiology, Recreation & Sport
College:	College of Health & Human Services
Contact person:	Dr. Brad Stinnett
Email:	brad.stinnett@wku.edu

KEY:

I = Introduced

R = Reinforced/Developed

M = Mastered

A = Assessed

			Learning Outcomes		
			LO1:	LO2:	LO3:
			Describe the responsibilities and managerial functions of a facility professional.	Analyze the contract process and the legal considerations of managing an event.	Administer effective staff development relative to facility and event security management
Course Subject	Number	Course Title			
RSA	534	Facility Management	M		R
RSA	536	Event Management	R	M	R
RSA	538	Facility & Event Security Management		R	M
RSA	590	Practicum in Recreation & Sport	R	R	R

	FEM Graduate Certificate SLO 1 Rubric	
Category	**Novice**	**Competent**
Instructions	(0 – 2 points) Didn't follow any or some of the stated instructions.	(3 - 5 points) -Evaluation includes ability to follow the specified instructions regarding submission requirements, font type/size, and spacing.
Content	(0 – 10 points) -Didn't clearly detail the aspects of the assignment as outlined in the instructions - Some of the grant/contract specifics were explained, but not all -The conclusion. regarding why student felt this would be an important funding opportunity to pursue, was weak not convincing	(11 – 25 points) Evaluation components include showing an understanding of concepts, principles, and practices covered in Modules 1 & 2 (chapters 1-4) as applied in your selected venue; your ability to synthesize and analyze the information obtained; and your ability to thoroughly research and properly document the required information.
Format	(0 – 2 points) -Presented one, long essay-style response. -Assignment is not organized and hard-to-follow/understand - Instructor can clearly tell that not much time or effort was put into preparing this assignment	(3 - 5 points) -Assignment is formatted in a well-organized, clear manner -Headings are used to separate each aspect of the venue analysis that is being explained -Instructor can clearly tell that time and effort was put into preparing this assignment

FEM Graduate Certificate #0455 SLO 2 Rubric			
Assignments	**Components (425 Points Possible)**		
Practicum workplan proposal/revision: (50 points) *Grade is based on level of adherence to guidelines provided.*	**15 Points** Students are required to assess their personal goals, identify and visit with an agency willing to host them.	**15 Points** Students write a proposal that specifies what they will accomplish during the practicum experience, inclusive of a detailed timeline.	**20 Points** Students revise and resubmit proposals after receiving instructor 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 instructor indicating they have read the proposal and confirm their willingness to host the student.

Progress Reports (two): (150 points) **Grade is based on level of adherence to guidelines provided.**	**75 points** Identify progress made during the practicum through the end of the first period; discuss any tasks that were not accomplished by this point that the student thinks should have been per the proposal; discuss a plan on how to address the tasks; discuss any challenges encountered; report how many hours were collected; discuss progress in terms of being able to complete the practicum on time.	**75 points** 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 period that you think should have been according to your practicum proposal; discuss any challenges encountered during this last reporting period; report how many hours were collected and the total of accumulated practicum hours.	
Final Report/Documentation: (150 points) **Grade is based on level of adherence to guidelines provided.**	**60 Points** Report on how the practicum proposal worked out (or turned out differently)according to the original plan; speak to the outcomes for the agency and its clients from your contributions; address how you developed professionally from the experience.	**40 points** Reflect on what aspect(s) of the practicum you wish had gone better; list the hours you collected at the agency during the practicum.	**50 points** Submit documentation from the practicum that showcases some of the work that you performed for the agency during the practicum.

Note: The header row cells shown for "Progress Reports" row: first column label "Progress Reports (two): (150 points)" with note; second and third columns as transcribed.

| Agency Supervisor Evaluation: (150 Points) | 150 Points This portion of the assessment provides the 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 agency 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 a student has demonstrated the ability to work successfully with the agency. |