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| **Assurance of Student Learning****2020-2021** |
| *Potter College* | *Political Science* |
| *1745 Local Government Administration (Graduate Certificate)* |
| *Scott Lasley* |

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| ***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:** Identify and describe best practices for local government administration. |
| **Instrument 1** | **Direct:**  Memo assignments (Topics: Strategic Plan, Budget, Longevity Pay) prepared by students in PS 526. |
| **Instrument 2** |  |
| **Based on your results, check whether the program met the goal Student Learning Outcome 1.** | **[x]  Met** | **[ ]  Not Met** |
| **Student Learning Outcome 2:** Identify and describe specific challenges facing local government administrators in the twenty-first century.  |
| **Instrument 1** | **Direct:** National Citizen Survey Memo (from PS 526) |
| **Based on your results, check whether the program met the goal Student Learning Outcome 2.** | **[x]  Met** | **[ ]  Not Met** |
| **Student Learning Outcome 3:**  Demonstrate specific skills necessary for effectively managing local governments.  |
| **Instrument 1** | **Direct:** Managers and Leaders Essay (from PS 526) |
| **Instrument 2** |  |
| **Based on your results, check whether the program met the goal Student Learning Outcome 3.** | **[x]  Met** | **[ ]  Not Met** |
| **Program Summary (Briefly summarize the action and follow up items from your detailed responses on subsequent pages.)**  |
| The graduate certificate in Local Government Administration is a fairly new program that prepares students for careers in local government administration. This represents our first attempt at assessment of the certificate. Based on feedback from students and professionals in the field, the departmental Academic Committee will be reviewing the curriculum for the certificate starting this Fall.  |

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| **Student Learning Outcome 1** |
| **Student Learning Outcome**  | Identify and describe best practices for local government administration.. |
| **Measurement Instrument 1**  | Memo assignments (Topics: Strategic Plan, Budget, Longevity Pay) prepared by students for PS 526 which is one of two required courses for the certificate. |
| **Criteria for Student Success** | *Score at least 3 on rubric, attached.* |
| **Program Success Target for this Measurement** | 80% of students will score at least 3 on the rubric. | **Percent of Program Achieving Target** | 80% |
| **Methods**  | 1/3 of papers from each assignment will be randomly selected and assessed by faculty using appropriate rubric (*n*=15). Scores are then averaged. |
| **Based on your results, highlight whether the program met the goal Student Learning Outcome 1.** | **X Met** | **[ ]  Not Met** |
| **Actions** (Describe the decision-making process and actions for program improvement. The actions should include a timeline.) |
| This is the first round of assessment for the program. Since there isn’t a capstone for the certificate, direct assessment is focused on student work in PS 526 which is the cornerstone required course. Due to changes in staff and feedback from students and colleagues in the field, the departmental Academic Committee will reevaluate the certificate’s curriculum. |
| **Follow-Up** (Provide your timeline for follow-up. If follow-up has occurred, describe how the actions above have resulted in program improvement.) |
| The composition of the certificate will be reviewed by the Academic Committee starting in Fall 2021. |
| **Next Assessment Cycle Plan** (Please describe your assessment plan timetable for this outcome) |
| The plan is to assess this SLO the next time PS 526 is offered.  |

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| **Student Learning Outcome 2** |
| **Student Learning Outcome**  | Identify and describe specific challenges facing local government administrators in the twenty-first century.  |
| **Measurement Instrument 1** | National Citizen Survey Memo (from PS 526) |
| **Criteria for Student Success** | *Score at least 3 on attached rubric.* |
| **Program Success Target for this Measurement** | 80% of students will score at least 3 on the rubric. | **Percent of Program Achieving Target** | 100% |
| **Methods**  |

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| 1/2 of papers from each assignment will be randomly selected and assessed by faculty using appropriate rubric (*n*=8). Scores are then averaged. |

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| **Based on your results, circle or highlight whether the program met the goal Student Learning Outcome 2.** | **X Met** | **[ ]  Not Met** |
| **Actions** (Describe the decision-making process and actions planned for program improvement. The actions should include a timeline.) |
| This is the first round of assessment for the program. Since there isn’t a capstone for the certificate, direct assessment is focused on student work in PS 526 which is the cornerstone required course. Due to changes in staff and feedback from students and colleagues in the field, the departmental Academic Committee will reevaluate the certificate’s curriculum. |
| **Follow-Up** (Provide your timeline for follow-up. If follow-up has occurred, describe how the actions above have resulted in program improvement.) |
| The composition of the certificate will be reviewed by the Academic Committee starting in Fall 2021. |
| **Next Assessment Cycle Plan** (Please describe your assessment plan timetable for this outcome) |
| The plan is to assess this SLO the next time PS 526 is offered.  |

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| **Student Learning Outcome 3** |
| **Student Learning Outcome**  | Demonstrate specific skills necessary for effectively managing local governments.  |
| **Measurement Instrument 1** | Managers and Leaders Essay (from PS 526) |
| **Criteria for Student Success** | *Score at least 3 on attached rubric* |
| **Program Success Target for this Measurement** | 80% of students will score at least 3 on the rubric. | **Percent of Program Achieving Target** | 88% |
| **Methods**  |

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| 1/2 of papers from each assignment will be randomly selected and assessed by faculty using appropriate rubric (*n*=8). Scores are then averaged. |

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| **Based on your results, circle or highlight whether the program met the goal Student Learning Outcome 3.** | **X Met** | **[ ]  Not Met** |
| **Actions** (Describe the decision-making process and actions for program improvement. The actions should include a timeline.) |
| This is the first round of assessment for the program. Since there isn’t a capstone for the certificate, direct assessment is focused on student work in PS 526 which is the cornerstone required course. Due to changes in staff and feedback from students and colleagues in the field, the departmental Academic Committee will reevaluate the certificate’s curriculum. |
| **Follow-Up** (Provide your timeline for follow-up. If follow-up has occurred, describe how the actions above have resulted in program improvement.) |
| The composition of the certificate will be reviewed by the Academic Committee starting in Fall 2021. |
| **Next Assessment Cycle Plan** (Please describe your assessment plan timetable for this outcome) |
| The plan is to assess this SLO the next time PS 526 is offered.  |

Rubric for Student Learning Outcomes – Local Government Administration Certificate

SLO 1: Identify and describe best practices for local government administration.

1 – Unable to identify best practices for local government administration.

3 – Identifies and describes several best practices for local government administration.

5 – Clearly identifies and describes best practices for local government administration.

SLO 2: Identify and describe specific challenges facing local government administrators in the twenty-first century.

1 – Unable to identify and describe specific challenges facing local government administrators within the context of the twenty-first century.

3 – Identifies and describes several specific challenges facing local government administrators within the context of the twenty-first century.

5 – Clearly indentifies and describes specific challenges facing local government administrators within the context of the twenty-first century.

SLO 3: Demonstrate specific skills necessary for effectively managing local governments.

1 – Fails to demonstrate specific skills necessary for effectively managing local governments.

5 – Clearly demonstrates specific skills necessary for effectively managing local governments.