

<b>PROGRAM INFORMATION</b>	<b>Program</b>	<b>Leadership Academy</b>
	Submitted by:	Ryan Van Zee
	Year	2023-2024
	Date of Review	2024-01-05
	Form Key	52716656-2f67-45e5-8a47-996b1ad59b70
<b>PROGRAM OUTCOMES</b>	Explain how program outcomes were reviewed this year (i.e., input from advisory board, instructors, students, etc.) and changes made, if any:	Input was given by advisory board members through the advisory board meeting. Instructor reviewed outcomes, and students gave input that was applied. Pre and Post surveys of participants and mentors were completed.
	Outcomes are up to date in WIDS and on the program's web page	Yes
<b>SYLLABI</b>	ADA Statement	Yes
	Competencies	Yes
	Course Description	Yes
	Course Title and Number	Yes
	Credit Hours	Yes
	Freedom of Expression Statement	Yes
	Grading Criteria	Yes
	Instructor	Yes
	Academic Integrity Policy	Yes
	Nondiscrimination Statement	Yes
	Office Hours/Contact Information	Yes
	Prerequisites	Yes
	Required Text(s)	Yes
	Syllabi Up to Date in WIDS	Yes
Explain which syllabi were reviewed this year; input received from advisory board, instructors, students, etc. regarding course objectives and textbooks used; and changes made, if any.	No changes made.	
<b>PROGRAM COMPETENCIES</b>	Explain how competencies were reviewed this year (i.e., input from advisory board, instructors, students, etc.) and changes made, if any:	Competencies reviewed by Advisory Board president and program director
	WIDS Up to Date	Yes
<b>COURSE ASSESSMENTS USED IN PROGRAM CHECKLIST</b>	Capstone	No
	Class Participation	Yes
	Clinical/internship observations	No
	Examinations	No
	Comprehensive Final Exams	No

	Journals	Yes
	Lab Demonstrations	Yes
	Oral Examinations/Presentations	Yes
	Other Projects	Yes
	Peer Evaluations	Yes
	Portfolio Projects	No
	Quizzes	No
	Self-Evaluations	Yes
	Simulations	No
	Videos of Student Mastery	Yes
	Written Essays	Yes
	Written Reports	Yes
<b>ALIGNED AND APPROPRIATE ASSESSMENTS</b>	Assessments used in the program are matched to the outcomes/competencies for the program.	Yes
	Explain changes in the assessments used in your program since your last review (include input received and rationale).	Students are required to discuss how they apply the skills they are learning in class both verbally and in written form. Evaluating leadership methods takes place in many of the assignments.
	Give examples of how assessments used in the program reflect higher-level thinking skills, such as applications, analysis, synthesis, and evaluation.	OneNote in MicroSoft Teams was utilized to collect student performance data.
<b>INDUSTRY CERTIFICATIONS</b>	Explain any changes made or planned in the program based on assessment of industry certifications used in the program.	N/A
<b>INTERNSHIPS/ CLINICALS</b>	How do you evaluate program competencies or learning objectives during internship/externship experiences?	N/A
	As you reviewed results of internship/externship evaluations, what curriculum changes were made or are planned in your program?	N/A

<b>ENROLLMENT</b>	Does the most recent year's data meet this benchmark? If not, explain a single-year anomaly or explain what strategies your program will implement to address a pattern (two or more years) of not reaching this benchmark.	Yes. We are retooling our recruitment process to recruit industry leaders as well as municipal leaders.
<b>RETENTION</b>	Does the most recent year's data meet this benchmark? If not, explain a single-year anomaly or explain what strategies your program will implement to address a pattern (two or more years) of not reaching this benchmark.	Yes. We will be implementing a grassroots effort to reach small community leaders. We will also meet with large organizations to identify their specific leadership needs.
<b>GRADUATION</b>	Does the most recent year's data meet this benchmark? If not, explain a single-year anomaly or explain what strategies your program will implement to address a pattern (two or more years) of not reaching this benchmark.	100% of the participants successfully completed the program with a certificate of completion.
<b>PLACEMENT</b>	Does the most recent year's data meet this benchmark? If not, explain a single-year anomaly or explain what strategies your program will implement to address a pattern (two or more years) of not reaching this benchmark.	As participants are already employed in their field and remain employed in their field, 100% maintain their employment in program field.
<b>EMPLOYER SATISFACTION</b>	If this benchmark is not met, what strategy or strategies will be implemented to address this measure?	Mentors indicated satisfaction with the program.
<b>PROFESSIONAL DEVELOPMENT</b>	What professional development activities have instructors in this program completed in the last year?	
	How were these activities used to improve this program?	
<b>PROFESSIONAL ORGANIZATIONS</b>	Do faculty members belong to professional organizations associated with this program?	Yes
	If no, explain why.	Society of Human Resource Management
	Are students made aware of the professional organizations for their career field?	

<b>ADVISORY BOARD RECOMMENDATIONS</b>	What changes were or will be made to this program based on feedback provided at the past year's advisory board meeting(s)?	
	Implementation Date	2024-01-05
	Indicate the personnel responsible for implementing the change(s):	Ryan Van Zee
<b>PROGRAM IMPROVEMENT PLANS AND BUDGET</b>	As you review this past year, what changes do you propose for the next school year that will affect the program's budget?	
	Cost	