

# Higher Education Administration MA / Academic Advising Certificate

## Enroll, Retain, and Graduate Diverse Students

### Goal Description:

The M. A. in Higher Education Administration program will enroll, retain, and graduate diverse students to serve in college and university administration.

\*The program conducted a 6-year self-study during AY 2017-18. An report was drafted in November 2017. An external site visit was then conducted in February 2018 with a final report with action items was drafted in July 2018. Some of the learning outcomes and KPIs presented in this year's assessment plan are connected to this self-study report. The incorporation of these action items is ongoing as this self-study report was only recently completed and we are still in the current year's assessment cycle. copies of those documents are attached here.

### Attached Files

 [Self-Study Final Report Action Plan HIED 070918.docx](#)

 [Self-Study Document - HIED MA - 12-13-17.pdf](#)

 [External Reviewer Report.docx](#)

**Providing Department:** Higher Education Administration MA / Academic Advising Certificate

### RELATED ITEMS/ELEMENTS -----

#### RELATED ITEM LEVEL 1

### Improve Program Graduation Rate

#### Performance Objective Description:

The M.A. in Higher Education Administration program will increase the proportion of students who graduate with a degree in three years.

#### RELATED ITEM LEVEL 2

### 3-Year Graduation Rate

#### KPI Description:

This will be measured using the graduation rate or percent of students who graduate from the program within three years.

#### Target Description:

The goal is to increase the graduation rate to 75%.

#### Results Description:

Graduation rates for F16 - F19 are reported below. The years that follow 2018 cycles, were affected by the impact of COVID 19 over student retention.

F19 Cohort Graduated through Summer 22 - 52%

F18 Cohort Graduated through Summer 21 - 61%

F17 Cohort Graduated through Summer 20 - 70%

F16 Cohort Graduated through Summer 19 - 88%

#### RELATED ITEM LEVEL 3

### Action - 3 yr Graduation Rate

#### Action Description:

The program is focusing on graduation in a 3-year period, due to the fact that the majority of students in the program work full time professionally. Students have struggled to complete in a timely manner the portfolio requirement. The program is trying to complete parts of the portfolio earlier in the program, and making making closer connections with this requirement and the Practicum.

#### RELATED ITEM LEVEL 1

### **Improve Student Retention**

#### **Performance Objective Description:**

The M.A. in Higher Education Administration program will improve the retention of students.

#### RELATED ITEM LEVEL 2

### **1-Year Retention Rate**

#### **KPI Description:**

In an effort to meet performance objectives, the program aims to improve the retention rate of 1st year graduate students. This is defined as the percent of students who have remained enrolled one-year from the start of their graduate program.

#### **Target Description:**

The target for this goal is 85%.

#### **Results Description:**

We met our target through Fall 19, after this, retention rates were impacted by COVID 19.

F20 Cohort Retained F21 - 68%

F19 Cohort Retained F20 - 68%

F18 Cohort Retained F19 - 82%

F17 Cohort Retained F18 - 80%

F16 Cohort Retained F17 - 94%

#### RELATED ITEM LEVEL 3

### **Action - 1 yr Retention Rate**

#### **Action Description:**

The program is revisiting the course sequence at the beginning of the program.

The program offered professional development opportunities, and because of attendance numbers, it is looking to different formats to continue to offer them.

## **Prepare Students for Higher Education Leadership**

### **Goal Description:**

The Master of Arts in Higher Education Administration will prepare students for mid-level administrative and leadership positions at higher education institutions and for further doctoral studies through curriculum on student services, academic affairs, and student success, enrollment management, governance and organization of higher education, contemporary issues such as information technology, resource allocation, and other administrative functions.

**Providing Department:** Higher Education Administration MA / Academic Advising Certificate

**Progress:** Ongoing

RELATED ITEM LEVEL 1

**Effective Communication Skills**

**Learning Objective Description:**

Students will effectively communicate their understanding of higher education leadership and related research.

RELATED ITEM LEVEL 2

**Comprehensive Portfolio**

**Indicator Description:**

The purpose of the portfolio is that students will revisit their coursework during the program and make explicit the connections of it to five professional learning outcomes related to leadership and administration, assessment, student learning and development, student characteristics, among others. The portfolio format allows students to communicate a reflective analysis of their learning and practices, establishing linkages to professional practices and individual professional development plans.

Attached Files

 [Rubric Draft 101718.docx](#)

 [Portfolio Overview.doc](#)

**Criterion Description:**

- On comprehensive portfolios, 80% of students completing it will demonstrate "**writing**" at the "acceptable" or higher level of the updated rubric after the rewrites portion (2nd round) of exams.
- On comprehensive portfolio, 80% of students will demonstrate acceptable use of "**evidence-based concepts**" (HIED Comprehensive Exam Rubric Category) by the end of the rewrites period.

**Findings Description:**

100% of students successfully completed the Comprehensive Portfolio.

RELATED ITEM LEVEL 3

**Comprehensive Exam**

**Action Description:**

The program is revisiting the Comprehensive portfolio and introducing changes so it will be more connected to the Practicum experience.

RELATED ITEM LEVEL 1

**Identification And Evaluation of Research**

**Learning Objective Description:**

Students will be able to identify, analyze, and evaluate research in the field of higher education

RELATED ITEM LEVEL 2

**Comprehensive Portfolio**

**Indicator Description:**

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100% of students successfully completed the Comprehensive Portfolio.

**RELATED ITEM LEVEL 3**

**Comprehensive Exam**

**Action Description:**

The program is revisiting the Comprehensive portfolio and introducing changes so it will be more connected to the Practicum experience.

## **Update to Previous Cycle's Plan for Continuous Improvement Item**

### **Previous Cycle's Plan For Continuous Improvement (Do Not Modify):**

#### **Closing Summary**

Curriculum alignment process:

This year we will be implementing the curriculum changes that were decided upon in the curriculum alignment process that occurred 2019-2021.

Comprehensive Exam / Portfolio Assessment Tool:

We will continue to assess and revise (as needed) the assessment tool for the comprehensive exam, to ensure that it is beneficial to the students in the program.

Due to the lack of new enrollment in the Higher Education Assessment and Institutional Research certificate program, we have begun the process to sunset this certificate program.

#### **Update of Progress to the Previous Cycle's PCI:**

The program continues with the implementation of the curriculum alignment processes.

And, it purposefully revisited the format of the Comprehensive portfolio to make it more connected to program content and the practicum experience.

The Certificate in Higher Education Assessment and Institutional Research has been closed .

## **New Plan for Continuous Improvement Item**

#### **Closing Summary:**

For the year 2022-2023. the program

- Continues to review the Comprehensive Portfolio
- Review professional development opportunities offered to students
- Implements the changes identified by the curriculum alignment process