

PROGRAM INFORMATION	Program	Leadership Academy
	Submitted by:	Connie Schroeder
	Year	2021-2022
	Date of Review	2022-01-06
	Form Key	005cb96e-adc1-4bb6-97d8-49b54247a82b
PROGRAM OUTCOMES	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 informal email discussions. 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
SYLLABI	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
PROGRAM COMPETENCIES	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
COURSE ASSESSMENTS USED IN PROGRAM CHECKLIST	Capstone	No
	Class Participation	Yes
	Clinical/internship observations	No
	Examinations	No
	Comprehensive Final Exams	No
	Journals	No
	Lab Demonstrations	Yes
	Oral Examinations/Presentations	Yes
	Other Projects	Yes
	Peer Evaluations	Yes
	Portfolio Projects	No
	Quizzes	No
	Self Evaluations	Yes
	Simulations	Yes
	Videos of Student Mastery	No
Written Essays	No	
Written Reports	No	
ALIGNED AND APPROPRIATE ASSESSMENTS	Assessments used in the program are matched to the outcomes/competencies for the program.	Yes
	Give examples of how assessments used in the program reflect higher-level thinking skills, such as applications, analysis, synthesis, and evaluation.	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.

	Explain changes in the assessments used in your program since your last review (include input received and rationale)	No assessment changes this year
INDUSTRY CERTIFICATIONS	Explain any changes made or planned in the program based on assessment of industry certifications used in the program.	N/A
INTERNSHIPS/ CLINICALS	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
ENROLLMENT	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.	The program is 68% full. Covid impacted travel and marketing efforts. My goal is to reinstate the evening events in September and January as they provide marketing for the program in addition to networking exercises for the participants. Business to Business marketing was stopped due to covid. The goal is to attend a minimum of 3 HR events throughout the state to market the program.
RETENTION	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% successfully completed the program
GRADUATION	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.
PLACEMENT	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.
STUDENT SATISFACTION	If this benchmark is not met, what strategy or strategies will be implemented to address this measure?	Noel Levitz is not done with this group. Satisfaction Not assessed in 2021 - in 2020 - On a scale of 1-10 average score was 9 on if they would recommend to others.
ALUMNI SATISFACTION	If this benchmark is not met, what strategy or strategies will be implemented to address this measure?	This is not assessed for this program
EMPLOYER SATISFACTION	If this benchmark is not met, what strategy or strategies will be implemented to address this measure?	Mentors indicated satisfaction with the program.

PROFESSIONAL DEVELOPMENT	What professional development activities have instructors in this program completed in the last year?	Connie has continued working on her PhD in Psychology.
	How were these activities used to improve this program?	Information gained through these studies were used to enrich the lessons.
PROFESSIONAL ORGANIZATIONS	Do faculty members belong to professional organizations associated with this program?	Yes
	If no, explain why.	Faculty member belongs to several Human Resources organizations in South Dakota.
	Are students made aware of the professional organizations for their career field?	Yes
All	What changes were or will be made to this program based on feedback provided at the past year's advisory board meeting(s)?	Advisory board meeting was an abbreviated meeting with the Advisory Board president and Program Head combined with individual email discussions with other advisory board members due to covid concerns, and inability to find a satisfactory time for a TEAMS meeting. Conversations included adding teams meeting facilitation instruction which was implemented.
	Implementation Date	2021-09-20
	Indicate the personnel responsible for implementing the change(s):	Connie Schroeder - Program Head
PROGRAM IMPROVEMENT PLANS AND BUDGET	As you review this past year, what changes do you propose for the next school year that will affect the program's budget?	Additional Speakers are needed for the program at a cost of \$10,000 A dedicated tablet for the program is requested each year by participants and should be considered for the future. Cost is \$100- \$500 per participant
	Cost	\$15,000