

From: Carl J. Pfaffenberg

To: Dr. Chay Runnels, Ms. Jamie Cupit

CC: Lynda Martin

Subj.: School of Human Science Assessment committee meeting

Date: 03/20/2014

Enc.: 1. Graduating senior survey and methodology; 2. Methodology for employer surveys; 3. Sample employer survey.

Minutes of the Human Science Assessment committee held on Thursday, March 20, 2014. Meeting was called to order by Carl J. Pfaffenberg at 3:00pm. Also in attendance were Dr. Chay Runnels and Ms. Jamie Cupit.

The charge was reviewed: we need to be providing a survey to our EMPLOYERS regarding the quality and competency of our graduates and it should be a systematic occurrence on a regular basis and include a statement related to diversity. A draft survey was constructed and methodology was included. These items will be presented to the HMS faculty meeting tomorrow, Friday, March 21, 2014.

Related to the alumni survey, Dr. Runnels reported that the HMS department may access the University wide system. Dr. Runnels also contacted the SFA Alumni Association for assistance in tracking HMS alumni, where they are and what they are doing and has an excellent idea for the HMS website related to a link for alumni updating.

Dr. Pfaffenberg contacted HMS program coordinators and requested contact information from a minimum of 10 employers who have hired HMS graduates within the past 5 years. FND contends that they are doing their own tracking and the assessment committee should not worry about it. FCS has, as of this writing, not provided any employer information. Between the responding programs we have about 100 targets.

Related to a graduating senior survey, methodology and sample survey will also be presented to the general faculty meeting on Friday, March 21, 2014.

The next meeting of the assessment committee will be determined after the HMS faculty meeting but in no case will it be later than April 18, 2014. Meeting was adjourned at 1:47pm.

## Employer Survey Data Methodology

1. The responsible party for the employer survey is the Chair of the school of human sciences assessment committee.
2. The employer survey is for companies that have hired SFA School of Human Science graduates or used SFA School of Human Sciences interns.
3. The survey will be sent to employers gathered from the programs. As we have addresses and contact information, direct mail will be the methodology employed by the members of the assessment committee. SASE's will be included in the mailing.
4. The program employers will be reviewed annually by the program directors for correctness. This should be accomplished in the spring of each school year, no later than spring break.
5. The assessment committee will review the updated lists for each program area and put together a mailing for each addressee. The mailing will be to a specific person at the employing firm. Letters will be sent out in late spring, prior to the end of the semester.
6. The assessment committee will also have phone contact information for follow up calls to each employer so we can thank them for their assistance OR encourage them into assisting.
7. Any letters that are returned to sender (RTS) will be forwarded to the appropriate program head for review.
8. Responses will be collected by the assessment chair for statistical analysis to take place in the early fall semester, no later than the end of September. Analysis will be forwarded to the Chair of the School for review and dissemination to the program heads.
9. This process will repeat on an annual basis.

## EMPLOYER SURVEY

Please select the category of agree or disagree for the following statements about your intern/employee from Stephen F. Austin State University. Additional comments are welcome. This information will be used in assessing program success and change in the School of Human Sciences.

1. The intern/employee is sufficiently knowledgeable in the field.
- |          |       |               |          |          |
|----------|-------|---------------|----------|----------|
| Strongly | Agree | Neither Agree | Disagree | Strongly |
|          |       | nor Disagree  |          |          |

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2. The intern/employee exhibits professionalism for reliability.
- |          |       |               |          |          |
|----------|-------|---------------|----------|----------|
| Strongly | Agree | Neither Agree | Disagree | Strongly |
|          |       | nor Disagree  |          |          |

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3. The intern/employee exhibits professionalism for integrity.
- |          |       |               |          |          |
|----------|-------|---------------|----------|----------|
| Strongly | Agree | Neither Agree | Disagree | Strongly |
|          |       | nor Disagree  |          |          |

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4. The intern/employee exhibits professionalism for work ethic.
- |          |       |               |          |          |
|----------|-------|---------------|----------|----------|
| Strongly | Agree | Neither Agree | Disagree | Strongly |
|          |       | nor Disagree  |          |          |

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