Protocol for Program/Curriculum Change Based on Aggregate Data

1. Faculty creates competencies based on PMFTPs and MFT outcome research
2. Faculty develops curriculum, methods of supervision, and syllabi based around competencies during faculty meetings and in committee meetings.
3. In faculty meetings areas for evaluations are identified.
4. Faculty committee is formed to create evaluations to measure the relevant competencies and to measure the effectiveness of the teaching and supervision methods used to improve the competencies of the students.
5. Administration creates the evaluation process and has the students and faculty complete them
6. Both raw data and aggregate data are sent to the relevant faculty member (Student self-evaluations for their competencies are sent to their individual supervisor) (Student evaluations of a Faculty members' teaching or supervising abilities are sent to the relevant faculty member)
7. The aggregate data is sent to the program director and the assessment committee
8. The Executive Director shares aggregate Data on the flat screen during faculty meeting
9. The faculty discusses the aggregate data in faculty meeting and makes suggestions for program improvement
10. If needed, a faculty committee will meet separately to create a proposal to improve the program (often proposals come about in faculty meeting without outside work)
11. A proposal is submitted to the faculty and the faculty governance votes to implement the proposal OR Faculty will report a suggestion (not mandatory) relevant to teaching or supervising. (Note – if a proposal is voted in a DFI policy will change. Everyone is required to follow policy).
12. Voted in policy is implemented collaboratively with the students, the board, the administration, and the faculty = Program improvement based on aggregate data is achieved.
13. Faculty asks for feedback from communities of interest.
14. All communities of interest offer feedback and the faculty discuss if there is a need to change the competencies or the evaluations.