

Protocol for Program Change Based on Feedback from Students, Graduates and Faculty

1. Administration and Faculty create interview questions for students, graduates and faculty (there are two formal interviews 1.) an Exist interview with the Dean & 2.) An Interview about the educational outcomes (competencies) with the capstone director, the program director, the relevant individual supervisor, and the executive director immediately following the completion of the final capstone process.
2. Students are informed at orientation of their right to schedule appointments with The Dean, their Supervisor, the Program Director, the Operations Coordinator, and/or the Executive director to offer feedback or to offer proposals for program change (this happens with great frequency).
3. The Faculty and/or the Administration gather the information and present a summary at faculty meeting (unless the information was provided in confidence, such as a problem with a supervisor, in which case the administration will address the issue with respect for the students desired level of anonymity).
4. Faculty committee is formed to address the findings from the interviews OR the faculty discusses the findings in faculty meeting and makes suggestions for program improvement in the meeting.
5. 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 then a DFI policy will change. Everyone is required to follow policy).
6. The faculty will make changes to the education outcomes, the evaluation processes, or the curriculum based on the proposals.
7. Voted in policy is implemented collaboratively with the students, the board, the administration, and the faculty = Program improvement based on feedback in achieved.