

**Calendar of SWIC PTA Program Outcome Assessment Activities – “At-a-Glance”**

Semester of Assessment	Course(s) to be Assessed	Goal(s) Assessed	Person(s) Responsible	Location of related materials	Assessment Tool(s) Utilized	<b>Special Instructions &amp; Reporting of Results</b> <i>Direct Student Assessments are color coded in Purple and Indirect in Pink, Faculty Assessments are color coded white</i>  <i>Access to PTA specific, shared G drive is restricted to PTA Faculty only</i> <i>See Administrative and Clinical Education Calendars for overlap of duties</i>
<b>Fall</b>	XXXX	Didactic & Clinical Program, & Faculty Goals	Program Coordinator	G drive: Student Info, CAPTE, Outcomes Assessment, Faculty Info & Program Info folders  PTA General Web Page  SWIC OA website  FSBPT website	People Soft Coordinator’s Report  PTA Student Database  CAPTE AR spreadsheet  Licensure Results  Graduate and Employer Surveys	<b>Program Coordinator:</b> <ul style="list-style-type: none"> <li>• Establish new student database with student directory in Student Info folder. Record ACT or SAT scores, SWIC GPAs, application point totals and student demographics for future comparison with program progression &amp; performance, retention and licensure results</li> <li>• Update CAPTE AR Spreadsheet in CAPTE folder with new student demographics and graduate performance results for Annual Report to Commission on Accreditation in Physical Therapy Education (CAPTE). AR due December 1</li> <li>• Post new Program Stats, Outcomes, and Assessment of Mission and Goals on PTA General Web Page with assist from HS Coordinator’s Assistant or IT and on the SWIC OA website with assist of OA Coordinator/Secretary                             <ul style="list-style-type: none"> <li>○ Outcomes include: Graduation Rate (CAPTE Standard 1C1), Licensure Pass Rate (1C2), and Employment Rate (1C3).</li> <li>○ Assessment of Mission and Goals include: Graduation Outcomes (1C5), and other Program Outcomes, including faculty goal achievement (1C6)</li> </ul> </li> <li>• Report results in Fall Advisory Board Meeting</li> <li>• Input pertinent data in OA Grid</li> </ul>
<b>Fall</b>	PTA 100, 101/ 102, 200/ 201, 210/ 211, & 220	Faculty Goals	Program Coordinator, Individual Course Instructors, & PTA Core Faculty	Class Climate website (requires password to retrieve)  G drive: Course Info & Faculty Info folder	Course Evals ( <i>all courses</i> )	<b>Individual Course Instructors:</b> <ul style="list-style-type: none"> <li>• Retrieve Course Evaluation(s) from Class Climate, at end of semester</li> <li>• Review results and create Instructor Plans for following year, by the end of finals week</li> <li>• Save a copy of the Course Evaluation and Instructor Plans to G drive: Course Info folder, Course Eval &amp; Inst Plans in respective classes</li> <li>• Incorporate plans into faculty goals for upcoming year, as appropriate</li> <li>• Core Faculty to discuss at end of semester meetings</li> </ul>

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<b>Fall</b>	PTA 102, 201, 211	Educational/Learning Goals 1-10 and 12 assessed via Practical Exams	Program Coordinator & PTA Core Faculty	G drive: Outcomes Assessment folder  SWIC OA website	Practical Examinations (all application courses)	<b>PTA Core Faculty:</b> <ul style="list-style-type: none"> <li>Input data from practical examinations into OA -Excel Grade Books &amp; OA for Practicals. OA Workbooks are set up to automatically populate OA data regarding Educational/Learning Goals and Gen Ed/SWIC Core Competencies. Educational/Learning Goals data to include skill grades comprised of professional appearance, preparation, oral and written communication, overall assessment of treatment, rubric and deductions for contraindications, critical indicators, and/or efficiency. Report of data is found on Practical Exams tab of OA Workbooks</li> <li>Review Educational/Learning Goals data for the semester and highlight sub-threshold results for FALL, to be discussed in relationship to thresholds/targets at end of semester meeting and during Annual Program &amp; Curriculum meeting at end of academic year</li> </ul> *Reference end of chart
<b>Fall</b>	N/A	Didactic & Clinical Program Goals	Program Coordinator	G drive: Student Info, CAPTE, & Advisory Board folders  FSBPT website  PTA General Web Page  SWIC OA website	National Physical Therapy Examination for the PTA (NPTE for PTA or NPTE)	<b>Program Coordinator:</b> <ul style="list-style-type: none"> <li>Record known failures in G drive: Student Info folder: Student Databases, Licensure status column of spreadsheet</li> <li>Compare with formal FSBPT licensure results found at FSBPT.org</li> <li>Record results in CAPTE folder: CAPTE AR Spreadsheet and in OA folder: OA Grid</li> <li>Report out first-time taker pass rate % at Fall Advisory Board meeting. <i>Follow up in Spring Advisory Board meeting with Ultimate pass rate %, as needed</i></li> <li>Submit SWIC Student Learning Report: PTA Licensure Pass Rate to SWIC OA Coordinator/Secretary for posting to OA website</li> </ul>

Semester of Assessment	Course(s) to be Assessed	Goal(s) Assessed	Person(s) Responsible	Location of related materials	Assessment Tool(s) Utilized	<b>Special Instructions &amp; Reporting of Results</b> <i>Direct Student Assessments are color coded in Purple and Indirect in Pink, Faculty Assessments are color coded white</i>  <i>Access to PTA specific, shared G drive is restricted to PTA Faculty only</i> <i>See Administrative and Clinical Education Calendars for overlap of duties</i>
<b>Spring</b>	PTA 150/151, 160/161	Faculty Goals	Program Coordinator, Individual Course Instructors, & PTA Core Faculty	Class Climate website (requires password to retrieve)  G drive: Course Info & Faculty Info folder	Course Evals <i>(all courses)</i>	<b>Individual Course Instructors:</b> <ul style="list-style-type: none"> <li>Retrieve Course Evaluation(s) from Class Climate, at end of semester</li> <li>Review results and create Instructor Plans for following year, by the end of finals week</li> <li>Save a copy of the Course Evaluation and Instructor Plans to G drive: Course Info folder, Course Eval &amp; Inst Plans in respective classes</li> <li>Incorporate plans into faculty goals for upcoming year, as appropriate</li> <li>Core Faculty to discuss at end of semester meetings</li> </ul>
<b>Spring</b>	PTA 151 & 161	Educational/Learning Goals 1-10 and 12 assessed via Practical Exams	Program Coordinator & PTA Core Faculty	G drive: Outcomes Assessment folder  SWIC OA website	Practical Examinations <i>(all application courses)</i>	<b>PTA Core Faculty:</b> <ul style="list-style-type: none"> <li>Input data from practical examinations into OA-Excel Grade Books &amp; OA for Practicals. OA Workbooks are set up to automatically populate OA data regarding Educational/Learning Goals and Gen Ed/SWIC Core Competencies. Educational/Learning Goals data to include skill grades comprised of professional appearance, preparation, oral and written communication, overall assessment of treatment, rubric and deductions for contraindications, critical indicators, and/or efficiency. Report of data is found on Practical Exam tab of the OA Workbooks</li> <li>Review Educational/Learning Goals data for the semester and highlight sub-threshold results for <b>SPRING</b>, to be discussed in relationship to thresholds/targets at end of semester meeting and during Annual Program &amp; Curriculum meeting at end of academic year</li> </ul> <p>*Reference end of chart</p>

Semester of Assessment	Course(s) to be Assessed	Goal(s) Assessed	Person(s) Responsible	Location of related materials	Assessment Tool(s) Utilized	<b>Special Instructions &amp; Reporting of Results</b> <i>Direct Student Assessments are color coded in Purple and Indirect in Pink, Faculty Assessments are color coded white</i>  <i>Access to PTA specific, shared G drive is restricted to PTA Faculty only</i> <i>See Administrative and Clinical Education Calendars for overlap of duties</i>
Spring	PTA 280	All Educational/Learning Goals assessed via Comp Exam	Program Coordinator/ACCE & Assistant ACCE/PTA 280 Instructor	G drive: Outcomes Assessment folder	Comp Exam <i>(Exam over entire curriculum given prior to full-time, terminal clinical experiences to ensure student preparedness)</i>	<b>Assistant ACCE/PTA 280 Instructor:</b> <ul style="list-style-type: none"> <li>Prepare Comp Exam <ul style="list-style-type: none"> <li>Ensure Respondus LockDown Browser is installed in classroom to be utilized for testing</li> </ul> </li> <li>Administer/monitor OL exam during CE Seminar, Day 1</li> <li>Input grades into OA – Excel Grade Books for Lecture Courses, PTA 280 <ul style="list-style-type: none"> <li>Input data from Comprehensive Examinations into OA - Excel Grade Books &amp; OA for Practicals, OA Workbooks, Ed Goals Outcomes, Comp Exam tab of workbooks</li> <li>Input pertinent data in OA Grid</li> </ul> </li> <li>Discuss achievement of thresholds/targets with Program Coordinator/ACCE</li> </ul> <p>*Reference end of chart</p> <p>2016-2018: 3 Year Comp Exam Project (to be repeated in 5 years; during 2023-2025)</p> <ul style="list-style-type: none"> <li>Review results of individual exam questions in comparison with Program Goals, Courses, and Licensure categories to determine areas targeted for improvement</li> </ul>
Spring	PTA 270	Educational/Learning Goals 2-12 assessed via Clinical Performance Instrument (CPI)	Program Coordinator/ACCE, Assistant ACCE, & CE Cohort Leaders/ Site Visitors	CPI website  G drive: CE folder & Outcomes Assessment folder	Clinical Performance Instrument (CPI)	<b>CE Cohort Leaders:</b> <ul style="list-style-type: none"> <li>Review CPI, per policy and flag any questionable criteria/comments <ul style="list-style-type: none"> <li>Discuss findings with Assistant ACCE &amp; ACCE (who is ultimately responsible for clinical grade) and follow up as needed with CI and/or Student for clarification</li> <li>Contact students in need of retesting competencies on campus, per policy for CPI criteria that is NA and never achieved entry level during clinical experiences, and complete justification document found in CE folder, Cohort Info</li> <li>Discuss grading criteria for CE with ACCE/Assistant ACCE and input individual student grades into OA – Excel Grade Books for Lecture Courses, PTA 270</li> </ul> </li> </ul> <p>Note: ACCE/Assistant ACCE to input official grades into Infoshare</p>

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Spring	PTA 270	Educational/Learning Goals 2-12 assessed via Clinical Performance Instrument (CPI)	Program Coordinator/ACCE, Assistant ACCE, & CE Cohort Leaders/Site Visitors	CPI website  G drive: Outcomes Assessment folder	Clinical Performance Instrument (CPI)	<b>CE Cohort Leaders: (continued)</b> <ul style="list-style-type: none"> <li>Input summary data from CPI into OA - Excel Grade Books &amp; OA for Practicals, OA Workbooks, Ed Goals Outcomes, Clin Performance tab of workbooks</li> <li>Input pertinent data into OA Grid</li> </ul> <b>Assistant ACCE:</b> <ul style="list-style-type: none"> <li>Review data inputted into OA Workbooks and OA Grid</li> <li>Discuss achievement of thresholds/targets with ACCE/Program Coordinator</li> </ul> * Reference end of chart
Spring	N/A	Didactic & Clinical Program Goals	Program Coordinator, ACCE, Assistant ACCE, & CE Site Visitors	G drive: CE folder, CE Database & Site Visit Reports	Site Visit Reports	<b>Site Visitors:</b> <ul style="list-style-type: none"> <li>Complete site visit form for each visit <ul style="list-style-type: none"> <li>Utilize CE site rubric to determine if site should continue to be utilized</li> </ul> </li> <li>Update Clinical Site Database in Clinical Education folder after site visitations and at end of CE II, prior to CE Wrap-up Session/End of Semester meeting <ul style="list-style-type: none"> <li>Updates to include: Any changes to site name, CCCE/CI info, site, last utilized date, contract info, site visit date, and comments</li> </ul> </li> <li>Save all Site Visit Reports from the semester on G drive: CE folder, Site Visits</li> <li>Discuss site visitations with ACCE/Assistant ACCE</li> <li>Input pertinent data into OA Grid</li> </ul>
Spring	PTA 270	Faculty Goals: Academic CE Team	Academic, Clinical Ed Team: (ACCE, Assistant ACCE, CE Cohort Leaders/Site Visitors)	Class Climate website (requires password to retrieve)  G drive: Course Info folder	Evaluation of Academic Clinical Education Faculty	<b>Assistant ACCE:</b> <ul style="list-style-type: none"> <li>Retrieve Evaluation(s) from Class Climate, at end of semester</li> <li>Review results and input pertinent data into OA Grid</li> <li>Save a copy of the Evaluation Summary to shared G drive: Course Info folder, Course Eval &amp; Inst Plans, Course Evals PTA 270 &amp; 280, Clinical Ed Surveys</li> <li>Discuss with Academic CE Team during CE Wrap-up Session/End of Semester Meeting</li> </ul>

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Spring	N/A	All Educational/Learning Goals assessed via Employer Surveys	Program Coordinator /ACCE, Assistant ACCE and Site Visitors	Class Climate website (requires password to retrieve)  G drive: Outcomes Assessment folder	Employer Surveys	<b>Site Visitors:</b> <ul style="list-style-type: none"> <li>Provide sites employing SWIC Graduates with link to Class Climate: Employer Survey</li> <li>Follow up with email &amp;/or phone calls at end of semester, if surveys not received</li> <li>Retrieve Employer Surveys from Class Climate, at end of Semester</li> <li>Input pertinent data into OA Grid</li> <li>Input data from Employer Surveys into OA - Excel Grade Books &amp; OA for Practicals, OA Workbooks, Ed Goals Outcomes, Graduate &amp; Employer Surveys tab of workbooks</li> </ul> <b>Assistant ACCE:</b> <ul style="list-style-type: none"> <li>Review data inputted into OA Workbooks and OA Grid</li> <li>Discuss achievement of thresholds/targets with ACCE/Program Coordinator</li> <li>Report results in Fall Advisory Board Meeting</li> </ul> *Reference end of chart
Spring	N/A	All Educational/Learning Goals assessed via Graduate Surveys	Program Coordinator	G drive: Outcomes Assessment folder  PTA General Web Page	Graduate Surveys	<b>Program Coordinator:</b> <ul style="list-style-type: none"> <li>Send out 1 year Graduate Survey in May/June</li> <li>Record data in CAPTE AR Spreadsheet</li> <li>Input data from Graduate Surveys into OA- Excel Grade Books &amp; OA for Practicals, OA Workbooks, Ed Goals Outcomes, Graduate &amp; Employer Surveys tab of workbooks</li> <li>Input pertinent data into OA Grid</li> <li>Report results in Fall Advisory Board Meeting</li> </ul> *Reference end of chart
Spring	PTA 280	Didactic & Clinical Program Goals	Program Coordinator/ ACCE, Assistant ACCE	G drive: Clinical Education folder  Bb: PTA 280	Life Long Learning and Advocacy Form	<b>Assistant ACCE:</b> <ul style="list-style-type: none"> <li>Verify completion of Life Long Learning and Advocacy for individual students on Bb: PTA 280, prior to grades being issued</li> <li>File individual student forms in G drive: Clinical Education folder, Cohort Info</li> <li>Discuss with ACCE, as needed</li> </ul>

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Summer	PTA 170	All Educational/Learning Goals assessed via Comp Exam	Program Coordinator/ACCE & Assistant ACCE/PTA 170 Instructor	G drive: Outcomes Assessment folder	Comp Exam <i>(Exam over semesters 1 and 2 of curriculum given prior to full time integrated clinical experience to ensure student preparedness)</i>	<b>Assistant ACCE/PTA 170 Instructor:</b> <ul style="list-style-type: none"> <li>Prepare Comp Exam <ul style="list-style-type: none"> <li>Ensure Respondus LockDown Browser is installed in classroom to be utilized for testing</li> </ul> </li> <li>Administer/monitor OL exam during CE Seminar, Day 1</li> <li>Input grades into OA – Excel Grade Books for Lecture Courses, PTA 170 <ul style="list-style-type: none"> <li>Input data from Comprehensive Examinations into OA - Excel Grade Books &amp; OA for Practicals, OA Workbooks, Ed Goals Outcomes, Comp Exam tab of workbooks</li> <li>Input pertinent data in OA Grid</li> </ul> </li> <li>Discuss achievement of thresholds/targets with Program Coordinator/ACCE</li> </ul> <p>*Reference end of chart</p> <p>2016-2018: 3 Year Comp Exam Project (to be repeated in 5 years; during 2023-2025)</p> <ul style="list-style-type: none"> <li>Review results of individual exam questions in comparison with Program Goals, Courses, and Licensure categories to determine areas targeted for improvement</li> </ul>
Summer	PTA 170	Educational/Learning Goals 2-12 assessed via Clinical Performance Instrument (CPI)	Program Coordinator/ACCE, Assistant ACCE, & CE Cohort Leaders/Site Visitors	CPI website  G drive: Outcomes Assessment folder	Clinical Performance Instrument (CPI)	<b>CE Cohort Leaders:</b> <ul style="list-style-type: none"> <li>Review CPI, per policy and flag any questionable criteria/comments <ul style="list-style-type: none"> <li>Discuss findings with Assistant ACCE and ACCE (who is ultimately responsible for clinical grade) and follow up as needed with CI and/or Student for clarification</li> <li>Discuss grading criteria for CE with ACCE/Assistant ACCE and input individual student grades into OA – Excel Grade Books for Lecture Courses, PTA 170</li> </ul> </li> </ul> <p>Note: ACCE/Assistant ACCE to input official grades into Infoshare</p>

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Summer	PTA 170	Educational/Learning Goals 2-12 assessed via Clinical Performance Instrument (CPI)	Program Coordinator/ACCE, Assistant ACCE, & CE Cohort Leaders/Site Visitors	CPI website  G drive: Outcomes Assessment folder	Clinical Performance Instrument (CPI)	<b>CE Cohort Leaders: (continued)</b> <ul style="list-style-type: none"> <li>Input summary data from CPI into OA - Excel Grade Books &amp; OA for Practicals, OA Workbooks, Ed Goals Outcomes, Clin Performance tab of workbooks</li> <li>Input pertinent data into OA Grid</li> </ul> <b>Assistant ACCE:</b> <ul style="list-style-type: none"> <li>Review data inputted into OA Workbooks and OA Grid</li> <li>Discuss achievement of thresholds/targets with ACCE/Program Coord.</li> </ul> * Reference end of chart
Summer	PTA 170	Faculty Goals: Academic CE Team	Academic, Clinical Ed Team: (ACCE, Assistant ACCE, CE Cohort Leaders/Site Visitors)	Class Climate website (requires password to retrieve) G drive: Course Info folder	Evaluation of Academic Clinical Education Faculty	<b>Assistant ACCE:</b> <ul style="list-style-type: none"> <li>Retrieve Evaluation(s) from Class Climate, at end of semester</li> <li>Review results and input pertinent data into OA Grid</li> <li>Save a copy of the Evaluation Summary to shared G drive: Course Info folder, Course Eval &amp; Inst Plans, Course Evals PTA 170, Clinical Ed Surveys</li> <li>Discuss with Academic CE Team during CE Wrap-up Session/End of Semester Meeting</li> </ul>
Summer	N/A	All Educational/Learning Goals assessed via Employer Surveys	Program Coordinator/ACCE, Assistant ACCE and Site Visitors	Class Climate website (requires password to retrieve)  G drive: Outcomes Assessment folder	Employer Surveys	<b>Site Visitors:</b> <ul style="list-style-type: none"> <li>Provide sites employing SWIC Graduates with link to Class Climate: Employer Survey</li> <li>Follow up with email &amp;/or phone calls at end of semester, if surveys not received</li> <li>Retrieve Employer Surveys from Class Climate, at end of Semester</li> <li>Input pertinent data into OA Grid</li> <li>Input data from Employer Surveys into OA - Excel Grade Books &amp; OA for Practicals, OA Workbooks, Ed Goals Outcomes, Graduate &amp; Employer Surveys tab of workbooks</li> </ul> <b>Assistant ACCE:</b> <ul style="list-style-type: none"> <li>Review data inputted into OA Workbooks and OA Grid</li> <li>Discuss achievement of thresholds/targets with ACCE/Program Coordinator</li> <li>Report results in Fall Advisory Board Meeting</li> </ul> *Reference end of chart

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Summer	Annual Review	Review of all assessments <i>(includes analysis of program and curriculum)</i>	Program Coordinator and PTA Core Faculty	G drive: Outcomes Assessment folder	All student related assessments t/o academic year	<p>Major curriculum &amp; policy changes to be enacted at this time; unless deemed necessary by core faculty during academic year. Implementing curricular/ program policy changes only one time per academic year will keep faculty from being reactionary throughout year in response to isolated events/occurrences. Minor changes deemed necessary during Fall and Spring semesters will be decided upon at the end of respective semesters and reported in instructor plans &amp;/or end of semester meeting minutes</p> <p><b>Program Coordinator and Core Faculty:</b></p> <ul style="list-style-type: none"> <li>• Compare Outcomes for academic year with respective thresholds and targets and determine action plans, as necessary</li> <li>• Input pertinent data into OA Grid</li> </ul> <p><b>Program Coordinator:</b></p> <ul style="list-style-type: none"> <li>• Update Change Document as needed to assist in CAPTE &amp; ICCB Program Review Reporting</li> <li>• Reassess previous year(s) outcomes as needed. Time frames indicated in OA grid and/or Change Document (i.e. 3, 5, 7 year plans)</li> </ul>
Summer	Annual Review	Faculty Goals	Program Coordinator and PTA Collective Faculty & LACE Instructors	G drive: Outcomes Assessment folder & Faculty Info folder	Assessment of Collective Program Faculty via modified APTA Core Values Assessment Tool & Values-based Behaviors for the PTA Assessment Tool	<p><b>Program Coordinator &amp; Core Faculty:</b></p> <ul style="list-style-type: none"> <li>• Perform Assessment of Collective Faculty utilizing a combination of Core Values Assessment tool created by APTA for PTs and the Values-based Behaviors for the PTA Assessment tool modified to meet faculty needs vs clinician needs</li> <li>• Discuss strengths and weaknesses of collective faculty and determine needs/review plans for individual faculty development. Ensure that individual and collective faculty &amp; LACE instructor goals align with program goals</li> </ul>

	<p><b>Program Coordinator:</b></p> <ul style="list-style-type: none"><li>• Send Annual OA data to SWIC OA Coordinator/Secretary regarding Educational/Learning Goals and General Education/SWIC Core Competencies along with “formal” PTA Licensure Pass Rate; update Curriculum Maps – as needed</li><li>• Send information to collective faculty &amp; LACE Instructors to facilitate individual goal writing for upcoming academic year</li><li>• Save Individual Faculty Goals in G drive: Faculty Info folder</li></ul> <p><b>Collective Faculty &amp; LACE Instructors:</b></p> <ul style="list-style-type: none"><li>• Utilize Course Eval results to assist with self-assessment for Individual Faculty Goals - as needed</li><li>• Annual Goals and updated CVs are due at start of new academic year during opening week. Faculty/LACE Instructors should refer to Summer, Annual Curriculum/Program Review and/or email(s) sent by Program Coordinator</li></ul>
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**Reference:**

\* Note: Program Coordinator to submit an annual report to SWIC OA Coordinator for posting to OA web site at end of academic year. This includes **all tabs in workbook related to Educational/Learning Goals and SWIC Core Competencies.**