

POLICY & PROCEDURES MANUAL

Title:	Alumni Undergraduate & Graduate Outcome Assessment		
Policy No.	3.03.07	Chapter:	External Operations
Proposed:	February 15, 2005	Proposal No.:	2005-06
Adopted:		Adopted By:	Vote of the Executive Committee

Purpose:

To provide guidance to Council members and programs regarding the requirement for and process for administering the EHAC Outcome Assessment survey to recent graduates.

Policy:

The National Environmental Health Science and Protection Accreditation Council (EHAC) requires each undergraduate academic program up for accreditation or re-accreditation to collect alumni and their employers feedback through the EHAC Outcome Assessment tool.

- 1 This tool is to be used by EHAC to assess the undergraduate criteria by which accreditation is assessed. The College or University may elect to use the information for Academic Program assessment as well.
- 2 The Academic Program is responsible for administering the survey to its graduates and their employers.

Procedures:

The Academic Program shall submit the data collected to the EHAC Office no later than three months prior to the Annual Meeting of the Council. (For specific dates please check Council Calendar.) The Council will analyze the data and present the results at the Annual Meeting.

1. The Council currently provides these surveys as hard copy, but is currently moving towards an on-line format.
2. The Academic Program, if they so choose, may use the Outcome Assessment survey for additional surveying of graduates, if and only if:
 - a. They request this change, in writing, three months prior to sending out each batch of surveys (use of surveys for multiple mailings will not be granted). Details of the process must be included in the request to ensure comparability of results from program to program.
 - b. The request is granted by the Council.
 - c. The Academic Program may not, in any way, alter the format of the survey. Additional questions may be added only to the end of the survey or as a supplemental form accompanying the EHAC survey tool.

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- d. At time of re-accreditation, Council will determine applicability of data collected by these extra mailing to the accreditation requirements.

Drafted:		
Approved:		