

**CAHIIM
PROGRAM GOALS AND EVALUATION PLAN**

Definitions

Program Goals:	<p><u>Program goals</u> describe over-all goals that a program wishes to achieve. Each goal will have one or more target outcomes to measure and demonstrate successful achievement of the goal or toward goal achievement during a defined time period. Goals must address at least the four major areas required in the <i>Standards for Accreditation</i>:</p> <ul style="list-style-type: none">•Students and Graduates•The Curriculum (Program)•Faculty Development•The Community of Interest
Target Outcomes	<p><u>Target outcomes</u> are the <u>measures of successful performance</u> set by the program. They are the outcomes the program would like to see. How does a program know if it is successful at meeting its goals? For example, if your goal is that graduates will demonstrate entry-level competency, how can you tell if your graduates are competent?</p>
Steps to achieve each Target Outcome	<p><u>The steps</u> to achieve each target outcome are the steps, measurement tools, procedures, or activities that the program has been doing or will conduct to try to achieve the target outcomes. It is a common error to confuse steps with target outcomes (the target outcome is the desired end result).</p>
Results	<p>This is where a program will record the data that demonstrates the actual <u>results, measurements or outcomes</u>. For example, “9 of 10 graduates passed the certification exam” or “75%” of employers rated graduates of the program as “above average” or “excellent” on the employer survey.”</p>
Analysis and Action Plan.	<p>The <u>analysis/action plan</u> is where the program determines if the target outcome has been met and/or if the action steps were appropriate or in need of modification/change/new steps. If it has, then no further action is needed. If it has not the target outcome, then the program needs to formulate some corrective action plan(s) for the future. (These corrective actions then become the “steps” on the next program evaluation.)</p>
Person Responsible	<p>This is the <u>person(s) or category of persons responsible</u> for carrying out the Steps to Achieve or directing achievement of each target outcome. This could be, for example, the program director, the clinical practice coordinator, the advisory committee or a specified faculty member.</p>
Time Frame	<p>The <u>time frame</u> for many program evaluation activities is annually. However, in some instances, certain evaluations may be performed more frequently.</p>

Please use the TEMPLATE provided and save as a .pdf
New program applicants do not need to complete: Results or Analysis/Action Plans.

SAMPLE TEMPLATE FOR PROGRAM EVALUATION PLAN

Program Goals	Target Outcomes	Steps to Achieve the Outcome	Results	Analysis and Action Plan	Person Responsible	Time Frame
Graduates will demonstrate entry-level competencies	85% annual passage rate on RHIT exam	Students will be offered a comprehensive review course in the summer term after graduation.	90 percent passage rate (9/10)	No plan at this time	Program Director	Annually
	100% of students will be rated over-all "above average" by PPE supervisors on the course evaluation form.	Faculty will keep in close contact with clinical supervisors to monitor student progress. All students enrolled in the PPE course will have completed all prerequisites with a GPA of 2.5.	2 of 15 students received only "average" overall ratings in 2003	1. Analyze technical areas in which the students received "average" scores. 2. Analyze curriculum to see where these areas can be strengthened. 3. Discuss with PPE supervisor specific weak areas of the "average" students. 4. Make curriculum revisions where appropriate and compare results with the next PPE group.	Clinical Coordinator	Every semester
Program Goals	Target Outcomes	Steps to Achieve the Outcome	Results	Analysis and Action Plan	Person Responsible	Time Frame
	100% of graduates will receive favorable ratings (Satisfactory or very satisfactory) from employers in all areas on the employer survey.	Annual surveys will be sent out to all employers of grads, with the most recent being one year after graduation.	100% of graduates received favorable ratings from their employers in all areas on the employer survey.	No plan at this time	Program Director	Annually,
Faculty members will demonstrate current knowledge and expertise in	100 percent of faculty members will receive a minimum of a "satisfactory" rating	Instructors will attend relevant professional development activities to keep their knowledge	3 of 4 instructors received all ratings of satisfactory or	The "unsatisfactory" ratings were reviewed with the instructor. It was found that all	Program Director	Every Semester

areas taught.	from students on all areas of the teacher evaluation survey.	current. Instructors will be required to attend at least one professional development activity related to improvement of teaching skills annually.	better. One instructor received an unsatisfactory rating on 8 student evaluations.	"unsatisfactory" ratings were given to the same item on the evaluation, i.e., grading criteria for the course were not clearly explained. Syllabi were reviewed and grading criteria were revised.		
Program Goals	Target Outcomes	Steps to Achieve the Outcome	Results	Analysis and Action Plan	Person Responsible	Time Frame
The program will provide CE opportunities for the HIM community of interest	One CE program per semester will be offered by the HIM program The CE programs will have an enrollment of at least 10 participants.	HIM directors will be surveyed on what types of CE programs they would like to see offered. Faculty will alternate presenting CE programs based on feedback received from the community of interest.	Two CE programs were held in 2002. Both programs had 12 participants per program.	No action at this time	Program Director and Faculty	Every semester