

**Outcome 3.** Demonstrate knowledge and skills with federal, state and non-governmental safety and health program, standards and best practices.

The assessment is performed with respect to the key abilities that the students are expected to acquire in specific courses that have been identified with respect to this outcome.

Course	Key abilities	Performance indicators
SAFM 505	Required course: use of Code of Federal Regulations	Student will be able to identify five agencies that enforce safety and health compliance after successfully completing SAFM 505.
SAFM 552	Required course: comprehensive training manual	Student will be able to write useable performance based objectives after successfully completing SAFM 552.

- Tools used: SAFM assessment rubric; exit survey
- Data Collected: SAFM assessment rubrics: student projects; homework; final grades  
Surveys: Likert scale data
- Frequency of data collection: SAFM Assessment rubrics: every semester  
Exit survey: every semester, third week in November or April
- Analysis Method: Data reduced, tabulated and distributed as summaries to faculty and Visiting Committee members
- Closing the loop: This outcome is subject to review based on performance criteria and metrics and specific action items are developed, if necessary, to revise the content of the courses.

*Performance criteria and metrics:*

- a) SAFM Assessment rubrics: grades of 1-3 need no work to supporting courses;
- b) Rubric grades of 4 or 5 need addressed by faculty as a whole, then individual instructors
- c) Exit survey: qualitative data written out verbatim, quantitative data tabulated

**Assessment Tool:**

**SAFM Assessment Rubric**

# Assessment Rubric

## Course Objectives Against Student Learning Outcomes

SAFM XXX: [semester, year]

### Safety Function Integration

Course Objective	SLO	Quantitative Value (1-5)	Assessments * Used (See key*)	Decision P: 3-5; F: 1-2)	Remedial Action	Target Date for Completion
1	1,2,		MQ1, P, E			
2	4,6,		MQ2, P			
3	1		MQ3, P			
4	1		MQ4,6,7, 12, P			
5	3,6		MQ14, O			
6	2,3,5,6		FQ2,15			
7	1,3		FQ2,22,18  P, Pre			

Key to assessment

M = Midterm exam

Q = Question

Final = Final exam

P = Project

Po = Portfolio

Pre = Presentation or oral reports

Man = Manual

E = Exercise or Abstract

C = Computation

RP = Role-Playing

FT = Field Trip

L = Lab

O = Other

## **Closing the Loop: Details of efforts to correct deficiencies (G. Winn, instructor)**

\*\* For [ semester, year] the following deficiencies were noted:

\*\* For [ semester, year], the following actions were taken to address deficiencies:

Additional remedial work, if any:

Faculty discussion, if any:

SAFM 501 Objectives	Safety Management Program Outcomes						
	Outcome 1	Outcome 2	Outcome 3	Outcome 4	Outcome 5	Outcome 6	
1. Describe an organization's safety mission	X		X	X			
2. Historical development of modern safety management			X	X			
3. Roles of personnel involved in safety management	X						
4. Major management theories related to safety management	X						
5. Safety-performance drivers in the various roles in an organization			X			X	
6. Models of accountability in safety management used to integrate the function	X	X			X	X	
7. Measures of safety performance used to evaluate persons involved in safety-functional roles		X	X		X	X	
8. Current examples of safety management and variants in industry	X		X				

Addendum to Spring, 2011 Rubric Assessment:  
Lecture notes:

Winn5012007  
Rev: 82410

**Assessment Tool:**

**SAFM Exit Survey**

## SAFM Graduate Exit Survey



### Safety Management Graduate Student Exit Survey Semester 20XX

*Do not put your name on this survey*

The Masters of Safety Management program at West Virginia University is conducting this survey as part of an ongoing assessment program to evaluate its educational objectives and outcomes.

We desire to continuously improve the quality of the educational experience that we provide to our students and believe your assessment of your graduate educational experience can guide us to make those improvements.

Your responses are totally confidential and will only be used to benchmark and improve the graduate Safety Management program at WVU.

Listed below are a series of questions addressing components of your educational experience in the Safety Management Program.

Please complete the following survey and return it. It is **important** that you fill it out completely and honestly. If you are taking comprehensive examinations, return it to the proctor at the end of the day. If you are defending a thesis or problem report return it to the secretary in Room 321 MRB.

- 1) From 1 to 5, rank the following topics as to your understanding. Give a 5 to the topic with which you are most knowledgeable. Give a 1 to the topic in which you have the least knowledge. (Use N/A if you didn't take a course in the area)

- \_\_\_\_\_ Safety Management
- \_\_\_\_\_ Safety Legislation and Regulations
- \_\_\_\_\_ Hazard Awareness (Recognition) and Control
- \_\_\_\_\_ Loss Control and Recovery
- \_\_\_\_\_ Safety and Health Training
- \_\_\_\_\_ Economics, Safety Evaluation and Research
- \_\_\_\_\_ Managing Fire Safety
- \_\_\_\_\_ Industrial Hygiene
- \_\_\_\_\_ Environmental Management and Permitting



2) Circle the class numbers in which you worked in **groups** or on group projects.

501	Safety Management Integration
502	Controlling Environmental and Personnel Hazards
505	Safety Legislation and Compliance
528	Economic Aspects of Safety
534	Managing Fire Safety
550	Loss Control and Recovery
552	Safety and Health Training
640	Instrumentation for Safety Managers

2a) Which **group** class project do you feel was the most successful? Why?

2b) Which **group** class project was the least successful? Why?

3) Circle the class numbers in which you worked on **individual** projects.

501	Safety Management Integration
502	Controlling Environmental and Personnel Hazards
505	Safety Legislation and Compliance
528	Economic Aspects of Safety
534	Managing Fire Safety
550	Loss Control and Recovery
552	Safety and Health Training
640	Instrumentation for Safety Managers

3a) Which **individual** project do you feel was the most successful? Why?

3b) Which **individual** project was the least successful? Why?

4) Rate your chances of getting **another** advanced degree at some point in your life

Very Unlikely

Extremely likely

1

2

3

4

5

For the following skill sets, please rate your experience in the MS Safety Management program.

1 = extremely poor experience, poorly prepared in this area

5 = excellent experience, well prepared for this area

Oral Communication	1	2	3	4	5
Written Communication	1	2	3	4	5
Ethical and Professional Responsibilities in the Workplace	1	2	3	4	5
Costs & Benefits, Research and Statistics	1	2	3	4	5
Computer applications: Spreadsheets, Presentation Software	1	2	3	4	5
Developing Evaluation Tools	1	2	3	4	5
Problem Solving	1	2	3	4	5
Data Analysis and Interpretation	1	2	3	4	5
Developing Safety Programs and Manuals	1	2	3	4	5
Summarizing and Understanding Regulations	1	2	3	4	5

- 6) List one or two areas in which you feel the Safety Management program excels. Why?
  
- 7) List one or two areas in which the Safety Management program needs improvement. Why?
  
- 8) What was the most valuable (useful) **course(s)** you took while enrolled? Why?
  
- 9) What was the most valuable **activity** you undertook while enrolled in the program?
  
- 10) List the course(s) which you feel did not have sufficient technical/scientific content.
  
- 11) List the course(s) which you feel did not have sufficient professional content
  
- 12) List the course(s) that you feel had significant **overlap** of material. Please **specify** the material that overlapped.
  
- 13) Which **topic(s)** in the program do you feel might need additional coverage?

14) Please check the following: 5 = Strongly agree; 1 = Strongly disagree

1 2 3 4 5

The classes were scheduled at convenient times.....					
The Reading Room (library on 3rd floor) was helpful to me.....					
The computer facilities in the department and college were helpful to me.....					
I improved my ability to write effectively.....					
I improved /made more effective my oral communication skills...					
I improved my problem-solving skills.....					
I improved my computer skills.....					
I improved my ability to work as part of a team.....					
I improved my knowledge of current technologies/issues in the safety field.....					

15) Additional comments:

[survey ends]