II. MISSION STATEMENT

The mission statement of the Department of Occupational Safety & Health parallels the mission statement of Southeastern Oklahoma State University in that it “provides an environment of academic excellence that enables students to reach their highest potential. By having personal access to excellent teaching, challenging academic programs, and extracurricular experiences, students will develop skills and habits that promote values for career preparation, responsible citizenship, and lifelong learning.”

VISION STATEMENT

The primary focus of the safety profession is the prevention of harm to people, property and the environment and to improve employee health. Occupational safety professionals are the specialists in the fight to control hazards. To that end, the department of occupational safety & health will remain the leading undergraduate program in size, placement, and quality of instruction in the country.

PROGRAM GOALS

The goal of the department of occupational safety and health is to provide graduates with the knowledge, skills, situational learning experiences, instruction and assessment that will prepare them for successful careers in the field of occupational safety and health.

III. MAJOR PROGRAM OBJECTIVES AND OUTCOMES

The objectives were developed by the American Society of Safety Engineers (ASSE) and the American Board of Engineering Technology (ABET) and were used in the Program Review process of safety degree programs in 2010. The Occupational Safety and Health Department will utilize these nationally developed outcomes and modify as necessary in future program development.

A student completing the B.S. degree in Occupational Safety & Health shall be able to:
1. Demonstrate an ability to analyze and interpret data by understanding fundamental mathematical concepts and to apply those concepts to practical situations in industry. Specifically, Southeastern graduates will be able to formulate and compile safety data and statistics necessary for Job Safety Analysis, Industrial and Insurance Hazard Assessments, and Fault Tree Analysis programs in insurance and industry.

A. Assessment methods

- Number of students participating in the assessment: Approximately 1,000
- How are students selected to participate in the assessment? All students enrolled in SFTY core classes during the fall, spring, and summer semesters plus the senior exit exam.
- What is the make-up of the sample? All students enrolled in occupational safety core classes during the fall, spring, and summer academic period plus the senior exit exam.
- What work will be evaluated? Class exams, presentations, reports, and group projects in courses pertinent to the objective were studied. In addition, all graduating seniors were required to take, and satisfactorily complete, a senior exit exam that included questions regarding statistical presentation and analysis were included.
- How is work evaluated? By individual professors and/or the department chair.
- What data will result from the assessment? Individual exam scores, project group scores, and presentation scores. Outcomes will be compared to previous classes to determine historical trends.

2. Anticipate, identify, and evaluate hazardous safety and health conditions and practices through use of JSA, FTA, ISO9000, and OSHA specs programs utilized in SFTY-4113, 4163, 4154, 3173, and 4143 courses.

A. Assessment methods

- Number of students participating in the assessment: Approximately 600
- How are students selected to participate in the assessment? All students enrolled in select (SFTY-4113, 4163, 4154, 3173, and 4143) occupational safety core classes during the fall, spring, summer academic period plus the senior exit exam.
- What is the make-up of the sample? All students enrolled in select (SFTY-4113, 4163, 4154, 3173, and 4143) occupational safety core classes during the fall, spring, summer academic period plus the senior exit exam.
- What work is evaluated? Class exams, presentations, reports, and group projects in courses pertinent to the objective were studied. In addition, all graduating seniors are required to take, and satisfactorily complete, a senior exit exam that included questions regarding statistical presentation and analysis were included.
• How is work evaluated? By individual professors and/or the department chair.
• What data will result from the assessment? Individual exam scores, project group scores, and presentation scores. Outcomes will be compared to previous classes to determine historical trends.

3. **Develop safety and health hazard control designs, methods, procedures, and programs including homeland security and emergency program management. Southeastern students should be able to complete FEMA basic knowledge coursework upon completion of SFTY-4154, 4183, and 4143 courses.**

A. **Assessment methods**

- Number of students participating in the assessment: Approximately 350
- How are students selected to participate in the assessment? All students enrolled in occupational safety core classes during the fall, spring, summer academic period plus senior exit exam.
- What is the make-up of the sample? All students enrolled in occupational safety core classes during the fall, spring, summer academic period plus senior exit exam.
- What work is evaluated? Class exams, presentations, reports, and group projects in courses pertinent to the objective will be studied. In addition, all graduating seniors are required to take, and satisfactorily complete, a senior exam that included questions regarding statistical presentation and analysis were included.
- How was work evaluated? By individual professors and/or the department chair. Outcomes will be compared to previous classes to determine historical trends.

4. **Evaluate and utilize appropriate technology and library resources in occupational safety & health situations and training opportunities through extensive use of SOSU occupational safety & health computer lab programs and OSHA and ASSE training online programs.**

A. **Assessment methods**

- Number of students participating in the assessment: Approximately 1,300
- How are students selected to participate in the assessment? All students enrolled in occupational safety classes during the fall, spring, summer academic period.
- What is the make-up of the sample? All students enrolled in occupational safety classes during the fall, spring, summer academic period.
- What work is evaluated? Class presentations, reports, and group projects in courses pertinent to the objective will be studied which required use of the departmental student computer lab.
• How is work evaluated? By individual professors and/or the department chair.
• What data will result from the assessment? Individual and group project and presentation scores. Outcomes will be compared to previous classes to determine historical trends.

5. *Manifest oral and written communication skills in presentation of occupational safety and health training situations through required courses in Safety Training and Instructional Techniques and Industrial Safety Program Management courses.*

A. Assessment methods

• Number of students participating in the assessment: Approximately 250
• How are students selected to participate in the assessment? All students enrolled in Safety Training and Instructional Techniques and Industrial Safety Program Management courses during the fall, spring, summer academic period.
• What is the make-up of the sample? All students enrolled in Safety Training and Instructional Techniques and Industrial Safety Program Management courses during the fall, spring, summer academic period.
• What work is evaluated? Presentations, reports, and group projects in courses pertinent to the objective will be studied.
• How is work evaluated? By individual professors and/or the department chair.
• What data will result from the assessment? Individual and group project and presentation scores. Outcomes will be compared to previous classes to determine historical trends.

6. *Work independently in analyzing and solving problems in occupational safety & health through proper instruction and internship experience gained during the junior and senior years.*

A. Assessment methods

• Number of students participating in the assessment: Approximately 100
• How are students selected to participate in the assessment? All graduating students in the program during the fall, spring, summer academic period, especially those in internship positions.
• What is the make-up of the sample? All graduating students in the program during the fall, spring, summer academic period, especially in internship positions.
• What work will be evaluated? Weekly internship reports, and assignments in Senior Seminar class to include resumes, cover letters, interview skills, and presentations.
• How was work evaluated? By the department chair.
What data will result from the assessment? Successful completion of senior projects, internships, and job searches. Outcomes will be compared to previous classes to determine historical trends. Outcomes will be compared to previous classes to determine historical trends.

7. **Obtain an entry-level position in occupational safety & health or be admitted to an accredited graduate school in occupational safety & health or industrial hygiene.**

A. Assessment methods

- Number of students participating in the assessment: Approximately 100
- How are students selected to participate in the assessment? All graduating students in the program during the fall, spring, summer academic period.
- What is the make-up of the sample? All graduating students in the program during the fall, spring, summer academic period.
- What work will be evaluated? Successful job placement or graduate school acceptance.
- How was work evaluated? By the department chair.
- What data will result from the assessment? Percentage of successful job search or graduate school acceptance. Outcomes will be compared to previous classes to determine historical trends.

**TYPES OF ASSESSMENT USED WITH EXPLANATION**

The department of occupational safety & health uses the following assessment tools:

- **Entry-Level**

  SFTY-1313 Introduction to occupational safety & health
  An entry-level course designed to satisfy student curiosity about the field of occupational safety and its impact on the working world. Four exams are given.

- **Mid-Level**

  The Mid-Level assessment exam is given after the student has attained 60 hours of credit (Junior status). Students are chosen at random for interviews by the department chair. Questions pertaining to efficiency, program results, required coursework, class size, faculty availability and teaching quality are asked and responses used to assess the program and relevant outcomes.
• **Program Outcomes**

Various exams are given in several sections to assure that the students are learning required industry related specialties and that expertise in areas such as mathematics, chemistry, ergonomics, hazardous materials, law, environment, management, industrial hygiene, training techniques, fire, and construction safety. In addition, a business/industry advisory board is in place to consult with in determining effective program outcomes. Students are chosen at random for program outcomes assessment with the department chair (see mid-level).

• **Exit Assessment**

Senior Seminar exit exams are conducted to include the exit questionnaire, course evaluation, and career planning evaluation. The department chair conducts additional interviews in order to determine program effectiveness and outcomes assessment.

• **Post-Graduate Assessment**

Six-month surveys are conducted after the graduate has been employed over 180 days. In addition, the employers are also surveyed to determine the adequacy of the program in providing skilled, educated, and motivated workers for occupational safety in government and industry.

**FREQUENCY OF ASSESSMENT/FREQUENCY OF RESULTS**

• **Entry-Level Assessment**

Assessment results from the SFTY-1313 course sections are accumulated each semester and the results are used by the department chair to determine effectiveness of the entry-level course and overall effectiveness of the program.

• **Mid-Level Assessment**

The mid-level assessment is administered to each student after they have attained junior status (60 hours). Interviews with safety students are an ongoing process and occur each week (2 students). The interview results are used to determine program, class, and professor effectiveness and are given serious consideration before each schedule of classes is finalized.
• **Program Outcomes Assessment**

All students are tested on coursework and the results used to determine course effectiveness. As with mid-level assessment, student interviews are conducted throughout the semester to determine program effectiveness and outcomes.

• **Exit Assessment**

Exit exams are conducted in Senior Seminar and include the ABET and SOSU exit questionnaire, course evaluation, and career planning evaluation. The assessment exams are administered to each graduating senior at the end of the semester and the results used to determine program effectiveness.

• **Post-Graduate Assessment**

Six-month surveys are provided to each graduate after 180 days of employment. The results are used to determine program effectiveness and to use as a benchmark to determine if the program is meeting the entry-level professional requirements of the American Society of Safety Engineers. Assessment surveys are also provided to employers to determine the effectiveness of the occupational safety program in meeting employer needs at the entry-level position.

**ANALYSIS IN AND FOR THE DEPARTMENT**

• **Entry-Level**

After assessment of student grades in the SFTY-1313 course, special attention is given to those offering a propensity of interest and at a skill level commiserate with the professional goals and objectives of the ASSE. Those students with a genuine interest in occupational safety & health are encouraged to continue pursuit of the degree.

• **Mid-Level**

Qualitative objective questions are asked of selected students to define a midpoint interest in occupational safety & health. Suggestions from faculty and other students are taken into consideration as the department recruits quality students to continue in the degree plan.

• **Program Outcomes**

Results from exams in various specialties are taken into consideration as the department seeks to analyze success at the goals and objectives level. In addition, meetings with industry leaders accompanied by their insightful comments and recommendations allows the department to gauge success from the
industrial/commercial standpoint. Qualitative outcomes assessment is derived from selected students at this midpoint junction.

- **Exit Assessment**

Both qualitative and quantitative outcomes assessments are provided by the senior seminar students. Quantitative assessments are the numerical senior seminar exit survey with Likert rankings of the effectiveness of the degree program included. Past surveys serve as the benchmark of this exam. Qualitative surveys are also taken from all senior seminar students and their comments recorded for future course and degree plan adjustments.

- **Post-Graduate Assessment**

Qualitative surveys are provided to graduates after they have completed six months in the workforce. As with the exit survey, comments of graduates and their employers are used to make corrections in the courses and degree plans offered.

**APPLICATION IN/AND FOR THE DEPARTMENT**

- **Planning**

Using the assessment process, the department of occupational safety & health will plan courses, programs, and instructional methods to best serve both the student and the employers we serve. Planning will center on effectiveness and best use of resources.

- **Budgeting**

The limited resources of the department will be used to strengthen the mission and goals of both the university and the department. Based on the assessment outcomes, budgeting will be targeted towards courses and teaching methods that satisfy the prime directive, that is, excellence in course preparation, teaching, and the general preparation of the student to meet the challenges of the industrial and occupational safety profession.

- **Curricular Changes**

All courses and degree programs will be updated and strengthened based partially on the assessment process. Courses determined to be obsolete or redundant will be deleted and replaced with courses that best suit the requirements of industry and government with occupational safety professionalism and efficiency as the major driving force. Courses in need of revision will be modified based in part on the assessment process.
HOW FEEDBACK IS TO ACHIEVED

All assessment processes and procedures will be reviewed, discussed, and modified as necessary by the faculty. Student exit exams, 180-day alumni surveys, and supervisor/industry surveys will be provided to the faculty with opportunity for discussion at faculty meetings and through regular faculty advisement meetings with the department chair.

IV. PROGRAM MODIFICATIONS

Modifications to the program will be made using feedback from faculty, students, alumni, and industry leaders to best achieve the stated mission, goals, and objectives of Southeastern Oklahoma State University and the Department of Occupational Safety & Health. How modifications are determined and implemented will be based on the assessment process. The effectiveness or ineffectiveness of any modifications will be determined by future student, faculty, alumni, and industry assessment processes.

V. DISTANCE EDUCATION

The department currently has several web-based course offerings but is offering less than in semesters past due to the high demands of the online MS program and the fear that our graduates would be taking online courses for both the BS and MS OSH degrees and thereby losing the opportunity for face-to-face instruction and lab requirements.

Course requirements for undergraduate online sections were the same as for face-to-face sections. The same exams were used to standardize the grading process. If classroom assignments were required in the face-to-face sections they are also required in the online sections. Online courses are evaluated using the Internet Course Survey; however,
VI. FACULTY LEVEL OF INVOLVEMENT IN THE ASSESSMENT PROCESS

All faculty members are provided opportunity to be involved in the assessment process. Faculty members are apprised of the different sections and categories of assessment during faculty meetings and were given notice of assessment opportunities via email. Faculty members provided comments and suggestions for the assessment document and all suggestions and comments are seriously studied and considered.

- Dr. Wayne D. Jones  Complete and analyze final assessment report
- Dr. Chris Bradshaw  Administer exit examinations/class assessments
- Dr. Nick Nichols  Administer exit examinations/class assessments
- Dr. Hal Poovey  Alumni and employer surveys/class assessments
- Dr. Richard Braley  Conduct exit interviews/class assessments

VII. TRANSPARENCY

Results of the assessment process will be available to the internal and external constituents in the annual Department of Occupational Safety & Health assessment report and the five-year program review.