

Accreditation Council for Art Therapy Education (ACATE)

PERSONNEL SURVEY of PROGRAM RESOURCES

This survey is to be completed by faculty, advisory committee members, and/or relevant staff. The purpose of this survey instrument is to evaluate program resources and their sufficiency in allowing us to meet program goals, through the eyes of individuals who are not students but who have expertise in oversight of the program. The data compiled will aid the program in ongoing planning, appropriate change, and development of action plans to address deficiencies. All data will be kept confidential and will be used only for program evaluation purposes and action planning.

BACKGROUND INFORMATION

Institution Name or Program Sponsor:	
Date of Survey Completion:	Click Here
Name*:	Click Here

*Your name is requested for tracking and action planning purposes. .

INSTRUCTIONS

Consider each item below separately, and rate each item independently of all others. Select the rating that indicates the extent to which you agree with each statement. Please do not skip any rating. Select N/A if you do not know about a particular area.

5=Strongly Agree 4=Generally Agree 3=Neutral 2=Generally Disagree 1=Strongly Disagree N/A=Not Applicable

I. FINANCIAL RESOURCES	
A. INSTITUTIONAL BUDGET (This is to be completed by all program personnel according to their assessment of the program.)	
1. The institutional budget provides the art therapy program with sufficient financial resources to meet the program goals and outcomes.	Rating
2. The institutional budget provides the program with equal access to the financial resources available to all other instructional programs.	Rating
B. PROGRAM BUDGET (This is to be completed by all program personnel.)	
1. The program budget provides for sufficient program functioning and up-to-date equipment to achieve classroom competencies.	Rating
2. The program budget provides sufficient supplies to achieve classroom competencies.	Rating
3. The program budget provides for a sufficient number of faculty for didactic (classroom) instruction.	Rating
4. The program budget provides for a sufficient number of faculty for clinical (practicum/internship) instruction.	Rating
5. The program budget provides for adequate faculty/staff continuing education/professional development.	Rating
6. Funds are available to support special student instructional activities (e.g. field trips, meetings, guest presenters).	Rating
Comments:	
II. FACILITIES AND EQUIPMENT/SUPPLIES	
A. CLASSROOMS	
1. Classrooms are adequate in size to support effective instruction.	Rating
2. Classrooms have adequate lighting to support effective learning.	Rating
3. Classrooms have adequate sound barriers to support a quietly reflective learning environment.	Rating
4. Classrooms contain adequate furniture (e.g. chairs, tables, storage) to support effective learning.	Rating
5. Classrooms have adequate ventilation (e.g. air conditioning, heat) to support effective learning.	Rating
6. Classrooms are provided with appropriate instructional equipment (e.g. boards, projectors) to support effective instruction.	Rating
B. ONLINE INSTRUCTIONAL SPACES	

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1. Access to the online course management system is sufficient to support effective instruction.	<i>Rating</i>
2. Online classroom management systems are provided with adequate IT assistance to support effective instruction.	<i>Rating</i>
C. STUDIO SPACES (These spaces can be shared with classroom spaces.)	
1. Studio spaces are adequate in size.	<i>Rating</i>
2. Studio spaces have adequate lighting.	<i>Rating</i>
3. Studio spaces contain adequate furniture (e.g. chairs, tables, storage).	<i>Rating</i>
4. Studio spaces have adequate ventilation (e.g. air conditioning, heat).	<i>Rating</i>
5. Studio spaces are equipped with sufficient supplies necessary for student creation of art and development of responsiveness to personal artmaking. (It is expected additional supplies will be provided by students according to their specific media explorations.)	<i>Rating</i>
6. Studio spaces are accessible to students for artmaking outside of the room's regularly scheduled class times.	<i>Rating</i>
D. FACULTY OFFICES	
1. Faculty offices provide adequate space for meeting with students in a confidential manner.	<i>Rating</i>
2. For faculty teaching an online class, access to online resources for confidential meeting with students is adequate.	<i>Rating</i>
E. ANCILLARY FACILITIES	
1. Ancillary facilities provide adequate quiet study area.	<i>Rating</i>
Comments:	
III. CLERICAL AND SUPPORT PERSONNEL	
1. The clerical support is adequate to meet the needs of the program.	<i>Rating</i>
2. The admissions personnel are adequate to meet the needs of the program.	<i>Rating</i>
3. The financial aid personnel are adequate to meet the needs of the program.	<i>Rating</i>
4. Learning resource personnel are adequate to meet the needs of the program.	<i>Rating</i>
5. Computer and technology support personnel are adequate to meet the needs of the program.	<i>Rating</i>
6. Students know how and where to access the resources of support staff.	<i>Rating</i>
Comments:	
IV. FACULTY/STAFF CONTINUING EDUCATION	
1. The Program director and administration encourage the continual professional development of the faculty so that that faculty remain sufficiently knowledgeable to provide instruction.	<i>Rating</i>
2. Faculty are given appropriate time to participate in continuing education/professional development.	<i>Rating</i>
3. Faculty are provided with sufficient access to continuing education for improvement of teaching skills and curriculum development.	<i>Rating</i>
4. Practicum/Internship site supervisors are sufficiently encouraged to participate in relevant training to support student learning outcomes.	<i>Rating</i>
Comments:	
V. FACULTY PERSONNEL RESOURCES	
1. The identified responsibilities of the Program Director ensure review of the progress of each student throughout the program and assistance with corrective measures when needed.	<i>Rating</i>
2. The identified responsibilities of the Program Director allow time to complete all necessary tasks (e.g. oversight of the program, assisting with issues that may arise).	<i>Rating</i>
3. The responsibilities of the Practicum/Internship coordinator are sufficiently identified to allow them to promote positive relations with practicum/internship sites.	<i>Rating</i>
4. Faculty number is adequate to student academic needs and to facilitate development of effective communication flow between faculty and students.	<i>Rating</i>

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5. Faculty are provided time to meet to plan program improvements and to respond to feedback regarding the development of the academic program and curriculum.	<i>Rating</i>
6. Faculty teaching loads allow time to complete all necessary tasks (e.g. evaluation of student performance, assisting with issues that may arise).	<i>Rating</i>
7. The faculty to student ratio per class sizes allow the program to meet the stated program mission, goals and outcomes.	<i>Rating</i>
8. Faculty consistently work with others (e.g. advisory committee, administration, communities of interest) to enhance the program.	<i>Rating</i>
Comments:	
VI. CURRICULUM RESOURCES <i>(Please note that further questions on curriculum and program effectiveness are addressed in a separate survey. This survey is focused on resources available to support that effectiveness.)</i>	
1. The program curriculum is of sufficient length to enable students to achieve and be assessed on each of the required competencies and student learning outcomes stated in the <i>Standards and Guidelines for Art Therapy Education</i> (Appendix B, Section 1).	<i>Rating</i>
2. The curriculum sufficiently covers the necessary didactic content stated in the <i>Standards and Guidelines for Art Therapy Education</i> (Appendix B, Section 1).	<i>Rating</i>
3. The curriculum sufficiently covers the necessary competencies for entering the profession of Art Therapy as stated in the <i>Standards and Guidelines for Art Therapy Education</i> .	<i>Rating</i>
4. The curriculum offers a sufficient balance of didactic, lab (studio), and clinical learning experiences for achievement of student learning outcomes.	<i>Rating</i>
5. The curriculum sufficiently integrates knowledge, awareness, and skills of cultural competency in all levels of study, basic through advanced.	<i>Rating</i>
Comments:	
VII. INSTRUCTIONAL MATERIALS AND LEARNING RESOURCES	
1. University/Program library reference texts are current and adequate to support assignments.	<i>Rating</i>
2. University/Program library journals are adequate to support assignments.	<i>Rating</i>
3. University/Program databases are adequate to support assignments.	<i>Rating</i>
4. Computer resources/internet access is adequate to support assignments.	<i>Rating</i>
Comments:	
VIII. CLINICAL RESOURCES (PRACTICUM/INTERNSHIP)	
Each clinical experience is of sufficient length to assure entry-level proficiency and assessment of student mastery of the student learning outcomes.	<i>Rating</i>
There are sufficient numbers of faculty supervisors for the number of students assigned to supervision	<i>Rating</i>
Students receive adequate orientation to site expectations and learning objectives.	<i>Rating</i>
Communication by the program with clinical (practicum/internship) site supervisors is sufficient to assure students are evaluated in a consistent manner.	<i>Rating</i>
There are a sufficient number of clinical sites available to students to support the program needs.	<i>Rating</i>
Overall, the clinical experiences provide similar competencies to all students.	<i>Rating</i>
Comments:	

OVERALL RATING: 5=Exceptional 4=Excellent 3=Adequate 2=Needs Improvement 1=Inadequate

Please rate the overall quality of the resources supporting the program.	<i>Rating</i>
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Comments:

Which resources are the strongest contributors to the program?

Comments:

Which resources need improvement? Why?

Comments:

Please provide comments and suggestions that would help to improve the program's overall resources, both physical resources as well and personnel.

Comments:

Thank you for your participation!