**HOW DO I MEET COSMA’S PUBLIC DISCLOSURE REQUIREMENTS?**

The following information is provided to assist COSMA Program members in correctly following its policies and procedures regarding public disclosure of accreditation status and student achievement. A three-page **required template** follows the descriptions and begins on page three of this document. The first two pages (Student Learning Outcomes matrix and Operational Effectiveness Outcomes Matrix) are taken directly from the Annual Report. **All programs that will be reviewed for accreditation by the Board of Commissioners must use the template and show the site visit team and the BOC its availability on the program’s website, as described below.**

**Description of Public Disclosure of Accreditation Status**

(p. 28-29, *Accreditation Process Manual*, December 2015)

When a program joins COSMA as a Program Member, but prior to its application for Candidacy Status, the program holds no accreditation “status” and **may not** refer to its membership on its website or in published materials. When a program has been granted Candidacy Status, it will make the following notation on the “home page” of its academic unit/sport management program website:

The following sport management degree program(s) has been granted Candidacy Status by the Commission on Sport Management Accreditation (COSMA), located in Fort Collins, CO, USA:

* *Bachelor of [Science, Arts, etc.] in [list of degrees] with concentrations/emphases in [list of concentrations/emphases] (if applicable)*
* *Master of [Science, Arts, Business Administration, etc.] with concentrations/emphases in [list of concentrations/emphases] (if applicable)*

Candidacy Status is not an accredited status, but a step toward seeking accreditation by COSMA.

Once accreditation has been granted by COSMA, **a program must denote this status on its website** and in its catalog and official publications and may denote it in its advertising. The form of notice and specific permissible language is prescribed by COSMA. Such notice should, in all cases, clearly delineate the name of the sport management programs that are accredited. **Programs are required to provide COSMA the URL to the public notification of accreditation by COSMA in the Annual Report.** Questions regarding the specific form of the notice are answered via consultation with COSMA staff. A template for the form of notice that must be used on the program’s website and in its catalog and other official publications is provided below. Programs located outside of the United States may use terminology appropriate for the degree names of their programs:

*The sport management degree program(s) at [Institution’s name] has received specialized accreditation through the Commission on Sport Management Accreditation (COSMA) located in Fort Collins, Colorado, USA. The sport management programs in the following degrees are accredited by COSMA:*

* *Bachelor of [Science, Arts, etc.] in [list of degrees] with concentrations/emphases in [list of concentrations/emphases] (if applicable)*
* *Master of [Science, Arts, Business Administration, etc.] with concentrations/emphases in [list of concentrations/emphases] (if applicable)*

**Notification of Student Achievement and Program-Level Outcomes**

(p. 29, *Accreditation Process Manual*, December 2015)

In order to make informed educational decisions, various stakeholders of the program, including current and potential students and their families, employers, governmental entities, and other members of the public who may have an interest in the program, are entitled to have access to information pertaining to the quality of the sport management programs. Consequently, **COSMA requires its accredited members to be accountable to the public for the student learning and program-level (operational) outcomes of their sport management programs**.

Therefore, once program accreditation has been granted by COSMA, **an academic unit/sport management program must publicly disclose on the home page** of its academic unit/sport management department website **information pertaining to the degree of student achievement and program-level outcomes** in its COSMA-accredited sport management programs, **updated on an annual basis, no later than July 31**. The information must be provided by **clicking on one, clearly-identifiable link from the academic unit/sport management program’s home page**. The required reporting form for publicly disclosing student and program-level outcomes information is located below. Specific requirements that all programs are required to address while going through the accreditation process are outlined in Principle 7.7 External Accountability in the *Accreditation Principles Manual, April 2016*.

**Program-Level Student Learning Outcomes Matrix**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Identify Each Student Learning Outcome and Measurement Tool(s)** | **Identify the Benchmark** | **Total Number of Students Observed** | **Total Number of Students Meeting Expectation** | **Assessment Results:**  **Percentage of Students Meeting Expectation** | **Assessment Results:**  **1. Does not meet expectation**  **2. Meets expectation**  **3. Exceeds expectation**  **4. Insufficient data** |
| **SLO 1** |  |  |  |  |  |
| **Measure 1** |  |  |  |  |  |
| **Measure 2** |  |  |  |  |  |
| **SLO 2** |  |  |  |  |  |
| **Measure 1** |  |  |  |  |  |
| **Measure 2** |  |  |  |  |  |
| **SLO 3** |  |  |  |  |  |
| **Measure 1** |  |  |  |  |  |
| **Measure 2** |  |  |  |  |  |
| **SLO 4** |  |  |  |  |  |
| **Measure 1** |  |  |  |  |  |
| **Measure 2** |  |  |  |  |  |
| **SLO 5** |  |  |  |  |  |
| **Measure 1** |  |  |  |  |  |
| **Measure 2** |  |  |  |  |  |
| ***\*\*Explanation of course action for intended outcomes not realized:*** | | | | | |

*Note 1: If you are using different direct and indirect measures for different degree programs, please replicate this form, using one form for each program that has different measures. If different programs use the same measures, only one copy of this form is needed.*

*Note 2: At a minimum, you are required to use two direct and two indirect measures to assess all of your student learning outcomes. You are not required to measure each student learning outcome with more than one measure. This matrix offers space to show that you have more than one measure for each SLO, but it is not required.*

**Program-Level Operational Effectiveness Outcomes Matrix**

|  |  |  |  |
| --- | --- | --- | --- |
| **Identify Each Operational Effectiveness Goal and Measurement Tool(s)** | **Identify the Benchmark** | **Data Summary** | **Assessment Results:**  **1. Does not meet expectation**  **2. Meets expectation**  **3. Exceeds expectation**  **4. Insufficient data** |
| **OEG 1** |  |  |  |
| **Measure 1** |  |  |  |
| **Measure 2** |  |  |  |
| **OEG 2** |  |  |  |
| **Measure 1** |  |  |  |
| **Measure 2** |  |  |  |
| **OEG 3** |  |  |  |
| **Measure 1** |  |  |  |
| **Measure 2** |  |  |  |
| **OEG 4** |  |  |  |
| **Measure 1** |  |  |  |
| **Measure 2** |  |  |  |
| **OEG 5** |  |  |  |
| **Measure 1** |  |  |  |
| **Measure 2** |  |  |  |
| ***\*\*Explanation of course action for intended outcomes not realized:*** | | | |

*Notes: 1) Provide all explanations of this table that follows. 2) If you are using different operational outcomes measures for different degree programs, please replicate this form, using one form for each program that has different measures. 3) If different programs use the same measures, only one copy of this form is needed.*

PROGRAM INFORMATION PROFILE

This profile offers information about the performance of a program in the context of its basic purpose and key features.

**Name of Institution**

Institution:

Program Accreditor:

Institutional Accreditor:

Date of Next Comprehensive Program Accreditation Review:

Date of Next Comprehensive Institutional Accreditation Review:

*To learn more about the accredited status of the program, click here:*

**Program Context and Mission**

Program Mission:

Program Goals:

Brief Description of Student Population:

Admissions Requirements:

**Indicators of Effectiveness with Undergraduates As Determined by the Program**

1. Graduation

Year: # of Graduates: Graduation Rate:

1. Completion of Educational Goal (other than certificate or degree – if data collected)

# of Students Surveyed: # Completing Goal:

1. Average Time to Certificate or Degree

1-Year Certificate: \_\_\_\_\_ 2-Year Degree: \_\_\_\_\_ 4-Year Degree: \_\_\_\_\_

1. Annual Transfer Activity

Year: \_\_\_\_\_ # of Transfers: \_\_\_\_\_ Transfer Rate: \_\_\_\_\_

1. Graduates Entering Graduate School

Year: \_\_\_\_\_ # of Graduates: \_\_\_\_\_ # Entering Graduate School: \_\_\_\_\_

1. Job Placement (if appropriate)

Year: \_\_\_\_\_ # of Graduates: \_\_\_\_\_ # Employed: \_\_\_\_\_

1. Licensure/Certification Examination Results:
2. Additional Indicators, if any:

*Form developed by the Council for Higher Education Accreditation. © updated 2015*