

1. Develop a program specific mission statement **(Standard A.1)**
2. Ensure that there is appropriate and direct faculty supervision of master's practicum students beyond the current utilization of direct supervision only by doctoral students **(Standard B.3)**.
3. Ensure that class size reflects the learning needs of students **(Standard B.3)**
4. Develop and implement a plan to systematically review program syllabi and ensure that syllabi generally rely on recently published (within the last five years) literature, unless a reading or text is of historical value **(Standard B.4)**
5. Document the policy and process for program oversight of adjunct instructors **(Standard F.4)**
6. Include a written field placement process in manual(s) **(Standard F.4)**
7. Develop and implement a comprehensive student file system that includes all relevant forms, evaluations, and communication **(Standard F.5)**
8. Develop and implement a process for greater clarity in messaging to students about the processes and content of advisement beyond course selection **(Standard F.8)**
9. Develop, document, and implement a formal process whereby results of outcome data collected are regularly utilized to inform program improvement and shared with program stakeholders **(Standard G.3)**
10. Demonstrate how assessment of student competence is related to the program mission statement **(Standard G.5)**