COMMITTEE ON ACADEMIC PLANNING AND REVIEW
RUBRIC FOR ANNUAL PROGRAM REPORT REVIEW

History:
08-09 CAPR 23 (revised)

<u>*NOTE TO CAPR REVIEWER:*</u>
Read the Annual Report submitted by the program by visiting the [Five-year Reviews and Annual Reports by Department](#) page on the Academic Senate website; find the CAPR document that pertains to the last five year review (e.g. 08-09 CAPR 42). Read this document and identify the main issues raised by CAPR with respect to the five year plan and the goals set for this project in the intervening five years to the next program review. Report back on the program and the degree to which the Annual Report a) addresses the five year planning horizon as appropriate, and b) addresses the specific elements as parsed out below (questions 1-4).

<u>YEAR:</u>   **2015-16**

<u>PROGRAM:</u>   **M.S. in Business Analytics (MSBA)**

<u>LAST FIVE-YEAR REVIEW:</u>   **None**

<u>NEXT FIVE-YEAR REVIEW:</u>   **2018-19**

<u>CAPR REVIEW AND RECOMMENDATION DOCUMENT:</u>
(i.e. 13-14 CAPR 22 on [Five-year Reviews and Annual Reports by Department](#) webpage)

1.
Does the Annual Report have a self-study (one page)?
Yes X No ☐

1a.
Does the Annual Report record progress with departmental planning and review? – does it describe progress toward the program's defined goals, any problems reaching its goals, any revisions to goals, and any new initiatives taken with respect to goals?
Yes X No ☐

- MSBA was founded in Fall 2015. It was formerly the MS in Business Administration, Business Analytics Option.
- It is close to achieving its long-term enrollment targets of 60-80 students per academic year. It enrolled 64 in 2015-16 and is expected to reach 100 students in 2016-17.
- The degree title was changed to MSBA and it obtained a CSU degree program code and corresponding CIP code, which made the program a STEM designated degree program in Fall 2016, two years ahead of schedule.
- Four new courses were developed and offered to make the curriculum attractive and offer cutting edge courses in data analytics and data engineering.
- The program established a MSBA Advisory Board with board members from local companies.

1b.
Does the Annual Report provide information on the program's assessment processes? – does it provide information indicating the results of the program's assessment efforts and/or efforts to further develop its assessment efforts?
Yes X No ☐

1c.

Does the Annual Report detail progress on fulfilling programmatic needs? – does it record significant events which have occurred or are imminent, such as changes to resources, retirements, new hires, curricular changes, honors received, etc?

Yes X No ☐

- Due to large demand, each of six core courses is being offered twice per year, up from once per year, and will move to being offered every quarter in 2017-18.
- The program hired one additional tenure-track faculty and another is expected to join in Fall 2017. After semester conversion, they will need one more.
- Future plans include creating concentrations, developing multiple electives, offering some courses in hybrid or online format, and strengthening collaborations with industry.

2.

Does the Annual Report have a summary of assessment results and ensuing or necessary revisions (one page)?

Yes X No ☐

<u>Please identify whether the following information is identifiable:</u>

Which student learning outcome was assessed:
Yes X No ☐

What assessment instrument(s) were used to measure this SLO:
Yes X No ☐

What participants were sampled to assess this SLO:
Yes X No ☐

What assessment results were obtained, highlighting important findings from the data collected:
Yes X No ☐

How the assessment results were (or will be) used as well as any revisions to the assessment process the results suggests are needed:
Yes X No ☐

2a.

Does the Annual Report contain a reflection upon progress made and changes with respect to the student learning outcomes assessment plan that is reported on in the five-year review self-study?

Yes ☐ No X

Key points:

The assessment plan for MSBA was not included in CBE's 5-year program review report given that MSBA did not exist at that time.

2b.

Does the Annual Report describe any changes made to the assessment plan in the preceding 12 months, summarize activities carried out to implement the assessment plan by the program in the preceding 12 months, and summarize the results of any SLO assessed in the preceding 12 months?

Yes X No ☐

Key points:

The annual report only summarizes assessment results for two SLO and actions to be taken in response to the results for each SLO next year and after semester conversion. Although not stated in the annual report, it is assumed that the assessment results reported are the program's first ever assessment since it is a brand new program.

3.
Does the Annual Report have numeric data summaries of the program obtained from Institutional Research, Analysis and Decision Support (one page)?
Yes X **No** ☐

> Does the Annual Report numeric data summary include:

> **3a.** Student demographics of majors?
> **Yes** X **No** ☐

> **3b.** Student level of majors?
> **Yes** X **No** ☐

> **3.c** Faculty and academic allocation?
> **Yes** X **No** ☐

> **3.d** Course data?
> **Yes** X **No** ☐

> **3.e** One or two pages of supplemental information, as appendices, in the form of graphical presentation (e.g., line graphs), tables, and pertinent discussion which summarize the data of the last several (3-5) years to make changes and trends more apparent (note, this is suggested i.e. optional)?
> **Yes** ☐ **No** X
> *(see 4. below for details if Yes).*

4.
In addition to the required elements of the Annual Report (1-3 above), does the Annual Report include any elements that were not requested?
Yes ☐ **No** X

Comments: