



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

History:

08-09 CAPR 23 (revised)

YEAR: 2015-2016

PROGRAM: Liberal Studies

LAST FIVE-YEAR REVIEW: 2011-2012

NEXT FIVE-YEAR REVIEW: TBD

CAPR REVIEW AND RECOMMENDATION DOCUMENT:

(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 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 No

The report outlines 5 planning goals for the following five years, including outreach and recruitment, creation of Liberal Studies courses, continue developing assessment model, obtain approval of Foundational Science and Math options, and re-establish contact and gain approval from California Commission on Teacher Credentials.

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 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 No

The report lists 4 changes and needs. The report states that the program is in dire need for a stable admin position and an established office location.

2.

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

Yes No

Please identify whether the following information is identifiable:

Which student learning outcome was assessed: SLO4: Demonstrate independent thinking tempered by respect for others and the environment.

Yes No

What assessment instrument(s) were used to measure this SLO: Survey responses and previous coursework.

Yes No

What participants were sampled to assess this SLO: The department collected survey responses from 23 graduates and previous coursework from 7 graduates.

Yes No

What assessment results were obtained, highlighting important findings from the data collected: Responses were positive for advising, instruction, and effect of learning. About half of the respondents got interested in graduate programs and believed they are prepared.

Yes No

How the assessment results were (or will be) used as well as any revisions to the assessment process the results suggests are needed: A plan to discuss and monitor the assessment is proposed.

Yes 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

Key points: The program will monitor the assessment of capstone-level work, the development of expository-type work, and better response rates for assessments.

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 No

Key points: The report describes the assessment plan, activities carried out to implement the assessment plan, and summarizes the results of the SLO assessed.

3.

Does the Annual Report have numeric data summaries of the program obtained from Institutional Research, Analysis and Decision Support (one page)?

Yes No

Does the Annual Report numeric data summary include:

3a. Student demographics of majors?

Yes No

3b. Student level of majors?

Yes No

3.c Faculty and academic allocation?

Yes No

3.d Course data?

Yes 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

(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

Comments: The report contains the rubric used for the assessment.