



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

*History:*

08-09 CAPR 23 (revised)

**YEAR: 2015-2016**

**PROGRAM: MS in Education, Option in Curriculum, MS in Education, Option in Early Childhood**

**LAST FIVE-YEAR REVIEW: N/A**

**NEXT FIVE-YEAR REVIEW: N/A**

**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 department plans to improve the Curriculum and Early Childhood Cluster. They will create a series of elective classes, provide a venue for student research, and provide access to resources for professional and academic writing.

**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 department lists 5 changes and needs. 1. They want to diversify their program by attracting more veteran teachers. 2. They need to continue to explore partnerships such as with school districts. 3. They need to consider alumni as possible future instructors for the classes. 4. They need to continue to adhere to the 8 basic Tenets of Graduate Education. 5. They need to continue to be receptive to student and community input.

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: 2. Use a variety of bibliographic tools, and 3. Complete an action research project.

Yes  No

What assessment instrument(s) were used to measure this SLO: The department looked at student achievement during each of the research classes.

Yes  No

What participants were sampled to assess this SLO: All students in the classes were analyzed.

Yes  No

What assessment results were obtained, highlighting important findings from the data collected: The department saw an increase in average student grades from 2.76 to 3.96.

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: They intend to standardize the new activities in the TED 6003 syllabi.

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 department reflects on three of the learning outcomes, UA01, UA02, and UA03.

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 department assessed two learning outcomes in their series of four research classes which enable the students to complete a comprehensive review of the literature, implement a classroom-based research project, and make recommendations for future research.

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 annual report contains survey results for the student exit surveys.