

## Rubric for CAPR Annual Report Review

*NOTE TO CAPR REVIEWER: Read the Annual Report submitted by the program. Go to the CAPR documents section at : <http://www20.csueastbay.edu/faculty/senate/committees/capr/documents.html> and 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, b) addresses the specific elements 1-4 below as parsed out from the instructions in 08-09 CAPR 23 (revised)*

**Rubric for assessing and reporting on program Annual Reports** (developed from 08-09 CAPR 23 (revised) report description)

Program: *History MA*

Last Five-Year Review: *2011-2012*

Next Five-Year Review: *2016-2017*

CAPR Review and Recommendation Document (on Senate CAPR Docs webpage): *12-13 CAPR 9*

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

1.a 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

Key points: The program has identified two areas of major importance, including providing students with practical experience and developing appropriate curriculum to match emerging areas of interest in the field. The program is also focusing on filling faculty needs as noted in the five year review in addition to addressing staffing needs. The department has developed a new course in digital history and received approval to conduct a tenure-track search. The SLO’s for the both the BA and MA degrees have also been redesigned to more closely align with the University’s ILO’s

1.b 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

Key points: Yes, the program assessed its first student learning outcome related to critical thinking skills and developed a questionnaire for use over three content based seminars.

1.c 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

Key points: Yes. The department is still looking at funding opportunities to assist staffing levels in the department. There is a faculty search ongoing and the department has rethought the future of the program with a focus on rebuilding the depth of experience in the department.

**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 Yes  No

- What assessment instrument(s) were used to measure this SLO Yes  No
  - What participants were sampled to assess this SLO Yes  No
  - What assessment results were obtained, highlighting important findings from the data collected 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 Yes  No
- 2.a 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:

*Department appears on track.*

- 2.b 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:

*An assessment plan is clearly laid out with activities that have taken place.*

- 3. Does the Annual Report have a numeric data summaries of the program obtained from Planning and Institutional Research (one page)?** Yes  No

Does the Annual Report numeric data summary include:

- 3.a Student demographics of majors? Yes  No
- 3.b 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 below 4. 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: