

## 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: Information Literacy

Last Five-Year Review: 2011-2012

Next Five-Year Review: 2016-2017

CAPR Review and Recommendation Document (on Senate CAPR Docs webpage): Not currently present

**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: Detail is provided regarding the development of online course content and the creation of curricula for transfer, returning and graduate students.

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: SLOs have been revised and mapped to ILOs. A summary of assessment results is provided. Appendices are provided with additional information.

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:

The department reported the acquisition of instructional materials, in the form of 40 laptops. Staffing progress, in the form of three new tenure-track hires, was also reported. Lack of time and funding remain concerns.

**1. 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:

Upon reflection, the department feels that good progress has been made towards its five-year goals.

- 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:

Assessment activities are summarized and results are presented. The department will continue to look for ways to improve its data collection.

- 2. 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).

- 3. 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 department included its curriculum map and the rubric for its Assessment of Student Learning device. CAPR commends the department for the level of detail in its assessment rubric.