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: Multimedia Graduate Program

Last Five-Year Review: 2008-2009

Next Five-Year Review: 2013-2014

CAPR Review and Recommendation Document (on Senate CAPR Docs webpage): 2006-2007 CAPR 13

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 transitioned from APGS to CLASS and has also merged with the Department of Art. Enrollment target has not been met. Faculty changes due to retirement and promotion, as well as a lack of hires, has made reaching that target difficult. A2E2 funding has proven valuable.

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:
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> Given the program's modest size, it is feasible to assess all graduating students through thesis projects and an indirect assessment. Based on these results content in four courses will be modified. The indirect assessment was less successful and will be modified this year.

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:
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> This is addressed in 1.a.

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:
>
> The department assessed SLO #2 via graduating students' thesis documents. As a result, changes will be made in lectures and in four courses.

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:
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> After analysis, the indirect assessment administered to graduating students will be modified.

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:
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> A curriculum map is provided.