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

History:
08-09 CAPR 23 (revised)

NOTE TO CAPR REVIEWER:
Read the Annual Report submitted by the program by visiting the Five-year Reviews and Annual Reports by Department page on the Academic Senate website; 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, and b) addresses the specific elements as parsed out below (questions 1-4).

YEAR: 2013/14

PROGRAM: Computer Networks (housed in the Department of Math Computer Science)

LAST FIVE-YEAR REVIEW: 2010/11

NEXT FIVE-YEAR REVIEW: 2015/16

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 ☒ X **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 ☒ X **No** ☐

The external reviewer for the 2010/11 review recommended that the program recruit more majors. The program shows a steady growth in majors with an increase from 26 majors in 2012 to 50 in 2013. They also report on a steady rise in applications for admission to the program. The annual report notes that the increase is solely in non-resident alien majors. Given the university's growing emphasis on serving under represented populations, it would be helpful to disaggregate the category "non-resident" and identify the place of origin and race/ethnicity of non-resident alien majors. (This would seem to be 'doable' given that the number of non-resident majors stood at 44 in 2013.) The program also identified new hires of T-T faculty as a five-year goal. The department hired one new computer science faculty member who offers courses that serve both computer science and computer networks majors (courses overlap). A search for another new hire is was approved and appeared to be underway at the time that the annual report was submitted. Again, a successful hire will yield a new faculty member who will offer courses that serve both computer science and computer network majors. Finally, the program has made some progress in the area of assessment, and they continue to work on refining assessment methods.

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 **X** **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 **X** **No** ☐

Yes, see the above discussion.

2.
Does the Annual Report have a summary of assessment results and ensuing or necessary revisions (one page)?
Yes **X** **No** ☐

> Please identify whether the following information is identifiable:
>
> > Which student learning outcome was assessed:
> > **Yes** **X** **No** ☐
> >
> > What assessment instrument(s) were used to measure this SLO:
> > **Yes** **X** **No** ☐
> >
> > What participants were sampled to assess this SLO:
> > **Yes** **X** **No** ☐
> >
> > What assessment results were obtained, highlighting important findings from the data collected:
> > **Yes** **X** **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** **X** **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 **X** **No** ☐

Key points:

The report identifies area of progress and discusses plans for future improvements to assessment.

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 **X** **No** ☐

Key points:

The plan identifies the SLOs that were assessed; the courses and assignments (name only) assessed; and, summarizes assessment scores. However, it would have been useful to include either an example of an embedded assessment instrument or a fuller description of the project/instrument used to assess PLOs in an appendix. For

instance, a brief, one page, description of the capstone project would have been useful. As the reviewer, it would have helped me to gain a fuller understanding of the summary of assessment results and how scores relate to assessment instruments. Given that the Five-Year Review now calls for programs to map PLOs with university ILOs, I recommend that the faculty begin to work toward this task. Diversity and sustainability are two of the major university ILOs, and I noticed that neither of these ILOs is easily mapped to existing PLOs listed in the review. Thus, I suggest that faculty consider how to incorporate these ILOs into their curriculum and develop corresponding PLOs that can be assessed.

3.
Does the Annual Report have numeric data summaries of the program obtained from Institutional Research, Analysis and Decision Support (one page)?
Yes X **No**

   Does the Annual Report numeric data summary include:

   3a. Student demographics of majors?
   Yes X **No**

   3b. Student level of majors?
   Yes X **No**

   3.c Faculty and academic allocation?
   Yes X **No**

   3.d Course data?
   Yes X **No** **(Location of course data is identified and a discussion of certain courses is contained in the body of the report.)**

   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 X **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 X **No**

   Comments:

   Data were presented in graphical form. For instance, a graphical representation of the number of majors was included. I find the graphs ease one's ability to see patterns of change more easily than the tables produced by Institutional Research.