

## 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: Master of Public Affairs (MPA), Department of Public Affairs and Administration

Last Five-Year Review: 2008-2009

Next Five-Year Review: 2013-2014

CAPR Review and Recommendation Document (on Senate CAPR Docs webpage):

**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:

PUAD completed a major curricular revision in 2012-13, revising options and discontinuing one option. Progress has been made in the area of advisement, via additional student meetings and resources (i.e. roadmaps) made available. Many courses are offered via hybrid format. The program is considering the benefits of NASPAA accreditation.

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:

A summary of the PUAD MPA exit survey is provided. This device measures competency in regards to the old PLOs. The device needs to be revamped and updated. The department plans to do this.

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 number of faculty has dropped, as one faculty member has entered the FERP. Administrative support was indicated to be an area of need.

**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 assessment plan, specifically the assessment device, is discussed but progress/changes are not.

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:

Results from the exit survey are presented, although the main point is that the exit survey device needs to be revamped.

**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:

A curriculum map for PLOs is included as an appendix.