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: 2013/2014

PROGRAM: Department of Educational Leadership, Tier 1, Tier 11, MS (DEL)

LAST FIVE-YEAR REVIEW: n/a

NEXT FIVE-YEAR REVIEW: n/a

CAPR REVIEW AND RECOMMENDATION DOCUMENT: 10-11 CAPR 7
(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 report records progress in identifying the number of graduates in the Tier 1 program and continuing to build coursework and field experience to prepare students to design and implement programs for English learners and students with special needs. More changes are needed to prepare students to help special education teachers in program design.

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** ⬜

> As of 2012/13, the Department increased its partnership to 20 school districts in 6 geographic areas. During the

same year, the department moved to Blackboard rubrics and CEAS in-house Analytic Tools.

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** ☐

> The department narrowed its standardized data collection to signature assignments in EDLD 6000 and EDLD 6550 using Mindscape reflections and professional portfolios. The department is moving to Blackboard to obtain data on student performance of the signature assessments. Exit student surveys were used, which required an additional question to be added.

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 ☐ **No** ☐ X ☐

>

3.
Does the Annual Report have numeric data summaries of the program obtained from Planning and Institutional Research (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** ☐

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** ☑**X**
(*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 ☐ **No** ☐

Comments: