



**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: 2014-15**

**PROGRAM: Construction Management**

**LAST FIVE-YEAR REVIEW: 2010/11**

**NEXT FIVE-YEAR REVIEW: TBD**

**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  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  No

The Annual Report identifies two key goals; application for accreditation by American Council for Construction Education (ACCE) and a TT faculty search for the Construction Management Program.

The report indicates that the Department plans to apply for accreditation during AY 15/16, but does not provide specific information on the stage of the application process. In other words, is the application process near completion? What remains to be completed?

In terms of a TT search, the report indicates that the Department has initiated the process to hire a TT faculty for AY 2015/16. I take this to mean that they were granted and are currently undergoing a TT search.

**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  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  No

As stated above, it appears that the Department is undergoing a TT search.

Other changes reveal that new laboratories are being secured (built?) and that they are in the process of purchasing essential equipment for the Construction Management Program.

**2.**

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

**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  No

Key points: Assessment outcomes were reported, and a very brief discussion of changes was presented. It would be useful to expand more on how the suggested changes (reduce the size of project teams) would improve assessment. The other suggested change is to include peer evaluations. This seems like a worthy task, but I would not recommend it as a true assessment activity without further explanation of how this would work as a direct assessment of knowledge of a learning outcome.

**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

Key points: An embedded assessment was used to assess PLO3 (Create a construction project safety plan). The assessment aligns with the requirement of the external accreditation agency, ACCE. PLO 3 was assessed using the final course project, and scores were report. It might be useful to the reviewer if a copy

of the assessment instrument (instructions for the assignment) and a scoring rubric were attached as appendices to the annual report.

**3.**

Does the Annual Report have numeric data summaries of the program obtained from Institutional Research, Analysis and Decision Support (one page)?

Yes  No  The data appears to be aggregated by Engineering. A review of the IR Website shows that the number of undergraduate and graduate majors in Construction Management has grown, but it would be useful to disaggregate the data by programs.

Does the Annual Report numeric data summary include:

**3a.** Student demographics of majors?

Yes  No

**3b.** 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 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: