



**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:** 2014-2015

**PROGRAM:** Educational Leadership, MS

**LAST FIVE-YEAR REVIEW:** 2010-2011

**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 details progress made towards the goals set during the 2013-2014 year. The Report details progress made towards two goals: 1) improving cross-course alignment of professional standards and 2) improving assessment of content knowledge. The report details steps taken, the evidence collected, and the evaluation of changes towards each of the two goals.

**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

The Report describes the establishment of regional cohorts.

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: *All six program learning outcomes were assessed.*

Yes  No

What assessment instrument(s) were used to measure this SLO: *A four point assessment rubric was used to assess signature assignments in several courses.*

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

The Annual Report details the program learning outcomes and the process undertaken to assess the outcomes. The Report includes the results of a student exit survey, which was identified as providing “the most significant data to consider for program improvement,” and discusses the curricular changes planned to improve student exit survey results.

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

The Annual Report explains changes made to the student exit survey to improve data collection regarding support for special populations; the Report also details actions (both already undertaken and planned) to improve areas of concern identified from student exit survey results.

3.

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

Yes  No

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: