



**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: 2016**

**PROGRAM: HEALTH CARE ADMINISTRATION**

**LAST FIVE-YEAR REVIEW: 2011-12**

**NEXT FIVE-YEAR REVIEW:**

**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

**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

2.

Does the Annual Report have a summary of assessment results and ensuing or necessary revisions (one page)?

Yes  No

**Reason:** Summary of assessment results is only about 1/3 of a page, and the method of assessment was not appropriate according to the CAPR committee. Only indirect assessments were performed on the PLOs in the course HCA 6899, and assessment results for specific PLOs were not reported. The committee would like direct assessment to be performed on at least 1 PLO per year based on artifacts (i.e. assignments, exams, projects, etc.) submitted by students. A standard rubric should be used for the assessment, and the assessment should be performed by faculty. Assessment results for the specific PLO(s) should also be included in the annual reports.

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

**Reason:** Direct assessment, such as the application of rubrics upon artifacts collected from students, was not performed.

What participants were sampled to assess this SLO:

Yes  No

**Reason:** Participants were not involved with direct assessment.

What assessment results were obtained, highlighting important findings from the data collected:

Yes  No

**Reason:** Direct assessment results were not obtained on specific PLOs.

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

**Reason:** The report stated: "Based on feedback from the students in the HCA 6899 reports, we added completion of the Institute on Healthcare Improvement (IHI) Quality Improvement Certificate as part of the HCA 6290 (Health Care Quality Assessment and Improvement) in 2013-2014..." However, the report did not state that completion of the certificate would be a part of the future assessment process. The assessment results from HCA 6899 were also not obtained via direct assessment.

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:

The program stated in their 5-year review that they planned to have at least one department meeting or retreat each academic year devoted to discussing program assessment, the program assessment results from HCA 6899 (capstone course), and the curriculum. They had a department retreat in Summer 12 and Summer 13. They decided it was more effective to meet in the Spring quarters, and had a department meeting in Spring 14 and Spring 15.

As part of their Spring 15 meeting, the program discussed the upcoming Quarter to Semester Conversion, needed changes in the curriculum, and how the work would be accomplished. The MS-HCA curriculum will be transformed, which will require new PLOs, alignment of PLOs with ILOs, curriculum map, and degree completion roadmaps. The current courses will be deleted and replaced with nine four-unit courses.

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:

**Reason for “No”:** Results for assessment of specific SLOs were not included. Direct assessment based on the application of rubrics on student artifacts was not performed.

**Other key points:**

Originally, the program had an exit survey as part of assessment. However, the students did not think that the survey had any value for them so it was replaced with the PLO essay and self-assessment in Winter 15.

Based on feedback from the students in the HCA 6899 reports, the program added completion of the Institute on Healthcare Improvement (IHI) Quality Improvement Certificate as part of HCA 6290 (Health Care Quality Assessment and Improvement) in 2013-2014. In 2014-15, all of the students enrolled in HCA 6290 successfully completed the IHI Quality Improvement Certificate.

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

