



**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: Sociology

LAST FIVE-YEAR REVIEW: 2012-13

NEXT FIVE-YEAR REVIEW: suspended until after conversion

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

Four goal areas (curriculum, assessment, faculty hires/assignments, and student/community connections) were identified and progress toward the goals was discussed. Positive progress was made in regards to curriculum, assessment, and student/community connections. Seven new courses were generated and one course was revamped, and two of those courses help with assessment because they allow for additional assessment opportunities. A few grants were obtained for projects to help strengthen community connections. Even with the one T-T search in 14/15, it seems that the appropriate number of faculty in proportion to the number of students in the program is continuing to fall behind due to retirements and pursuits of other opportunities.

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

Regarding the assessment, the process was explained and rubric included, but the results are not present because of the timing of when the report was turned in. There were external factors that took longer than anticipated and prevented a complete report being turned in on time.

Regarding programmatic needs, more faculty remains at the top of the list. One of the options (SSO) has been discontinued in an effort to streamline the program and make it more manageable for the number of current faculty as well as reflect the expertise of current faculty since two that left were the main instructors for the option coursework.

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:

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: Previously (13/14), the assessment was performed by Dr. Vugia, and in the most recent year (14/15), it was conducted by Dr. Austin and reviewed by himself and other members the CLASS FACT team and APGS that are part of the diversity ILO assessment team. The results of the assessments should be strengthened because of this change, but they were also delayed. The Sociology Dept. was not

responsible for the delay, and would have had the assessment data had it not gone through this process.

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: