



**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:** Academic Year 2014-2015

**PROGRAM:** Statistics and Biostatistics BS

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

**NEXT FIVE-YEAR REVIEW:** Academic Year 2015-2016 (Due to the suspension of the 5-Year Review, now the Academic year 20XX-20XX).

**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 Dept. of Statistics and Biostatistics has done an excellent job outlining their goals with regard to their departmental planning and review progress. Examples include increasing computational assignments at all levels in all courses, recruitment at the community college levels and upgrade computers for all faculty, while increasing B.S. enrollment. The Dept. has continued and/or increased the amount of courses offered during the late afternoon and evening (after 4:00pm) for students who work during the day. The Statistics and Biostatistics Dept. has lofty goals, but they seem to be on the correct track for achieving those 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

*Yes, the Dept. has specifically mentioned several areas, which need to be addressed to strengthen their program. The first, like so many other Departments, is the need for new tenure-track faculty, as well as help junior tenure-track faculty to achieve tenure in order to strengthen program development. New hires won't just replace attrition rates due to retirement and resignation, but adding faculty that will reflect industry demands, such as hires regarding statistical computation and large data analysis. Secondly, as stated above, emphasis will be on recruitment of new students into the Dept. through recruitment efforts at the community college level.*

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

*The Departments assessment includes general information regarding student ethnicities, male vs. female enrollment and students enrolled in statistic vs. biostatistics programs. The report includes SLOs for B.S. assessment, but does not offer any assessment in this report on undergraduate programs. Instead data was introduced on SLOs concerning the graduate program. Future annual reports should also include any data that has been obtained with regard to assessment at the undergraduate level.*

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 Dept. does not have any information at the undergraduate level in this 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

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

*Since the annual review, like the 5-year review, require information based on individual programs, each program should be created separately. In this case the Department of Statistics and Biostatistics combined their undergraduate and graduate programs into one review and thus concentrated on the graduate program with no information contained concerning undergraduate assessment. In the future, two reviews should be submitted for each program.*



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**YEAR:** Academic Year 2014-2015

**PROGRAM:** Statistics and Biostatistics MS

**LAST FIVE-YEAR REVIEW:** Academic Year 2014-2015

**NEXT FIVE-YEAR REVIEW:** Academic Year 2015-2016 (Due to the suspension of the 5-Year Review, now the Academic year 20XX-20XX).

**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 Dept. of Statistics and Biostatistics has done an excellent job outlining their goals with regard to their departmental planning and review progress. Examples include increasing computational assignments at all levels in all courses, recruitment at the community college levels and upgrade computers for all faculty, while increasing B.S. enrollment. The Dept. has continued and/or increased the amount of courses offered during the late afternoon and evening (after 4:00pm) for students who work during the day. The Department has also created new and tiered graduate courses strengthening the program. The Statistics and Biostatistics Dept. has lofty goals, but they seem to be on the correct track for achieving those 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

*Yes, the Dept. has specifically mentioned two areas, which need to be addressed to strengthen their program. The first, like so many other Departments, is the need for new tenure-track faculty and a space (Office and Lab) to place new faculty. Secondly, emphasis will be on recruitment of new students into the Dept. by through program enhancement and re-design of the Departmental web page.*

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

*The Department assessment section includes general information regarding student ethnicities, male vs. female enrollment and students enrolled in statistic vs. biostatistics programs. The report includes SLOs for the MS program. The Department outlined the SLOs for both the graduate and the undergraduate programs and outlines the assessment at the graduate level for both the Statistics and Biostatistics program. The Department assessed five of their six SLOs (1,2,3,4 and 6) concerning the Statistics program and all three SLOs concerning the Biostatistics program. The Department uses a comprehensive exam and feedback from the alumni and community leaders in the field to assess the program. Quantitative assessment was accomplished via the comprehensive exam. Data included in this review showed that graduate students had a pass rate of 80%, which is up from past years pass-rate of 75% for the Statistics program, while the percentages for Biostatistics increased from 73% to 94%. The examinations are given twice per year. Overall, the Department has offered strong evidence that it is assessing their graduate program and the assessment suggests that students are gaining more information and becoming stronger in both MS programs.*

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 Dept. does not need to change their assessment plan, as they are generating the data needed to understand deficiencies in the program. For example, the Dept. is implementing a plan in which basic statistical concepts will be re-iterated throughout the graduate program since the comprehensive exam is given twice per year.*

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

*All required information was included in this annual report.*