

## 2008-2009 Academic Assessment Report Evaluation Rubric

**Program (Emphasis) (Degree):** \_\_\_\_\_

Instructions: Mark each statement that applies. If at least one 1 or 2 statement is marked, then that row receives either a 1 or 2 score, with 1 superseding. To receive an overall row score of 4, all statements in the 4 column must be marked.

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<p><b>Findings</b></p> <p>Score _____</p> <p>Comments:</p>	<input type="checkbox"/> Findings not entered <input type="checkbox"/> Findings not separated by site for dual-site programs (indicated by an * next to program name)	<input type="checkbox"/> Not all Findings have been entered or the majority of Findings have a "data not gathered" type of statement <input type="checkbox"/> Not all Findings separated by site for dual-site programs (indicated by an * next to program name) <input type="checkbox"/> Sample sizes not included <input type="checkbox"/> Findings statements do not mirror target statements <input type="checkbox"/> Findings were not separated by program (data represents department- or school-wide findings)	<input type="checkbox"/> All Findings fields have either actual Findings or an acceptable statement entered <input type="checkbox"/> Sample sizes included for the majority of Findings <input type="checkbox"/> Most Findings statements mirror Target statements <input type="checkbox"/> Target Level Achievement is correctly marked for most Findings <input type="checkbox"/> Partial academic year data entered as Findings (data which was to be collected more than once was not) <input type="checkbox"/> <del>Further Action Planned is correctly marked for most Findings. (Action Plans not required in Year 1 reports)</del>	<input type="checkbox"/> All Findings have actual Findings data entered <input type="checkbox"/> All Findings separated by site for dual-site programs (indicated by an * next to program name) <input type="checkbox"/> Sample sizes included in all Findings <input type="checkbox"/> Findings statements mirror target statements <input type="checkbox"/> Findings are separated by semester, appropriately collected only once, or indication of combined semesters apparent <input type="checkbox"/> Target Level Achievement is correctly marked <input type="checkbox"/> <del>Further Action Planned is marked "Yes" for all targets that were "Not Met" or "Partially Met" (Action Plans not required in Year 1 reports)</del>
<p><b>Action Tracking</b></p> <p>Score _____</p> <p>Comments:</p>	<input type="checkbox"/> Tracking has not been updated (2006-2008)	<input type="checkbox"/> Tracking has not been updated (2008)	<input type="checkbox"/> Tracking has been updated (2006-2008)	<input type="checkbox"/> Tracking has been updated (2006-2008) and "closing the loop" evidence is provided.

<p><b>Analysis</b></p> <p>Score _____</p> <p>Comments:</p>	<p><input type="checkbox"/> Analysis not entered</p>	<p><input type="checkbox"/> Only one Analysis topic entered (either Strength or Attention Needed)</p> <p><input type="checkbox"/> Analysis is perfunctory</p>	<p><input type="checkbox"/> "Strength Analysis" summarizes how the program has provided evidence of improvements based on analysis of assessment results, however more detail could have been included</p> <p><input type="checkbox"/> "Attention Needed Analysis" discussion is based on learning outcomes that need improvement, however more detail could have been included or plans for improvement could have been summarized</p>	<p><input type="checkbox"/> "Strength Analysis" summarizes how the program has provided evidence of improvements based on analysis of assessment results</p> <p><input type="checkbox"/> "Attention Needed Analysis" discussion is based on learning outcomes that need improvement and plans for improvement (Action Plans) are summarized or discussed.</p>
<p><b>Annual Report</b></p> <p>Score _____</p> <p>Comments:</p>	<p><input type="checkbox"/> No Annual Report entered</p>	<p><input type="checkbox"/> 3 or more Annual Report fields are missing (out of 8)</p> <p><input type="checkbox"/> <i>Academic Program Assessment Report Guidelines (Summer 2009)</i> <u>were not followed</u> for 3 or more of the following:</p> <p><input type="checkbox"/> Executive Summary</p> <p><input type="checkbox"/> Contributions to the Institution</p> <p><input type="checkbox"/> Highlights</p> <p><input type="checkbox"/> Teaching Activities</p> <p><input type="checkbox"/> Research &amp; Scholarly Activities</p> <p><input type="checkbox"/> Public/Community Service</p> <p><input type="checkbox"/> International Activities (if applicable)</p> <p><input type="checkbox"/> Challenges</p>	<p><input type="checkbox"/> 6 or more Annual Report fields are addressed</p> <p><input type="checkbox"/> <i>Academic Program Assessment Report Guidelines (Summer 2009)</i> <u>were followed</u> for 6 or more of the following:</p> <p><input type="checkbox"/> Executive Summary</p> <p><input type="checkbox"/> Contributions to the Institution</p> <p><input type="checkbox"/> Highlights</p> <p><input type="checkbox"/> Teaching Activities</p> <p><input type="checkbox"/> Research &amp; Scholarly Activities</p> <p><input type="checkbox"/> Public/Community Service</p> <p><input type="checkbox"/> International Activities (if applicable)</p> <p><input type="checkbox"/> Challenges</p>	<p><input type="checkbox"/> All 8 Annual Report fields are addressed (or 7 are addressed with International Activities omitted)</p> <p><input type="checkbox"/> <i>Academic Program Assessment Report Guidelines (Summer 2009)</i> <u>were followed</u> for all of the following:</p> <p><input type="checkbox"/> Executive Summary</p> <p><input type="checkbox"/> Contributions to the Institution</p> <p><input type="checkbox"/> Highlights</p> <p><input type="checkbox"/> Teaching Activities</p> <p><input type="checkbox"/> Research &amp; Scholarly Activities</p> <p><input type="checkbox"/> Public/Community Service</p> <p><input type="checkbox"/> International Activities (if applicable)</p> <p><input type="checkbox"/> Challenges</p>

**Overall Assessment of Program's Assessment Report:**

<p><b>Select one:</b></p> <p>___ Report does not support SACS Comprehensive Standard 3.3.1</p> <p>___ Report inadequately supports SACS Comprehensive Standard 3.3.1.</p> <p>___ Report adequately supports SACS Comprehensive Standard 3.3.1.</p> <p>___ Report should be commended as one which demonstrates the spirit of SACS Comprehensive Standard 3.3.1.</p>	<p><b>Recommendations:</b></p> <p>___ Report should be revised and/or completed</p> <p>___ Report should be edited</p> <p>___ Improvements could be made next year</p> <p>___ Keep up the good work, it is appreciated</p>
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**Additional Comments:**