**Weave Cycle 2023-2024 Certificate & Minor Academic Assessment Report Evaluation Rubric**

Certificate/Minor:

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| **Weave Report** | | | | | |
|  | **1**  **Non-compliant** | **2**  **Needs improvement** | | **3**  **Compliant** | **4**  **Exemplary** |
| ***Program Description***  **Comments:** | Description not entered | Description does not provide adequate context for the certificate/minor | | Description provides a clear picture of what the certificate/minor teaches students; description provides context for the program | Hours to certificate/minor completion are included  Lists the careers and/or opportunities that are available to students after completing the certificate/minor |
| ***Assessment Plan***  ***(Student Learning Outcomes, Measures, Targets)***  **Comments:** | Less than 2 SLOs  Less than 1 measures per outcome  Overall course grades used as measures  No targets are set | 2 SLOs present; not all are student learning outcomes  1 measures per outcome, but measure is not appropriate  Measures are unclear  Targets are set but not appropriate  Outcomes, measures, or targets are restated multiple times | | 2 SLOs minimum; all are program-level learning outcomes  1 appropriate measure per outcome; the measure is direct  Measure instrument and evaluation method are clear  Numerical targets are set; target is appropriate  Overall course grades not used as measures  Language used to describe targets and measures is consistent | Multiple types of measures are used  Additional measures which add value are used |
| ***Findings***  ***(May be found in Findings or Analysis of Findings sections)***  **Comments:** | Findings not entered  Findings not separated by mode of delivery and location (where applicable) | Some findings are missing  Majority of findings were “not reported this period”  Sample sizes not included  Finding statements do not mirror target statements  Findings are not separated by semester and/or state the semester(s) data are from | | All findings have data or an acceptable statement entered  All findings are separated by location and mode of delivery, if applicable  Findings are separated by semester and/or state the semester(s) data are from  Sample sizes are included  Target achievement is appropriately marked (met, not met) | All findings have data entered  Language used to describe findings is consistent with the language used for targets and measures |
| ***Analysis of Findings***  ***(in Weave report)***  **Comments:** | No findings have a corresponding analysis statement | Analysis restates information already provided  Analysis is perfunctory | | Analysis examines why students did or did not meet the target  Majority of the findings have a corresponding analysis statement in Weave  Areas for improvement/change are briefly mentioned | Analysis includes comparison to previous years’ data  Analysis includes comparison of data between semesters or location and explains why differences may have occurred  Findings are disaggregated within the analysis and disaggregation adds further value |
| **Annual Program and Action Plan Analysis Document** | | | | | |
|  | **1**  **Non-compliant** | **2**  **Needs improvement** | | **3**  **Compliant** | **4**  **Exemplary** |
| ***Action Plans in Weave Report***  **Comments:** | No new or current action plans in the Weave report | New/current action plans are perfunctory | | Action plans are present  Action plans provide detail on what actions will be taken  Ongoing action plans are appropriately marked “in progress”  Ongoing action plans are discussed | New action plans are based on the analysis of the findings (analysis of data presented in report)  Action plans are directly linked to student learning outcomes. |
| ***Additional Action Plans related to SLOs/Program Curriculum***  **Comments:** | No new or current action plans in the Additional Action Plans section | New/current action plans are perfunctory | | Action plans are present  Action plans provide detail on what actions will be taken  Ongoing action plans are appropriately marked “in progress”  Ongoing action plans are discussed | New action plans are based on the analysis of the findings (analysis of data presented in report)  Action plans are directly linked to student learning outcomes. |
| ***Action Plans Completed this Cycle (AY 2023-2024)***  **Comments:** | Action plans not updated (old action plans still in “planned” stage) |  | | Completed action plans are marked as completed  Discontinued action plans are marked as discontinued, if applicable |  |
| ***Closing the Loop Narrative***  **Comments:** | Closing the loop statement is not provided for completed action plans this cycle | Completed action plans are updated but no context is given  Closing the loop statement is perfunctory | | Completed action plans are discussed  Discontinued action plans are discussed, if applicable  Completed action plans are examined (using data) to determine if the action(s) led to improvement of student learning |  |
| ***Program-level Analysis***  **Comments:** | No program analysis provided | Program-level analysis is perfunctory  Program-level analysis repeats information found in other sections of the Weave report or analysis document | | Analysis evaluates the program as a whole | Overall program analysis provides additional context |
| ***Program Inventory Review***  **Comments:** | Program review data are not provided  Completion/enrollment data are not analyzed | Certificate/minor completion/enrollment numbers are not disaggregated by emphasis area  Enrollment and graduation analysis is perfunctory  Plans to increase enrollment and/or graduation numbers are vague | | Enrollment and graduation (completion) numbers are included and match the IR Workbook data  Enrollment and completion numbers have been analyzed | The certificate/minor has specific plans to increase enrollment and graduation/completion numbers  The narrative gives a compelling case for the ideal cohort |
| **Additional Comments:** | | | **Recommendations:**  Address the categories/items marked 1 and 2 in next year’s report  See the Office of Institutional Effectiveness for assistance  Keep up the good work | | |
| ***SACSCOC Standard 8.2.a***  The institution identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of seeking improvement based on analysis of the results for student learning outcomes for each of its educational programs. | | | **Compliance:**  Compliance with Standard 8.2.a cannot be determined  Report is compliant with Standard 8.2.a  Report documents exemplary compliance with Standard 8.2.a | | |