**Weave Cycle 2024-2025 Certificate and Minor Assessment Report Evaluation Rubric**

**Certificate/Minor:**

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| **Weave Report** |
|  | **Non-compliant** | **Needs improvement** | **Compliant** | **Exemplary** |
| ***Program Description*****Comments:** | [ ]  Description not entered | [ ]  Description does not provide adequate context for the program | [ ]  Description provides a clear picture of what the program teaches students; description provides context for the program[ ]  Hours to degree are included[ ]  Location/mode of delivery is included | [ ]  Lists the careers and/or opportunities that are available to students after completing the program |
| ***Assessment Plan*** ***(Student Learning Outcomes, Measures, Targets)*****Comments:** | [ ] Less than 2 SLOs[ ]  Less than 1 measure 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 measures are 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, direct measure per outcome[ ]  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, partially met) | [ ]  Language used to describe findings is consistent with the language used for targets and measures |
| **Annual Program and Action Plan Analysis Document** |
|  | **Non-compliant** | **Needs improvement** | **Compliant** | **Exemplary** |
| ***Analysis of Findings*****Comments:** | [ ]  No analysis of findings statement | [ ]  Analysis restates information already provided[ ]  Analysis is perfunctory[ ]  Analysis does not provide enough detail | [ ]  Analysis examines why students did or did not meet the target[ ]  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 |
| ***Action Plans*****Comments:** | [ ]  No action plans  | [ ]  Action plans are perfunctory [ ]  Action plans do not provide enough detail/information | [ ]  Action plans are present [ ]  Action plans provide detail on what actions will be taken[ ]  Action plans are appropriately marked (planned, in progress, completed, discontinued)[ ]  Action plans are linked to student learning outcomes | [ ]  New action plans are based on the analysis of the findings (analysis of data presented in report) |
| ***Action Plan Updates/Results*****Comments:** | [ ]  Action plans that are in progress, completed, or discontinued do not have updates/results | [ ]  Updates/results are provided but no context or data is given[ ]  Results/Closing the loop is perfunctory[ ]  Results/Closing the loop does not provide adequate details/data  | [ ]  In progress, completed, and discontinued action plans have updates/results[ ]  Completed action plans are examined (using data) to determine if action(s) led to improvement(s) |  |
| ***Additional Information (optional)*****Comments:** |  | [ ]  Additional Information does not provide enough context/detail[ ]  Additional Information repeats information found in other sections of the Weave report or analysis document | [ ]  Additional Information provides additional context to the program |  |
| ***Program Inventory Review*****Comments:** | [ ]  Graduation/enrollment narrative is missing | [ ]  Data is provided but not analyzed[ ]  Enrollment and graduation analysis is perfunctory or does not include enough detail[ ]  Plans to increase enrollment and/or graduation numbers are vague | [ ]  Enrollment and graduation numbers are included (optional)[ ]  Enrollment and graduation numbers have been analyzed | [ ]  The program has specific plans to increase enrollment and graduation 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:**[ ]  Report cannot be found compliant with Standard 8.2.a.[ ]  Report is compliant with Standard 8.2.a[ ]  Report documents exemplary compliance with Standard 8.2.a |