

2009-2010 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. A score of 3 or 4 indicates that instructions for completing 2009-2010 Assessment Reports were followed.

	1	2	3	4
<p>Findings</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"/> Further Action Planned is correctly marked for most Findings (<i>Action Plans are required in Year 2 reports</i>)	<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"/> Further Action Planned is marked "Yes" for all targets that were "Not Met" or "Partially Met" (<i>Action Plans are required in Year 2 reports</i>)
<p>Action Plans</p> <p>Score ____</p> <p>Comments: <i>(Action Plans are required in Year 2 reports, even if all targets are met. If all targets are met, action plans can be discussed in the Continuous Improvement Initiatives field.)</i></p>	<input type="checkbox"/> No Action Plans entered	<input type="checkbox"/> Action Plans entered do not address "target not met" measures/outcomes <input type="checkbox"/> Additional Action Plans are necessary to address "target not met" measures/outcomes	<input type="checkbox"/> For reports with at least one "target not met" - an Action Plan is developed and/or appropriately linked to each outcome that had measure(s) with a "Not Met" target. <input type="checkbox"/> For reports with all "targets met" - at least one Action Plan was developed <input type="checkbox"/> For reports with all "targets met" - Continuous Improvement Initiatives reporting field is sufficient.	<input type="checkbox"/> For reports with at least one "target not met" - an Action Plan is developed and/or appropriately linked to each outcome that had measure(s) with a "Not Met" target and the results of these actions should provide evidence of continuous improvement activities <input type="checkbox"/> The appropriate number of Action Plans were developed to provide evidence of continuous improvement activities
<p>Action Tracking</p> <p>Score <u>n/a</u></p> <p><i>Action Tracking has been replaced by new Annual Reporting Field "Closing the Loop."</i></p>				

	1	2	3	4
Analysis Score _____ Comments:	<input type="checkbox"/> Analysis not entered	<input type="checkbox"/> Only one Analysis topic entered (either Strength or Attention Needed) <input type="checkbox"/> Analysis is perfunctory	<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 <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	<input type="checkbox"/> "Strength Analysis" summarizes how the program has provided evidence of improvements based on analysis of assessment results <input type="checkbox"/> "Attention Needed Analysis" discussion is based on learning outcomes that need improvement and initial plans for improvement are summarized or discussed.
Annual Report Score _____ Comments:	<input type="checkbox"/> No Annual Report entered	<input type="checkbox"/> 1 or 2 Annual Report fields are missing (out of 3) <input type="checkbox"/> Instructions for Completing 2009-2010 Annual Reporting Fields <u>were not followed</u> for at least one of the following: <input type="checkbox"/> Program Summary <input type="checkbox"/> Additional Action Plans /Continuous Improvement Initiatives <input type="checkbox"/> Action Plan Tracking/Closing the Loop	<input type="checkbox"/> All 3 Annual Report fields are addressed or an appropriate statement is included for field not addressed. <input type="checkbox"/> Instructions for Completing 2009-2010 Annual Reporting Fields <u>were followed</u> for 2 of the following: <input type="checkbox"/> Program Summary <input type="checkbox"/> Additional Action Plans /Continuous Improvement Initiatives <input type="checkbox"/> Action Plan Tracking/Closing the Loop	<input type="checkbox"/> All 3 Annual Report fields are addressed <input type="checkbox"/> Instructions for Completing 2009-2010 Annual Reporting Fields <u>were followed</u> for all of the following: <input type="checkbox"/> Program Summary <input type="checkbox"/> Additional Action Plans /Continuous Improvement Initiatives <input type="checkbox"/> Action Plan Tracking/Closing the Loop

Overall Assessment of Program's Assessment Report:

<p>(Please note rubric scores do not necessarily correlate with the following ratings. For example, a commended report need not have all ratings of 4. Likewise a report that rates all 4s many not be commended.)</p> <p>Select one:</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>Recommendations:</p> <p>___ Report should be revised and/or completed</p> <p>___ Report should be edited for typos, misspellings, etc.</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: