# 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.

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Findings</strong></td>
<td>☐ Findings not entered</td>
<td>☐ Findings not separated by site for dual-site programs (indicated by an * next to program name)</td>
<td>☐ Not all Findings have been entered or the majority of Findings have a “data not gathered” type of statement</td>
<td>☐ All Findings have actual Findings data entered</td>
</tr>
<tr>
<td>Score ____</td>
<td>☐ Findings not entered</td>
<td>☐ Findings not separated by site for dual-site programs (indicated by an * next to program name)</td>
<td>☐ Not all Findings separated by site for dual-site programs (indicated by an * next to program name)</td>
<td>☐ All Findings separated by site for dual-site programs (indicated by an * next to program name)</td>
</tr>
<tr>
<td><strong>Comments:</strong></td>
<td>☐ Findings not separated by site for dual-site programs (indicated by an * next to program name)</td>
<td>☐ Sample sizes not included</td>
<td>☐ Sample sizes included for the majority of Findings</td>
<td>☐ Sample sizes included in all Findings</td>
</tr>
<tr>
<td></td>
<td>☐ Findings statements do not mirror target statements</td>
<td>☐ Most Findings statements mirror Target statements</td>
<td>☐ Target Level Achievement is correctly marked for most Findings</td>
<td>☐ Findings statements mirror target statements</td>
</tr>
<tr>
<td></td>
<td>☐ Findings were not separated by program (data represents department- or school-wide findings)</td>
<td>☐ Partial academic year data entered as Findings (data which was to be collected more than once was not)</td>
<td>☐ Further Action Planned is correctly marked for most Findings</td>
<td>☐ Findings are separated by semester, appropriately collected only once, or indication of combined semesters apparent</td>
</tr>
<tr>
<td></td>
<td>☐ Further Action Planned is correctly marked for most Findings (Action Plans are required in Year 2 reports)</td>
<td>☐ All Findings fields have either actual Findings or an acceptable statement entered</td>
<td>☐ Target Level Achievement is correctly marked</td>
<td>☐ Target Level Achievement is correctly marked</td>
</tr>
<tr>
<td><strong>Action Plans</strong></td>
<td>☐ No Action Plans entered</td>
<td>☐ Action Plans entered do not address “target not met” measures/outcomes</td>
<td>☐ 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.</td>
<td>☐ 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</td>
</tr>
<tr>
<td>Score ____</td>
<td>☐ No Action Plans entered</td>
<td>☐ Additional Action Plans are necessary to address “target not met” measures/outcomes</td>
<td>☐ For reports with all “targets met” - at least one Action Plan was developed</td>
<td>☐ The appropriate number of Action Plans were developed to provide evidence of continuous improvement activities</td>
</tr>
<tr>
<td><strong>Comments:</strong></td>
<td>☐ No Action Plans entered</td>
<td>☐ Additional Action Plans are necessary to address “target not met” measures/outcomes</td>
<td>☐ For reports with all “targets met” - Continuous Improvement Initiatives reporting field is sufficient.</td>
<td>☐ The appropriate number of Action Plans were developed to provide evidence of continuous improvement activities</td>
</tr>
<tr>
<td></td>
<td>(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.)</td>
<td>☐ For reports with all “targets met” - Continuous Improvement Initiatives reporting field is sufficient.</td>
<td>☐ The appropriate number of Action Plans were developed to provide evidence of continuous improvement activities</td>
<td></td>
</tr>
<tr>
<td><strong>Action Tracking</strong></td>
<td>☐ n/a.</td>
<td>☐ n/a.</td>
<td>☐ n/a.</td>
<td>☐ n/a.</td>
</tr>
<tr>
<td>Score <em>n/a.</em></td>
<td>☐ n/a.</td>
<td>☐ n/a.</td>
<td>☐ n/a.</td>
<td>☐ n/a.</td>
</tr>
<tr>
<td><strong>Comments:</strong></td>
<td>☐ n/a.</td>
<td>☐ n/a.</td>
<td>☐ n/a.</td>
<td>☐ n/a.</td>
</tr>
<tr>
<td></td>
<td>Action Tracking has been replaced by new Annual Reporting Field “Closing the Loop.”</td>
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<td>Action Tracking has been replaced by new Annual Reporting Field “Closing the Loop.”</td>
</tr>
</tbody>
</table>
### Academic Analysis

**Score _____**

**Comments:**
- [ ] Analysis not entered
- [ ] Only one Analysis topic entered (either Strength or Attention Needed)
- [ ] Analysis is perfunctory
- [ ] “Strength Analysis” summarizes how the program has provided evidence of improvements based on analysis of assessment results, however more detail could have been included
- [ ] “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

### Annual Report

**Score _______**

**Comments:**
- [ ] No Annual Report entered
- [ ] 1 or 2 Annual Report fields are missing (out of 3)
- [ ] Instructions for Completing 2009-2010 Annual Reporting Fields were not followed for at least one of the following:
  - [ ] Program Summary
  - [ ] Additional Action Plans/Continuous Improvement Initiatives
  - [ ] Action Plan Tracking/Closing the Loop
- [ ] All 3 Annual Report fields are addressed or an appropriate statement is included for field not addressed.
- [ ] Instructions for Completing 2009-2010 Annual Reporting Fields were followed for 2 of the following:
  - [ ] Program Summary
  - [ ] Additional Action Plans/Continuous Improvement Initiatives
  - [ ] Action Plan Tracking/Closing the Loop
- [ ] All 3 Annual Report fields are addressed
- [ ] Instructions for Completing 2009-2010 Annual Reporting Fields were followed for all of the following:
  - [ ] Program Summary
  - [ ] Additional Action Plans/Continuous Improvement Initiatives
  - [ ] Action Plan Tracking/Closing the Loop

### Overall Assessment of Program’s Assessment Report:

(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.)

Select one:
- [ ] Report does not support SACS Comprehensive Standard 3.3.1
- [ ] Report inadequately supports SACS Comprehensive Standard 3.3.1
- [ ] Report adequately supports SACS Comprehensive Standard 3.3.1
- [ ] Report should be commended as one which demonstrates the spirit of SACS Comprehensive Standard 3.3.1

**Recommendations:**
- [ ] Report should be revised and/or completed
- [ ] Report should be edited for typos, misspellings, etc.
- [ ] Improvements could be made next year
- [ ] Keep up the good work, it is appreciated

**Additional Comments:**