**2015-2016 Certificate and Stand-Alone Minor Assessment Report Evaluation Rubric**

**Program (Emphasis) Degree:** Click here to enter text.

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 2015-2016 Assessment Reports were followed.

**Please note Certificates and Stand-Alone Minors have unique Guidelines. Please refer to the Instructions for Assessment Reports for details.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **Score/Comments** |
| < 2 outcomes  < 1 measures for each outcome  Course grades used as measures | 2 outcomes minimum  1 measure minimum for each SLO but same measure is used repeatedly without distinct targets for each outcome | 2 outcomes minimum; both meet the requirements for student learning outcomes  1 direct measures minimum for each SLO. | 2 strong outcomes minimum; all meet the requirements for student learning outcomes  At least one strong direct measure for each outcome.  Course grades not used as measures | **Plan**  **Score**  **1 2  3  4**  **Comments:**  Click here to enter text. |
| Findings not entered  Findings not separated by site for dual-site/mode programs (indicated by an \* next to program name) | Not all Findings have been entered or the majority of Findings have a “data not gathered” type of statement  Not all Findings separated by site for dual-site/mode programs (indicated by an \* next to program name)  Sample sizes not included  Findings statements do not mirror target statements  Findings were not separated by program | All Findings fields have either actual Findings or an acceptable statement entered  Sample sizes included for the majority of Findings  Most Findings statements mirror Target statements  Target Level Achievement is correctly marked for most Findings  Partial academic year data entered as Findings (data which was to be collected more than once was not) | All Findings have actual Findings data entered  All Findings separated by site/mode for dual-site/mode programs (indicated by an \* next to program name)  Sample sizes included in all Findings  Findings statements mirror target statements  Findings are separated by semester, appropriately collected only once, or indication of combined semesters apparent  Target Level Achievement is correctly marked | **Findings**  **Score**  **1 2  3  4**  **Comments:**  Click here to enter text. |
| No Action Plans entered | Action Plans entered do not address “target not met” or “partially met” measures/outcomes  Additional Action Plans are necessary to address “target not met” measures/outcomes | An Action Plan is developed and/or appropriately linked to each outcome that had measure(s) with a “Not Met” or “Partially Met” target.  For reports with all “targets met” - at least one Action Plan was developed  For reports with all “targets met” - Continuous Improvement Initiatives reporting field is sufficient | An Action Plan is developed and/or appropriately linked to each outcome that had measure(s) with a “Not Met” or “Partially Met” target **and** the results of these actions should provide evidence of continuous improvement activities  The appropriate number of Action Plans were developed to provide evidence of continuous improvement activities | **Action Plans**  **Score**  **1 2  3  4**  *(Action Plans are not required in Year 1 Reports. 2014-2015 is Year 1; score not required)*  **Comments:**  Click here to enter text. |
| Action Plans not updated (indicated by all 2005-2006 through 2014-2015 action plans still in “planned” implementation stage) | Most Action Plans not updated (indicated by most 2005-2006 through 2014-2015 action plans still in “planned” implementation stage) | Most Action Plans updated (indicated by few 2005-2006 through 2014-2015 action plans still in “planned” implementation stage) | Action Plans updated (indicated by no 2005-2006 through 2014-2015 action plans still in “planned” implementation stage) | **Action Plan Tracking**  **Score**  **1 2  3  4**  **Comments:** Click here to enter text. |

**2014-2015 Certificate and Stand-Alone Minor Assessment Report Evaluation Rubric**

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| **1** | **2** | **3** | **4** | **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 | “Strength Analysis” summarizes how the program has provided evidence of improvements based on analysis of assessment results.  “Attention Needed Analysis” discussion is based on learning outcomes that need improvement and initial plans for improvement are summarized or discussed | **Analysis**  **Score**  **1 2  3  4**  **Comments:**  Click here to enter text. |
| Closing the Loop discussions are not apparent in either Analysis fields or Annual Report fields. | Closing the Loop discussions are perfunctory. | Closing the Loop discussions are found in the Analysis or Closing the Loop fields. However, **more detail could have been included** | Closing the Loop discussions are found in the Analysis or Closing the Loop fields. The response is comprehensive, substantive, and thoughtful | **Closing the Loop**  **Score**  **1 2  3  4**  **Comments:**  Click here to enter text. |

**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 may not be commended.)**  **Select one:**  Report does not support SACSCOC Comprehensive Standard 3.3.1  Report inadequately supports SACSCOC Comprehensive Standard 3.3.1  Report adequately supports SACSCOC Comprehensive Standard 3.3.1  Report should be commended as one which demonstrates the spirit of SACSCOC Comprehensive Standard 3.3.1 | **Recommendations:**  Improvements could be made next year  Good work, but see IE for assistance  Keep up the good work, it is appreciated |

**Additional Comments:** Click here to enter text.