

## Rubric for Annual Program Assessment Reports

Program:

Author:

Acceptable	The program has:	Comments
	<ol style="list-style-type: none"> <li>1. Identified and assessed a reasonable number (generally 1-3) learning outcomes in a year.</li> <li>2. Selected appropriate measures for the learning outcomes.</li> <li>3. Described where (which courses) and when (which assignment) the measure is taken.</li> <li>4. Explained how well students met the outcome based on the data collected.</li> <li>5. Explained how evidence was shared with all faculty.</li> <li>6. Stated clear action steps for improvement based on the data or explains why, given data, no action is needed.</li> <li>7. Explained why further study of the outcome may be needed before improvements/changes are made.</li> </ol>	
<b>Developing</b>	<b>The report is sufficient, but needs improvements for the following year.</b>	
	<p>The program needs to revisit one or more of the following areas:</p> <ol style="list-style-type: none"> <li>1. Program is assessing too many (more than 4) learning outcomes, perhaps creating an unsustainable process.</li> <li>2. Measures are not appropriate for the learning outcome.</li> <li>3. Measures are not taken in an appropriate course or with an appropriate artifact.</li> <li>4. The report does not clearly explain how well students met the outcomes.</li> <li>5. Actions for improvement are vague or perhaps unsustainable.</li> <li>6. Program does not clearly share data with all faculty.</li> </ol>	
<b>Not Acceptable</b>	<b>The program has significant problems in one or more of the following areas:</b>	
	<ol style="list-style-type: none"> <li>1. The report does not show evidence of collecting data about student learning outcomes. (Job placements, graduation rates and student satisfaction surveys are helpful, but do not assess student learning.)</li> <li>2. No measures have been identified and there is no information about what is being assessed.</li> <li>3. The report does not identify any strengths or challenges, or those identified are not related to student learning.</li> <li>4. No action steps are given, or action steps noted will not impact student learning, or no evidence-based rationale for lack of changes is provided.</li> </ol>	