**Weave Cycle 2023-2024 Certificate & Minor Academic Assessment Report Evaluation Rubric**

Certificate/Minor:

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| **Weave Report** |
|  | **1****Non-compliant** | **2****Needs improvement** | **3****Compliant** | **4****Exemplary** |
| ***Program Description*****Comments:** | [ ]  Description not entered | [ ]  Description does not provide adequate context for the certificate/minor | [ ]  Description provides a clear picture of what the certificate/minor teaches students; description provides context for the program | [ ]  Hours to certificate/minor completion are included[ ]  Lists the careers and/or opportunities that are available to students after completing the certificate/minor |
| ***Assessment Plan*** ***(Student Learning Outcomes, Measures, Targets)*****Comments:** | [ ] Less than 2 SLOs[ ]  Less than 1 measures 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 measure is 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 measure per outcome; the measure is direct[ ]  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) | [ ]  All findings have data entered [ ]  Language used to describe findings is consistent with the language used for targets and measures |
| ***Analysis of Findings******(in Weave report)*****Comments:** | [ ]  No findings have a corresponding analysis statement | [ ]  Analysis restates information already provided[ ]  Analysis is perfunctory | [ ]  Analysis examines why students did or did not meet the target[ ]  Majority of the findings have a corresponding analysis statement in Weave[ ]  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[ ]  Findings are disaggregated within the analysis and disaggregation adds further value |
| **Annual Program and Action Plan Analysis Document** |
|  | **1****Non-compliant** | **2****Needs improvement** | **3****Compliant** | **4****Exemplary** |
| ***Action Plans in Weave Report*****Comments:** | [ ]  No new or current action plans in the Weave report | [ ]  New/current action plans are perfunctory  | [ ]  Action plans are present [ ]  Action plans provide detail on what actions will be taken[ ]  Ongoing action plans are appropriately marked “in progress”[ ]  Ongoing action plans are discussed | [ ]  New action plans are based on the analysis of the findings (analysis of data presented in report)[ ]  Action plans are directly linked to student learning outcomes. |
| ***Additional Action Plans related to SLOs/Program Curriculum*****Comments:** | [ ]  No new or current action plans in the Additional Action Plans section | [ ]  New/current action plans are perfunctory  | [ ]  Action plans are present [ ]  Action plans provide detail on what actions will be taken[ ]  Ongoing action plans are appropriately marked “in progress”[ ]  Ongoing action plans are discussed | [ ]  New action plans are based on the analysis of the findings (analysis of data presented in report)[ ]  Action plans are directly linked to student learning outcomes. |
| ***Action Plans Completed this Cycle (AY 2023-2024)*****Comments:** | [ ]  Action plans not updated (old action plans still in “planned” stage) |  | [ ]  Completed action plans are marked as completed[ ] Discontinued action plans are marked as discontinued, if applicable |  |
| ***Closing the Loop Narrative*****Comments:** | [ ]  Closing the loop statement is not provided for completed action plans this cycle | [ ]  Completed action plans are updated but no context is given[ ]  Closing the loop statement is perfunctory | [ ]  Completed action plans are discussed[ ] Discontinued action plans are discussed, if applicable[ ]  Completed action plans are examined (using data) to determine if the action(s) led to improvement of student learning |  |
| ***Program-level Analysis*****Comments:** | [ ]  No program analysis provided | [ ]  Program-level analysis is perfunctory[ ]  Program-level analysis repeats information found in other sections of the Weave report or analysis document | [ ]  Analysis evaluates the program as a whole | [ ]  Overall program analysis provides additional context  |
| ***Program Inventory Review*****Comments:** | [ ]  Program review data are not provided[ ]  Completion/enrollment data are not analyzed | [ ]  Certificate/minor completion/enrollment numbers are not disaggregated by emphasis area[ ]  Enrollment and graduation analysis is perfunctory[ ]  Plans to increase enrollment and/or graduation numbers are vague | [ ]  Enrollment and graduation (completion) numbers are included and match the IR Workbook data[ ]  Enrollment and completion numbers have been analyzed | [ ]  The certificate/minor has specific plans to increase enrollment and graduation/completion 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:**[ ]  Compliance with Standard 8.2.a cannot be determined[ ]  Report is compliant with Standard 8.2.a[ ]  Report documents exemplary compliance with Standard 8.2.a |