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| **Report Rubric** |
| **Criteria** | **Exemplary (3)** | **Acceptable (2)** | **Developing (1)** | **Feedback** |
| **LO1** | **LO2** | **LO3\*** | **LO4\*** |
| **Findings** | • A complete, concise, and well-organized summary of the percentage of students and the Level of Proficiency achieved is provided.  | • A complete and organized summary of the percentage of students and the Level of Proficiency achieved is provided. | • The Findings are incomplete OR do not clearly align with the Target.  |  |  |  |  |
| **Summary and Analysis** | • Analysis of the Findings by program faculty includes solid evidence that the Target was met or not met.• Analysis of the Findings references supporting documentation.• Elaborates on specific findings used to make program improvements.• Makes a clear connection between finding(s) and action plan(s).• Provides thorough status update of previous and/or ongoing action plan(s) | • Analysis of the Findings by program faculty address whether the Target was met or not met• Identifies finding(s) used to make program improvements.• Changes/improvements made to program relate to finding(s).• Refers to previous and/or ongoing action plan(s). | • The Analysis of the Findings is not included OR the Analysis of the Findings is unclear about whether the Target was met or not met.• Failure to identify finding(s) used to make program improvements.• Does not refer to previous and/or ongoing action plan(s). |  |  |  |  |
| **Action Plan** | • Action plans clearly follow from assessment results and directly state which finding(s) was used to develop the plan• Identifies an area that needs to be monitored, remediated or enhanced and defines logical next steps• Plan is detailed and identifies completion dates & Person(s) responsible | • Reflects with sufficient depth on what was learned during the assessment cycle.• Actions plans follow from assessment results. | • No changes are provided OR changes provided lack thoughtful interpretation or “next steps” for program improvement. |  |  |  |  |
| **TOTAL SCORE** | **LO 1** | **LO 2** | **LO 3\*** | **LO 4\*** |
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**Improvements Needed:**



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