Oregon Tech Dental Hygiene Bachelor of Science, Klamath Falls Campus 2011-2012 Assessment Report

I. Introduction

The Oregon Tech Dental Hygiene program began in 1970 as an Associate of Applied Science (AAS) program. Beginning in 1985, students had the option of completing a Bachelor of Science (BS) degree and in 2003 the program began awarding the BS degree only

All students must complete prerequisite courses to be eligible for application to the program. Acceptance to the program is selective and limited to no more than 27 students at Klamath Falls. Students enter the program each year in fall term.

The five-year retention and graduation rate is presented in the Table 1 below.

TABLE 1: 5-YEA	AR GRADUATION	N RATE		
Class 2008	Class 2009	Class 2010	Class 2011	Class 2012
23/27 (85%)	24/25 (96%)	25/27 (93%)	26/26 (100%)	21/25 (84%)

II. Program Purpose, Objectives, and Student Learning Outcomes

The dental hygiene faculty reviewed the programs' purpose, objectives, and learning outcomes during the fall faculty retreat September 6-8, 2012. The faculty affirmed the statements below:

Dental Hygiene Program Purpose

The purpose of the Bachelor of Science in Dental Hygiene program is to prepare students for entry into the dental hygiene profession and additional careers such as public health, administration, education, research, and marketing. The graduate will be prepared to enter master degree programs in dental hygiene and related programs.

Program Educational Objectives

- 1. Provide the dental hygiene student the opportunity to gain the necessary knowledge, skills, and values to enter the registered practice of dental hygiene
- 2. Prepare the student to sit for the National Board Dental Hygiene Examination
- 3. Prepare the student to take the WREB examination in dental hygiene, anesthesia, and restorative.

Expected Student Learning Outcomes

- 1. The dental hygiene graduate will be competent in applying ethical, legal and regulatory concepts in the provision and/or support of oral health care services.
- 2. The dental hygiene graduate will be competent in critical thinking and problem solving related to comprehensive care and management of patients.
- 3. The dental hygiene graduate will be competent in interpersonal and communication skills to effectively interact with diverse population groups.
- 4. The dental hygiene graduate will be competent in assessing, planning, implementing and evaluating community-based oral health programs including health promotion and disease prevention activities.
- 5. The dental hygiene graduate will be competent in providing oral health care to individuals at all stages of life and for all periodontal classifications.

6. The dental hygiene graduate will demonstrate competent knowledge and self-assessment skills necessary for life-long learning.

The program also offers students experiential learning opportunities including:

- Membership in the Student American Dental Hygienists' Association (SADHA) and representation at state and national levels
- Professional meetings: Oregon Dental Conference, Oregon Dental Hygienists' House of Delegates Meeting, and American Dental Hygienists' Association Annual Meeting.
- Assessment, implementation, and evaluation of community health projects.
- International trips to provide dental hygiene care to persons in third world countries
- Off campus experience: school-based screenings and presentations, health fairs, and dental clinics/offices.

III. Six-Year Cycle for Assessment and Student Learning Outcomes

The assessment schedule for OIT student learning outcomes follows in Table 2A below:

TAB	TABLE 2A: Assessment Cycle for Institutional Student Learning Outcomes							
ISLO	Description	2010- 11	2011- 12	2012- 13	2013- 14	2014- 15	2015- 16	2016- 17
1	Communication (oral, written, visual)	x						x
2	Team & group work			x				
3	Professionalism & ethical practice			X				
4	Critical thinking & problem solving				x			
5	Lifelong & independent learning	x						x
6	Math knowledge & skills		x					
7	Scientific knowledge & reasoning skills					x		
8	Cultural awareness						x	

The assessment cycle for the Bachelor of Science in Dental Hygiene program student learning outcomes follows in Table 2B below:

TAB	TABLE 2B: Assessment Cycle for Bachelor of Science in Dental Hygiene							
ISLO	Description	2010- 11	2011- 12	2012- 13	2013- 14	2014- 15	2015- 16	2016- 17
1	The dental hygiene graduate will be competent in applying ethical, legal and regulatory concepts in the provision and/or support of oral health care services			x				
2	The dental hygiene graduate will be competent in critical thinking and problem solving related to comprehensive care and management of patients				x			
3	The dental hygiene graduate will be competent in interpersonal and communication skills to effectively interact with diverse population groups	x						
4	The dental hygiene graduate will be competent in assessing, planning, implementing and evaluating community-based oral health programs including health promotion and disease prevention activities		X				X	
5	The dental hygiene graduate will be competent in providing oral health care to individuals at all stages of life and for all periodontal classifications	X				x		
6	The dental hygiene graduate will demonstrate competent knowledge and self-assessment skills necessary for life-long learning.	X						X

IV. Summary of Student Learning

The dental hygiene faculty conducted formal assessment of PSLO #4 on the Klamath Falls campus.

PSLO #4: The dental hygiene graduate will be competent in assessing, planning, implementing and evaluating community-based oral health programs including health promotion and disease prevention activities.

DIRECT ASSESSMENT: Community Health Project and Portfolio

Dental hygiene students' ability to assess, plan, implement, and evaluate community-based oral health programs was assessed in DH 381-383 Community Dental Health I-IV beginning fall term 2011 and ending spring term 2012 using a project and portfolio. Students work in groups to conduct all phases of a community health project in the Klamath Falls area. The following student group projects were assessed:

Head Start Fluoride Varnish, 3 students

This project focuses on prevention of early childhood caries and establishment of a dental home. OIT dental hygiene students work with multiple Head Start programs in Klamath County. Activities include the education of Head Start parents and personnel with regard to oral hygiene care and nutritional counseling as it relates to prevention of dental caries. Children involved are also introduced to the importance of their care for their teeth. Fluoride varnish applications are provided at three month intervals for the Head Start students.

Sealing Healthy Smiles, 5 students

This is a project focused on preventing caries in permanent molars through the application of pit and fissure sealants. Participating elementary schools are selected based primarily on the percentage of students that qualify for free and reduced lunch. Second and fifth grade students from participating schools are first screened to determine if sealant placement is appropriate. Sealants are placed based on the findings of the screening process. Students also receive education regarding effective oral care and nutrition as it relates to prevention of dental caries.

Klamath Children's Dental Clinic (KCDC), 5 students

Students that attend middle schools in Klamath County are the focus of this project. The project goal is to meet their oral health care needs. Participants in this project meet specific criteria. To qualify they do not have a regular dentist of record. Participants do not have dental benefit available to them and they do not qualify for the Oregon Health Plan. Students that direct this project meet with parents/guardians of the participants to explain the project and expectations of participants.

Services for the participants are based on individual needs. Oral prophylaxis, dental radiographs, dental examination, oral hygiene education, fluoride varnish, sealant placement, participation in a caries management program and placement of dental restorations are provided by OIT dental hygiene students.

The Missing Link, 5 students

Link River in Klamath Falls is an alternative high school for students that have not been successful in the traditional school environment. Some have histories of substance abuse. Some have criminal records. Others are homeless. The focus of this project is meeting the oral health needs of this group of students. As with KCDC a broad range of services, based on individual needs, are provided for the participants.

Migrant Workers, 4 students

There is also a community health project created to meet the oral health needs of the migratory Hispanic population Klamath Falls and the surrounding area. This population has very limited access to dental care and therefore has many unmet oral health needs. A broad spectrum of oral health care services as noted in the description of the KCDC project are provided to participants in this project based on individual needs.

The following table (Table 3) summarizes the results. (See appendix for assessment tool).

TABLE 3: DH 380-384 Community Health Project and Portfolio					
Performance Criteria	Measurement scale	Minimum	Results		
		Acceptable			
		Performance			
Writing	1-4 scale, % at 3 or 4	80 % at 3 or 4	80%		
Assessment	1-4 scale, % at 3 or 4	80 % at 3 or 4	80%		
Needs Assessment	1-4 scale, % at 3 or 4	80 % at 3 or 4	80%		
Planning	1-4 scale, % at 3 or 4	80 % at 3 or 4	80%		
Implementation	1-4 scale, % at 3 or 4	80 % at 3 or 4	80%		
Evaluation	1-4 scale, % at 3 or 4	80 % at 3 or 4	100%		
Portfolio (appearance)	1-4 scale, % at 3 or 4	80 % at 3 or 4	80%		

 Table 3 Assessment results for PSLO #4 in DH381-383, fall 2011 – spring 2012

Strength: Assessment results indicate teaching and learning related to PSLO #4 meets or exceeds minimum acceptable performance

Weaknesses: Assessment results did not reveal any weakness

Plans for Improvement: Continue successful teaching strategies

INDIRECT ASSESSMENT: Graduate Survey

Dental hygiene students' ability to assess, plan, implement, and evaluate community-based oral health programs was also assessed using a survey. Students expected to graduate winter term 2012 were asked to rate the level that the program prepared them to be competent in assessing, planning, implementing, and evaluating community-based oral health programs. The survey was administered to twenty-one students using Survey Monkey. The following table (Table 4) summarizes the results.

TABLE 4: Survey		
	iene program prepared me to be c aluating community-based oral he	
Measurement Scale	Minimum Acceptable Performance	Results
1-4 scale, % at 3 or 4	80% at 3 or 4	100%
	ene program helped me be able to h services such as needs assessme	
Measurement Scale	Minimum Acceptable Performance	Results
1-4 scale; percent at 3 or 4	80% at 3 or 4	100%

Table 4: Assessment results for PSLO #4, survey W 2012

Strengths

Survey results indicate teaching and learning related to PSLO #4 exceeds minimum acceptable performance.

Weaknesses

Survey results did not reveal any weakness.

Plan for Improvement

Continue successful teaching strategies.

V. Changes Resulting from 2010-2011 Assessment

ISLO 1: OIT students will demonstrate effective oral, written and visual communication. And

PSLO 3: The dental hygiene graduate will be competent in interpersonal and communication skills to interact effectively with diverse population groups.

DIRECT ASSESSMENT: Writing assignment

During the 2010-2011 assessment cycle the dental hygiene faculty identified areas of weakness in written communication.

Writing was re-assessed fall term 2011 in DH 225 Head and Neck Anatomy using an assignment. Twenty-four sophomore students who had previously taken WRI 121 and WRI 122 or the equivalent were assessed two different times. Students received the grading rubric, but no other writing instruction prior to the first assignment. Before the second assignment, in addition to the having the grading rubric, students were reminded about how to write paragraphs and essays and how to document sources. The following table (Table 5) summarizes the results.

TABLE 5: Writing	Assessment				
	Measurement Scale		Results		
		Performance	2010- 2011	2012 (1)	2012 (2)
Purpose and ideas	1-4 scale, % at 3 or 4	80% at 3 or 4	96%	71%	67%
Organization	1-4 scale, % at 3 or 4	80% at 3 or 4	92%	58%	87.5%
Support	1-4 scale, % at 3 or 4	80% at 3 or 4	81%	83%	92%
Style	1-4 scale, % at 3 or 4	80% at 3 or 4	84.6%	92%	100%
Conventions	1-4 scale, % at 3 or 4	80% at 3 or 4	73%	96%	87.5%
Documentation	1-4 scale, % at 3 or 4	80% at 3 or 4	69%	58%	100%

Table 5 Assessment results and comparison for ISLO #1; years 2010-2011 and 2011-2012

Strengths: In both assignments, students demonstrate strength in style.

Weakness: Students did not meet minimum acceptable performance in purpose and ideas in either assignment.

Comments: In the 2010-2011 assessment of written communication, dental hygiene students did not meet minimum acceptable performance in conventions and documentation. When the outcome was reassessed in 2011-2012, students met criteria in conventions in both assignments. However, they underperformed in purpose & ideas, organization, and documentation in one or both assignments.

Plan for improvement

The dental hygiene faculty met with members of the communication department on October 21, 2011 to discuss the results and strategies to improve teaching and learning. The Communication Department is making changes to course content in lower level writing courses to address these specific topic areas.

At the spring assessment meeting held on May 30, 2012, the faculty reviewed the results and discussed general observations of students' writing. The faculty determined the following strategies to help students meet or exceed minimum competency in all criteria:

- Model effective writing and documentation.
- Provide a tutorial on documentation to include on Bb in hybrid courses

- Develop a writing standards guideline that will be included in all syllabi and writing assignments
- Direct students to resources including web sites, publication manuals, grammar reference, automated writing feed-back resources, etc.

PSLO #5: Students with a bachelor's degree in dental hygiene must be competent in providing oral health care to individuals at all stages of life and for all periodontal classifications.

DIRECT ASSESSMENT: Patient Experience Tracking Records

In the 2010-2011 assessment cycle, review of patient experience tracking records revealed a weakness in students' patient experiences with providing oral health care to children, persons with special needs, and women who are pregnant.

In the 2011-2012 assessment cycle, patient experience tracking records were again reviewed. The following table (Table 6) summarizes the results:

TABLE 6: Patient Experiences for Child, Special Needs, and Pregnant Patients							
	Ch	ild	Special	Needs	Pregnant		
	2011	2012	2011	2012	2011	2012	
Total	170	200	23	98	4	2	
Maximum	13	20	7	15.5	3	1	
Minimum	0	3	0	1	0	0	
Average	6.54	6	0.88	9.5	.15	.115	

Table 5 Assessment results and comparison for PSLO #5; years 2010-2011 and 2011-2012

Strengths: Compared to 2011 no student reported zero experiences with children or special needs patients.

Weaknesses: Most students had zero experiences with pregnant women.

Plan for improvement:

At the spring assessment meeting held on May 30, 2012 faculty reviewed the tracking results and discussed observations of students' experiences. Faculty believes that changes in tracking have more accurately reflected students' experiences, but still under-represents actual experiences.

The faculty determined the following strategies to help students meet or exceed minimum competency in experiences with children, special needs, and pregnant women:

- Reassess tracking procedures and make any necessary changes to assure accuracy.
- Continue to develop partnership with Klamath Open Door in conjunction with the Klamath County Health Department Women, Infants, and Children (WIC) program.
- Continue to seek opportunities to serve a diverse population in the OIT Dental Hygiene clinic.

INDIRECT ASSESSMENT: Survey

In the 2010-2011 assessment cycle, a survey was administered week nine of winter term 2011 to students expected to graduate at the end of the term. Results of the survey indicated weakness in students' ability to be competent to treat aggressive periodontitis.

Aggressive periodontics is an uncommon condition and the likelihood of encountering the condition is low. To compensate for the rarity of the condition, aggressive periodontitis received emphasis in DH 354 Periodontolgy during fall term 2011. Twenty-two junior students enrolled in DH 354 were then assessed using a case study. The following table (Table 7) summarizes the results.

TABLE 7	TABLE 7: Aggressive Periodontitis Case Study						
				Minimal Acceptable			
Question	Туре	Criteria	Correct	Performance	Percent		
1	Short Answer	Radiographic interpretation	20	75% out of 100%	90%		
	Multiple						
2	Choice	Periodontal differential Dx	21	75% out of 100%	95%		
	Multiple						
3	Choice	Pathogen	18	75% out of 100%	82%		
4	Short Answer	Diagnostic testing	17	75% out of 100%	77%		
5	Short Answer	Treatment options	18	75% out of 100%	82%		
	Multiple						
6	Choice	Laser outcomes	19	75% out of 100%	86%		
7	Paragraph	Treatment planning	18	75% out of 100%	82%		

Table 7: Assessment results and comparison for PSLO #5; years 2010-2011 and 2011-2012

Strengths: The majority of students have a good understanding of radiographic interpretation and periodontal differential diagnosis.

Weaknesses: No weaknesses identified; students met or exceeded minimum acceptable performance in all criteria.

Plan for improvement: Continue successful teaching strategies.

Appendix A: Curriculum Maps

Program Student Learning Outcome #4: Graduates will be competent in assessing, planning, implementing, and evaluating community-based oral health programs including health promotion and disease prevention activities.

The following table (TABLE A.1) indicates the dental hygiene curriculum. Courses that are bolded indicate that the SLO above is taught in the course, students demonstrate skills or knowledge in the SLO, and/or students receive feedback on their performance on the SLO.

Table A.1 S	SLO#4 Assessment Map				
	*	Fall	Winter	Spring	Summer
SOPHOMOR	E				
CHE 360	Clin Pharm for Health Professions				
DH 221	DH Clin Prac & Seminar I				
DH 226	Head & Neck Anatomy				
DH 240	Prevention I				
DH 275	Dental Ethics				
SPE 321	Small Group & Team Com				
DH 222	DH Clin Prac & Seminar II				
DH 237	Oral Histology & Embryology				
DH 241	Prevention II				
DH 244	General & Oral Pathology				
DH 252	Oral Radiology I				
DH 366	Dental Anatomy				
DH 223	DH Clin Prac & Seminar II I				
DH 242	Prevention III				
DH 253	Oral Radiology II				
DH 254	Introduction to Periodontology				
DH 267	Emergency Procedures				
DH 380	Community Dental Health I			Ι	
	Psychology elective				
JUNIOR					
BUS 317	Health Care Management				
DH 321	DH Clin Prac & Seminar IV				
DH 340	Prevention IV				
DH 354	Periodontology				
DH 381	Community Dental Health II	E			
	Psychology elective				
DH 322	DH Clin Prac & Seminar V				
DH 341	Prevention V				
DH 351	Pain Management I				
DH 382	Community Dental Health III		Е		
WRI 227	Technical Report Writing				

I = Introduced; R = Reinforced; E=Emphasized

	Humanities electvie			
DH 323	DH Clin Prac & Seminar VI			
DH 344	Advanced General & Oral Pathology			
DH 352	Pain Management II			
DH 363	Dental Materials			
DH 370	International Externship (opt)			
DH 383	Community Dental Health IV		Е	
SENIOR				
BUS 331	Personal Finance			
DH371	International Externship (opt)			
DH421	DH Clin Prac & Seminar VII			
DH461	Restorative Dentistry II			
DH475	DH Research Methods			
MATH 243	Introductory Statistics			
AHED 450	Instructional Methods			
DH372	International Externship (opt)			
DH422	DH Clin Prac & Seminar VIII			
DH462	Restorative Dentistry II			
DH476	DH Research Methods II			
	Communication elective			
	Humanities elective			
DH423	DH Clin Prac & Seminar IX			
DH454	Dental Practice Management			
DH463	Restorative Dentistry III	 		
DH477	DH Research Methods III			
	Humanities elective			
	Psychology elective			

Appendix B:	Assessment	Tools
--------------------	------------	-------

Writing Project documentation has minor writing errors; formatting numerous writing errors; formatting not consistent; needs minor editing Project documentation has minor writing errors; formatting not consistent; needs minor editing Project documentation has minor writing errors; formatting errors; formatting errors; formatting errors; formatting not consistent; needs major or dimer has clearly been edited to improve quality. All project documentation for dimer has clearly been edited to improve quality. Assessment Does not identify an appropriate target population Conducts a needs Conducts a thorough meds assessment, but more than lof the 5 major issues; population profile is not accurate Conducts a thorough profile is suce are omitted; population profile is not accurate Conducts a thorough meds assessment, but more than lof the 5 major issues; population profile is not accurate Somajor issues; population profile is not accurate Somajor issues; population profile is not accurate Program is planned based on adequate goals and objectives on opicuties of accurate inappropriate; does not plan for evaluation evaluation evaluation evaluation is goan and objectives of program; teamwork and communication are activities and and communication is non tarked. Implementation program reamwork and communication is not praces is indequately documented Proficiently implements program; teamwork and communication is not evaluation program; teamwork and communication is not profice; su adequately documented Consistently conducts process is effectively implements tracked. Implementation program reamwork and communication is not evaluation of program. Team work and communication is not evaled. Consistently conducts or prof		Novice 6.5	Beginner 7.5	Competent 8.3	Proficient 10
documentation has numerous writing errors; formatting not consistent; needs major editing.has minor writing errors; formatting not consistent; needs minor editinghas minor writing errors; formatting not consistent; needs minor editinghas minor writing errors. Document shows evidence of editingfree from writing errors; document has clearly been edited to improve quality.Assessment based on anecdoral or biased information to goulation profile addentine a population profile is accurateConducts a needs assessment, but more tassessment, but more tassessment based on inadequate goulation profile is accurateConducts a thorough needs assessment, but mores is planned based on inadequate goulation profile is accurateConducts a thorough needs assessment, but more is planned based on adequate goulation profile is accurateConducts a thorough meeds assessment, but accurateConducts a thorough meeds assessment, but accuratePlanningProgram is planned tased on inadequate goulation activites are inappropriate; inappropriate; and activities are activites are inappropriate; inappropriate; and correspondence is tracked, implementation process is not tracked. Implementation process is dequately documentedAdequately implements process is effective, correspondence is tracked, implementation process is effective, documentedProficiently induction of program; teamwork and correspondence is tracked, implementation	Writing				
numerous writing errors; formatting not consistent; needs major editing.formatting not consistent; needs minor editingerrors. Document shows evidence of editingdocument has clearly been edited to improve quality.Needs assessmentDoes not identify an appropriate target population robiased on anecdotal information to determine a population profile is accurateConducts a thorough needs assessment, but more than 1 of the 5 major issues are onitted; population profile is not accurateConducts a thorough needs assessment, but moets assessment, but more than 1 of the 5 major issues are onitted; population profile is not accurateConducts a thorough needs assessment, but moets assessment, but orissues; population profile is mostly accurateConducts a thorough needs assessment, but moets assessment, but motifie is nostly accurateConducts a thorough meds assessment, but motifie is nostly accurateConducts a thorough meds assessment, but motifie is nostly accuratePlans an effective program based on adequate goals and objectives; tetrmines and objectivesPlans an effective program teamwork and cormespondence is not plan for evaluationPlans an effective, som activities and correspondence is not racked. Implementation for gram, Team work and communication are inadequately documentedProficently implements program, teamwork and correspondence is process is effectively documentedProficently implements program, teamwork and correspondence is tracked. Implementation of program, teamked, may program, teamwork and correspondence is not evident. Evaluation of program not based on measureable <td></td> <td>0</td> <td>5</td> <td>-</td> <td>1 0</td>		0	5	-	1 0
errors; formatting major editing.needs minor editing.Document shows evidence of editing.edited to improve quality.AssessmentDoes not identify an appropriate target 			-	-	-
not consistent; needs major editing.evidence of editingAssessmentDoes not identify an appropriate target populationIdentifies an appropriate tar populationNeeds AssessmentNeeds assessment, but more thased on anecdotal or biased information to determine a goals and objectives; AND strategies and activities are inappropriate; does not plan for evaluationConducts a meeds assessment, but more than 1 of the 5 major issues are omitted; population profile is notal accurateConducts a thorough needs assessment, but more than 1 of the 5 major issues are omitted; population profile is notal accurateConducts a thorough not the 5 major issues are omitted; population profile is notal accurateConducts a thorough not the 5 major issues are omitted; population profile is notal accurateConducts a thorough not the 5 major issues are omitted; population profile is notal accurateConducts a thorough not the 5 major issues are omitted; population profile is notal accurateConducts a thorough not based on inadequate goals and objectives; strategies and activities are inappropriate; inappropriate; inappropriate; on tracked.Program is planned based on appropriate goals and objectives; strategies and activities are correspondence is mot maked.Plans an effective program tracked; implementation process is adequately documentedPlans an effective program program; teamwork and correspondence is tracked; implementation of process is adequately documentedProficiently documentedImplementation process is adequately documentedAdequately implements program; teamwork and <br< td=""><td></td><td>-</td><td>-</td><td></td><td>-</td></br<>		-	-		-
major editing.Identifies an appropriate target populationAssessmentDoes not identify an appropriate target populationIdentifies an appropriate target populationNeeds AssessmentNeeds assessment is based on anecdoal information to determine a population profileConducts a thorough needs assessment, but more than 1 of the 5 major issues: are omitted; population profile is not activities are inappropriate ly also not plan for evaluationConducts a thorough needs assessment, but more than 1 of the 5 major issues: population profile is mostly accurateConducts a thorough meds assessment, but omits 1 of the 5 major issues: population profile is mostly accurateConducts a thorough meds assessment, but omits 1 of the 5 major issues: population profile is accurateConducts a thorough meds assessment, but omits 1 of the 5 major issues: population profile is accurateConducts a thorough meds assessment, but meds assessment, but more on inadequate goals and objectives; plans for evaluation using measureable objectives: plans for evaluation using measureable objectives:Plans an effective program program (cammork and communication are adequate program; teamwork and communication are activities and correspondence is mot resces is inadequately documentedPlans in appropriate communication are adequate, most activities and correspondence is tracked; implementation process is adequately documentedProficiently implements program; teamwork and correspondence is tracked; implementation process is adequately documentedConsistently conducts onge program, sumantive evaluation of program; summative <td></td> <td>-</td> <td>needs minor editing</td> <td></td> <td>edited to improve quality.</td>		-	needs minor editing		edited to improve quality.
Assessment Does not identify an appropriate target population Identifies an appropriate tar population Needs Needs assessment is or biased information to determine a population profile is accurate Conducts a thorough meds assessment, but orbiased Conducts a thorough meds assessment, but orbits 1 of the 5 major issues; population profile is mostly accurate Conducts a thorough meds assessment, but orbits 1 of the 5 major issues; population profile is mostly accurate Conducts a thorough meds assessment, but orbits 1 of the 5 major issues; population profile is accurate Conducts a thorough meds assessment, but orbits 1 of the 5 major issues; population profile is accurate Plans an officitive program inappropriate; does not plan for evaluation Program is planned based on aperporiate goals and objectives; plans for evaluation using measureable objectives Plans an effective program plans for evaluation using measureable objectives Proficiently implements program; teamwork and correspondence is not racked. Implementation process is inadequately documented Adequately implements program; treamwork and correspondence is not racked. Adequately implements proficiently documented Proficiently implements proficiently documented Evaluation of program; summative evaluation of program; summative evaluation is based on measureable objectives Sometimes conducts proceses valuation of program; summative evaluation is base				evidence of editing	
appropriate target populationpopulationNeeds AssessmentNeeds assessment is based on ancedotal or biased information to determine a population profile is not accurateConducts a thorough meeds assessment, but more issues are omitted; population profile is not accurateConducts a thorough meeds assessment, but more issues are omitted; population profile is nostly accurateConducts a thorough meeds assessment that addresses the sases on inadequate goals and objectives; and activities are inappropriate; does not plan for evaluationProgram is planned objectives OR strategies and activities are inappropriate; inappropriate; inappropriate; inappropriate; inappropriate; inappropriate; inapropriate; inaperopriate; inaperopriate; inaperopriate; inaperopriate; inaperopriate; inaperopriate; inaperopriate; inaperopriate; inaperopriate; inaperopriate; inaperopriate; inaperopriate; inaperopriate; inaperopriate; inadequate indeced. Implementation process is not tracked. Implementation process is not tracked. indequately documentedAdequately implements process is adequately documentedProficiently implements process is adequately documentedProficiently implements process is adequately documentedEvaluationProcess evaluation is program, to based on measureable objectivesSometimes conducts process evaluation of process evaluation of proces		major editing.			
populationConducts a needs assessment is based on anecdotal information to determine a population profile accurateConducts a needs assessment, but more tissues are omitted; population profile is no accurateConducts a thorough needs assessment, but more is nost 10 ftb 5 major issues; population profile is mostly accurateConducts a thorough assessment, but more is nost 10 ftb 5 major issues; population profile is mostly accurateConducts a thorough assessment, but more is nost 2 accurateConducts a thorough assessment, but more is nost 2 accuratePlanningProgram is planned based on inadequate goals and objectives; evaluationProgram is planned based on inadequate goals and objectives; plans for evaluation using measureable objectivesPlans an effective, regram teamwork and communication is accorrespondence is tracked, implementation process is not tracked. ImplementationAdequately implements program. Team work and communication is not tracked. tracked, implemented process is adequately documentedEffectively tracked; implementation of process evaluation of program not based on measureable objectivesProficiently implements process evaluation of program; summative evaluation is partially based on measureable objectivesSometimes conducts process evaluation of program; summative evaluation is partially based on measureable objectivesConsistently conducts or proficiently indices a	Assessment	Does not identify an			Identifies an appropriate targe
Needs AssessmentNeeds assessment is based on ancdotal or biased information to determine a population profile scurateConducts a needs assessment, but more than 10f the 5 major issues are omitted; population profile is not accurateConducts a thorough meds assessment that addresses the assessment is sues are omitted; profile is not accurateConducts a thorough omits 1 of the 5 major issues; population profile is accurateConducts a thorough omits 1 of the 5 major issues; population profile is not accurateConducts a thorough omits 1 of the 5 major issues; population profile is accurateConducts a thorough omits 1 of the 5 major issues; population profile is accurateConducts a thorough omits 1 of the 5 major issues; population profile is accurateConducts a thorough omits 1 of the 5 major issues; population profile is not accurateConducts a thorough omits 1 of the 5 major issues; population profile is accuratePlanningProgram is planned based on inadequate goals and objectives and activities are inappropriate; does not plan for evaluationProgram is planned objectives OR strategies and activities are accomplish thread accomplish program goals and objectives; plans for evaluation using measureable objectivesPlans an effective program activities will accomplish program teatwork and cormespondence is tracked; implementation process is adequately documentedPlans an effective program activities will accomplish program teatwork and correspondence is tracked; implementation process is adequately documentedProficiently implements process evaluation of process evaluation of process evaluation		appropriate target			population
Assessmentbased on anecdotal or biasedassessment, but more than 1 of the 5 major issues are omitted; population profile is notly accurateneeds assessment, but omits 1 of the 5 major issues; population profile is nostly accurateseessment that addresses the 5 major issues; population profile is accuratePlanningProgram is planned based on inadequate goals and objectives atvities are inappropriate; does not plan for evaluationProgram is planned based objectives OR strategies and activities are inappropriate; does not plan for evaluationProgram is planned based on adequate goals and objectives; attivities are evaluationProgram is planned based on adequate goals and objectives; plans for evaluation using measureable objectivesPlans an effective program based on appropriate goals and objectives; plans for evaluation using measureable objectivesPlans an effective program based on appropriate goals and objectives; plans for evaluation using measureable objectivesPlans an effective, program based on appropriate program goals and objectives; plans for evaluation using measureable objectivesPlans an effective, program activities and activities and correspondence is tracked, implementation program. Team work are ineffective, documentedPlans an effective, program activities and correspondence is tracked; implementation program is planned to orrespondence is tracked; implementation process is adequately documentedProficiently implements program, teamwork and correspondence is tracked; implementation process is adequately documentedPortoficiently inducets process evaluation of program; summativ		population			
or biased information to determine a population profilethan 10f the 5 major issues are omitted; population profile is not accurateomits 1 of the 5 major issues; population profile is accurate5 major issues; population profile is accuratePlanningProgram is planned based on inadequate on and activities are inappropriate; does not plan for evaluationProgram is planned based objectives OR strategies and activities are inappropriate; plans for evaluationProgram is planned based objectives; activities will activities are inappropriate; plans for evaluation using measureable objectivesPlans an effective program based on apequate goals and objectives; plans for evaluation using measureable objectivesPlans an effective program based on apequation using measureable objectivesImplementation program. Team work and communication are ineffective. Correspondence is not tacked. Implementation process is a inadequatedy documentedAdequately implements program; teamwork and correspondence is tracked; implementation process is adequately documentedProficiently implements implementation process is adequately documentedProficiently implements implementation process is adequately documentedConsistently conducts ongo program; summative evaluation is easy to ind; lack of creativity in design and formatingConsistently conducts ongo program; summative evaluation is easy to ind; lack of creativity in design and formatingSometimes conducts program; summative evaluation is easy to ind; lack of creativity in design and formatingConsistently conducts ongo program; summative evaluation of program;	Needs	Needs assessment is	Conducts a needs	Conducts a thorough	Conducts a thorough needs
information to determine a population profileissues are omitted; population profile is not accurateissues; population profile is not accurateprofile is not population profile is not accurateprofile is not accurateprofile is not population profile is not accurateprofile is not accurateprofile is not population profile is not accurateprofile is not profile is not population profile is not accurateprofile is not accurateprofile is not profile is not profile is not accurateprofile is not profile is not neat profile is not act profile is not act profile is not neat information is easy to find; lack of creativity in design and formattingprofile is not profile is not neat information is easy to find; lack of creativity in design and formattingProfile is not profile is not neat information is easy to find; lack of creativity in design and formatting <t< td=""><td>Assessment</td><td>based on anecdotal</td><td>assessment, but more</td><td>needs assessment, but</td><td>assessment that addresses the</td></t<>	Assessment	based on anecdotal	assessment, but more	needs assessment, but	assessment that addresses the
determine a population profilepopulation profileprofile is not accurateprofile is mostly accuratePlanningProgram is planned based on inadequate goals and objectives AND strategies and activities are inappropriate; does not plan for evaluationpopulation profile is not accurateprogram is planned based on adequate goals and objectives; strategies and activities will accomplish program goals and objectives; plans for evaluation using measureable objectivesPlans an effective program based on adequate goals and objectives; tities strategies and activities will accomplish program goals and objectives; plans for evaluation using measureable objectivesPlans an effective program based on adequate goals and objectives; the program goals and objectives; plans for evaluation using measureable objectivesPlans an effective program based on adequate goals and objectives; the program is planned based on adequate program; teamwork and communication are activities and correspondence is not tracked; implementation process is adequately documentedAdequately implements program; teamwork and tracked; implementation process is adequately documentedProficiently implements proficiently documentedEvaluationProcess evaluation is not evident. program not based on measureable objectivesSometimes conducts process evaluation of program; summative evaluation is partially based on measureable objectivesConsistently conducts ongo program, summative evaluation is based on measureable objectivesConsistently conducts ongo program, summative evaluation of program, summative evaluation is easy to		or biased	than 10f the 5 major	omits 1 of the 5 major	5 major issues; population
population profileaccuratePlanningProgram is planned based on inadequate goals and objectives AND strategies and activities are inappropriate; does not plan for evaluationProgram is planned based on adequate goals and objectives; strategies and activities are inappropriate; does not plan for evaluationPlans an effective program based on adequate goals and objectives; strategies and activities are inappropriate; plans for evaluationPlans an effective program based on adequate goals and objectives; strategies and activities will actorplish program goals and objectives; plans for evaluation using measureable objectivesPlans an effective program based on adequate goals and objectives; program goals and objectives; plans for evaluation using measureable objectivesPlans an effective program based on adequate goals and objectives; program goals and objectives; plans for evaluation using measureable objectivesImplementation program. Team work and communications are ineffective. documentedAdequately implements program; teamwork and correspondence is tracked; implementation process is adequately documentedProficiently implements correspondence is tracked; implementation process is adequately documentedProficiently conducts process evaluation of program; summative evaluation is based on measureable objectivesConsistently conducts program; summative evaluation is based on measureable objectivesConsistently conducts program; summative evaluation of program; summative evaluation is based on measureable objectivesConsistently conducts program; summative evaluation is based on m		information to	issues are omitted;	issues; population	profile is accurate
PlanningProgram is planned based on inadequate goals and objectives; AND strategies and activities are inappropriate; does not plan for evaluationProgram is planned based on inadequate goals and objectives; Strategies strategies and activities are inappropriate; does not plan for evaluationProgram is planned based on adequate goals and objectives; strategies and activities in appropriate; plans for evaluation using measureable objectivesPlans an effective program based on appropriate goals and objectives; plans for evaluation using measureable objectivesPlans an effective program based on appropriate goals and objectives; plans for evaluation using measureable objectivesPlans an effective pogram based on appropriate activites on accomplish program goals and objectives; plans for evaluation using measureable objectivesPlans an effective pogram based on appropriate activites on accomplish the program creation using measureable objectives; plans for evaluation using measureable objectivesPlans an effective program based on adequate activites in accomplish program goals and objectives; plans for evaluation using measureable objectivesPlans an effective pogram based on appropriate activites in accomplish program goals and objectives; plans for evaluation using measureable objectivesPlans an effective pogram activites in accomplish program goals and objectives; plans for evaluation using measureable objectivesImplementation process is inadequately documentedIndex officite using program in taked; implementation process is adequately documentedPortocice using measureable objectivesPortolio has neat apperance; no		determine a	population profile is not	profile is mostly	-
based on inadequate goals and objectives AND strategies and activities are inappropriate; does not plan for evaluationon inadequate goals and objectives OR strategies strategies and activities will activities will activities are inappropriate; inappropriate; objectivesbased on appropriate goals and objectives; plans for evaluation using measureable objectivesbased on adequate goals and objectives; plans for evaluation using measureable objectivesbased on appropriate goals and objectives; plans for evaluation using measureable objectivesbased on adequate goals and objectives; plans for evaluation using measureable objectivesbased on adequate goals and objectives; program not based ormeasureable objectivesbased on adequate goals and objectives; program not based objectivesbased on adequate goals and objectives; program, teamwork and correspondence is tracked; implementation process is adequately documentedbased on adequate activities and activities and activities and activities and activities and correspondence is tracked; im		population profile	accurate	accurate	
based on inadequate goals and objectives AND strategies and activities are inappropriate; does not plan for evaluationon inadequate goals and objectives OR strategies and activities are inappropriate; inappropriate; inappropriate]based on adequate goals and objectives; strategies and activities or activities or plans for evaluation using measureable objectivesbased on appropriate goals and objectives; plans for evaluation using measureable objectivesbased on appropriate goals and objectives; plans for evaluation using measureable objectivesimplementation program. Team work are ineffective. Correspondence is not tracked. Implementation process is inadequately documentedAdequately implements program; teamwork and correspondence is tracked; implementation process is adequately documentedProficiently implements program; teamwork and correspondence is tracked; implementation process is adequately documentedProficiently implements program, teamwork and correspondence is tracked; implementation process is after adequately documentedProficiently implements program, teamwork and correspondence is tracked; implementation process is after adequately documentedProficiently implements program, teamwork and correspondence is tracked; implementation process is after adequately documentedConsistently conducts process evaluation of program; summative evaluation is based on measureable objectivesConsistently conducts process evaluation of program; summative evaluation is based on measureable objectivesConsistently conducts process evaluation of program; summative evaluation is based on measureable o	Planning		Program is planned based		
goals and objectives AND strategies and activities are inappropriate; does not plan for evaluationobjectives OR strategies and activities are inappropriate; evaluationgoals and objectives; strategies and activities will activities will activiti	0	based on inadequate	on inadequate goals and	based on adequate	based on appropriate goals
AND strategies and activities are inappropriate; does not plan for evaluationand activities are inappropriate; trank				goals and objectives;	and objectives; determines
activities are inappropriate; does not plan for evaluationinappropriate; inappropriately plans for evaluationactivities will accomplish program goals and objectives; plans for evaluation using measureable objectivesactivities to accomplish the program goals and objective plans for evaluation using measureable objectivesactivities to accomplish the program goals and objective plans for evaluation using measureable objectivesactivities to accomplish the program goals and objectivesmplementationInadequate implementation of program. Team work and communications are ineffective. Correspondence is not tracked. Implementation Implementation Implementation Implementation process is not tracked.Adequately implements program; teamwork and correspondence is tracked; implementation process is adequately documentedProficiently implements program' teamwork and correspondence is tracked; implementation process is adequately documentedProficiently implements program or based on measureable objectivesProficiently documentedConsistently conducts ongo process evaluation of program; summative evaluation is partially based on measureable objectivesConsistently conducts ongo program, summative evaluation is based on measureable objectivesConsistently conducts ongo program, summative evaluation is easy to find; lack of find; lack of find; lack of creativity in design and formattingPortfolio has neat appearance; not all information is easy to find; lack of creativity in design and formattingPortfolio has neat appearance; not all information is easy to find; lack of find; lack of find; lack ofP					
inappropriate; does not plan for evaluationinappropriately plans for evaluationaccomplish program goals and objectives; plans for evaluation using measureable objectivesprogram goals and objectiv plans for evaluation using measureable objectivesmplementationInadequate implementation of program. Team work and communications are ineffective. Correspondence is not tracked. Implementation frocess is inadequately documentedAdequately implements program; teamwork and correspondence is tracked; implementation process is adequately documentedEffectively communication are adequate, most activities and correspondence is tracked; implementation process is adequately documentedProficiently implements proficiently implements proficiently documentedEvaluationProcess evaluation is not evident. program not based on measureable objectivesSometimes conducts process evaluation of program; summative evaluation is based on program; summative evaluation is based on objectivesConsistently conducts on process evaluation of program; summative evaluation is based on measureable objectivesConsistently conducts on process evaluation of program; summative evaluation is based on measureable objectivesConsistently conducts on process evaluation of program; summative evaluation is based on measureable objectivesPortfolio has neat appearance; not all information is easy to find; lack of creativity in design and formattingPortfolio has neat appearance; not all information is easy to find; lack of creativity in design and formattingPortfolio has neat appearance; appearance; not all informati			inappropriate;		
not plan for evaluationevaluationgoals and objectives; plans for evaluation using measureable objectivesplans for evaluation measureable objectivesmplementationInadequate implementation of program. Team work and communications are ineffective. Correspondence is not tracked. ImplementationAdequately implements program; teamwork and communication is sometimes ineffective, some activities and correspondence is tracked; implementation process is a documentedEffectively implements program; teamwork and correspondence is tracked; implementation process is adequately documentedProficiently implements program; teamwork and correspondence is tracked; implementation process is adequately documentedProficiently documentedEvaluationProcess evaluation is not evident. Evaluation of program not based on measureable objectivesSometimes conducts program; summative evaluation is partially based on measureable objectivesConsistently conducts on program; summative evaluation is based on measureable objectivesConsistently conducts on program; summative evaluation is based on measureable objectivesConsistently conducts on program; summative evaluation is based on measureable objectivesPortfolio has neat appearance; not all information is easy to find; lack of creativity in design and formattingPortfolio has neat appearance; not all information is easy to find; lack of creativity in design and formattingPortfolio has neat appearance; not all information is easy to find; lack of creativity in design and formattingPortfolio has neat appearance appearance; not all informat					
evaluationplans for evaluation using measureable objectivesmeasureable objectivesimplementationInadequate implementation of program. Team work and communications are ineffective. Correspondence is not tracked.Adequately implements program; teamwork and communication is some activities and correspondence is tracked; implementation process is inadequately documentedProficiently implements program; teamwork and communication are adequate, most activities and correspondence is tracked; implementation process is inadequately documentedProficiently implements program; teamwork and communication are adequate, most activities and correspondence is tracked; implementation process is effectively documentedProficiently implements program; teamwork and correspondence is tracked; implementation process is effectively documentedProficiently implements program; teamwork and correspondence is tracked; implementation process is effectively documentedEvaluationProcess evaluation is not evident. Evaluation of program not based objectivesSometimes conducts program; summative evaluation is partially based on measureable objectivesUsually conducts program; summative evaluation is based on measureable objectivesConsistently conducts ongo program, summative evaluation is based on measureable objectivesPortfolioPortfolio is not neat information is easy to find; lack of creativity in design and formattingPortfolio has neat appearance; not all information is easy to find; lack of creativity in design and formattingPortfolio has neat appearance; not all information i					
ImplementationInadequate implementation of program. Team work and communications are ineffective. Correspondence is not tracked.Adequately implements program; teamwork and communication is some activities and correspondence is tracked; implementation process is adequately documentedEffectively implements program; teamwork and communication are adequate, most activities and correspondence is tracked; implementation process is adequately documentedProficiently implements program' teamwork and communication are highly effective, all activities and correspondence is tracked; implementation process is adequately documentedProficiently implements program' teamwork and communication are adequately documentedEvaluationProcess evaluation is not evident.Sometimes conducts program; summative evaluation of program not based on measureable objectivesSometimes conducts process evaluation of program; summative evaluation is partially based on measureable objectivesConsistently conducts ongo program; summative evaluation is based on measurable objectivesConsistently conducts ongo program, summative evaluation is based on measurable objectivesPortfolio AppearancePortfolio is not neat in appearance; not all information is easy to find; lack of creativity in design and formattingPortfolio has neat appearance; not all information is easy to find; creativity in design and formattingPortfolio has neat appearana information is easy to find; creativity in design and formatting		*			
ImplementationInadequate implementation of program. Team work and communications are ineffective. Correspondence is not tracked.Adequately implements program; teamwork and communication is some activities and activities and correspondence is tracked; implementation process is adequately documentedEffectively implements program; teamwork and communication are adequate, most activities and correspondence is tracked, implementation process is documentedProficiently implements program' teamwork and communication are adequate, most activities and correspondence is tracked; implementation process is adequately documentedEffectively implements program; teamwork and correspondence is tracked; implementation process is effectively documentedProficiently implements program' teamwork and correspondence is tracked; implementation process is effectively documentedEvaluationProcess evaluation is program not based on measureable objectivesSometimes conducts program; summative evaluation is based on measureable objectivesUsually conducts program; summative evaluation is based on measureable objectivesConsistently conducts ongo program, summative evaluation is based on measureable objectivesPortfolio has neat appearan information is easy to information is easy to find; lack of find; lack of creativity in design and formattingPortfolio has neat appearance information is easy to find; creativity in design and formatting					
ImplementationInadequate implementation of program. Team work and communicationsAdequately implements program; teamwork and communication is sometimes ineffective, some activities and activities and correspondence is not tracked.Effectively implements program; teamwork and adequate, most activities and correspondence is not tracked.Proficiently implements program' teamwork and communication are highly effective; all activities and correspondence is inadequately documentedProficiently implements program' teamwork and communication are highly effective; all activities and correspondence is proficiently documentedEvaluationProcess is inadequately documentedBometimes conducts process is effectively documentedConsistently conducts on gro process evaluation of program, summative evaluation is partially evaluation is based on measureable objectivesConsistently conducts on gro process evaluation of program, summative evaluation is based on measureable objectivesPortfolio has neat appearance; not all information is easy to find; lack of find; lack of find; lack of reativity in design and formattingPortfolio has neat appearance; not all information is easy to find; lack of reativity in design and formattingPortfolio has neat appearance; not all information is easy to find; lack of creativity in design and formattingPortfolio has neat appearance; not all information is easy to find; creativity in design and formattingPortfolio has neat appearance; not all information is easy to find; creativity in design and formatting					
implementation of program. Team work and communications are ineffective. Correspondence is not tracked. Implementation process is inadequately documentedprogram; teamwork and communication is some activities and correspondence is tracked; implementation process is adequately documentedimplements program; teamwork and communication are adequate, most activities and correspondence is tracked; implementation process is adequately documentedimplements program; teamwork and communication are adequate, most activities and correspondence is tracked; implementation process is adequately documentedprogram; teamwork and communication are adequate, most activities and correspondence is tracked; implementation process is effectively documentedprogram; teamwork and communication are adequate, most activities and correspondence is tracked; implementation process is effectively documentedEvaluationProcess evaluation is program not based on measureable objectivesSometimes conducts program; summative evaluation is based on measureable objectivesPortfolio has neat appearance; not all information is easy to find; lack of creativity in design a	Implementation	Inadequate	Adequately implements		Proficiently implements
program. Team work and communications are ineffective.communication is sometimes ineffective, some activities and correspondence is tracked.teamwork and communication are adequate, most activities and activities and activities and activities and correspondence is tracked; implementation process is adequately documentedcommunication are adequate, most activities and correspondence is tracked; implementation process is adequately documentedcommunication are adequately tracked; implementation process is effectively documentedcommunication are adequately tracked; implementation process is effectively documentedcommunication are adequately tracked; implementation process is effectively documentedcommunication are adequately tracked; implementation process evaluation of program; summative evaluation is partially based on measureable objectivescommunication are adequately to find; lack of find; lack of creativity in find; lack of creativity in find; lack of creativity in creativity in design and formattingteamwork and communication are adequate, most activities and activities and activities and activities and activities and correspondence is tracked; implementation process is adequately to find; lack of creativity in design and formattingcommunication are adequate, most activities and activities and activities and activity in documentedcommunication are adequately correspondence is tracked; usually conducts process evaluation of program; summative evaluation is based on measureable objectivescommunication are adequately process evaluation is partially appearance; not all					
and communications are ineffective. Correspondence is not tracked. Implementation process is inadequately documentedsome times ineffective, some activities and correspondence is tracked; implementation process is adequately documentedcommunication are adequate, most activities and correspondence is tracked; implementation process is adequately documentedeffective; all activities and correspondence is tracked; implementation process is adequately documentedcommunication are adequate, most activities and correspondence is tracked; implementation process is adequately documentedcommunication are adequate, most activities and correspondence is tracked; implementation process is effectively documentedeffective; all activities and correspondence is tracked; implementation process is effectively documentedEvaluationProcess evaluation is not evident. Evaluation of program not based on measureable objectivesSometimes conducts process evaluation of program; summative evaluation is partially based on measureable objectivesUsually conducts process evaluation of program; summative evaluation is based on measureable objectivesConsistently conducts ongo process evaluation of program, summative evaluation is based on measureable objectivesConsistently conducts ongo process evaluation of program, summative evaluation is based on measureable objectivesConsistently conducts process evaluation of program, summative evaluation is based on measureable objectivesPortfolio has neat appearance; not all information is easy to find; lack of find; lack of creativity in design and form					
are ineffective. Correspondence is not tracked.some activities and correspondence is tracked; implementation process is adequately documentedadequate, most activities and correspondence is tracked; implementation process is effectively documentedcorrespondence is tracked; implementation process is effectively documentedEvaluationProcess evaluation is not evident.Sometimes conducts process evaluation of program; summative evaluation is partially based on measureable objectivesUsually conducts process evaluation of program, summative evaluation is based on measureable objectivesConsistently conducts ongo program, summative evaluation is based on measureable objectivesPortfolioPortfolio is not neat in appearance; not all information is easy to find; lack of creativity in designPortfolio has neat appearance; not all information is easy to find; lack of creativity in design and formattingPortfolio has neat appearance; not all information is easy to find; lack of creativity in design and formattingPortfolio has neat appearance; not all information is easy to find; lack of creativity in design and formatting <td></td> <td></td> <td></td> <td></td> <td></td>					
Correspondence is not tracked.correspondence is tracked; implementation process is adequately documentedactivities and correspondence is tracked; implementation process is adequately documentedimplementation process is proficiently documentedEvaluationProcess evaluation is not evident.Sometimes conducts process evaluation of program not based on measureable objectivesUsually conducts process evaluation is based on measureable objectivesConsistently conducts ongo program; summative evaluation is based on measureable objectivesConsistently conducts ongo program; summative evaluation is based on measureable objectivesConsistently conducts ongo program; summative evaluation is based on measureablePortfolio AppearancePortfolio is not neat in appearance; not all information is easy to find; lack of creativity in designPortfolio has neat appearance; not all information is easy to find; lack of creativity in design and formattingPortfolio has neat appearance; not all information is easy to find; lack of creativity in design and formattingPortfolio has neat appearance; not all information is easy to find; lack of creativity in design and formattingPortfolio has neat appearance; not all information is easy to find; lack of creativity in design and formattingPortfolio has neat appearance; not all information is easy to find; creativity in design and formattingPortfolio has neat appearance; not all information is easy to find; lack of creativity in design and formatting			,		
not tracked. Implementation process is inadequately documentedtracked; implementation process is adequately documentedcorrespondence is tracked; implementation process is effectively documentedproficiently documentedEvaluationProcess evaluation is not evident. Evaluation of program not based on measureable objectivesSometimes conducts process evaluation of program; summative evaluation is partially based on measureable objectivesUsually conducts process evaluation of program; summative evaluation is based on measureable objectivesConsistently conducts ongo process evaluation of program; summative evaluation is based on measureable objectivesConsistently conducts ongo process evaluation of program; summative evaluation is based on measureable objectivesPortfolio has neat appearance; not all information is easy to find; lack of find; lack of creativity in design and formattingPortfolio has neat appearance; not all information is easy to find; creativity in design and formattingPortfolio has neat appearance; not all information is easy to find; creativity in design and formattingPortfolio has neat appearance; not all information is easy to find; creativity in design and formattingPortfolio has neat appearance; not all information is easy to find; creativity in design and formattingPortfolio has neat appearance; not all information is easy to find; creativity in design and formatting					
Implementation process is inadequately documentedprocess is adequately documentedtracked; implementation process is effectively documentedEvaluationProcess evaluation is not evident.Sometimes conducts process evaluation of program; summative evaluation is partiallyUsually conducts process evaluation of program; summative evaluation is based on measureable objectivesConsistently conducts ongo process evaluation of program; summative evaluation is based on measureable objectivesConsistently conducts ongo process evaluation of program; summative evaluation is based on measureable objectivesPortfolio AppearancePortfolio is not neat in appearance; not all information is easy to find; lack of creativity in designPortfolio has neat appearance; not all information is easy to find; lack of creativity in design and formattingPortfolio has neat appearance; not all information is easy to find; lack of creativity in design and formattingPortfolio has neat appearance; not all information is easy to find; lack of creativity in design and formattingPortfolio has neat appearance; not all information is easy to find; lack of creativity in design and formattingPortfolio has neat appearance; not all information is easy to find; lack of creativity in design and formattingPortfolio has neat appearance; not all information is easy to find; lack of creativity in design and formattingPortfolio has neat appearance; not all information is easy to find; lack of creativity in design and formattingPortfolio has neat appearance; not all information is easy to find; lack of creativity in design and form					
process is inadequately documenteddocumentedimplementation process is effectively documentedEvaluationProcess evaluation is not evident.Sometimes conducts process evaluation of program; summative evaluation is partiallyUsually conducts process evaluation of program; summative evaluation is based on measureable objectivesConsistently conducts ongo process evaluation of program; summative evaluation is based on measureable objectivesConsistently conducts ongo process evaluation of program; summative evaluation is based on measureable objectivesConsistently conducts ongo process evaluation of program; summative evaluation is based on measureable objectivesPortfolio is based on measureable objectivesPortfolio AppearancePortfolio is not neat in appearance; not all information is easy to find; lack of creativity in designPortfolio has neat appearance; not all information is easy to find; lack of creativity in design and formattingPortfolio has neat appearance; not all information is easy to find; lack of creativity in design and formattingPortfolio has neat appearance; not all information is easy to find; lack of creativity in design and formatting					promotionally accumented
inadequately documentedprocess is effectively documentedEvaluationProcess evaluation is not evident.Sometimes conducts process evaluation of program; summativeUsually conducts process evaluation of program; summativeConsistently conducts ongo process evaluation of program; summativeEvaluation of program not based on measureable objectivesprogram; summative evaluation is partially based on measureable objectivesUsually conducts program; summative evaluation is based on measureable objectivesConsistently conducts ongo process evaluation of program; summative evaluation is based on measureable objectivesPortfolio is based on measureable objectivesPortfolio AppearancePortfolio is not neat in appearance; not all information is easy to find; lack of creativity in designPortfolio has neat appearance; not all information is easy to find; lack of creativity in design and formattingPortfolio has neat appearance; not all information is easy to find; lack of creativity in design and formattingPortfolio has neat appearance; not all information is easy to find; lack of creativity in design and formattingPortfolio has neat appearance; not all information is easy to find; lack of creativity in design and formattingPortfolio has neat appearance; not all information is easy to find; lack of creativity in design and formattingPortfolio has neat appearance; not all information is easy to find; creativity in design and formatting					
documenteddocumentedEvaluationProcess evaluation is not evident. Evaluation of program not based on measureable objectivesSometimes conducts process evaluation of program; summative evaluation is partially based on measureable objectivesUsually conducts process evaluation of program; summative evaluation is based on measureable objectivesConsistently conducts ongo process evaluation of program; summative evaluation is based on measureable objectivesPortfolio AppearancePortfolio is not neat in appearance; not all information is easy to find; lack of creativity in designPortfolio has neat appearance; not all information is easy to find; lack of creativity in design and formattingPortfolio has neat appearance; not all information is easy to find; lack of creativity in design and formatting			abeumenteu	process is effectively	
EvaluationProcess evaluation is not evident. Evaluation of program not based on measureable objectivesSometimes conducts process evaluation of program; summative evaluation is partially based on measureable objectivesUsually conducts process evaluation of program; summative evaluation is based on measureable objectivesConsistently conducts ongo process evaluation of program; summative evaluation is based on measureable objectivesPortfolio AppearancePortfolio is not neat in appearance; not all information is easy to find; lack of creativity in designPortfolio has neat appearance; not all information is easy to find; lack of creativity in design and formattingPortfolio has neat appearance; not all information is easy to find; lack of creativity in design and formattingPortfolio has neat appearance; not all information is easy to find; lack of creativity in design and formattingPortfolio has neat appearance; not all information is easy to find; lack of creativity in design and formattingPortfolio has neat appearance; not all information is easy to find; creativity in design and formattingPortfolio has neat appearance; not all information is easy to find; creativity in design and formattingPortfolio has neat appearance; not all information is easy to fin		maacquatery			
not evident.process evaluation of program not based on measureable objectivesprocess evaluation of program; summative evaluation is partially based on measureable objectivesprocess evaluation of program; summative evaluation is based on measureable objectivesprocess evaluation of program; summative evaluation is based on measureable objectivesPortfolioPortfolio is not neat in appearance; not all information is easy to find; lack of creativity in designPortfolio has neat appearance; not all information is easy to find; lack of creativity in design and formattingPortfolio has neat appearance; not all information is easy to find; lack of creativity in design and formattingPortfolio has neat appearance; not all information is easy to find; lack of creativity in design and formattingPortfolio has neat appearance; not all information is easy to find; lack of creativity in design and formattingPortfolio has neat appearance; not all information is easy to find; creativity in design and formatting		documented		documented	
Evaluation of program not based objectivesprogram; summative evaluation is partially based on measureable objectivesprogram; summative evaluation is based on measureable objectivesprogram; summative evaluation is based on measureable objectivesPortfolio AppearancePortfolio is not neat in appearance; not all information is easy to find; lack of creativity in designPortfolio has neat appearance; not all information is easy to find; lack of creativity in design and formattingPortfolio has neat appearance; not all information is easy to find; lack of creativity in design and formattingPortfolio has neat appearance; not all information is easy to find; lack of creativity in design and formattingPortfolio has neat appearance; not all information is easy to find; lack of creativity in design and formattingPortfolio has neat appearance; not all information is easy to find; lack of creativity in design and formattingPortfolio has neat appearance; not all information is easy to find; lack of creativity in design and formattingPortfolio has neat appearance; not all information is easy to find; creativity in design and formatting	Tvaluation		Sometimes conducts		Consistently conducts ongoin
program not based on measureable objectivesevaluation is partially based on measureable objectivesevaluation is based on measureable objectivesevaluation is based on measureable objectivesPortfolio AppearancePortfolio is not neat in appearance; not all information is easy to find; lack of creativity in designPortfolio has neat appearance; not all information is easy to find; lack of creativity in design and formattingPortfolio has neat appearance; not all information is easy to find; lack of creativity in designPortfolio has neat appearance; not all information is easy to find; lack of creativity in design and formattingPortfolio has neat appearance; not all information is easy to find; lack of creativity in design and formattingPortfolio has neat appearance; not all information is easy to find; lack of creativity in design and formattingPortfolio has neat appearance; not all information is easy to find; lack of creativity in design and formattingPortfolio has neat appearance; not all information is easy to find; creativity in design and formatting	Evaluation	Process evaluation is		Usually conducts	
on measureable objectivesbased on measureable objectivesmeasureable objectivesmeasureable objectivesPortfolio AppearancePortfolio is not neat in appearance; not all information is easy to find; lack of creativity in designPortfolio has neat appearance; not all information is easy to find; lack of creativity in design and formattingPortfolio has neat appearance; not all information is easy to find; lack of design and formattingPortfolio has neat appearance; not all information is easy to find; creativity in design and formattingPortfolio has neat appearance; not all information is easy to find; creativity in design and formattingPortfolio has neat appearance; not all information is easy to find; creativity in design and formattingPortfolio has neat appearance; not all information is easy to find; creativity in design and formattingPortfolio has neat appearance; not all information is easy to find; creativity in design and formatting	Evaluation	Process evaluation is not evident.	process evaluation of	Usually conducts process evaluation of	process evaluation of
objectivesobjectivesobjectivesPortfolioPortfolio is not neatPortfolio has neatPortfolio has neatPortfolio has neatAppearancePortfolio is not neatPortfolio has neatPortfolio has neatPortfolio has neatin appearance; not allinformation is easyinformation is easy toinformation is easy toinformation is easy toto find; lack offind; lack of creativity infind; creativity indesign and formattingdesign and formatting	Evaluation	Process evaluation is not evident. Evaluation of	process evaluation of program; summative	Usually conducts process evaluation of program; summative	process evaluation of program, summative
Portfolio AppearancePortfolio is not neat in appearance; not all information is easy to find; lack of creativity in designPortfolio has neat appearance; not all information is easy to find; lack of creativity in design and formattingPortfolio has neat appearance; not all information is easy to find; lack of creativity in 	Evaluation	Process evaluation is not evident. Evaluation of program not based	process evaluation of program; summative evaluation is partially	Usually conducts process evaluation of program; summative evaluation is based on	program, summative evaluation is based on
Appearancein appearance; not all information is easy to find; lack of creativity in designappearance; not all information is easy to find; lack of creativity in design and formattingappearance; not all information is easy to find; creativity in design and formattinginformation is easy to appearance; not all information is easy to find; creativity in design and formattinginformation well organized and easy to find; creativity design and formatting	Evaluation	Process evaluation is not evident. Evaluation of program not based on measureable	process evaluation of program; summative evaluation is partially based on measureable	Usually conducts process evaluation of program; summative evaluation is based on measureable	process evaluation of program, summative evaluation is based on
information is easy to find; lack of creativity in creativity in design and formatting formatting to find; lack of creativity in design and formatting the seasy to find; creati		Process evaluation is not evident. Evaluation of program not based on measureable objectives	process evaluation of program; summative evaluation is partially based on measureable objectives	Usually conducts process evaluation of program; summative evaluation is based on measureable objectives	process evaluation of program, summative evaluation is based on measurable objectives
to find; lack of creativity in designfind; lack of creativity in design and formattingfind; creativity in design and formattingdesign and formatting	Portfolio	Process evaluation is not evident. Evaluation of program not based on measureable objectives Portfolio is not neat	process evaluation of program; summative evaluation is partially based on measureable objectives Portfolio has neat	Usually conducts process evaluation of program; summative evaluation is based on measureable objectives Portfolio has neat	process evaluation of program, summative evaluation is based on measurable objectives Portfolio has neat appearance
creativity in design and formatting design and formatting	Portfolio	Process evaluation is not evident. Evaluation of program not based on measureable objectives Portfolio is not neat in appearance; not all	process evaluation of program; summative evaluation is partially based on measureable objectives Portfolio has neat appearance; not all	Usually conducts process evaluation of program; summative evaluation is based on measureable objectives Portfolio has neat appearance; not all	process evaluation of program, summative evaluation is based on measurable objectives Portfolio has neat appearance information well organized
	Portfolio	Process evaluation is not evident. Evaluation of program not based on measureable objectives Portfolio is not neat in appearance; not all information is easy	process evaluation of program; summative evaluation is partially based on measureable objectives Portfolio has neat appearance; not all information is easy to	Usually conducts process evaluation of program; summative evaluation is based on measureable objectives Portfolio has neat appearance; not all information is easy to	process evaluation of program, summative evaluation is based on measurable objectives Portfolio has neat appearance information well organized and easy to find; creativity ir
	Portfolio	Process evaluation is not evident. Evaluation of program not based on measureable objectives Portfolio is not neat in appearance; not all information is easy to find; lack of	process evaluation of program; summative evaluation is partially based on measureable objectives Portfolio has neat appearance; not all information is easy to find; lack of creativity in	Usually conducts process evaluation of program; summative evaluation is based on measureable objectives Portfolio has neat appearance; not all information is easy to find; creativity in	process evaluation of program, summative evaluation is based on measurable objectives Portfolio has neat appearance information well organized and easy to find; creativity ir