



HEA 540 Milestone Two Guidelines and Rubric

Recommendations

Overview: The second milestone focuses on the recommendations you have developed after reviewing the data about your selected program. You will draw on your work from Modules Three, Four, and Five.

Prompt: In this milestone, you will take the identified opportunity for improvement in the program from the [case study](#) or the program you selected and develop a plan for implementing it. You will discuss specific recommendations, strategies for implementing those recommendations, and an explanation of the standards and regulations related to your recommendations. Although the budget spreadsheet was the focus of this module's discussion, you do not need to submit the spreadsheet as part of this milestone.

Specifically, the following **critical elements** must be addressed:

- Make **recommendations** for how you will address the program need that you identified. What, specifically, needs to happen to help the program meet its outcomes and meet institutional goals and objectives? Include a budget sheet to illustrate the costs of your recommendations.
- Develop **strategies to implement the recommendations**. Be sure to cite relevant sources to support your strategies. Consider which best practice methodologies exist that support your approach to addressing this type of program.
- Explain which **regulatory and accreditation standards** helped drive your recommendations. In other words, how have particular standards informed your decisions regarding the trajectory of this program?

Rubric

Guidelines for Submission: Your paper should be a minimum of 5 pages in length (including title and reference pages) and submitted as a Microsoft Word document with headings, double spacing, 12-point Times New Roman font, one-inch margins, and citations in APA format.

Critical Elements	Proficient (100%)	Needs Improvement (80%)	Not Evident (0%)	Value
Recommendations	Makes recommendations to address the program need identified, including what needs to happen to help the program meet outcomes, institutional goals, and objectives, including a budget sheet to illustrate the costs of the recommendations	Makes recommendations to address the program need identified, including what needs to happen to help the program meet outcomes, institutional goals, and objectives, but not all recommendations are logical or relevant or does not include a budget sheet to illustrate the costs of the recommendations	Does not make recommendations to address the program need identified	30
Strategies to Implement Recommendations	Develops strategies to implement the recommendations, using relevant sources to support the strategies	Develops strategies to implement the recommendations, using relevant sources to support the strategies, but not all strategies are logical	Does not develop strategies to implement the recommendations	30



Regulatory and Accreditation Standards	Explains which regulatory and accreditation standards helped drive the recommendations	Explains which regulatory and accreditation standards helped drive the recommendations, but explanation is cursory or illogical	Does not explain which regulatory or accreditation standards helped drive the recommendations	30
Articulation of Response	Submission has no major errors related to headings, citations, grammar, spelling, syntax, or organization	Submission has major errors related to headings, citations, grammar, spelling, syntax, or organization that negatively impact readability and articulation of main ideas	Submission has critical errors related to headings, citations, grammar, spelling, syntax, or organization that prevent understanding of ideas	10
				Total 100%