

**PROGRAM REVIEW STEERING COMMITTEE**  
**Spring 2023 Annual Update Evaluation Guide**  
**Administrative**

**DRAFT 5/19/2022**

**Area:**

**Author(s):**

PRSC Approved:

Directions for PRSC Team: For each component of the program review, please rate the response as one of the following: Initial, Evolving, Established. All areas marked as initial or evolving need further clarification in the comments section.

SECTIONS	SUBCRITERIA	Initial	Evolving	Established	Comments
(1-4) Service Area Overview and Update	Program Review team represents collaborative effort.	<input type="checkbox"/> no evidence of participation outside of lead author	N/A	<input type="checkbox"/> evidence of participation beyond the lead author	
(5) Service Area Summary	Summary of changes, additions, and achievements in program since last program review annual update.	<input type="checkbox"/> no summary of changes, additions, and achievements in service area since last program review annual update	<input type="checkbox"/> limited summary of changes, additions, and achievements in service area since last program review annual update	<input type="checkbox"/> thorough summary of changes, additions, and achievements in service area since last program review annual	
<b>Student Learning Outcome/Service Area Outcome Assessment and Student Success</b>					
(6) Data Collection	Analysis of data collected, including access, success, surveys, etc.  <b>Note:</b> may include # of students, employees or community served, survey results, or other reports	<input type="checkbox"/> no discussion/analysis of data collected	<input type="checkbox"/> limited discussion/analysis of data collected	<input type="checkbox"/> thorough discussion/analysis of data collected	
(7) Data Impact	Analysis of how the data impacted the comprehensive service area goals	<input type="checkbox"/> no discussion of how data impacted service area goals	<input type="checkbox"/> limited discussion of how data impacted service area goals	<input type="checkbox"/> thorough discussion of how data impacted service area goals	
(8) Impact to Student Success & Equity	Describe the ways the service area has worked across the College to advance student success & equity over the past year.	<input type="checkbox"/> no discussion of ways the service area has worked across the College to advance student success and equity	<input type="checkbox"/> limited discussion of ways the service area has worked across the College to advance student success and equity	<input type="checkbox"/> thorough discussion of ways the service area has worked across the College to advance student success and equity	
(9) Impact of transition to remote operations	Describe the ways the service area was learned from the transition to remote operations	<input type="checkbox"/> no discussion of the ways service area leaned from the transition to remote operations	<input type="checkbox"/> limited discussion of the ways service area leaned from the transition to remote operations	<input type="checkbox"/> thorough discussion of the ways service area leaned from the transition to remote operations	
<b>Previous Goals</b>	For goal status identified as "Deleted" or "Completed," appropriate rationale or summary of results, respectively, was given.	<input type="checkbox"/> no rationale or results given for deletion or completion of goals	<input type="checkbox"/> limited rationale or results given for deletion or completion of goals	<input type="checkbox"/> thorough rationale or results given for deletion or completion of goals	
	For goal status identified as "Not Started" or "In Progress," action steps were given. (III.2.4)	<input type="checkbox"/> no discussion of action steps given for "Not Started" or "In Progress" goals	<input type="checkbox"/> limited discussing of action steps given for "Not Started" or "In Progress" goals	<input type="checkbox"/> thorough discussion action steps given for "Not Started" or "In Progress" goals	
	Not Rated: Resource requests specified as action steps	N/A	N/A	N/A	
<b>New Goals</b>	New goals support College Strategic Goals.	<input type="checkbox"/> no discussion of how new goal(s) advance(s) College Strategic Goals	<input type="checkbox"/> limited discussion of how new goal(s) advance(s) College Strategic Goals	<input type="checkbox"/> thorough discussion of how new goal(s) advance(s) College Strategic Goals	

	New goals informed by assessment results, student achievement data, or other data/rationale provided.	<input type="checkbox"/> no discussion of how new goals are informed by data or other information; no rationale provided	<input type="checkbox"/> limited discussion of how new goals are informed by data or other information; limited	<input type="checkbox"/> thorough discussion of how new goals are informed by data or other information; thorough	
	Action steps are discussed.	<input type="checkbox"/> no discussion of action steps	<input type="checkbox"/> limited discussion of action steps	<input type="checkbox"/> thorough discussion of action steps	
	Not Rated: Resource requests specified as action steps	N/A	N/A	N/A	
	Discussion on how this goal will be evaluated.	<input type="checkbox"/> no discussion of how this goal will be evaluated	<input type="checkbox"/> limited discussion of how this goal will be evaluated	<input type="checkbox"/> thorough discussion of how this goal will be evaluated	
<b>RESOURCE REQUESTS LINKED TO PROGRAM REVIEW GOALS</b>	Resource requests are linked to specific department/ discipline goals and action steps and include details on the expected impact on the program.	<input type="checkbox"/> no connection to department/discipline goal or action step(s)	<input type="checkbox"/> limited connection to department/discipline goal or action step(s)	<input type="checkbox"/> clear connection to department/discipline goal or action step(s)	