

SPRING 2023
PROGRAM REVIEW STEERING COMMITTEE
Annual Update Evaluation Guide
Student& Instructional Services (Library & Tutoring)
DRAFT 5/19/2022

Service 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
(1-5) Service Area Overview and Update	Program Review team represents collaborative effort.	<input type="checkbox"/> no evidence of broad participation in the development of program review	N/A	<input type="checkbox"/> substantial evidence of participation beyond the lead author	
(6) Program 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 program since last program review annual update	<input type="checkbox"/> limited summary of changes, additions, and achievements in program since last program review annual update	<input type="checkbox"/> thorough summary of changes, additions, and achievements in program since last program review annual update	
Student Learning Outcome/Service Area Outcome Assessment and Student Success	Discuss the access, success and/or other data that your service area used to inform its plans.	<input type="checkbox"/> no discussion of data collected or used to inform plans	<input type="checkbox"/> limited discussion of data collected or used to inform plans	<input type="checkbox"/> thorough discussion of data collected or used to inform plans	
(7) Assessment Findings	Assessment Plan on file with OAC/SLO Coordinator.	<input type="checkbox"/> no Assessment Plan on File	<input type="checkbox"/> Assessment Plan on file but work is needed to update the plan	<input type="checkbox"/> Assessment Plan on file	
(8) 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 learned from the transition to remote operations	<input type="checkbox"/> limited discussion of the ways service area learned from the transition to remote operations	<input type="checkbox"/> thorough discussion of the ways service area learned from the transition to remote operations	
(9) Continuous improvement from transition	Describe the ways the service area will improve the student experience	<input type="checkbox"/> no discussion of the ways service area will improve the student experience	<input type="checkbox"/> limited discussion of the ways service area will improve the student experience	<input type="checkbox"/> thorough discussion of the ways service area will improve the student experience	
(10) Equity Plans	Summary of finding program's progress in meeting equity goals.	<input type="checkbox"/> no summary of program progress in meeting equity goals	<input type="checkbox"/> limited summary of program progress in meeting equity goals	<input type="checkbox"/> thorough summary of program progress in meeting equity goals	
(11-12) Service Area Assessment	SLOs/SAOs updated since 2020	<input type="checkbox"/> SLOs/SAOs are not updated	N/A	<input type="checkbox"/> SLOs/SAOs are updated	
	Course SLOs/SAOs assessment plan on file with OAC.	<input type="checkbox"/> no course SLOs/SAOs assessment plan on file	N/A	<input type="checkbox"/> course SLOs/SAOs assessment plan on file	
	SLOs/SAOs to assess determined	<input type="checkbox"/> no assessment determined		<input type="checkbox"/> assessment determined	

	Analysis of outcomes	<input type="checkbox"/> no analysis of SLO/SAO findings	<input type="checkbox"/> limited analysis of SLO/SAO findings	<input type="checkbox"/> thorough analysis of SLO/SAO findings	
Previous Goals (III.1-4)	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.	<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	
New Goals	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 (SLO-SAO/PLO), 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 rationale provided	<input type="checkbox"/> thorough discussion of how new goals are informed by data or other information; thorough rationale provided	
	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	
RESOURCE REQUESTS LINKED TO PROGRAM REVIEW GOALS	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)	