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

Department/Program:

Author(s):

PRSC
Appro
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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 area review team represents collaborative effort.	Not rated	Not rated	Not rated	
(5-7) Service Area Reflection and Description	Mission statement.	☐ no mission statement	☐ mission statement is not clear, concise or descriptive	☐ clear, concise and descriptive mission statement is provided	
	Program area advances the college mission, vision and values.	☐ no discussion of how the program area mission supports the College mission, vision and values	☐ limited discussion of how the program area mission supports the College mission, vision and values	☐ thorough discussion of how the program area mission supports the College mission, vision and values	
(8-22) Student and Instructional Service Area Assessment & Data Analysis					
(8-11) Student Access	Discussion on student's served vs College's overall student population	☐ no discussion on student's served vs College's overall student population	☐ limited discussion on student's served vs College's overall student population	☐ thorough discussion on student's served vs College's overall student population	
	Discussion on underrepresented students	☐ no discussion on underrepresented students	☐ limited discussion on underrepresented students	☐ thorough discussion on underrepresented students	
	Discussion on improving representation in access to services in the department	☐ no discussion on improving representation in access to services in the department	☐ limited discussion on improving representation in access to services in the department	☐ thorough discussion on improving representation in access to services in the department	
	Discussion on how the service area is identifying and addressing the needs of the population	☐ no discussion on how the service area is identifying and addressing the needs of the population	☐ limited discussion on how the service area is identifying and addressing the needs of the population	☐ thorough discussion on how the service area is identifying and addressing the needs of the population	
(12-14) Student Outcomes	Describe equity gaps related to race/ethnicity/gender for your students	☐ no description of equity gaps	☐ limited description of equity gaps	☐ thorough limited description of equity gaps	
	Discussion of action steps taken to address equity gaps	☐ no discussion on action steps taken to address equity gaps	☐ limited discussion on action steps taken to address equity gaps	☐ thorough discussion on action steps taken to address equity gaps	
	Discussion on data used to measure success of efforts to address equity gaps	☐ no discussion on data used to measure success of efforts to address equity gaps	☐ limited discussion on data used to measure success of efforts to address equity gaps	☐ thorough discussion on data used to measure success of efforts to address equity gaps	

(15-18) Student Learning Outcome and Service Area Outcome Assessment	Assessment Plan uploaded.	☐ no Assessment Plan uploaded	N/A	☐ Assessment Plan uploaded	
	High-level analysis of key assessment findings over the past 4 years.	☐ no analysis of key assessment findings	☐ limited analysis of key assessment findings	☐ thorough analysis of assessment findings	
	Discussion of change anticipated as a result of the assessment findings over the next 4 years	☐ no discussion of future planning based on assessment findings for the next 4 years	☐ limited discussion of future planning based on assessment findings for the next 4 years	☐ thorough discussion of future planning based on assessment findings for the next 4 years	
(19-22) Strengths, Challenges & External Influences	Describe your program area strengths or challenges.	☐ no discussion on program area strengths or challenges	☐ limited discussion on program area strengths or challenges	☐ thorough discussion on program area strengths or challenges	
	Describe external influences that affect you program area (positive or negative).	☐ no discussion of external influences	☐ limited discussion on external influences	☐ thorough discussion on external influences	
	Discussion on opportunities that exist to advance student success and equity in the next 4 years.	☐ no discussion on opportunities that exist	☐ limited discussion on opportunities that exist	☐ thorough discussion on opportunities that exist	
Previous Goals	For goal status identified as "Deleted" or "Completed," appropriate rationale or summary of results was given.	☐ no rationale or results given for deletion or completion of goals	☐ limited rationale or results given for deletion or completion of goals	☐ thorough rationale or results given for deletion or completion of goals	
4-Year Goals	New goals support College Strategic Goals.	☐ no discussion of how new goal(s) advance(s) College Strategic Goals	☐ limited discussion of how new goal(s) advance(s) College Strategic Goals	☐ thorough discussion of how new goal(s) advance(s) College Strategic Goals	
	New goals informed by assessment results (SLO/PLO), student achievement data, or other data/rationale provided.	☐ no discussion of how new goals are informed by data or other information; no rationale provided	☐ limited discussion of how new goals are informed by data or other information; limited rationale provided	☐ thorough discussion of how new goals are informed by data or other information; thorough rationale provided	
	Action steps are discussed.	☐ no discussion of action steps	☐ limited discussion of action steps	☐ 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.	☐ no discussion of how this goal will be evaluated	☐ limited discussion of how this goal will be evaluated	☐ 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.	☐ no connection to department/discipline goal or action step(s)		☐ clear connection to department/discipline goal or action step(s)	