PROGRAM REVIEW STEERING COMMITTEE
Spring 2021 Annual Update Evaluation Guide
Administrative   ****DRAFT****

Area:

Author(s):

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
Section I : Service Area Review (I.1-I.3)	Program Review team represents collaborative effort. (I.2)	☐ no evidence of participation outside of lead author	N/A	☐ evidence of participation beyond the lead author	
Section 1: Service Area Update (I.4**)**	Summary of changes, additions, and achievements in program since last program review annual update. (I.4)	☐ no summary of changes, additions, and achievements in service area since last program review annual update	☐ limited summary of changes, additions, and achievements in service area since last program review annual update	☐ thorough summary of changes, additions, and achievements in service area since last program review annual update	
Section II: Data and Service Area Assessment					
Section II: Data Collection (II.1)	Analysis of data collected, including access, success, surveys, etc. ***Note:*** may include # of students, employees or community served, survey results, or other reports	☐ no discussion/analysis of data collected	☐ limited discussion/analysis of data collected	☐ thorough discussion/analysis of data collected	
Section II: Data Impact (II.2)	Analysis of how the data impacted the comprehensive service area goals. (II.2)	☐ no discussion of how data impacted service area goals	☐ limited discussion of how data impacted service area goals	☐ thorough discussion of how data impacted service area goals	
Section II: Impact to Student Success & Equity (II.3)	Describe the ways the service area has worked across the College to advance student success & equity over the past year. (II3)	☐ no discussion of ways the service area has worked across the College to advance student success and equity	☐ limited discussion of ways the service area has worked across the College to advance student success and equity	☐ thorough discussion of ways the service area has worked across the College to advance student success and equity	
Section III: Previous Goals (II.1-II.4)	For goal status identified as "Deleted" or "Completed," appropriate rationale or summary of results, respectively, was given. (III.2,3)	☐ 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	
	For goal status identified as "Not Started" or "In Progress," action steps were given. (III.2,4)	☐ no discussion of action steps given for "Not Started" or "In Progress" goals	☐ limited discussing of action steps given for "Not Started" or "In Progress" goals	☐ thorough discussion action steps given for "Not Started" or "In Progress" goals	

		☐ no connection	☐ limited connection	☐ thorough/clear connection	
	Not Rated: Resource requests specified as action steps (III.4)	N/A	N/A	N/A	

Section IV: New Goals (IV.1-IV.6)	New goals support College Strategic Goals. (IV.2-IV.3)	☐ 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, student achievement data, or other data/rationale provided. (IV.4)	☐ 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. (IV.5)	☐ no discussion of action steps	☐ limited discussion of action steps	☐ thorough discussion of action steps	
	Not Rated: Resource requests specified as action steps (III.5)	N/A	N/A	N/A	
	Discussion on how this goal will be evaluated. (IV.6)	☐ 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)	☐ limited connection to department/discipline goal or action step(s)	☐ clear connection to department/discipline goal or action step(s)	