

PROGRAM REVIEW STEERING COMMITTEE

2023-2024 Evaluation Guide

Comprehensive

Administrative **FINAL**

PRSC Approved: 9/21/2023

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
Administrative Area Overview & Update (1-5)	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	
Service Area Reflection & Description (6-8)					
	Discussion on mission statement, and advancing of equity, excellence, and social justice.	<input type="checkbox"/> no discussion on mission statement and college's mission and values collected	<input type="checkbox"/> limited discussion on mission statement and college's mission and values collected	<input type="checkbox"/> thorough discussion on mission statement and college's mission and values collected	
Key Performance Indicator Data Analysis (9-17)					
	Summary provided of the kinds of data service area uses to assess performance (9)	<input type="checkbox"/> no discussion on kinds of data used to assess performance	<input type="checkbox"/> limited discussion on kinds of data used to assess performance	<input type="checkbox"/> thorough discussion on kinds of data used to assess performance	
	Discussion on data implications about goal progress (10)	<input type="checkbox"/> no discussion on data implications about goal progress	<input type="checkbox"/> limited discussion on data implications about goal progress	<input type="checkbox"/> thorough discussion on data implications about goal progress	
	Discussion on how data will inform goals, action steps, etc. (11)	<input type="checkbox"/> no discussion on how data informs goals, action steps, etc.	<input type="checkbox"/> limited discussion on how data informs goals, action steps, etc.	<input type="checkbox"/> thorough discussion on how data informs goals, action steps, etc.	
	Discussion on application of equity-minded approach. (12)	<input type="checkbox"/> no discussion on application of equity-minded approach	<input type="checkbox"/> limited discussion on application of equity-minded approach	<input type="checkbox"/> thorough discussion on application of equity-minded approach	
	Describe the significant/ impactful ways the service area has worked across the College to advance the vision of the college (13)	<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	<input type="checkbox"/> thorough discussion of ways the service area has worked across the College to advance student success	

Strengths, Challenges & External Influences (14-17)	Discussion on service area strengths and challenges (14-15)	<input type="checkbox"/> no discussion of strengths and challenges	<input type="checkbox"/> limited discussion of strengths and challenges	<input type="checkbox"/> thorough discussion of strengths and challenges	
	Discussion on external influences affecting service area (16)	<input type="checkbox"/> no discussion of external influences affecting service area	<input type="checkbox"/> limited discussion of external influences affecting service area	<input type="checkbox"/> thorough discussion of external influences affecting service area	
	Discussion on existing opportunities to advance College's goals in the next 4 years (17)	<input type="checkbox"/> no discussion of existing opportunities	<input type="checkbox"/> limited discussion of existing opportunities	<input type="checkbox"/> thorough discussion of existing opportunities	

Previous Goals	For goal status identified as "Deleted" or "Completed," explanation given	<input type="checkbox"/> no explanation of goal status	N/A	<input type="checkbox"/> explanation of goal status	
	For goal status identified as "Not Started" explanation of why given	<input type="checkbox"/> no explanation of goal status	N/A	<input type="checkbox"/> explanation of goal status	
	For goal status identified as "In Progress," action steps from last report on the ones completed and ones are on-going	<input type="checkbox"/> no goal status identified	N/A	<input type="checkbox"/> goal status identified	
	Not Rated: Resource requests specified as action steps	N/A	N/A	N/A	

4 Year Goals	Describes how goal advances College Strategic Goals.	<input type="checkbox"/> no discussion of how goal advances College Strategic Goals	<input type="checkbox"/> limited discussion of how goal advances College Strategic Goals	<input type="checkbox"/> thorough discussion of how goal advances College Strategic Goals	
	Indicates how this goal was informed by assessment results, data, etc.	<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;	
	Action steps are discussed	<input type="checkbox"/> no discussion of action steps	<input type="checkbox"/> limited discussion of action	<input type="checkbox"/> thorough discussion of action	
	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"/> clear connection to department/discipline goal or action step(s)	
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