PROGRAM REVIEW STEERING COMMITTEE
Spring 2025 Annual Update Feedback Rubric
Administrative

PILOT (24-25)

Department/Program:

Author(s):

PRSC Approved: 12/5/24

PROCESS

Service Area Overview and Update

	No	Yes		
Program Review team represents collaborative effort.	☐ no evidence of input/participation in the development of program review	☐ evidence of input/participation both within and beyond the department		

Item	Initial	Emerging	Developed	Highly Developed
Summary of changes, additions, and achievements in service area since last program review annual update.	☐ no summary of changes, additions, and achievements in service area since last program review annual update	☐ outline of changes, additions, and achievements in service area since last program review annual update provided; no discussion of how these changes impacted the department/student experience	☐ description of changes, additions, and achievements in program since last program review annual update provided, including a discussion of how these changes impacted the department/student experience	☐ description of changes, additions, and achievements in service area since last program review annual update provided, including a discussion of how these changes impacted the department/student experience; implications for college strategic goals and/or department goals are discussed

Comments:

Student Learning Outcome/Service Area Outcome Assessment & Student Achievement

Exemplary Status

Item	Initial	Emerging	Developed	Highly Developed
Administrative area data collection: Which data was used for your service area?	☐ no outline or discussion of data collected	☐ outline of data collected	☐ discussion of data collected and its relevance to the service area	☐ discussion of data collected, its relevance to the service area, and implications for program goals/plans
Discussion of how data were used to inform changes or improvements	☐ no discussion on how data were used to inform changes or make improvements	☐ discussion of how data were used to inform changes/improvements	☐ discussion of how data were used to inform changes/improvements and next steps/implications were noted	☐ discussion of how data were used to inform changes/improvements and next steps/implications as well as future data collection/evaluation plans were noted
Discussion related to data revealed on progress of the program review goals set.	☐ no discussion of data/progress and relationship to program goals	☐ discussion of data/progress but not connected to program goals	☐ discussion of data/progress, connected to program goals	☐ discussion of data/progress, connected to program goals; description of impact on program goals

Comments:

Program Goals

Exemplary Status

SECTIONS	Initial	Emerging	Developed	Highly Developed
Goal Status: For Each Goal				
IF Completed: description of results or explanation for status	☐ no results discussed	☐ results discussed, but no supporting data or evaluation information	☐ results discussed with supporting data/evaluation information	☐ results discussed with supporting data/evaluation information; future implications/plans noted
IF Not Started: explanation of barriers	☐ no discussion of rationale for not starting on	☐ discussion of rationale for not starting on the	☐ discussion of rationale for not starting on the	☐ discussion of rationale for not starting on the
IF In Progress: explanation of completed or in progress action steps	☐ no explanation or description of progress made	☐ explanation/description of progress made	☐ explanation/description of progress made	☐ explanation/description of progress made with
IF New Goals Added in Fall 2024 Program Review	☐ no action steps/plans discussed	☐ action steps/plans for 2024-25 discussed	☐ action steps/plans for 2024-25 discussed;	☐ action steps/plans for 2024-25 discussed;
	No	Yes		
IF Deleted: description of results or explanation for status	☐ no rationale discussed for deletion of goals	☐ clear rationale provided for goal deletion		
Goal Mapping:				
	No	Yes		
College Strategic Goal Indicated:	☐ no program goals mapped to a college	☐ at least one program goal is mapped to a		
	No	Yes		
Resources Requested to Achieve Goal:	☐ no resource needs noted	☐ at least one resource need noted		

Comments:

| 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) | |