PROGRAM REVIEW STEERING COMMITTEE
Spring 2025 Annual Update Feedback Rubric
Instructional   PILOT (24-25)

Department/Program:

Author(s):

PRSC Approved: 12/5/24

Directions for PRSC Team: For each component of the program review, please rate the response as one of the following: Initial, Emerging, Developed and Highly Developed. All areas marked as initial or emerging need further clarification in the comments section.

PROCESS

Program 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	

SECTIONS	Initial	Emerging	Developed	Highly Developed
Summary of changes, additions, and achievements in program since last program review annual update	no summary of changes, additions, and achievements in program since last program review annual update	outline of changes, additions, and achievements in program 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 program 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:

Assessment & Student Achievement

Exemplary Status

SECTIONS	Initial	Emerging	Developed	Highly Developed
SLO 4-year assessment cycle on track ☐ Yes ☐ No Identified courses not assessed, explanation of why	less than 50% of courses have been assessed; department is not on track to assess learning outcomes for all of its courses within the 4-year assessment cycle	50% to 80% of courses have been assessed; department is progressing but is still not on track to assess all course learning outcomes within the 4-year assessment cycle	80% to 99% of courses have been assessed; department is on track to assess learning outcomes for all of its courses within the 4-year assessment cycle	100% of courses have been assessed; department is on track to assess learning outcomes for all of its courses within the 4-year assessment cycle
Please share any outcomes assessment projects your program has worked on in the last year, including SLOs on Canvas, PLOs by ACP, Equitable Assessment Strategies (innovative collective/common assessments, project-based, work-based learning, student-centered, etc.), or other.	no outcome assessment projects were attempted/started in the past year	at least one outcome assessment project was attempted/started but results and implications were not discussed	at least one outcome assessment project was attempted/started and results were discussed	at least one outcome assessment project was attempted/started and results and implications were discussed

Comments:

Student Achievement

Exemplary Status

SECTIONS	Initial	Emerging	Developed	Highly Developed
Please discuss any equity gaps in access or success	no discussion of equity gaps in access or success	equity gaps in access or success were noted but implications were not discussed	equity gaps in access or success were noted and implications were discussed	equity gaps in access and success were noted, implications were discussed and were connected to department goals/plans
What action will the department or discipline take to address these equity gaps? If equity gaps have been reduced or eliminated, please share what the program did to achieve this. If equity gaps still exist, consider the specific steps your department will take to address equity gaps.	no discussion on action taken to address these equity gaps	plan was noted but not yet implemented/no movement forward has occurred	plan was noted and implemented; results were discussed	plan was noted and implemented; results were discussed and next steps were identified; plans for further assessment were noted
Please describe any enrollment changes (increases/decreases) over the past year and the context for these changes. For example, context for enrollment changes may include shifts in modality, class scheduling time change, using block scheduling, program specific outreach to feeder schools and community partners about the program, ACP or program in-reach events, community presentations, labor market demand, industry changes etc. If your program has seen a significant decline in enrollment over the past year, what resources or support would be helpful to improve program enrollment and access?	no discussion of enrollment changes	discussion of enrollment changes; no context provided; no plans to improve	discussion of enrollment changes; context provided; plans to improve noted	discussion of enrollment changes; context provided; plans to improve noted with steps and timeline specified
What has this data revealed about the progress of the program review goals you 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:

Distance Education Course Success

SECTIONS	Initial	Emerging	Developed	Highly Developed
If your department offers distance education classes, how do you ensure Regular and Substantive Interaction (RSI) is being implemented?	no discussion on RSI being implemented	discussion of plan for ensuring RSI	discussion of plan for ensuring RSI, progress made on implementation of the plan	discussion of plan for ensuring RSI, progress made on implementation of the plan; implementation is clearly demonstrated as department-wide

Comments:

Program Goals

SECTIONS	Initial	Emerging	Developed	Highly Developed
Goal Status: For Each Goal				
Goal 1:				
IF Completed: Please describe the results or explain the reason for completion of the goal:	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: please share why - including whether your program is experiencing barriers for starting this goal	no discussion of rationale for not starting on the goal	discussion of rationale for not starting on the goal	discussion of rationale for not starting on the goal, plan to start working on the goal noted	discussion of rationale for not starting on the goal, plan to start working on the goal clearly explained with timelines
IF In Progress: what actions steps from the last report have been completed and which ones are you still working towards	no explanation or description of progress made	explanation/description of progress made	explanation/description of progress made with specific action steps for the year on this goal	explanation/description of progress made with specific action steps for the year on this goal with details for expected outcomes and measures
IF New Goals Added in Fall 2024 Program Review Action Steps Identified	no action steps/plans discussed	action steps/plans for 2024-25 discussed	action steps/plans for 2024-25 discussed; resource needs identified, evaluation plan noted	action steps/plans for 2024-25 discussed; resource needs identified, evaluation plan noted; goal rationale includes assessment and/or student achievement data
If applicable, Goal 2:				
IF Completed: Please describe the results or explain the reason for completion of the goal:	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: please share why - including whether your program is experiencing barriers for starting this goal	no discussion of rationale for not starting on the goal	discussion of rationale for not starting on the goal	discussion of rationale for not starting on the goal, plan to start working on the goal noted	discussion of rationale for not starting on the goal, plan to start working on the goal clearly explained with timelines
IF In Progress: what actions steps from the last report have been completed and which ones are you still working towards	no explanation or description of progress made	explanation/description of progress made	explanation/description of progress made with specific action steps for the year on this goal	explanation/description of progress made with specific action steps for the year on this goal with details for expected outcomes and measures
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If applicable, Goal 3:				
IF Completed: Please describe the results or explain the reason for completion of the goal:	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: please share why - including whether your program is experiencing barriers for starting this goal	no discussion of rationale for not starting on the goal	discussion of rationale for not starting on the goal	discussion of rationale for not starting on the goal, plan to start working on the goal noted	discussion of rationale for not starting on the goal, plan to start working on the goal clearly explained with timelines
IF In Progress: what actions steps from the last report have been completed and which ones are you still working towards	no explanation or description of progress made	explanation/description of progress made	explanation/description of progress made with specific action steps for the year on this goal	explanation/description of progress made with specific action steps for the year on this goal with details for expected outcomes and measures
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If applicable, Goal 4:				
IF Completed: Please describe the results or explain the reason for completion of the goal:	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: please share why - including whether your program is experiencing barriers for starting this goal	no discussion of rationale for not starting on the goal	discussion of rationale for not starting on the goal	discussion of rationale for not starting on the goal, plan to start working on the goal noted	discussion of rationale for not starting on the goal, plan to start working on the goal clearly explained with timelines
IF In Progress: what actions steps from the last report have been completed and which ones are you still working towards	no explanation or description of progress made	explanation/description of progress made	explanation/description of progress made with specific action steps for the year on this goal	explanation/description of progress made with specific action steps for the year on this goal with details for expected outcomes and measures
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If applicable, Goal 5:				
IF Completed: Please describe the results or explain the reason for completion of the goal:	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: please share why - including whether your program is experiencing barriers for starting this goal	no discussion of rationale for not starting on the goal	discussion of rationale for not starting on the goal	discussion of rationale for not starting on the goal, plan to start working on the goal noted	discussion of rationale for not starting on the goal, plan to start working on the goal clearly explained with timelines

IF In Progress: what actions steps from the last report have been completed and which ones are you still working towards	no explanation or description of progress made	explanation/description of progress made	explanation/description of progress made with specific action steps for the year on this goal	explanation/description of progress made with specific action steps for the year on this goal with details for expected outcomes and measures
IF New Goals Added in Fall 2024 Program Review Action Steps Identified	no action steps/plans discussed	action steps/plans for 2024-25 discussed	action steps/plans for 2024-25 discussed; resource needs identified, evaluation plan noted	action steps/plans for 2024-25 discussed; resource needs identified, evaluation plan noted; goal rationale includes assessment and/or student achievement data

	No	**Yes**
IF Deleted: Please describe the results or explain the reason for deletion of the goal:	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 strategic goal	at least one program goal is mapped to a college strategic goal

	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)