PROGRAM REVIEW STEERING COMMITTEE
Spring 2025 Annual Update Feedback Rubric

Student Instructional Services

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

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	Exemplary Status
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 service area 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

Item	Initial	Emerging	Developed	Highly Developed
Student Services 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 service area goals/plans
Please discuss any equity gaps in access or success the data revealed	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 service area goals/plans
Discussion on action taken to address these 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
Discussion related to data revealed on progress of the program review goals set.	no discussion of data/progress and relationship to service area goals	discussion of data/progress but not connected to service area goals	discussion of data/progress, connected to service area goals	discussion of data/progress, connected to service area goals; description of impact on service area goals

	No	Yes	
Did your service area complete and submit SLO/SAO assessment in the last year?	service area did not submit SLO/SAO assessments in the last year	service area submitted SLO/SAO assessments in the last year	
IF NO to above, describe the department's plan to update SLOs/SAOs.	no description of plan to update SLOs/SAOs	description of plan to update SLOs/SAOs	
IF NO to above, describe why and whether service area is experiencing barriers to assessment or data submission, and/or if program would benefit from outcomes and assessment support.	no description of why or whether the service area is experiencing barriers to assessment/data submission	description of why the service area did not assess and whether it is experiencing barriers to assessment/data submission	

Item	Initial	Emerging	Developed	Highly Developed
Outcomes assessment projects completed in the last year and how results were used for improvement.	no discussion of outcome assessment projects completed in the last year	discussion of outcome assessment projects completed, but not within the past year	discussion of outcome assessment projects completed within the past year as well as the results	discussion of outcome assessment projects completed within the past year as well as the results and how the results were used to improve services

Comments:

Program Goals

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	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; 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: 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)	