

PROGRAM REVIEW STEERING COMMITTEE

2025-2026 Student & Instructional Services Annual Update Feedback Form & Rubric

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.

Service Area Overview and Update					
	No		Yes		
Please briefly share the ways in which you collaborated with colleagues within and outside of your department to gather input to inform your program review.		no description of ways input was collected both within and beyond the department		description of ways input was collected both within and beyond the department	
Item	Initial		Emerging		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					
Item	Initial		Emerging		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 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 data collected, its relevance to the service area, and implications for program goals/plans
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 how data were used to inform changes/improvements and next steps/implications were noted
				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						
	Initial		Emerging		Developed	Highly Developed
Goal Status: For Each Goal						
IF <u>Completed</u> : 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 <u>Not Started</u> : 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 <u>In Progress</u> : 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 <u>New Goals Added</u> 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 <u>Deleted</u> : 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:

Resources Requested to Achieve Goals:

What resources were requested to achieve program goals?

	Initial	Emerging	Developed
For Each Resource Request: Resource request 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)