

PROGRAM REVIEW STEERING COMMITTEE

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

Department/Program:

Author(s):

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. Please provide comments on recommendations and commendations within each area. Note that each criterion corresponds with a question in the program review template/Nuventive module. Include links and referrals to resources wherever possible on recommendations.

Academic Senate Approved:

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	
Please briefly share the ways in which you collaborated with your Dean on your program review to discuss your vision, goals, and resource needs/requests		no description of collaboration/discussion with dean of vision, goals, resource needs		description of collaboration/discussion with dean of vision, goals, resource needs	
	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 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					
	Initial		Emerging		Developed
Student Services areas collect data in many different ways. This may include the number of students, employees, or community members served, survey results, or other reports prepared by the department and external organizations. 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
Please discuss any equity gaps in access or success the data revealed. 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 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
	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	
	Initial		Emerging		Developed
Please share any outcomes assessment projects your service area has completed in the last year and how the service area used the results 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								
	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 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: 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 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		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:								
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)		