PROGRAM REVIEW STEERING COMMITTEE
Spring 2021 Annual Update Evaluation Guide
Instructional
FINAL

Department/Program: Author(s): _____

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

SECTIONS	SUBCRITERIA	Initial	Evolving	Established	Comments
Section I: Program Overview and Update (I.1-I.4)	Program Review team represents collaborative effort. (I.1-I.3)	no evidence of broad participation in the development of program review	N/A	☐ substantial evidence of participation beyond the lead author	
Section I: Program Summary (I.4)	Summary of changes, additions, and achievements in program since last program review annual update. (I.4)	no summary of changes, additions, and achievements in program since last program review annual update	limited summary of changes, additions, and achievements in program since last program review annual update	thorough summary of changes, additions, and achievements in program since last program review annual update	
Section II: Assessment and Student Achievement (II.A.-II.B.2)	Course SLOs assessment plan on file with SLOAC. (II.A.1)	☐ no SLO assessment plan on file	N/A	☐ SLO assessment plan on file	
Section IIA: Assessment (II.A.1)	Assessment Plan on file with OAC/SLO Coordinator. (II.A.1)	☐ no Assessment Plan on File	☐ Assessment Plan on file but work is needed to update the plan	☐ Assessment Plan on file	
Section IIA: Analysis (II. A.2)	Analysis of SLO findings over past year, including successes, challenges and any changes made as a result. (II.A.2)	☐ no analysis of SLO findings	☐ limited analysis of SLO findings	☐ thorough analysis of SLO findings	
Section II.B. Student Achievement (Success & Equity) (II.B.1)	Summary of finding program's progress in meeting equity goals. (II.B.1)	☐ no summary of program progress in meeting equity goals	☐ limited summary of program progress in meeting meeting equity goals	☐ thorough summary of program progress in meeting equity goals	
Section II.B. Student Achievement (Equitable Student Outcomes Plans) (II.B.2)	Plans to improve equitable student outcomes (success, retention, persistence, graduation, etc.) (II.B.2)	☐ no discussion on plans to improve equitable student outcomes	☐ limited discussion on plans to improve equitable student outcomes	☐ thorough discussion on plans to improve equitable student outcomes	
Section II.C. Distance Ed (II.C.1-3)	Discussion of differences in success rates between distance education vs. in-person student success rates and what has the department done to address disparities. (II.C.1)	☐ no discussion of differences between distance education vs. in-person	☐ limited discussion of differences between online and in-person student success rates; disparities	☐ thorough discussion of differences between online and in-person student success rates	
	Discussion of mechanisms (e.g., processes, methods, models, practices) in place to ensure regular and effective contact within online courses. (II.C.3)	☐ no discussion on how the department/discipline will ensure regular and effective contact within online courses	☐ limited discussion on how the department/ discipline will ensure regular and effective contact within online courses	☐ thorough discussion on how the department/discipline will ensure regular and effective contact within online courses	

SECTIONS	SUBCRITERIA	Initial	Evolving	Established	Comments
Section III: Previous Goals (III.1-4)	For goal status identified as "deleted" or "completed," appropriate rationale or summary of results, respectively, was given. (III.2,3)	☐ no rationale or results given for deletion or completion of goals	☐ limited rationale or results given for deletion or completion of goals	☐ thorough rationale or results given for deletion or completion of goals	
	For goal status identified as "Not Started" or "In Progress," action steps were given. (III.2,4)	☐ no discussion of action steps given for "Not Started" or "In Progress" goals	☐ limited discussion of action steps given for "Not started" or "In Progress" goals	☐ thorough discussion action steps given for Not Started" or "In Progress" goals	
	Not Rated: Resource requests specified as action steps. (III.4)	N/A	N/A	N/A	
Section IV: New Goals (IV.1-IV.6)	New goals support College Strategic Goals. (IV.2-IV.3)	☐ no discussion of how new goal(s) advance(s) College Strategic Goals	☐ limited discussion of how new goal(s) advance(s) College Strategic Goals	☐ thorough discussion of how new goal(s) advance(s) College Strategic Goals	
	New goals informed by assessment results (SLO/PLO), student achievement data, or other data/ rationale provided. (IV.4)	☐ no discussion of how new goals are informed by data or other information; no rationale provided	☐ limited discussion of how new goals are informed by data or other information; limited rationale provided	☐ thorough discussion of how new goals are informed by data or other information; thorough rationale provided	
	Action steps are discussed. (IV.5)	☐ no discussion of action steps	☐ limited discussion of action steps	☐ thorough discussion of action steps	
	Not Rated: Resource requests specified as action steps. (IV.5)	N/A	N/A	N/A	
	Discussion on how this goal will be evaluated. (IV.6)	☐ no discussion of how this goal will be evaluated	☐ limited discussion of how this goal will be evaluated	☐ thorough discussion of how this goal will be evaluated	
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(s); no notation in action step(s)	N/A	☐ clear connection to department/ discipline goal(s); notation in action step(s)	

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