PROGRAM REVIEW STEERING COMMITTEE
2023-2024 Evaluation Guide
Annual Update
Instructional   **FINAL**   *PRSC Approved: 9/21/2023*

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
Program Overview and Update (1-6)					
Program Overview (1-5)	Program Review team represents collaborative effort.	☐ no evidence of broad participation in the development of program review	N/A	☐ substantial evidence of participation beyond the lead author	
Program Update (6)	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	☐ 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	
Assessment and Student Achievement (7-8)					
	Course SLOs assessment plan done in last year (7)	☐ no SLO assessment in last year	N/A	☐ SLO assessment in last year	
	Discussion of outcome assessment project (8)	☐ no discussion of SLO assessment projects	☐ limited discussion of SLO assessment projects	☐ thorough discussion of SLO assessment projects	
Student Achievement (9-13)					
	Discussion on equity gaps in access or success (9)	☐ no discussion on equity gaps in access or success	☐ limited discussion on equity gaps in access or success	☐ thorough discussion on equity gaps in access or success	
	Discussion on action steps to address equity gaps (10)	☐ no discussion on action steps to address equity gaps	☐ limited discussion on action steps to address equity gaps	☐ thorough discussion on action steps to address equity gaps	
	Discussion on data impacted previous comprehensive program review goals (11)	☐ no discussion on data impact to previous goals	☐ limited discussion on data impact to previous goals	☐ thorough discussion on data impact to previous goals	
	Describe the significant/impactful ways the service area has worked across the College to	☐ no discussion of ways the service area has worked across the College	☐ limited discussion of ways the service area has worked across the College to	☐ thorough discussion of ways the service area has worked across the College to	
	Discussion on how remote operations are still affecting service area (13)	☐ no discussion on how remote operations are still affecting service area	☐ limited discussion on how remote operations are still affecting service area	☐ thorough discussion on how remote operations are still affecting service area	
Distance Education Course Success (14-15)					
	Discussion of differences in success rates between distance education vs. in- person student success rates and what has the department done to address disparities	☐ no discussion of differences between distance education vs. in- person	☐ limited discussion of differences between online and in-person	☐ thorough discussion of differences between online and in- person	
Previous Goals	For goal status identified as "Deleted" or "Completed," explanation given	☐ no explanation of goal status	N/A	☐ explanation of goal status	
	For goal status identified as "Not Started" explanation of why given	☐ no explanation of goal status	N/A	☐ explanation of goal status	
	For goal status identified as "In Progress," action steps from last report on the ones	☐ no goal status identified	N/A	☐ goal status identified	
	Not Rated: Resource requests specified as action steps	N/A	N/A	N/A	
4 Year Goals	Describes how goal advances College Strategic Goals.	☐ no discussion of how goal advances College Strategic Goals	☐ limited discussion of how goal advances College Strategic Goals	☐ thorough discussion of how goal advances College Strategic Goals	
	Indicates how this goal was informed by assessment results, data, etc.	☐ no discussion of how new goals are informed by data or other information; no	☐ limited discussion of how new goals are informed by data or other information;	☐ thorough discussion of how new goals are informed by data or other information;	
	Action steps are discussed	☐ no discussion of action steps	☐ limited discussion of action steps	☐ thorough discussion of action steps	
	Not Rated: Resource requests specified as action steps	N/A	N/A	N/A	

	Discussion on how this goal will be evaluated.	☐ 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	☐ no connection to department/discipline goal(s); no notation in action step(s)	N/A	☐ clear connection to department/discipline goal(s); notation in	