PROGRAM REVIEW STEERING COMMITTEE

2023-2024 Evaluation Guide

Annual Update
Student and Instructional (Tutoring & Library) Service Areas

Directions for PRSC Team: For each component of the program review, please rate the response as one of clarification in the comments section.

SECTIONS	SUBCRITERIA	Initial
Service Area Overview and Update (1-6)		
	Program Review team represents collaborative effort (1-5)	☐ no evidence of broad participation in the development of program review
	Summary of changes, additions, and achievements in program since last program review annual update (6)	☐ no summary of changes, additions, and achievements in program since last program review annual update
SLO/SAO Outcome Assessment and Student Success (7-14)		
Student Access, Learning and Achievement (7-12)	Discussion on what data were used (7)	☐ no discussion of data used
	Discussion on equity gaps related to student access/success (8)	☐ no discussion on equity gaps
	Discussion on action steps taken to address equity gaps (9)	☐ no discussion of data collected or used to inform plans

	Discussion on how the data impacted goals set in previous comprehensive program review (10)	☐ no discussion of impact
	Discussion on most significant/impactful service area worked across the college (11)	☐ no discussion of how service area impacted collaboration
	Discussion of lessons learned from remote transition (12)	☐ no discussion of remote impact
Service Area Assessment (13-14)	Course SLOs assessment plan done in last year (13)	☐ no SLO assessment in last year
	Discussion of outcome assessment project (14)	☐ no discussion of SLO assessment projects

Previous Goals	For goal status identified as "Deleted" or "Completed," explanation given	☐ no explanation of goal status
	For goal status identified as "Not Started" explanation of why given	☐ no explanation of goal status
	For goal status identified as "In Progress," action steps from last report on the ones completed and ones are on-going	☐ no goal status identified
	Not Rated: Resource requests specified as action steps	N/A

4 Year Goals	Describes how goal advances College Strategic Goals.	☐ no 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 rationale provided
	Action steps are discussed	☐ no discussion of action steps
	Not Rated: Resource requests specified as action steps	N/A
	Discussion on how this goal will be evaluated.	☐ no 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 or action step(s)

FINAL

PRSC Approved: 9/21/2023

the following: Initial, Evolving, Established. All areas marked as initial or evolving need further

Evolving	Established	Comments
N/A	☐ evidence of broad participation beyond the lead author	
☐ 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	
☐ limited discussion of data used	☐ thorough discussion of data used	
☐ limited discussion on equity gaps	☐ thorough discussion on equity gaps	
☐ limited discussion of data collected or used to inform plans	☐ thorough discussion of data collected or used to inform plans	

☐ limited discussion of impact	☐ limited discussion of impact	
☐ limited discussion of how service area impacted collaboration	☐ thorough discussion of how service area impacted collaboration	
☐ limited discussion of remote impact	☐ thorough discussion of remote impact	
N/A	☐ SLO assessment in last year	
☐ limited discussion of SLO assessment projects	☐ thorough discussion of SLO assessment projects	

N/A	☐ explanation of goal status	
N/A	☐ explanation of goal status	
N/A	☐ goal status identified	
N/A	N/A	

☐ limited discussion of how goal advances College Strategic Goals	☐ thorough discussion of how goal advances College Strategic Goals	

☐ 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	
☐ limited discussion of action steps	☐ thorough discussion of action steps	
N/A	N/A	
☐ limited discussion of how this goal will be evaluated	☐ thorough discussion of how this goal will be evaluated	

	☐ clear connection to department/discipline goal or action step(s)	